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**AGENDA  
TOWN OF CAMP VERDE  
REGULAR SESSION  
MAYOR AND COUNCIL  
473 S. MAIN STREET, SUITE 106  
WEDNESDAY, AUGUST 17, 2022 at 6:30 P.M.**

**ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/87847696090?pwd=bVIPSm51T0xpc0ZXRTZDcUd5Yk56dz09>

**Phone: 1-253-215-8782 or 1-346-248-7799**

**Meeting ID: 878 4736 6090**

**Passcode: 677513**

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) Work Session– July 27, 2022 at 5:00 p.m. Page 5
    - 2) Regular Session – August 3, 2022 at 6:30 p.m. Page 15
    - 3) Executive Session – August 3, 2022 at 7:35 p.m. (recorded and on file)
  - b) **Set Next Meeting, Date and Time:**
    - 1) Regular Session – Wednesday September 7, 2022 at 6:30 p.m.
    - 2) Work Session – Wednesday September 14, 2022 at 5:30 p.m.
    - 3) Regular Session – Wednesday September 21, 2022 at 6:30 p.m.
  - c) **Acceptance of a Mitigation Grant in the amount of \$109,000 from AZ State Parks and Trails and award of the contract to Tierra Verde Contractors per Job Order Contract # 17-123 to construct improvements to the Box T Trailhead requiring no Town financial match.** Staff Resource: Steve Ayers Page 29
  - d) **Approval of a Letter of Support for the Prescott National Forest for a Land and Water Conservation Grant that will be used to purchase and protect 52,000 acres on the Upper Verde River Watershed.** Staff Resource: Steve Ayers Page 93

- e) **Approval to adjust the wage scale for the Deputy Town Manager position from salary range 35 (\$136,741 Minimum) to salary range 32 (\$118,122 Minimum).**  
Staff Resource: Russ Martin Page 99
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:**
- **Quarterly Report from Town Clerks Office.** Staff Resource Cindy Pemberton Page 101
  - **Quarterly Report from Public Works.** Staff Resource Dorie Blair Page 123
  - **Quarterly Report from Economic Development.** Staff Resource Steve Ayers Page 131
7. **Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Water Division job descriptions to include the Water Division Manager, Water Division Foreman, Water Operator and Utilities Clerk to the Plan.** Staff Resource: Russ Martin Page 135
8. **Discussion, Consideration and Possible Revision of Ordinance 2022-A467, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for a Zoning Map Change, subject to Stipulations, from RR-2A and PAD to C2-PAD for 87 acres located at 3445 S. Grapevine Way, Camp Verde, Arizona which is also known as Alcantara Winery and Resort.** Staff Resource: John Knight Page 149
9. **Discussion, Consideration, and Possible Direction to the Manager to prepare and submit the 2021 Election Ballot for two (2) members from candidates around the state to serve on the Board of Trustees for the Arizona Municipal Risk Retention Pool.** Staff Resource: Russ Martin Page 183
10. **Discussion, Consideration, and Possible Direction to reestablish the Parks and Recreation Commission.** Staff Resource: Russ Martin Page 185
11. **Discussion, Consideration, and Possible Direction for the Mayor to approve The League of Arizona Cities and Towns proposed Resolutions on behalf of the Town of Camp Verde Town Council.** Staff Resource: Mayor Jenkins Page 189

**12. Discussion, Consideration, and Possible Approval amendment to the Town's Salary Plan by adding the Records Specialist II job description to the Plan.** Staff Resource: Corey Rowley Page 213

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

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

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

**16. Discussion regarding applicants for Town Attorney with possible direction on the hiring process and next steps. The Council may, by majority vote, recess the regular session, hold an executive session and then reconvene the regular session for discussion and possible action on this item as covered by A.R.S. §38.431.03 (A)(1).**

- **Recess into and hold Executive Session pursuant to A.R.S. §38.431.03 (A)(1)**
- **Reconvene Open Session**

**17. Adjournment**

*Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which*

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

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 08-11-2022 at 4:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

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

**DRAFT MINUTES**  
**TOWN OF CAMP VERDE**  
**WORK SESSION**  
**MAYOR AND COUNCIL**  
**473 S MAIN STREET, SUITE 106**  
**WEDNESDAY, JULY 27, 2022 AT 5:00 P.M.**

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

1. **Call to Order** Mayor Jenkins called the meeting to order at 5:00 pm.
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins

Others present, Town Manager Russ Martin, Administrative Clerk Jadie Edwards, Transcriptionist Dana Donahue, Finance Director Mike Showers, Town Clerk Cindy Pemberton (via Zoom).

3. **Pledge of Allegiance** led by Councilor Baker.
4. **Discussion with Town Staff Regarding FY23 Final Budget.**

Mayor Jenkins requested that Finance Director Mike Showers, explain the FY23 budget.

Mr. Showers referred to the finance document provided to Council members. He explained that it was a slightly reformatted version of the previous budget, based on a request by Councilor Moore to see the actual annual budgetary impact, and budgetary impact from Council. He explained that the new positions are on the front, so they can be reviewed again. The second page is the updated page with the cap at 3% on raises. The third page is the original one the Council received previously, for comparison. Mr. Showers went through the document and discussed the highlights of each page.

Referring to the third page, he explained to the Council that the blue highlighted numbers signify costs going down and purple indicates costs going up. Why did some costs go up?

Two reasons he explained;

1. Staff discovered an error regarding a COLA given to an employee of the Marshal's office. The employee did receive a COLA, but further research indicated a pay rate discrepancy which required us to give him back pay. This altered the COLA budget for the Marshall's Office. There was also an employee at the Marshal's Office that did not receive a merit raise, so it was included. Any employee that had a position change that

included a raise, Mr. Showers included the entire increase. His office was very specific.

2. There were two employees that had adjustments, one in Courts and one in Streets. Mr. Showers identified the amount that appeared as Merit and separated it from adjustment. That is why there are some increases. The merit impact was \$7,500. It only goes down \$2,000 because of adjustments.

Mayor Jenkins asked Council if this report was satisfactory. She is concerned that everyone be on the same page, and there is agreement regarding the final budget, the numbers, and the direction given to staff.

Councilor Moore asked about a Maintenance position that was currently open.

Town Manager Russ Martin said Council approved the temporary position. The position will evolve into a permanent position, that is why they are advertising it. He continued, stating several approved positions were not advertised yet, however the Utility Director went out for advertising yesterday. The Town Attorney position is out (advertised). The Senior Building Inspector, Planning position, Wastewater Tech and none of the library positions, are advertised at this time. The Parks and Rec Coordinator is advertised. A position was filled that was vacated, that position was open, and staff advertised it. Staff would like to hire two people, but they are waiting for approval of the final budget, one part time and one full time. These positions are in the budget, and staff would like to hire them this fall.

Vice Mayor Butner clarified; regarding sheet number two, and asked if this was inclusive of every employee Council has authorized?

Mr. Showers replied yes. This has every authorized employee that has been requested to be filled by a department head. Staff has approved employee schedules, but no employees filling them. All requested employees are on page two, including the ones on the front page.

Vice Mayor Butner reiterated; is every employee position, regardless if they are filled or not, on this sheet? And how many positions are in this schedule? How many employees does the Town have?

Mr. Martin replied yes, every employee is on the sheet. He used the example of the salaries of the Town Manger and the Deputy Town Manager, which are combined on the sheet totaling \$372k. This is the salary of myself, the Town Manager, and the proposed Deputy Town Manager, that's why, he explained, you see that number there.

Mr. Showers explained; for example, the Town Attorney right now is an authorized position, but it is not in the wage numbers because it is not in the legal costs.

Vice Mayor Butner asked how many employees are in the schedule.

Mr. Showers replied, 128.9 Full Time Employees or FTEs.

Vice Mayor Butner stated he would like to look at a document to see the Town has 129 employees.

Councilor Baker asked about the 16.4 FTEs that are being added.

Mr. Showers replied, sixteen FTEs was requested, but not budgeted for. The Town Manager pared it down to 11.1, through his recommendations. Council parred it back further to 11.9.

Councilor McPhail asked about the Planner position that comes on in April. She is concerned about planning jobs the Town needs to get done soon but won't be started or completed until the position is filled. She asked if the hire date could be moved up, primarily for the Main Street project.

Councilor Baker asked if Mr. Knight had requested the Planner sooner than the projected hire date of April 2023.

Councilor McPhail replied she had a conversation regarding the position with Mr. Knight and he expressed his desire for a Planner immediately.

Councilor Baker stated she did not remember Mr. Knight making that request.

Councilor Moore replied she felt that Mr. Knight, at the last meeting, was very anxious for a Planner as soon as possible. She agrees to move the Planner position up.

Vice Mayor Butner agreed.

Mayor Jenkins asked for a consensus about the Planner Position being filled as soon as possible, as opposed to April 2023. Can staff make it as soon as possible, perhaps October 1, 2022?

Councilor McPhail asked if that would bust the budget?

Mr. Martin replied no, it is an \$80k annual salary, so no, it will not bust the budget.

Councilor Moore asked about the Library Manager Position. When should that be filled? Her understanding was that the position was currently filled with a grant through December of 2022. Are the positions being swapped?

Mr. Martin replied yes.

Mayor Jenkins asked if the Council agreed to move the Library Manager position from 7-1-2022 to December of 2022.

Vice Mayor Butner asked if the plan was to trade the Planner Position for the Library

Manager regarding hiring time. He wanted to know if it is a budgetary equivalent spot. Mr. Martin replied we are in a budget amount. Vice Mayor Butner stated he understood that but wanted to know if the position could be traded off equally in regard to time.

Mr. Martin explained that the person filling the Library Manager Position is being paid by a grant which will expire in December, therefore the town is not currently paying the salary of the person in the position.

Mr. Showers explained if you trade it for January 1<sup>st</sup>, it is exactly a six-month equivalency. Staff could do six months earlier, because the Planner is April to October, six months later from July to October for the Library Manager.

Vice Mayor Butner and Mr. Martin agreed that the Library Manager and the Planner are budgetary equivalent spots.

Mayor Jenkins expressed her concern about the amount of money in the budget.

Mr. Martin explained the Town has several openings, totaling \$140k, that at this time are not filled, yet staff included them in the budget even though the positions are empty. This is about \$10k a month of wages staff not paying because the positions are vacant, that equates to about a million dollars in a year. The empty positions come through attrition and other reasons. If the Town gets into a budgetary crisis, it can direct a reduction of some of the support staff. Our staff is accustomed to switching roles when people leave, and staff doesn't refill the position. Staff doesn't have a lot of back up, but they have done well, and they have reserves, staff could work their way through it.

Mayor Jenkins asked Mr. Showers the difference between net sales tax and budget.

Mr. Showers stated that our sales tax increase from last year's budget is up 10%. Sales tax came in \$50k over budget.

Mayor Jenkins asked if there was the same change in payroll expense from last year to this year. She surmised that it has to be about 1.5 million higher because of the COLAs and merit increases.

Mr. Martin stated that there is the budgetary impact vs the annual impact. The budgetary impact is about a 1 million dollars.

Mr. Showers replied about 12.9% or 1.3 million in dollars.

Mayor Jenkins stated staff is increasing our payroll twice what the sales tax revenue is. A \$700k increase in sales tax and 1.3 million in payroll.

Councilor Murdock stated that Council needs to remember the Water Company and the Wastewater Department income pays their employees.



Mr. Showers confirmed Councilor Murdock's statement, saying it is a savings of \$500k, which lowers the costs from 1.3 million to \$800k.

Vice Mayor Butner stated the Water Company is self-supporting, it pays for its own employees, debt and operating costs.

Councilor Murdock asked, does that change our percentage?

Mr. Showers stated the wage to taxes is more like \$800k. It is best to take the Water Department out of the increase of 1.3% because the Water Department does not benefit from sales tax.

Councilor Murdock reiterated that it significantly reduces the costs of overall employee wages because the Water Company supports itself.

Vice Mayor Butner asked Mr. Showers if he could do the totals absent the Water Company.

Mr. Showers explained that Water and Wastewater do not benefit from sales tax, although their increases are offset by their own revenues.

Vice Mayor Butner asked if Wastewater was entirely self-supporting.

Mr. Showers replied, yes, but to be more specific; sales tax does not cover HURF. How fast is sales tax increasing as it relates to wages that we are offsetting? Staff must back out Streets, Wastewater, HURF and the Water company from the wages because they do not benefit from the sales tax.

Mayor Jenkins stated Council is approving an overall budget. We are increasing the towns payroll by adding these employees, raises and COLAs. We understand that we are receiving funds from Wastewater and the Water Company, but we must look at the overall budget and the increases through the decisions we are making.

Mr. Showers explained that our sales tax increases are enough to cover the positions annually that we are adding in that category. The only positions that are being covered by sales tax, revenue sharing and state sales tax, are the General Fund positions. It might be better to look at the General Fund Summary; increases in wages as opposed to the sales tax increases. State taxes increased significantly as well. Staff is looking at nearly 1 million to cover costs.

Mayor Jenkins wanted to know if this was a tradeoff.

Mr. Showers said yes, but the bigger question is what we are looking at down the road.

Mayor Jenkins stated that we are approving a budget that we must honor. These are fixed costs. We don't want layoffs or decrease of hours. We hope to maintain this level

of sales tax to sustain our employees.

Mr. Showers stated The Town loses people through attrition.

Councilor McPhail reminded the Council about the new business coming into Town such as Tractor Supply and the new hotels. This will bring additional people to the Town. She feels that our financial position is very strong. We need the staff to provide the services that are expected of our town.

Mayor Jenkins stated she felt the merits are fine, but the Manager needs to be handled separately because they are contract positions. She asked Mr. Showers about the Park fund of 6 million dollars. She wanted to know how much of that money is allotted.

Mr. Showers stated he was not sure but felt that chances are it was not all the money had been allotted. All of it may not be available. He had to budget the maximum amount, but he thinks it will be less than that.

Mayor Jenkins replied she would like to see playground equipment this year that the citizens can use. She wanted to know if there was money available to purchase equipment for the park. Only the trail and ballfields are available currently.

Councilor McPhail replied there are CIP, or Capital Improvement Funds. We can ask Parks and Rec to cost it out and allocate that money if that is what the Council wants.

Mayor Jenkins would like to request a Work Session in August to discuss the Sports Complex. She would like a detailed update of the Sports Complex.

Mr. Martin replied yes, we will discuss the park and the money allocation. We have restricted plates with the grant, and we have CIP funds that are unrestricted. We will be looking at all the CIP projects at that time. On August 10<sup>th</sup>, we will have a restricted conversation that will lead the Council to what the scope is planned for and how it is moving forward. On September 14<sup>th</sup> we will have a conversation about the CIP and what Council would like to do looking at all the CIP priorities. That is the plan.

Vice Mayor Butner asked who the person would be to ask about the monies for the park.

Mr. Martin replied that it would be him, and it is about \$700k that is contracted, but he would have to confirm that. Less than that is available for the restricted items such as grant requirements and controls.

Mayor Jenkins asked about the lights, and if they were restricted.

Mr. Martin replied most of it is in the lights. We will have a better idea of it on the meeting on August 10<sup>th</sup>.

Mayor Jenkins asked for more discussion from the Council.

Councilor McPhail asked about showing something to the public other than positions. She listed several improvements that have been recently completed such as; broadband, arena, library lighting, Council chamber, remodeling of parks and rec rooms. We have used the CARES Act money and ARPA funds for many improvements. We fixed the pool. What are some improvements we don't see? She referred to her recent ride along with the Marshals office. She discovered that the town doesn't have a lot of problems such as commercial theft, graffiti and other problems that are common in other communities. Why? Because as a community we don't stand for it. We are slowly but surely completing some things through these monies. She hopes that the citizens see what improvements have been made.

Mayor Jenkins discussed the processes this year for the budget and inquire if Council wanted to continue in this manner or use some ideas from other communities, perhaps such as the budget document Cottonwood published?

Councilor Moore spoke about Cottonwoods' budget presentation document and asked if staff could do something like that. Council would like something that is public friendly and ours is not that way.

Mr. Showers asked if she had reviewed Camp Verde's budget that is online.

Councilor Moore replied yes, but she thinks the Town can do better.

Councilor Whatley said she really liked the way the Camp Verde budget was presented. The color coding was very clear and very helpful. She would like to see more narration and a few more visuals.

Councilor Murdock said in the past the budget process was onerous. Several of the Council members did go to Cottonwood and observed their process. It took a long time, and she feels our way of doing things is more streamlined. A simple budget is better. She appreciates how hard the Council works on the budget. The economic upturn has brought more money and thus more staff. It improves our community.

Councilor Whatley explained the budget documentation was very simple. She feels it was explained well, especially for the public. The color coding of each category was user friendly. It breaks it down and makes it readable.

Mayor Jenkins reminded the Council that the public sees the budget documents, maybe for the first time, and we need to make the document informative and clear.

Councilor McPhail asked Mr. Showers if he would need additional staff to improve the budget document, that additional staff was something that needed to be considered. We can't overburden our staff.

Mayor Jenkins suggested asking the Town of Cottonwood for their accounting templates and plug our numbers into them.

Councilor Baker stated that Cottonwood probably has this information on their website. Camp Verde also has a simple website that the public can access for information. She suggested that the town's website could be adjusted to provide additional information.

Councilor Moore stated she got most of her information from the Cottonwood Town website. She felt the Cottonwood website was very clear and professional. She would like to see us do something like that, so that we represent Camp Verde in the budget process better. It may also reduce questions and clarify how the process works.

Mr. Showers replied that he feels that he has done everything he can to keep our budget documents streamline (small page wise), however, too much color, charts are distracting. He does not want to overburden the document. He feels that what he is hearing from the Council is that they would like better explanations. He feels that not all the work falls on his department to produce narratives. That should be the department heads responsibility. He understands the comments but would like specific likes and dislikes. He requested some direction on how to improve the budget presentation.

Mayor Jenkins stated that the budget is not just about numbers, it is a summary on what the Town has done this year. Council should be able to pick up the document and a reader would know what is happening in Camp Verde, a snapshot of the Town of Camp Verde. She would like a document that was more than just numbers.

Councilor Whatley feels that prospective companies and businesses would benefit from a concise and readable budget document. She feels that the current document is well done and presented clearly.

Councilor Moore asked Mr. Showers when he started on the budget documentation. She wanted to know when he would need to know about changes.

Mr. Showers replied that maybe the bigger question is how much of the budget documentation does Council need? He stated he had given the Council about 30% of the documentation because that is what he felt the council needed to make decisions. His purpose is not to please the public but to provide the prevalent numbers so the council can make decisions. He surmises that the council wants more of a statement in the budget documentation.

Mayor Jenkins recognizes that Mr. Showers gave Council what they needed to make the decisions, however, she would like to make the decision on what is given to Council.

Mr. Showers reminded Council that over the year's Council has requested he make the budget process shorter. This year was different because the town is growing and there were greater expectations. The budget process needs to change as the town

changes. He has a “to-do” list of changes. At the very least, this process has provided us with an indication of what changes we need to address.

Mayor Jenkins encouraged the Council members to provide Mr. Showers with any suggestions they feel might be helpful. This is a work in progress. The goal was to improve the way the budget looks and its readability.

Councilor Moore wanted to put a timeline on suggestions for improving the budget document.

Mr. Showers stated he will attempt to grab the items needed or requested by Council. He needs specific suggestions by December 1. We start the budget process in January. Suggestions can be sent even after Dec 1. It may not get into that budget, but at least he will know.

Councilor McPhail stated the suggestions need to be via email.

Councilor Murdock referred to the Quarterly Report. When Mr. Showers submits the GOFA report to the state, it is complete. A person can get details through the monthly report. She reminded Council that we don't get the pretty version of the budget, such as the one presented to the State.

Mr. Showers stated it seems that we have discussed this, and he will make the adjustments. He needs specifics from council on what they would like to see in the budget documentation.

Mayor Jenkins summarized tonight's meeting;

- The new hire Planner hiring date is moving from 4-1-2023 to 10-01-2023.
- The new Library Manager position hiring date is moving from 7-1-2022 to 1-01-2023.
- Merit raises will be given at the same time with the exception of the Town Manager, which will be reviewed in December.
- Mr. Showers is requested to expand the budget documents for next year. Council is to provide suggestions to the Town Clerk to be forwarded to Mr. Showers before Dec 1, 2022.

Mr. Showers asked if the Council wanted any variations or changes in the payroll that dropped, to be put into contingency. Total budget expenses will stay where they are. Or does council want the final budget total expenses dropped regarding wages.

Vice Mayor Butner requested the numbers be in contingency.

Mayor Jenkins replied yes, any variation in the payroll will go into contingency.

**5. Adjournment-** The meeting adjourned at 6:15 p.m.

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

\_\_\_\_\_  
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 July 27, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

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

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

*Note: Pursuant to A.R.S. §38-431.03. (A)(1); (A)(2) and (A)(3), the Council may hold an Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the agenda, or discussion of records exempt by law from public inspection associated with an agenda item.*

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**DRAFT MINUTES**  
**TOWN OF CAMP VERDE**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**473 S MAIN STREET, SUITE 106**  
**WEDNESDAY, AUGUST 3, 2022 AT 6:30 PM.**

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

1. **Call to Order-** Mayor Jenkins called the meeting to order at 6:30
  
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley (via Zoom), Vice Mayor Joe Butner, and Mayor Dee Jenkins.  
  
Others present; Town Manager Russ Martin, Town Clerk Cindy Pemberton, Assistant Clerk Jadie Edwards, Transcriptionist Dana Donahue.
  
3. **Pledge of Allegiance-** the Pledge of Allegiance was led by Councilor Moore.
  
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.
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    - 3) Regular Session – Wednesday September 7, 2022 at 6:30 p.m.
    - 4) Regular Session – Wednesday September 21, 2022 at 6:30 p.m.

Mayor Jenkins informed the Council of errors regarding names, in the minutes of June 20 regular session and special session that need to be corrected prior to approval and requested they be pulled from the consent agenda.

**Councilor Moore moved** to accept the consent agenda except for items 4a2 and

4a3.

**Seconded by Council McPhail**

**Vote**

Councilor Baker-aye  
Councilor Moore-aye  
Councilor Murdock-aye  
Councilor McPhail-aye  
Councilor Whatley-aye  
Vice Mayor Butner-aye  
Mayor Jenkins-aye

**Motion passes 7-0**

Mayor Jenkins read specific items from the minutes of July 20 that needed correction. The Town Clerk acknowledged the corrections.

**Councilor Moore moved to approve consent agenda items 4a2 and 4a3 with the corrections as noted for the clerk. Seconded by Councilor McPhail.**

**Vote**

Councilor Baker-aye  
Councilor Moore-aye  
Councilor Murdock-aye  
Councilor McPhail-aye  
Councilor Whatley-aye  
Vice Mayor Butner-aye  
Mayor Jenkins-aye

**Motion passes 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 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))



Town Clerk Cindy Pemberton stated that two members wished to speak about Agenda item 7 of the agenda and she believed it has been rescheduled for August 17<sup>th</sup>.

Mayor Jenkins advised the audience that Agenda item 7 regarding approval of the FY23 Budget, has been rescheduled for August 17<sup>th</sup>. Anyone wishing to speak on agenda item 7 could do so now or wait for the August 17 meeting.

Ms. Pemberton replied there were several requests to speak cards regarding item number 7.

Dr. Robert Noone spoke regarding the budget. He has been a resident of Camp Verde for over 30 years and owned a business in Town. Dr. Noone talked about the Town budget and the "taxable privilege assessment" which, he told the Council its essentially sales tax. He felt this verbiage was deceptive. He went on to say that deception is a legal lie. The entire thing (the budget) is predicated by lies. He feels that it (the budget) is not transparent.

Kendra Noone spoke regarding the towns budget. She told the Council that trying to find the budget on the town website was problematic. She was unaware the council was voting on the budget. It was her understanding that the budget was to be published in the newspaper, at the library and at the town prior to voting. As of last week, it was nowhere to be found. Ms. Noone finally went to the library and requested a copy of the budget from the library staff. The staff was able, after several attempts, to find the budget and print it out. She feels there is no transparency in the budget for the people that are paying for it. She requests that the council publish the budget in a timely manner for the citizens to view prior to voting on it.

Paul Lundy spoke regarding issues involving code enforcement. He lives in Verde Lakes. He told the Council his neighbor is a hoarder. The neighbor is currently living in a non-functional motor home that has no water or sewer because he is unable to live in his trailer. Mr. Lundy is concerned about the fire hazard this property presents. He mows the weeds in front of his neighbor's house and in the alley between the houses to reduce the fire danger. Mr. Lundy made a complaint to Town Code Enforcement. The enforcement officer has come to the property but has not contacted the owner.

Mr. Lundy gave several addresses in his neighborhood (within a quarter mile) with code enforcement issues, mainly people living in trailers, or travel trailers with no working utilities, mainly sewer. He wants to know how the sewage is being addressed on these properties. His primary concern is the potential fire hazard.

Cheri Wischmeyer spoke regarding the Council minutes. She had reviewed the minutes of the public budget hearing where she had spoken extensively. Ms. Wischmeyer said the minutes are not correct. She is aware Council has spoken to staff regarding the importance of accuracy in the minutes. It is important that the minutes be accurate, and she feels that the minutes are getting worse. She would like them improved.

Ms. Wischmeyer is not confident that the blue forms (request to speak cards) are being read properly. There is a box on the blue form that states “would like to speak on items not on the agenda”. She does not feel that she should have to tell the Clerk of the subject matter she is wanting to speak about when this box is checked. She went on to say, that's because the Council are elected officials, a request should be sufficient to speak to them.

Town Clerk Cindy Pemberton addressed the concerns regarding the minutes. She told the Council that there have been several recently hired transcriptionists who are unfamiliar with staff names. The Town Clerk and Deputy Town Clerk were also out of Town last week for Elections training and were unable to review the minutes. Regarding Ms. Wischmeyer's request to speak comment, Ms. Pemberton stated it is up to Council to consider Public requests to speak. She further clarified that the Clerk's office needs to be aware of the subject matter of said requests for transcribing and record keeping purposes.

**6. Discussion, Consideration and possible approval of funding of the Meals on Wheels program for Camp Verde residents operated by the Verde Valley Senior Center in an amount up to \$50,000. Staff Resource: Russ Martin**

Town Manager Russ Martin informed the Council that in 2019 the Town gave \$7,500 dollars to the Meals on Wheels program. In 2020 the Town contributed \$15K to operations but also assisted monetarily for a vehicle in the amount of \$12,500 dollars. In 2021 we contributed \$20k to Meals on Wheels.

Ms. Elaine Bremner spoke regarding the Meals on Wheels program. She is here to request \$50K from the Town. She gave the following statements;

- The program has served nearly 11,000 meals to residents of Camp Verde
- They covered over 10,000 miles to deliver the meals.
- The cost is \$10.79 per meal
- There is currently a waiting list for service

Ms. Bremner encouraged Council members to participate in a ride-a-long with Meals on Wheels to see how much the program benefits the people of Camp Verde. They have four routes in the area. She continued, stating that if the Council would like to see the real plight of the people that live in this community, who would not live without this service, please come along with us. This is a

lifesaving community service.

She is requesting \$50k because it will cost her a little over \$110k for the program for the next year. Ms. Bremner informed the Council that food is in short supply. The program is having problems getting bread. Fuel costs are uncertain. Shamrock Dairy is experiencing continuous delays due to labor shortages

There was a shortage of canned pears, which the program uses when fresh fruit is not available. She is requesting \$50k so Camp Verde can pay their fair share of what it costs to service its' residents.

Councilor Moore asked Ms. Bremner about the \$50k she is requesting from the town. She wanted to know if it costs \$110k for the program, and Camp Verde participates with \$50k, where is the remainder of the money coming from?

Ms. Bremner replied that NACOG (Northern Arizona Council Of Governments) provides a portion of the money. Meals on Wheels participates in fund raisers and some of the recipients can contribute. Funds from Camp Verde residents last year totaled less than \$4,000 dollars. NACOG's contribution pays for the first thousand meals. The program raises the money for the remainder.

Councilor Moore clarified that NACOG does pay for the first thousand meals. Ms. Bremner replied yes, for the first thousand meals.

Mayor Jenkins asked Mr. Martin about the appropriation of the budget for Meals on Wheels. She wanted to know what the town has dispersed and what remains.

Mr. Martin answered, saying that currently monies are being spent for the Vietnam Memorial Traveling Wall. The town committed a thousand dollars several years ago for the event, but it is possible more will be requested, however the event is not until March. The town also committed \$9,500, that brings the amount down to less than \$50k of the \$60k budgeted. The town has \$49.5k as a max it can spend. There are 11 months remaining in the budget. Council and staff might have an opportunity to come back and review this again.

Councilor Baker stated the \$60k is in the non-departmental discretionary budget. She asked Mr. Martin about the money in the discretionary budget.

Mr. Martin stated the non-departmental budget contains a myriad of items. He was unsure of the total dollar amount in the account. It contains expensive items and simple ones.

Councilor Baker asked again if the Town has any more money for community outreach, besides the \$60k.

Mr. Martin stated, not at this time because we are only one month into the budget and subsequent expenditures. The end of the year would be much better to make that assessment.

Mayor Jenkins clarified that the amount in the Towns' non-departmental budget is \$559k. However, it includes elements such as insurance and other items.

Councilor Moore asked Mr. Martin about the monies the Town has given to Meals on Wheels in the past. She suggested splitting the costs; giving a smaller amount than Ms. Bremner is requesting, then come back to it in six months and see where the town is with the budget. Perhaps, if the town has funding left compared to where Ms. Bremner is with her fund raising, that the town give the program more than what we have given in the past, but not dry up funding the town has set aside.

Mr. Martin replied it is important to wait until we know what our revenues are. Last year the town had \$40k in that budget item. He suggests the town wait to see what the revenues coming in reveal. Last year it was \$20k. That is exactly what the council did last year.

Ms. Bremner stated the program has been providing meals to Camp Verde residents for over 20 years, most of those years without any financial contribution from the town. She stated the program is paying for meals, containers, insurance and one paid driver and gasoline. The program needs volunteers.

Councilor Baker clarified with Ms. Bremner that Yavapai County does not financially contribute to Meals on Wheels.

Ms. Bremner replied that is correct; Cottonwood takes care only of Cottonwood, Clarkdale contributes nothing, neither does Lake Montezuma. The program takes care of all those areas regardless of funding.

Councilor Murdock spoke regarding Councilor Moore's idea to split the financial contribution to the program. She recommends \$25k immediately, and the item reviewed after the first of the year to see where the budget lies.

Mayor Jenkins agreed.

**Councilor Murdock moved** to approve \$25K from the Community Outreach Budget for Meals on Wheels funding to the Verde Valley Senior Center and then direction to staff to look at the budget in January to fulfill the donation after the first of the year.

**Seconded by Councilor Moore.**

**Vote;**

Councilor Baker-aye  
Councilor Moore-aye  
Councilor Murdock-aye  
Councilor McPhail-aye  
Councilor Whatley-aye  
Vice Mayor Butner-aye  
Mayor Jenkins-aye

**Motion passes 7-0**

**7. Discussion, Consideration a possible approval of the Town of Camp Verde FY23 Final Budget.** Staff Resource: Mike Showers

This item has been rescheduled to August 17<sup>th</sup>.

**8. Discussion, Consideration and possible approval for the Town Finance Director to sign the attached IGA with the City of Glendale for access to the Glendale Tax Application software at a cost of \$3500 for the first year and \$1500 annually.** Staff Resource: Mike Showers

Finance Director Mike Showers, via Zoom, spoke regarding this issue. He stated the Glendale program will allow the Town to look at tax information as it comes in. He recommended purchasing this software. The software is fast and reliable. This request is already budgeted, but we need an IGA with the City of Glendale. The IGA must be approved by council. In the past the town has used software from the City of Phoenix. The fees for the City of Phoenix software have declined, but the program itself is severely limited and extremely slow.

Mayor Jenkins asked Mr. Showers about the advantages of the Glendale software.

Mr. Showers told Council the software will streamline the process of researching where tax revenue is coming from, and how much to expect. It will allow the town to keep track of the taxes business pay, such as who is paying too much and who is paying too little. It will also help identify the type of revenues the business produces as opposed to the amount of taxes paid. The new software is incredibly fast. It keeps track of revenues and who is paying them. This can be done with the Phoenix software, but the Glendale software is much better and contains more options. Having access to this program is valuable. We can go back to the Phoenix software if cost is too much of an issue.

Mayor Jenkins stated the costs for the program appears reasonable. The advantage is not only in keeping track of who is paying, but what type of businesses pay. This would be a plus for Economic Development.

Councilor Baker asked Mr. Showers how often his office would use the software.

Mr. Showers stated they would use the program several times a week, without setting aside an entire day, like they do now. The software will save staff time. It will not be used every day, but several time a week. This is beneficial and efficient.

Councilor Baker agreed that efficiency is important. However, she feels the cost is four times higher than the current cost. Does the speed justify the costs?

Mr. Showers stated yes. Speed is critical but more importantly, the new software gives us more search options. The program gives far more information than the Phoenix software.

Councilor Moore asked Mr. Showers if this was only for sales tax.

Mr. Showers stated yes, it is only for sales tax. He reminded the council that when the town started with the Phoenix software, there was an initial fee for set up, then an annual maintenance fee which decreased each year. Mr. Showers anticipates the Glendale software will follow the same model.

Councilor Moore asked if the new software would require a lot of time and training.

Mr. Showers stated no, the software is very user friendly. He feels his staff will have no trouble learning it.

**Councilor McPhail** made a motion for approval for the Town Finance Director to sign the attached IGA with the City of Glendale for access to the Glendale Tax Application software at a cost of \$3500 for the first year and \$1500 annually  
**Seconded made by Councilor Baker.**

**Vote;**

Councilor Baker-aye  
Councilor Moore-aye  
Councilor Murdock-aye  
Councilor McPhail-aye  
Councilor Whatley-aye  
Vice Mayor Butner-aye  
Mayor Jenkins-aye

**Motion passes 7-0**

**9. Discussion, Consideration, and Possible Approval of digital radios and laptops to complete the upgrades to the communication systems in the Marshal's Office in the amount not to exceed \$175,000 from Capital Improvement Funding. Staff Resource: Corey Rowley**

Marshall Corey Rowley spoke and stated the Marshal's Office has completed the first phase of switching from analog to digital in the dispatch center. The next phase concerns the patrol radios and laptops. He assured the council that the upgrades are going well. The Panasonic laptops in the patrol vehicles are between 7 and 10 years old. They are no longer current, and don't correlate with the citation program. The new laptops are more current. They contain a GPS tied into dispatch that tracks town officers and keeps them safer.

The new radios are essential because the Marshal's office has switched from analog to digital. Some of the radios were able to be reprogrammed, but not all of them. A rebate is available on the old laptops, but not the radios.

Councilor McPhail said it appeared we have had "holes" in our radio coverage. She clarified that this is the final step, so we don't have any "holes". This change will also benefit the mutual aid system.

Marshal Rowley stated the handheld and car radios need to be replaced because they could not be upgraded. It is a good investment for officer safety. The Tribe is also performing the same upgrade.

**Vice Mayor Butner motioned** to approve digital radios and laptops to complete the upgrades to the communication systems in the Marshal's Office in the amount not to exceed \$175,000 from Capital Improvement Funding.

**Seconded by Councilor McPhail.**

**Vote;**

Councilor Baker-aye  
Councilor Moore-aye  
Councilor Murdock-aye  
Councilor McPhail-aye  
Councilor Whatley-aye  
Vice Mayor Butner-aye  
Mayor Jenkins-aye

**Motion passes 7-0**

**10. 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))

Charlotte Salsman spoke regarding the online option to pay the water bill. This option is not yet available. The water bill will also be based on usage, but that has not been done. She would like this issue placed on the agenda.

Paul Lundy, spoke again, stating he felt the Town Code enforcement officer is doing a great job. He feels that the officer is hampered by processes and procedures. He said there is a need to speed things up to avoid tragedies. His biggest concern is making the process faster. He stated the Town Code is difficult to read. He is impressed with the information given him by the Code Enforcement Officials, however he would like the process sped up.

11. **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; nothing to report.

Councilor McPhail continues to attend the Tribal Council meetings. She also attended the West Clear Creek planning meeting.

Councilor Baker; nothing to report.

Councilor Murdock; nothing to report.

Councilor Moore; nothing to report.

Vice Mayor Joe Butner; nothing to report.

Mayor Jenkins attended the regional housing meeting in Cottonwood. She also attended a breakfast with several Verde Valley Mayors and the APS president regarding power service to the Verde Valley. She attended an informational session with Yavapai County regarding flood control issues.



Mayor Jenkins also attended the Verde Valley Mayor Manager meeting.

**12. Legislative Update. Final Report**

Town Clerk Cindy Pemberton stated the Leagues of Cities and Towns released the 2022 New Laws report. The report will briefly summarize the bills that affect cities and towns. Ms. Pemberton will be forwarding the link for the report to Council members. This link will also be uploaded to our website for members of the public. Any bills that impact cities and towns will be added to this report.

**13. 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.

Marshal Corey Rowley spoke about the first day of school and how the lack of bus drivers is affecting traffic. Every parent brought their kids to school today. Traffic was backed up from the school, down Fort Lincoln, and past Hauser's farm.

The Marshal has been working very hard to get school resource officers. These are volunteers and are put through firearms training, MATFORCE training, background checks and a polygraph. The Marshall's office is running into problems with red tape regarding insurance. There are other states that use volunteer resource officers without issues. Marshall Rowley stated the volunteers are retired law enforcement from all disciplines. It is very important to have the resource officers in the schools to keep the students safe. The school resource officers are volunteers, they don't cost the town anything. The school board will be addressing this issue at their next meeting.

Councilor Baker stated we have always had resource officers. She wondered why we are having trouble with insurance at this time.

Marshall Rowley stated that the issue is that the state wants the officers to be certified by the State of Arizona. We are trying to keep the officers in the schools, but it is difficult with the red tape. He would like the council to intercede with the insurance company and the school board.

Mr. Martin spoke regarding the recent election. It went very well. The clerk's office and volunteers did an outstanding job.

**14. Discussion regarding applicants for Town Attorney with possible direction on the hiring process and next steps. The Council may, by majority vote, recess the regular session, hold an executive session and then reconvene**

the regular session for discussion and possible action on this item as covered by A.R.S. §38.431.03 (A)(1).

- Recess into and hold Executive Session pursuant to A.R.S. §38.431.03 (A)(1)

**Councilor McPhail** moved the Council recess into Executive Session.  
**Second by Councilor Murdock.**

**Vote;**

Councilor Baker-aye  
Councilor Moore-aye  
Councilor Murdock-aye  
Councilor McPhail-aye  
Councilor Whatley-aye  
Vice Mayor Butner-aye  
Mayor Jenkins-aye

**Motion passes 7-0**

Council reverted to Executive Session at 7:35 pm.

- **Reconvene Open Session**

**15. Adjournment**

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

\_\_\_\_\_  
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 July 27, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

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

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Cindy Pemberton, Town Clerk

*Note: Pursuant to A.R.S. §38-431.03. (A)(1); (A)(2) and (A)(3), the Council may hold an Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the agenda, or discussion of records exempt by law from public inspection associated with an agenda item.*

*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 the handicapped. 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*

DRAFT

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Agenda Item 4.c



Town of Camp Verde

**Agenda Report Form – Section I**

**Meeting Date:**

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

**Requesting Department:** Economic Development Department

**Staff Resource/Contact Person:** Steve Ayers

**Agenda Title (be exact):** Acceptance of a Mitigation Grant in the amount of \$109,000 from AZ State Parks and Trails and award of the contract to Tierra Verde Contractors per Job Order Contract # 17-123 to construct improvements to the Box T Trailhead requiring no Town financial match.

**List Attached Documents:** 1) Grant Application, 2) Final Grant Agreement, 3) Request to increase grant funding

**Estimated Presentation Time:** 0

**Estimated Discussion Time:** 0

**Reviews and comments completed by:**

- Town Manager: \_\_\_\_\_       Department Head: Steve Ayers \_\_\_\_\_  
 Town Attorney Comments: Reviewed, state contract was not generally changeable \_\_\_\_\_  
 Risk Management: \_\_\_\_\_  
 Finance Department  
Fiscal Impact: None.  
Budget Code: \_\_\_\_\_ Amount Remaining: \_\_\_\_\_  
Comments: Would be out of Grants budget

**Background Information:**

The Town of Camp Verde has been awarded a grant from Arizona State Parks and Trails to make improvements to the Box T Trailhead on Salt Mine Road. The grant was originally submitted for \$69,000 but rising cost have since driven the price to \$109,000. The grant will pay for improvements the parking area, fencing, signage, drainage and an informational kiosk. The Town of Camp Verde has no financial match.

**Recommended Action (Motion):**

Move to approve the State Parks Grant Agreement for improvements to the Box T Trailhead and award the contract to Tierra Verde Contractors per Job Order Contract 17-123.

**Instructions to the Clerk:**



# ARIZONA STATE PARKS & TRAILS FUNDING OPPORTUNITIES

## Application

10232 - 2022 OHV Supplemental Grant Application (Law Enforcement, Small Grant, Emergency/Mitigation & Signage)

11288 - Box T Trailhead Emergency Remediation Project

Supplemental Off-Highway Recreation Fund

Status: Submitted  
Submitted Date: 06/29/2021 8:10 AM

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## Primary Contact

Name:\* Mr. Steve P Ayers  
Salutation First Name Middle Name Last Name

Title: Economic Development Director

Email: steve.ayers@campverde.az.gov

Address: 473 S. Main Street

\* Camp Verde Arizona 86322  
City State/Province Postal Code/Zip

Phone:\* 928-554-0007  
Phone Ext.

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## Organization Information

Organization Name: Camp Verde, Town of

Organization Type: Municipal Government

*Enter State Vendor Number. 1. If you do not have a vendor number please register now. 2. The last possible date to register in Procurement is 30 days after award has been approved by the Parks Board. 3. In order to be reimbursed your agency must be registered within the State Procurement system.*

**VENDOR NUMBER**

Remit Address is the address where Parks would send the payment to your agency.

The Remit Address must match what the AZ Procurement System has. If these addresses don't match reimbursement may be delayed weeks or longer.

**ADDRESS CODE:**

**Organization Website:**

**Address:** 473 South Main Street  
Suite 102

\* **Camp Verde** **Arizona** **86322**  
City State/Province Postal Code/Zip

**County** Yavapai

**Phone:\*** 928-554-0007  
Ext.

**Fax:**

**E-mail Address** steve.ayers@campverde.az.gov

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## SECTION I. GRANT APPLICATION

Please identify which Supplemental Grant you are applying for: Law Enforcement, Small Grant, Emergency/Mitigation You can only apply for one program each cycle.

**Select Project Type** Emergency and Mitigation Repair Project - Up to \$100,000

**PROJECT SPONSOR ADDRESS:** 473 S Main Street

**PROJECT SPONSOR NAME:** Town of Camp Verde

**City\*** **Camp Verde** **86322**  
city Zip

**WEBSITE:** campverde.az.gov

**PROJECT COORDINATOR:\*** **Steve Ayers** **Economic Development**  
**Director**  
Title

**E-MAIL:** steve.ayers@campverde.az.gov

**PHONE:** 928-554-0007

**CELL:** 928-821-6289

**SECONDARY PROJECT COORDINATOR:\*** **Jessica Bryson** **Economic Development**  
**Specialist**  
Title

**E-MAIL:** jessica.bryson@campverde.az.gov

**PHONE:** 928-554-0008

**CELL:** 928-607-4381

*For Small Grants or Emergency/Mitigation Repair Projects: Applicants are required to communicate project activities to the land manager's archaeologist prior to submitting the application.*

*Note: If you represent a non-profit group communication to the land manager's project coordinator will not suffice -the agency archaeologist must be part of the discussions.*

**AGENCY ARCHAEOLOGIST (IF APPLICABLE):** John Rose  
Forest Archaeologist, Prescott National Forest  
Title

**E-MAIL:** john.rose@usda.gov

**PHONE:** 928-443-8231

**CELL:** 928-443-8231

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## Project Information

**Provide nearest town/city to project location:** Camp Verde

**CONGRESSIONAL DISTRICT:** CD01

*Congressional/Legislative Districts*

*If project crosses over more than 1 congressional district enter additional district here.*

**ADDITIONAL CONGRESSIONAL DISTRICT:**

**AZ LEGISLATIVE DISTRICT:** LD06

*If project crosses over more than 1 legislative district enter additional district here.*

**ADDITIONAL LEGISLATIVE DISTRICTS ENTER HERE:**

**COUNTY:** Yavapai County

**Brief Description of Project:**

*Summarize the project proposal including scope and nature of what is to be accomplished. What will be accomplished with the funds that you will receive?*

*This field is limited to 1,750 characters.*



Box T is a trailhead located on Prescott National Forest land and is identified in the Verde Trails and Access Plan as a multi-use trailhead. It will serve an extensive network of interconnected motorized and non-motorized trails, and will connect to a larger network of multi-use trails in the Camp Verde area (and beyond).

The trailhead is not formally developed (it is natural dirt and contains only a gate and an ATV cattle guard), and therefore the trail access point is subject to periodic damage. Motorized use when the natural ground is wet has led to the deterioration of the natural landscape and left rutted-out tire tracks. Also, the "trailhead" is located on an unsafe, blind curve on Salt Mine Road, making access to the trailhead difficult and unsafe. This emergency remediation project is being pursued in order to correct the continued deterioration of the trail access point and to enhance safety for trail users.

This grant proposes the following:

1. Relocate the entrance and cattle guard further down Salt Mine Road to enhance safety and accessibility (and decommission the old trailhead);
2. Place millings in the formal trailhead area to stabilize the ground and prevent further deterioration at the hands of motorized vehicles;
3. Install three rail pipe fencing to define the trailhead area and restrict unauthorized access past the staging area;
4. Install gates at the trailhead to provide controlled access to the trail area;
5. Install an informational kiosk at the trailhead to inform users of appropriate trail uses and practices.

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### Scope Item #1 Staff/Personnel Costs

Staff/Personnel Costs Breakdown	Quantity	Unit Type	Unit Cost	Total	Match/In-kind	Total Grant Request
Site Prep: Clear and Grub, Grading	1.0	Other	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
Installation of Cattle Guard	1.0	Other	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
Transport, Spread, Compact Millings	1.0	Each	\$16,000.00	\$16,000.00	\$0.00	\$16,000.00
Site Engineering and Plan Set	40.0	Hour(s)	\$120.00	\$4,800.00	\$4,800.00	\$0.00
Project Management	120.0	Hour(s)	\$25.43	\$3,051.60	\$3,051.60	\$0.00
Install New Trailhead Entrance, Decommission Old Access Point	1.0	Each	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
				<b>\$53,851.60</b>	<b>\$17,851.60</b>	<b>\$36,000.00</b>

## Scope Item #2 Equipment Costs

Equipment Costs Breakdown	Quantity	Unit Type	Unit Cost	Total	Match/In-kind	Total Grant Request
Millings	480.0	Ton(s)	\$12.00	\$5,760.00	\$5,760.00	\$0.00
Three Rail Pipe Fence and Gates	700.0	Feet	\$28.00	\$19,600.00	\$0.00	\$19,600.00
ATV Cattle Guard	1.0	Each	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
Two-panel Informational Kiosk and Installation	1.0	Each	\$2,600.00	\$2,600.00	\$2,600.00	\$0.00
Kiosk Map, Safety, Interpretive Panels	2.0	Each	\$400.00	\$800.00	\$0.00	\$800.00
Horse/Personnel Gate	1.0	Each	\$500.00	\$500.00	\$500.00	\$0.00
21' Cattle Guard	1.0	Each	\$13,000.00	\$13,000.00	\$0.00	\$13,000.00
				<b>\$43,760.00</b>	<b>\$10,360.00</b>	<b>\$33,400.00</b>

## Scope Item # 3 Other

Other Costs Breakdown	Quantity	Unit Type	Unit Cost	Total	Match/In-kind	Total Grant Request
				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

## Totals

Total Grant Request	\$69,400.00
Total Match/In-kind	\$28,211.60
Total Cost	\$97,611.60
Total Match Percentage	28.9%

## Budget Notes

---

## Maps and Photos

Maps	1624978432844_FINAL Map File.pdf
Photos	1623108076770_FINAL Photo Package.pdf

---

## Cultural Clearance Review Form: Section I. Attachments

Please check this box if you are applying for a Small Grant or Emergency & Mitigation Repair Grant or a Signage Grant. You are required to complete this form in its entirety.

Yes

If you are applying for a Law Enforcement Grant do not complete this form. Please click on MARK AS COMPLETE and then move to the next form in the application.

### *Programmatic Agreement*

*Click Here for a description of the Programmatic Agreement (Section 106)*

Is the applicant a signatory to the Programmatic Agreement Pursuant to Section 106 of the National Historic Preservation Act Regarding Implementation of Federal-Aid Transportation Projects in the State of Arizona (PA), executed December 16, 2015?

No

If yes, which PA Stipulation is applicable to the current project?

If yes, please explain why the project meets the criteria for the selected PA Stipulation.

N/A

### *1. At least two (2) legible, detailed and labeled maps:*

a) Has a detailed map showing all project activities/other related project actions (e.g., staging areas, the location of riprap, new access roads, etc.) been uploaded?

Yes

b) Has a legible 7.5 USGS map showing the project area been uploaded?

Yes

### *2. A copy of the cultural resources survey report(s) if a survey of the property has been conducted must be uploaded.*

Survey report(s) 1621954958419\_Cultural Clearance Box T.pdf

*3. A copy of any comments regarding eligibility, findings of effect, and any conditions associated with findings made by the land managing agency/landowner and archaeologist (i.e. state, federal, county, municipal) on potential impacts of the project on archaeological and/or historical cultural resources.*

A copy of any comments 1621954958419\_Cultural Clearance Box T.pdf

### *4. A copy of SHPO comments, if the survey report has already been reviewed by SHPO.*

SHPO comments

### *5. If applicable to the project, attach a current agency Decision Memo.*

A copy of a Decision Memo 1621954958459\_Decision Notice.pdf

ADDITIONAL DOCUMENTS: Upload additional surveys and any other documents related to cultural resources here:

---

## Section II.

*Biggest Mistake Made: Failure to list all land managers within the project area. Example: Applicant submits trail project and all trails exist within land owned by applicant except for a 1/4 mile section of one of the project trails. A small section crosses over a small parcel owned by ASLD (or Reclamation). If an agreement allowing you to develop/maintain that ASLD-owned parcel exists between your agency and ASLD please attach document directly above (Additional Documents). If no agreement is in place or the agreement has expired please stop working on the application and contact ASPT to discuss issue. Projects must be shovel ready-if you do not have permission from all land managers to conduct work your project is not shovel ready.*

Current Land Owner/Manager(s): **United States Forest Service, Prescott National Forest**

Project Location, including Township, Range and Section: **S18-T13N-R05E**

1. Total project area in acres (or total miles if trail): **0.75 Acres**

2. Does the proposed project have the potential to disturb the surface and/or subsurface of the ground? **Yes**

### 3. Project Description and Impacts:

a. Please provide a description (what, where, why, and how) of the proposed project, and specifically identify any surface and/or subsurface impacts that are expected.

The project proposes to relocate a trailhead that is located on a dangerous curve on Salt Mine Road and reconstruct it so to prevent deterioration of the staging area. Both the current and proposed location of the trailhead are on land owned by the Prescott National Forest Service. The trailhead will have approximately 0.75 acres of compacted millings, a perimeter fence, and a two-panel safety/informational kiosk for user safety.

- The parking area will require grading, grubbing and clearing, and placement of compacted asphalt millings.
- The kiosk will require the digging of two to three post holes.
- The perimeter fence will require the digging of approximately 70 post holes.

There will be a new entrance cut for the new trailhead (which is located on a Yavapai County right of way- permit attached), to make access to the new trailhead more safely accessible.

b. Provide measurements for anticipated surface (areal) and subsurface (depth) disturbances that will be part of the proposed project.

**All post holes (fence posts, kiosks) will not exceed three feet in depth. The parking area will measure approximately 150' by 200'. Grading and drainage will be within the 0.75 acre footprint of the trailhead with disturbance of two feet or less. A new entrance will be cut to the trailhead which will also result in a disturbance depth of two feet or less. The area where the trailhead will be placed is very sparse in terms of vegetation, but vegetation will be salvaged where possible.**

c. Discuss both direct and indirect impact areas, such as staging areas and access routes that will be used as part of the project.

The new, relocated trailhead footprint of approximately 0.75 acres will be cleared and grubbed to the minimal extent possible. The area where the trailhead will be placed is very sparse in terms of vegetation, but vegetation will be salvaged where possible. The parking area, approximately 150' by 200' will be surfaced with asphalt millings and will be packed. Once the fence is cut to allow access to the new trailhead area, any equipment staging will be contained to the new trailhead area.

Salt Mine Road will be the main access road for the trailhead (a Yavapai County right-of-way), with the trailhead sitting approximately 2 miles from Salt Mine Road's intersection with State Route 260. This will be the main access point for the trailhead throughout the duration of the project.

**4. Ground Surface Information**

a. Describe the condition of the current ground surface within the entire project boundary area (for example, is the ground in a natural undisturbed condition, or has it been bladed, paved, graded, etc.).

**The current condition of the ground surface is in a natural undisturbed condition.**

b. Estimate horizontal and vertical extent of existing disturbance

**The vertical ground disturbance is estimated at approximately less than two feet and the horizontal ground disturbance is estimated at approximately 200 feet.**

5. Are there any known prehistoric and/or historical archaeological sites in or adjacent to the project area?

**No**

If yes, please indicate where the sites are in respect to the project area. (e.g. The historic site is adjacent to the project area and is roughly 400 feet outside the project area).

**N/A**

6. Has the project area been previously surveyed for cultural resources by a qualified archaeologist?

**Yes**

If yes, please submit a copy of the survey report above in Section I. Please attach any comments on the survey report made by the land managing agency and/or SHPO

**See attached Cultural Survey Report**

If, no, please provide a rationale for survey not being necessary (e.g. previously disturbed).

7. Are there any buildings or structures (including mines, bridges, dams, canals, etc.) that are 50 years or older in or adjacent to the project area?

**No**

*If YES, contact Parks staff to receive an Arizona Historic Property Inventory Form. The form will be provided in a Word version.*

8. Is your project area within or adjacent to a historic district?

**No**

If YES, name of district:

**N/A**

9. List type of equipment to be used (Foot Traffic and Hand Tools, Mechanized Equipment Only or Combination).

**Combination (Hand tools and mechanized)**

If using equipment you may use this space to provide short description:

**Grader, Loader, Backhoe, Hand Tools**

**Section III**

Purchase of trail maintenance equipment materials, and supplies (i.e., mowers, tractors, shovels, hammers, etc.)

**No**

Trail Bridge rehabilitation or replacement

**No**

Signs, kiosks, and markers replacement or installation **Yes**

Upgrading the trail and or parking lot from dirt to stone or woodchips, or stone or woodchips to a paved (asphalt, concrete, or other paved surface) or boardwalk surface; **Yes**

Fencing, guardrail, retaining wall, or berm replacement or installation **Yes**

Drainage **Yes**

Landscaping **No**

*Compliance under the Americans with Disabilities Act (ADA) including the following:*

a.Ramps; **No**

b.Railings; **No**

c.Resurfacing (to pavement or boardwalk); **Yes**

d.Parking and trail access; **Yes**

e.Signage; **Yes**

f.Portable Toilets **No**

Permanent installation of ancillary facilities such as port-a-potties, bike racks, lighting, benches, trash receptacles, and trail course design features (jumps, water hazards, par course equipment, picnic benches). **No**

Renovation and restoration of trails and trail access routes, in-kind within an established path or trail way **Yes**

Regrading of trail and/or parking areas within established trail way **Yes**

Striping and restriping **No**

Debris removal **Yes**

Educational materials **Yes**

Connector trails within boundaries of existing property **No**

Repair of existing signs, kiosks markers, bridges, fences, guardrails, retaining walls, and berms **No**

If yes to any items from SECTION III please provide a short description of the work to be done.

The parking lot will be cleared and grubbed (debris removed), graded, surfaced with compacted millings, and will have proper drainage established. The perimeter of the trailhead will be defined by three-rail pipe fencing. There will be added parking and enhanced trail access. There will be one kiosk located at the trailhead with educational, safety, and interpretive signage. A new access point will be cut from Salt Mine Road to the trailhead and the project will involve grading, debris removal, and improved trail access. A kiosk will be added and fencing will be established to delineate the trailhead.

*This field is limited to 500 characters.*

---

## Signatures

Archaeologist Printed Name and Title Here: **John Rose, Forest Archaeologist, Prescott National Forest**

*Agency Archaeologist must provide a short statement, on agency letterhead, indicating support for the project. Archaeologist must sign the letter. Note: Non-profits must have the land manager's archaeologist complete this step.*

Archaeologist Approval Letter **1621962833091\_Forest Arch Letter\_ Box T.pdf**

*Application will not be processed and reviewed by Park staff, committees and Parks Board if a signed letter of approval from agency's archaeologist is not provided here.*

Applicant Printed Name and Title Here: **Steve Ayers, Town of Camp Verde, ED Director**

---

## Certification

Completed by:\* **Steve Ayers** **Economic Development Director**  
Name Title

Date: **05/25/2021**

I hereby certify that the information in this application is true and correct and that our agency agrees to comply with all appropriate procedures, guidelines, and requirements established by Arizona State Parks & Trails.

*DISABILITIES ACT AND COMPLIANCE Title II, Americans with Disabilities Act of 1990 P.L. 101-336, 42 U.S.C. Chapter 126 THE UNDERSIGNED ACKNOWLEDGES AWARENESS OF AND THE RESPONSIBILITY TO COMPLY WITH THE FOLLOWING:*

*Title II, of the Americans with Disabilities Act, (ADA) and federal department regulations on its implementation.*

*It is understood that recipients of Arizona State Park & Trails project funds are required to comply with Title II of the ADA and those regulations of federal departments and agencies on its implementation. The ADA and federal department regulations mandate that: No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any public entity. See 28 CFR Part 35. This assurance is effective as of the date of state approval of funds and throughout the period during which real or personal property is used.*

Signature Here (Either type authorized official name here or attach hand-write signature below):

**Steve Ayers, Economic Development Director**

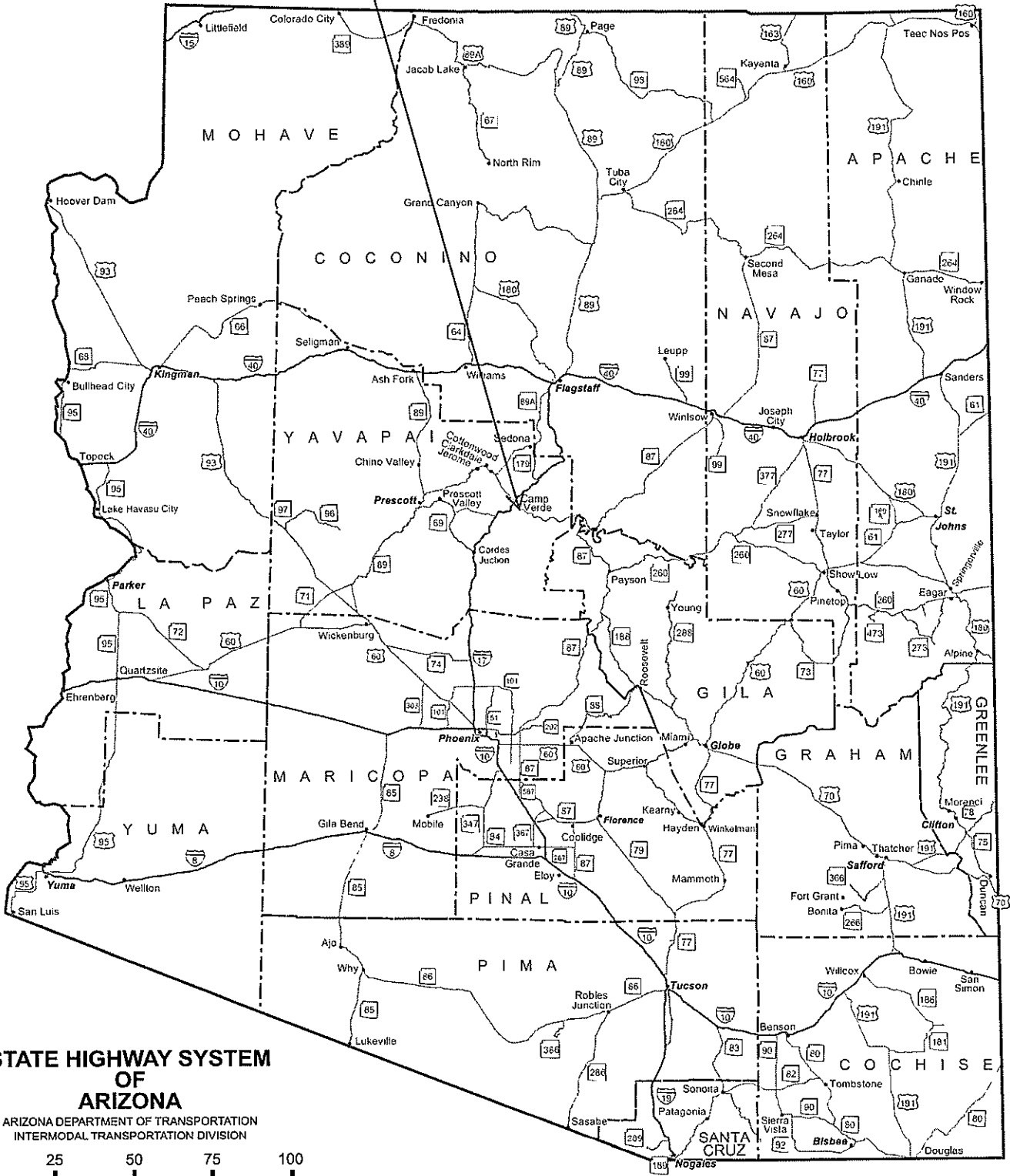
Signature Page

*Optional*



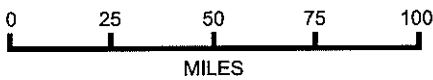
Camp Verde, one quarter mile east of  
the Verde River off of State Route 260

# STATE MAP



**STATE HIGHWAY SYSTEM  
OF  
ARIZONA**

ARIZONA DEPARTMENT OF TRANSPORTATION  
INTERMODAL TRANSPORTATION DIVISION



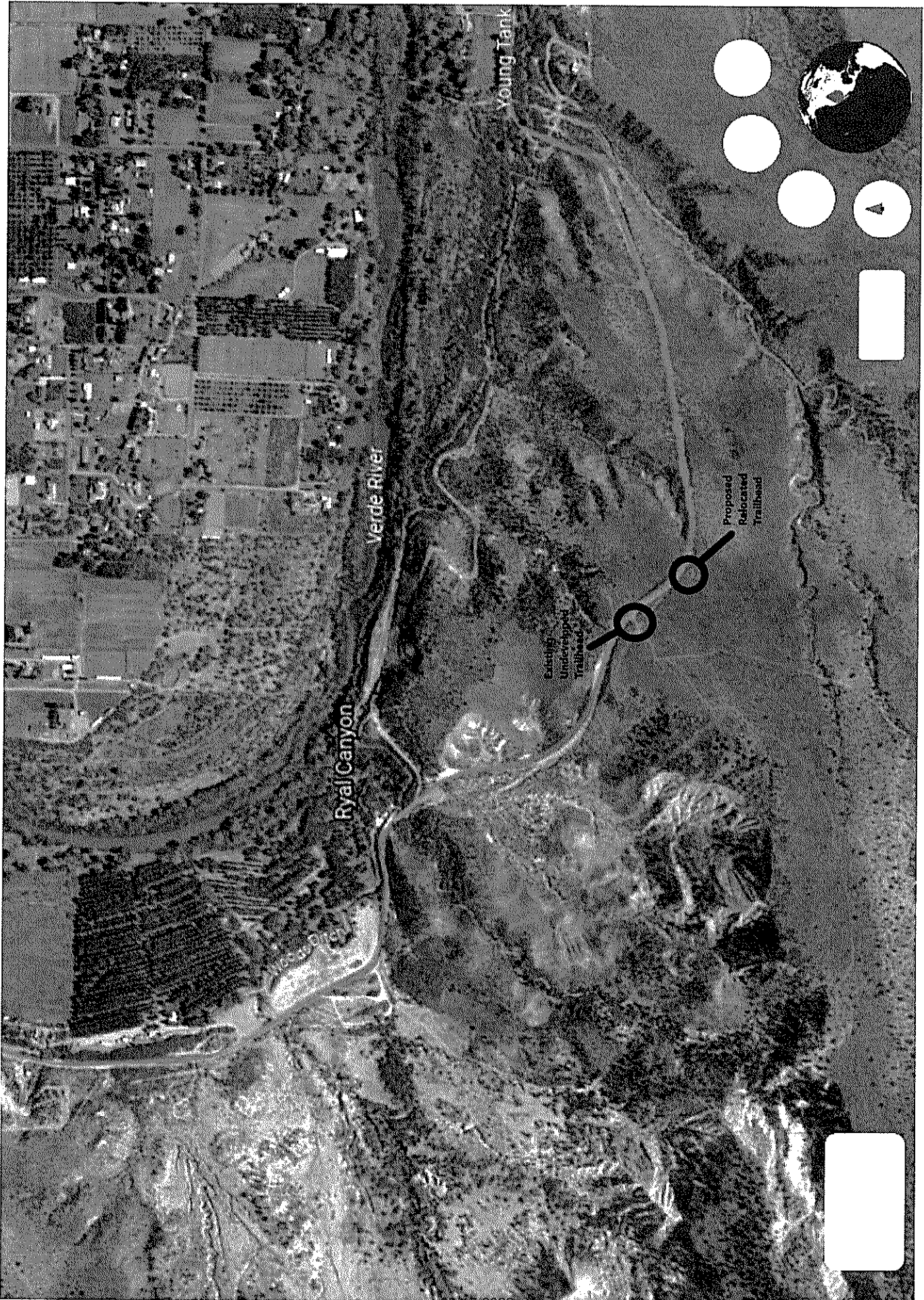
PROJECT NAME \_\_\_\_\_



PROJECT NUMBER Official Use only \_\_\_\_\_

TRACS NO. Official Use Only \_\_\_\_\_

FIGURE \_\_\_\_\_

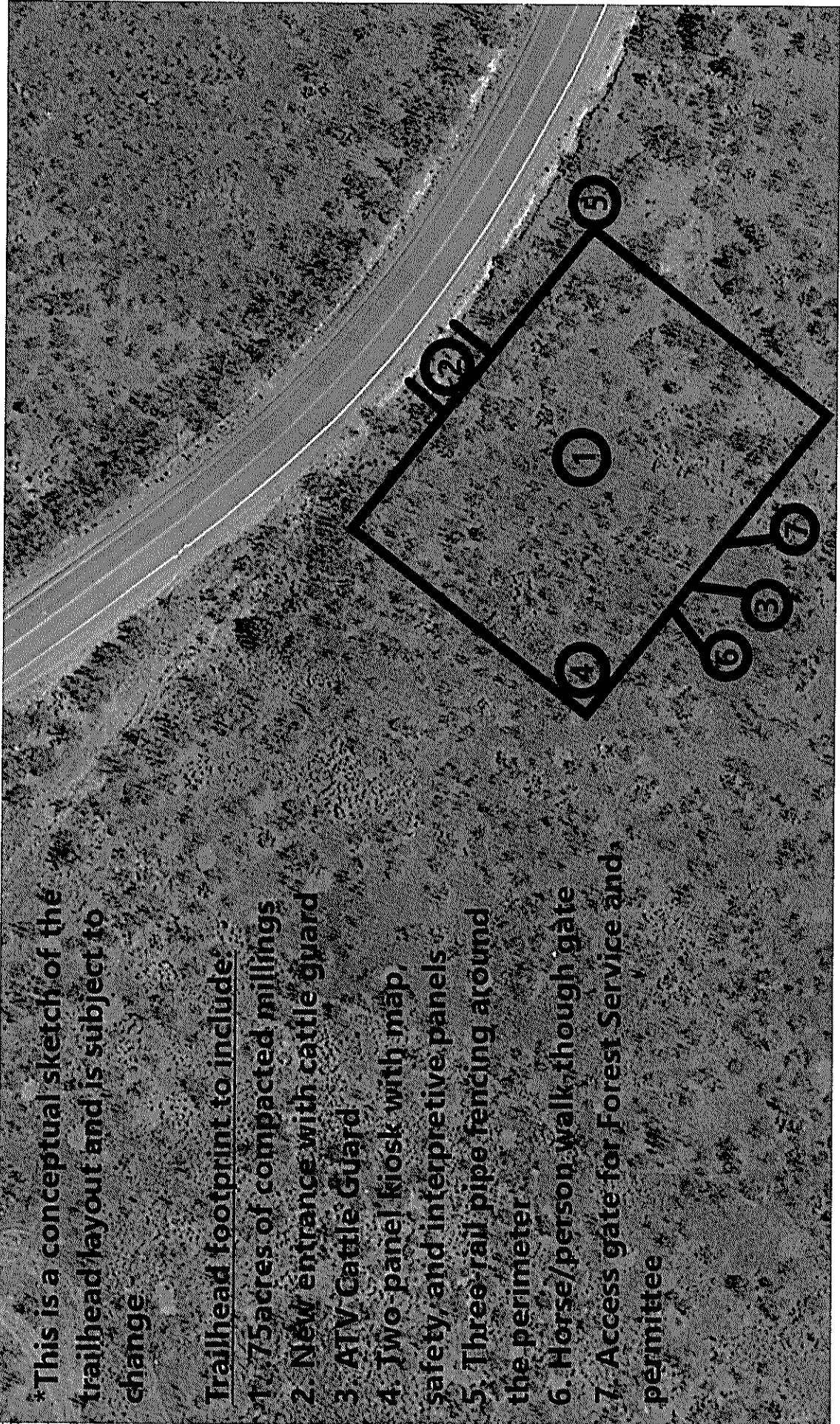




\*This is a conceptual sketch of the trailhead layout and is subject to change

Trailhead footprint to include:

1. 75 acres of compacted millings
2. New entrance with cattle guard
3. ATV Cattle Guard
4. Two panel kiosk with map, safety, and interpretive panels
5. Three rail pipe fencing around the perimeter
6. Horse/person walk-through gate
7. Access gate for Forest Service and permittee

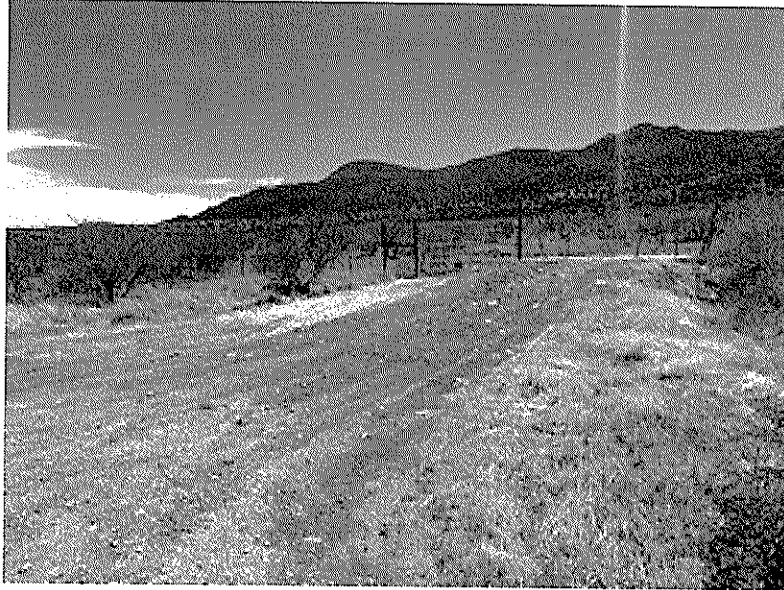


# Box T Trailhead Photos

## Existing Trailhead Location



**The current entrance to Box T Trailhead is on a dangerous curve with limited visibility.**



**Current access point to the trail, which gets damaged with motorized use in muddy conditions.**



**Current trail access point with limited signage and no safety information. This area also gets damaged with motorized use in muddy conditions.**

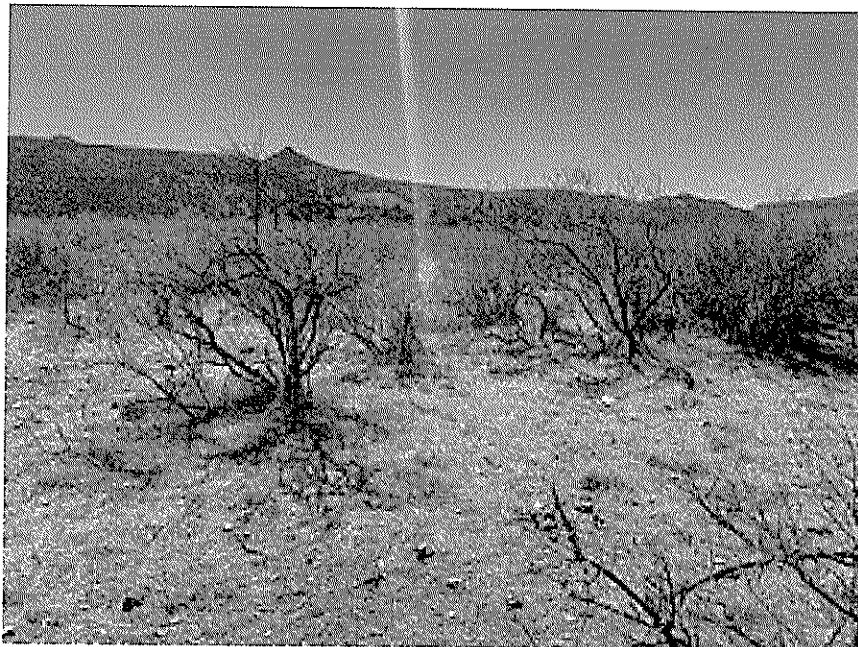
## New Proposed Trailhead Location



**Improved, safer access to the trailhead on a straighter roadway with improved visibility.**

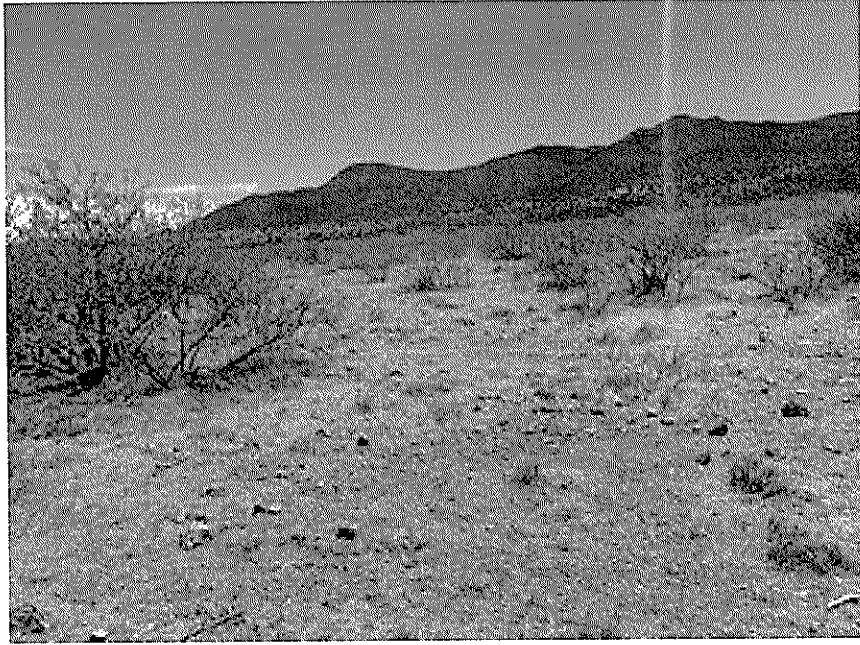


**Access point to the proposed trailhead location (the access point will be packed millings to avoid damage during muddy conditions).**

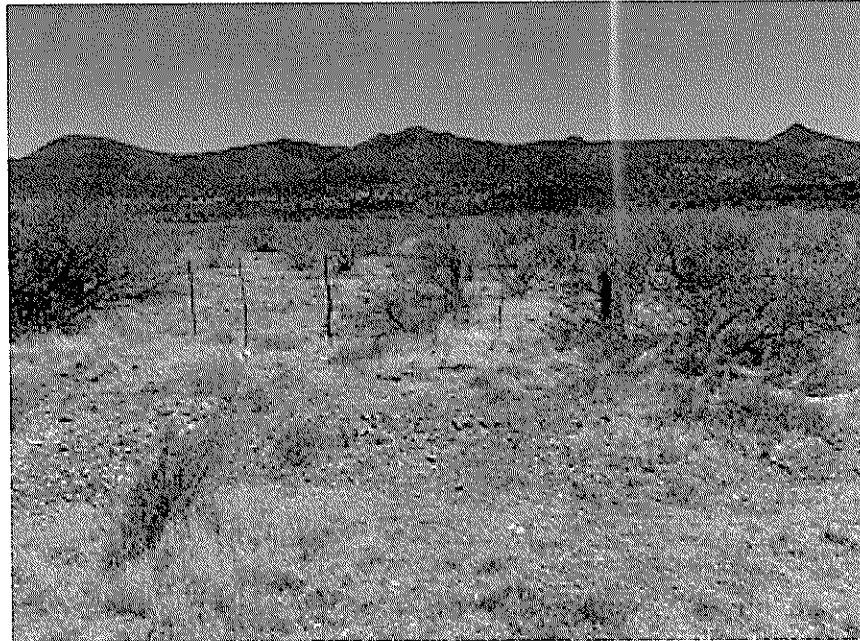


**Proposed trailhead area.**





**Proposed trailhead area.**



**Proposed trailhead area.**

# HERITAGE INVENTORY STANDARDS AND ACCOUNTING

Forest: **Prescott**

<b>1. REPORT NUMBER:</b> YEAR FOREST NUMBER SERIES 2020 09 71			<b>2. REPORT DATE:</b> MONTH DAY YEAR 06 04 2020			<b>3. RANGER DISTRICT(S):</b> <input type="checkbox"/> Bradshaw <input type="checkbox"/> Chino <input checked="" type="checkbox"/> Verde Routing Copies to: Tom Palmer \ Recreation		
---	--	--	--	--	--	---	--	--

**4. AUTHOR**

A. Herrera, Carlos B.

**5. PROJECT NAME/REPORT TITLE** (Abbreviate if necessary):

VTAP Box T Trail Head

**6. ABSTRACT/SUMMARY** of report and findings:

The Verde Range District is proposing the construction of the Box T Trail Head near Copper Canyon along Salt Mine Road (see Figure 1 and 2) as part of the Verde Trails and Access Plan (VTAP) project. The construction will include a 2-3 panel kiosk, an ATV cattle guard\gate near the FS Trail 511 on the south end of the trail head, moving the entrance gate and cattle guard east along Salt Mine Road, boulder emplacements to control vehicle access and parking, and grading\surfacing the parking area to accommodate 5-10 passenger vehicles and 10 trucks\trailers. The survey revealed four isolated artifacts (granite mano fragments) that averaged 12 cm (L) x 8 cm (W) and 2 cm (H). No cultural resources were located.

Cont. p. 2

**7. CONSULTATION/CLEARANCE**

A. **TRIBAL CONSULTATION:**  N/A  NEPA  NHPA  NAGPRA  OTHER:

B. **CONDITIONS OF CLEARANCE:**  NONE  AVOID  MONITORING  INSPECTION  N/A  
 ADDITIONAL FIELDWORK as specified below  OTHER/ADDITIONAL COMMENTS:

Heritage Clearance is recommended.

Cont. p. 2

**C. CLEARANCE RECOMMENDED**

YES  NO  N/A

**JOHN ROSE**

Digitally signed by JOHN ROSE  
Date: 2020.06.18 10:34:30 -07'00'

FOREST ARCHAEOLOGIST

Date

D. **EFFECT:**  NO PROPERTIES  NO EFFECT  NO ADVERSE  ADVERSE  N/A

**E. TRANSMITTAL TO SHPO:** Consultation on:

Adequacy  Eligibility  Effect  
 Pursuant to project PA/MOA  
 Info Only  Annual List only  N/A

FOREST SUPERVISOR

Date

F. **SHPO CONCURRENCE:**  YES  YES, per comment below  NO  N/A

Additional comments attached COMMENTS:

Case-by-case concurrence not required, per Region 3 PA

SHPO

Date

G. **CLEARANCE APPROVED:**  YES  NO  N/A

*Dele A. Deiter*

Digitally signed by DALE DEITER  
Date: 2021.01.22 10:02:58 -07'00'

FOREST SUPERVISOR

Date

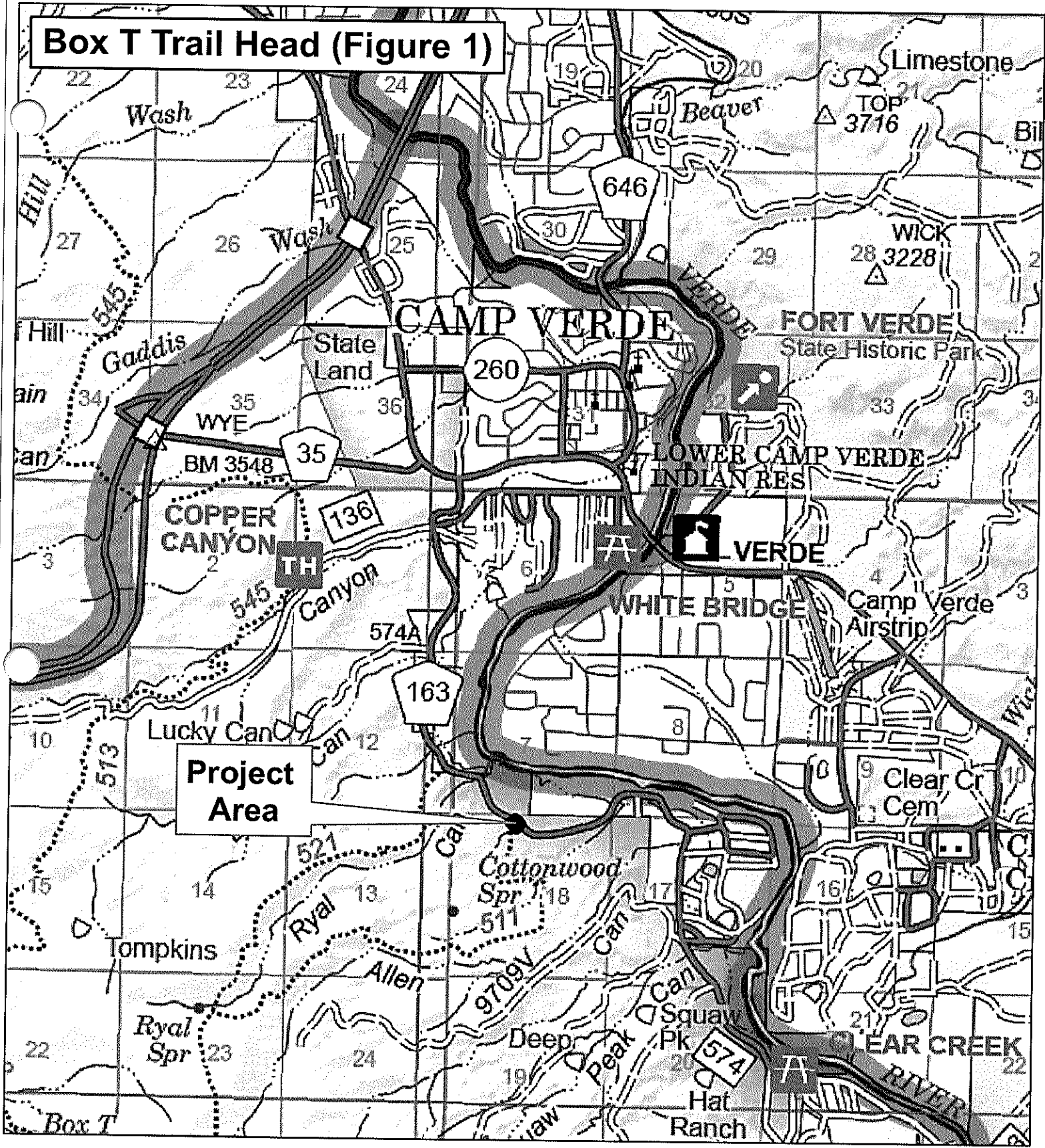
<p>8. <b>Project Function:</b> Recreation</p> <p>9. <b>Primary Activity Type:</b> Inventory: Complete Survey</p>	<p>20. <b>PROJECT LOCATION:</b>                  Quad Map(s):                  Camp Verde, AZ</p>
<p>10. <b>TOTAL PROJECT ACREAGE:</b> 1.6  <input type="checkbox"/> No Survey Required</p> <p>11. <b>ACRES COMPLETELY SURVEYED:</b> 1.6</p> <p>12. <b>Sample:</b> %</p> <p>13. Acres Previously Surveyed:                  Acres Not Surveyed:</p>	<p>T. 13N R. 5E Sec. 18</p> <p>T. R. Sec.</p> <p>T. R. Sec.</p> <p>T. R. Sec.</p> <p>T. R. Sec.</p> <p>T. R. Sec.</p>
<p>14. <b>TOTAL NO. SITES IN PROJ. AREA:</b> 0</p> <p>15. <b>SITES ELIGIBLE:</b></p> <p>16. <b>SITES NOT ELIGIBLE:</b></p> <p>17. <b>SITES UNEVALUATED:</b></p> <p>18. <b>SITES INSPECTED, MONITORED, ENHANCED, ETC.:</b>                  (Projects other than survey or site evaluation)</p>	<p>18. New Sites: 0</p> <p>21. <b>Organization Conducting Project/Survey:</b>                  PNF Heritage Specialist                  Name of Organization</p> <p>22. <b>Average Number Of Individuals Used:</b> 1</p> <p>23. <b>Average Individual/Transect Spacing:</b> 15 (Meters)</p>
<p>19. <b>RECOMMENDED DETERMINATION OF EFFECT:</b> (By USFS Professional CRM Specialist)</p> <p><input type="checkbox"/> No Effect</p> <p><input type="checkbox"/> No Adverse Effect</p> <p><input type="checkbox"/> Adverse Effect</p> <p><input type="checkbox"/> Not Applicable</p> <p><input type="checkbox"/> Beneficial Effect</p> <p><input checked="" type="checkbox"/> No Historic Properties</p> <p>Initial: CH</p>	<p>24. <b>FIELD HOURS:</b> 6</p> <p>25. <b>Lab/Lib Hours:</b></p> <p>26. <b>ADMIN. HOURS:</b> 2                  (RD: SO: 2 )</p> <p><b>JOB CODE:</b> NFRW0920</p>

27. **REMARKS/CONTINUATION** from page 1:

There were two previous surveys near the projects area. Neither are no longer valid surveys.

R1991030900112 Copper Canyon OHV Loop Trail (1/3 on horseback)  
 R1980030900021 Salt Mine Road Realignment

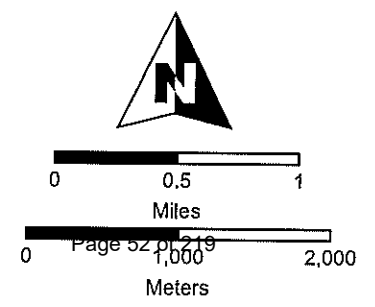
# Box T Trail Head (Figure 1)



Prescott National Forest  
 Verde Ranger District  
 Camp Verde, AZ Quadrangle  
 T13N R5E Section 18  
 Heritage Report 2020-071

Map Date 6-15-2020 Herrera, C Map Projection: UTM NAD 1983  
 DISCLOSURE OF SITE LOCATIONS IS PROHIBITED (36 CFR 296.18)

08-17-2022

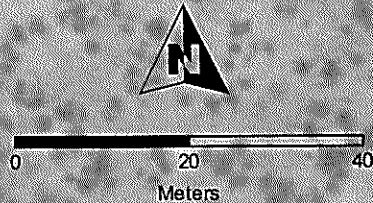


# Box T Trail Head (Figure 2)

Salt Mine Road

Existing Cattleguard and TH Gate

FS Trail 511



USDA - APFO; USDA - USES - RSAC

**Prescott National Forest  
Verde Ranger District  
Camp Verde, AZ Quadrangle  
T13N R5E Section 18  
Heritage Report 2020-071**

Map Date 6-15-2020 Herrera, C Map Projection: UTM NAD 1983  
DISCLOSURE OF SITE LOCATIONS IS PROHIBITED (36 CFR 296.18)

08-17-2022

Page 53 of 219

- Isolated Artifacts
- TH Entrance
- ✕✕ ROW Fence
- Box T Trail Head Survey
- NRM Heritage Survey Polygons

# HERITAGE INVENTORY STANDARDS AND ACCOUNTING

Forest: **Prescott**

1. **REPORT NUMBER:** YEAR FOREST NUMBER SERIES | 2. **REPORT DATE:** MONTH DAY YEAR | 3. **RANGER DISTRICT(S):**

2020 09 71 | 06 04 2020 |  Bradshaw  Chino  Verde

Routing Copies to: Tom Palmer \ Recreation

4. **AUTHOR**

A. Herrera, Carlos | B.

5. **PROJECT NAME/REPORT TITLE** (Abbreviate if necessary):

VTAP Box T Trail Head

6. **ABSTRACT/SUMMARY** of report and findings:

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Cont. p. 2

### 7. CONSULTATION/CLEARANCE

A. **TRIBAL CONSULTATION:**  N/A  NEPA  NHPA  NAGPRA  OTHER:

B. **CONDITIONS OF CLEARANCE:**  NONE  AVOID  MONITORING  INSPECTION  N/A

ADDITIONAL FIELDWORK as specified below  OTHER/ADDITIONAL COMMENTS:

Heritage Clearance is recommended.

Cont. p. 2

C. **CLEARANCE RECOMMENDED**

YES  NO  N/A

**JOHN ROSE** Digitally signed by JOHN ROSE  
Date: 2020.06.18 10:34:30 -07'00'

FOREST ARCHAEOLOGIST \_\_\_\_\_ Date \_\_\_\_\_

D. **EFFECT:**  NO PROPERTIES  NO EFFECT  NO ADVERSE  ADVERSE  N/A

E. **TRANSMITTAL TO SHPO:** Consultation on:

Adequacy  Eligibility  Effect

Pursuant to project PA/MOA

Info Only  Annual List only  N/A

FOREST SUPERVISOR \_\_\_\_\_ Date \_\_\_\_\_

F. **SHPO CONCURRENCE:**  YES  YES, per comment below  NO  N/A

Additional comments attached COMMENTS:

Case-by-case concurrence not required, per Region 3 PA

SHPO \_\_\_\_\_ Date \_\_\_\_\_

G. **CLEARANCE APPROVED:**  YES  NO  N/A

*Dale A. Deiter* Digitally signed by DALE DEITER  
Date: 2021.01.22 10:02:58 -07'00'

FOREST SUPERVISOR \_\_\_\_\_ Date \_\_\_\_\_

<p>8. <b>Project Function:</b> Recreation</p> <p>9. <b>Primary Activity Type:</b> Inventory: Complete Survey</p>	<p>20. <b>PROJECT LOCATION:</b>                  Quad Map(s):                  Camp Verde, AZ</p>
<p>10. <b>TOTAL PROJECT ACREAGE:</b> 1.6  <input type="checkbox"/> No Survey Required</p> <p>11. <b>ACRES COMPLETELY SURVEYED:</b> 1.6</p> <p>12. <b>Sample:</b> %</p> <p>13. Acres Previously Surveyed:                  Acres Not Surveyed:</p>	<p>T. 13N R. 5E Sec. 18                  T. R. Sec.                  T. R. Sec.                  T. R. Sec.                  T. R. Sec.                  T. R. Sec.</p>
<p>14. <b>TOTAL NO. SITES</b> 0                  IN PROJ. AREA:</p> <p>15. <b>SITES ELIGIBLE:</b></p> <p>16. <b>SITES NOT ELIGIBLE:</b></p> <p>17. <b>SITES UNEVALUATED:</b></p> <p>18. <b>SITES INSPECTED, MONITORED, ENHANCED, ETC.:</b>                  (Projects other than survey or site evaluation)</p>	<p>21. Organization Conducting Project/Survey:                  PNF Heritage Specialist                  Name of Organization</p> <p>22. Average Number Of Individuals Used: 1</p> <p>23. <b>Average Individual/Transect Spacing:</b> 15 (Meters)</p>
<p>19. <b>RECOMMENDED DETERMINATION OF EFFECT:</b> (By USFS Professional CRM Specialist)</p> <p><input type="checkbox"/> No Effect  <input type="checkbox"/> No Adverse Effect  <input type="checkbox"/> Adverse Effect  <input type="checkbox"/> Not Applicable  <input type="checkbox"/> Beneficial Effect  <input checked="" type="checkbox"/> No Historic Properties</p> <p>Initial: <u>CH</u></p>	<p>24. <b>FIELD HOURS:</b> 6</p> <p>25. Lab/Lib Hours:</p> <p>26. <b>ADMIN. HOURS:</b> 2                  (RD: SO: 2 )</p> <p><b>JOB CODE: NFRW0920</b></p>

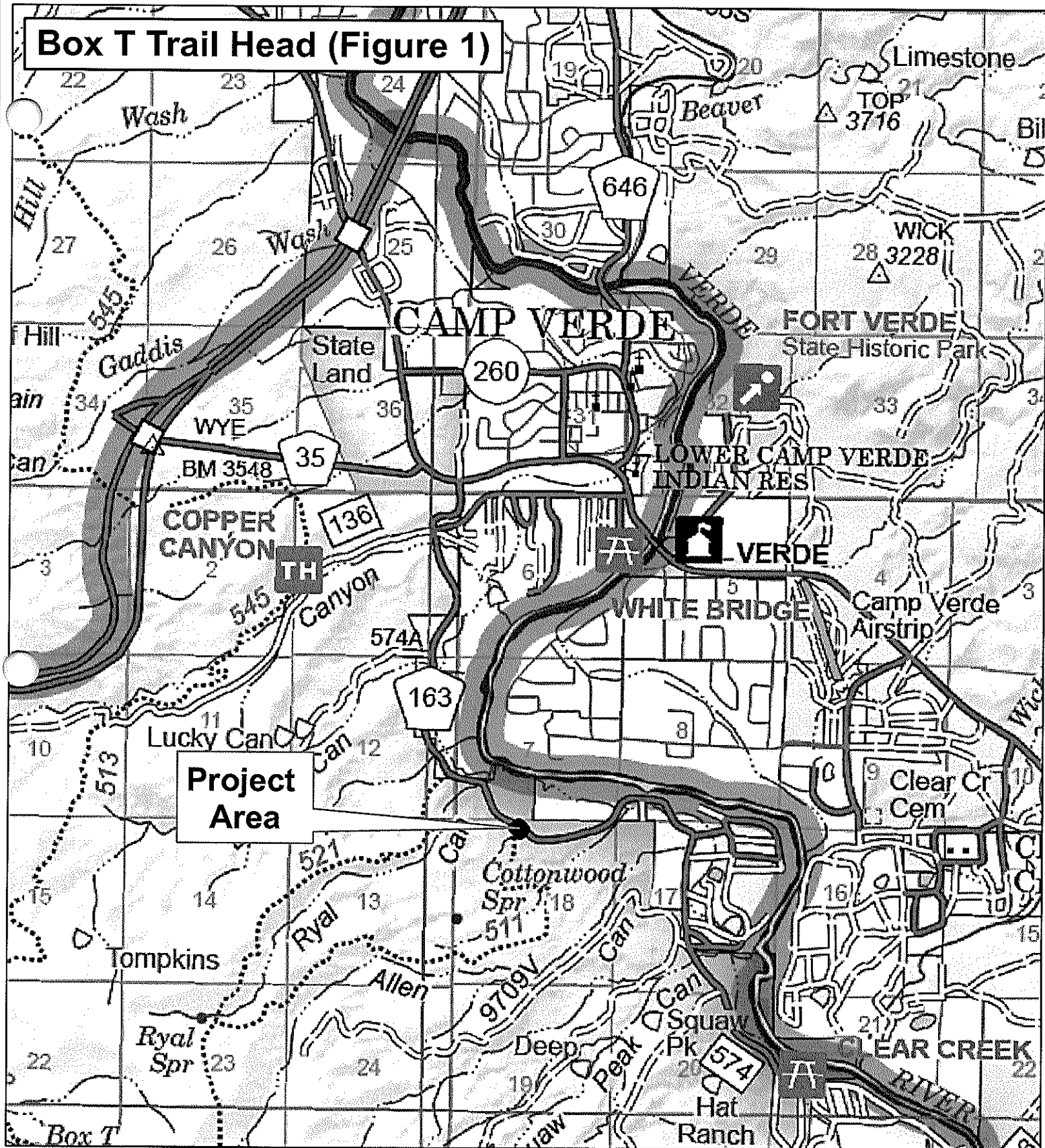
27. **REMARKS/CONTINUATION** from page 1:

There were two previous surveys near the projects area. Neither are no longer valid surveys.

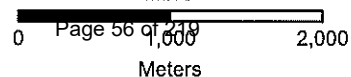
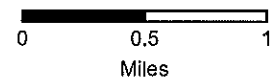
R1991030900112 Copper Canyon OHV Loop Trail (1/3 on horseback)

R1980030900021 Salt Mine Road Realignment

# Box T Trail Head (Figure 1)

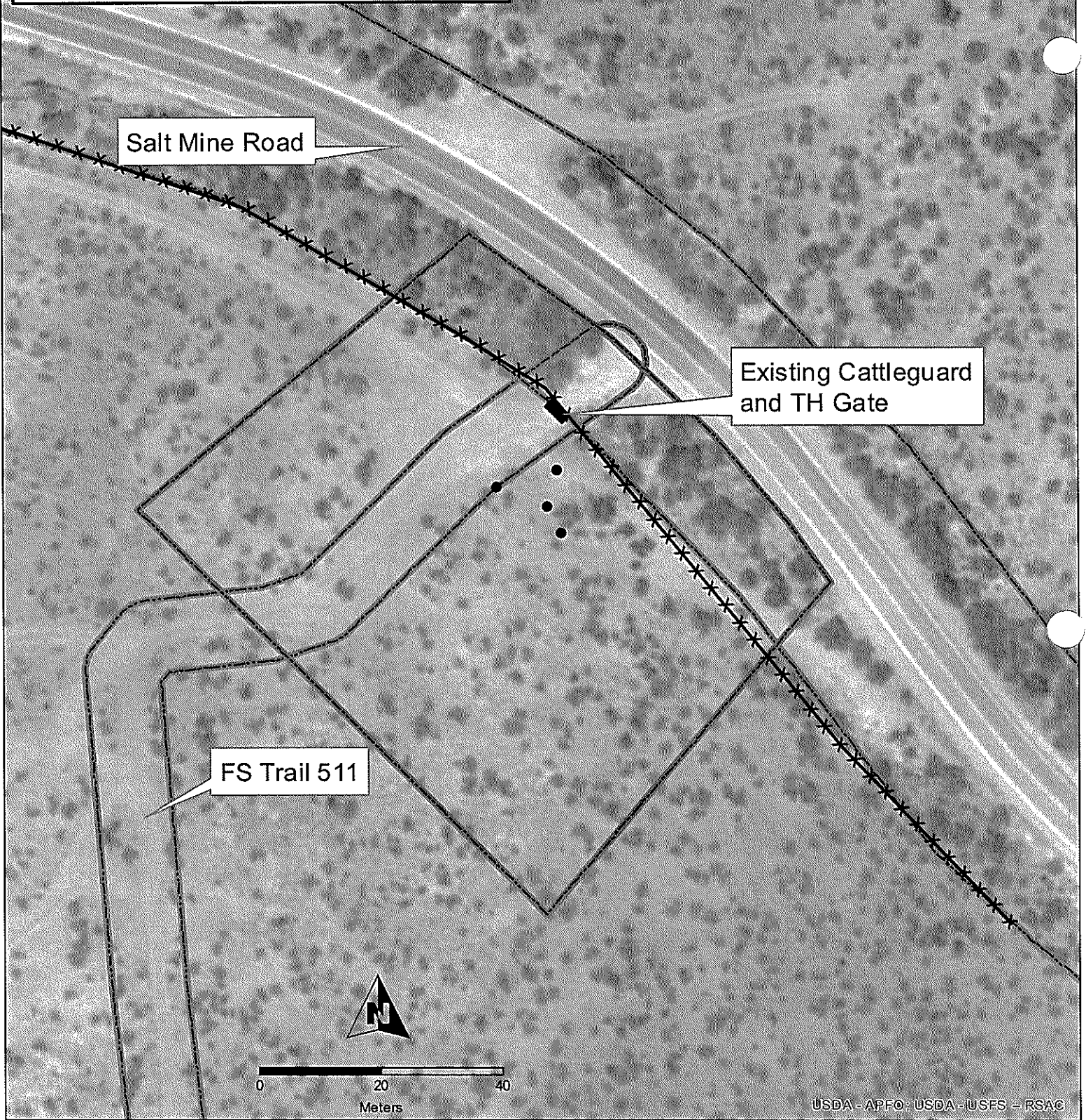


Prescott National Forest  
 Verde Ranger District  
 Camp Verde, AZ Quadrangle  
 T13N R5E Section 18  
 Heritage Report 2020-071









# Box T Trail Head (Figure 2)



USDA - APFO: USDA - USFS - RSAC

**Prescott National Forest  
Verde Ranger District  
Camp Verde, AZ Quadrangle  
T13N R5E Section 18  
Heritage Report 2020-071**

● Isolated Artifacts	 Box T Trail Head Survey
 TH Entrance	 NRM Heritage Survey Polygons
 ROW Fence	

**DECISION NOTICE**  
**VERDE TRAILS AND ACCESS PLAN**  
**U.S. FOREST SERVICE**  
**VERDE RANGER DISTRICT**  
**PRESCOTT NATIONAL FOREST**  
**YAVAPAI COUNTY, ARIZONA**

**DECISION**

Based upon my review of the Verde Trails and Access Plan Environmental Assessment (EA), I have decided to implement the Proposed Action, which will improve trail connectivity, trail opportunities and forest access on the Verde District by constructing 121.6 miles of new non-motorized trails, 4 miles of motorized trails, 30 dispersed staging areas, improve Grief Hill Trailhead and West Mingus Avenue Staging Area and authorize 2 designated dispersed recreation areas. The project will also decommission 20 miles of exiting trails, 9.5 miles of existing National Forest System roads, and two user-created staging areas.

As a result of informal consultation with US Fish and Wildlife Service, no new trails will be constructed within one-half mile of the Verde River and no new trails (motorized and non-motorized) will be constructed within the two Protected Activity Centers (PACs) for the Mexican spotted owl within the action area. In compliance with the guidelines in the Recovery Plan for the Mexican spotted owl, First Revision (USFWS 2012), 6.39 miles of non-motorized trails will not be constructed.

A majority of the 125.6 miles of proposed trail alignments and 30 staging areas were not field verified; this decision authorizes the concept of the shown alignments and locations. The final alignment and locations will be determined through implementation of the Best Management Practices (BMPs) listed in the Environmental Assessment, incorporating cultural, watershed, wildlife, and other resource concerns before construction. An adaptive management strategy will be employed in case changes in social or environmental conditions, or recreation use patterns, necessitate additional mitigations.

As described in the EA, a variety of trail construction methods may be used. The feasibility/effectiveness of utilizing mechanized constructions methods will be evaluated prior to construction with respect to best management practices/resource protection measures described in the EA.

Adaptive management will also be used to guide the prioritization and construction of trails associated with this decision. As an example, if trails authorized in this decision become irrelevant or unimportant to the community or the Forest Service, or they are determined to have negative affects to resources, they will not be constructed. Conversely, if trails authorized in this decision have overwhelming support from communities and partners a shift in priorities may occur.

Staging areas will be generally one acre in size and initially be defined using boulders, aggregate surfacing, and information kiosks. Although basic development is planned initially, this decision will allow management flexibility to address changing social or environmental conditions. Additional amenities such as ramadas, picnic tables, BBQ grills, and vault toilets may be added at key staging areas based on changing public use and resource needs.

Phased construction is anticipated to occur over a period of ten years and will occur based on Forest Service and community priorities. Community/Partner support and funding will be a critical consideration for implementing projects as well as the Prescott NF's capacity to support, implement, and oversee the projects.

The West Mingus Avenue and Grief Hill Designated Dispersed Recreation Areas (DRA) will be implemented as described to ensure public safety and mitigate resource impacts. Following this decision, a forest order will be developed to define boundaries and prohibitions for these DRA areas. Prohibitions will include camping, camp fires and recreational shooting. Recreational facilities such as trailheads/staging areas will be designated as day use only. The West Mingus Avenue forest order is expected to be implemented in autumn of 2018. The Grief Hill order is anticipated to be developed and implemented within one to five years or when trail construction activities begin.

## DECISION RATIONALE

Starting in 2008, the Prescott NF engaged individuals, local trail user groups, and various local governments in developing a recreation strategy for Central Arizona that focuses efforts on building and maintaining sustainable recreation infrastructure. Beginning in 2010, the Verde Front Trails Committee worked collaboratively with the Forest Service to further develop sustainable trail proposals to meet the need for additional non-motorized trails and access.

Sustainable recreation evaluates the social, economic, and environmental implications of a project, and favors proposals that create resiliency in these three core areas. This project fits within the Prescott National Forest's sustainable recreation goals by providing improved access and opportunities for trail users on the forest while addressing social, economic, and environmental factors. It is economically sustainable because we anticipate construction and maintenance to be completed primarily by volunteers and grant funding. Additionally, creating

more access points and trail loop opportunities will enhance the draw to this community and facilitate potential event opportunities. Creation of a well-designed trail system makes this project environmentally sustainable by significantly reducing soil erosion and providing for more effective and efficient long-term management of trail use on the Verde Ranger District while restoring the natural ecosystem. This project is socially sustainable as it is the culmination of a collaborative process developed and supported by diverse recreation user groups; is intended to reduce trail user conflicts by providing more opportunity and spreading out use across a larger, more connected trail system, thus improving the quality of life for local residents and other visitors.

The Verde Trails and Access Plan EA documents the environmental analysis and conclusions upon which this decision is based. No specific “No Action” alternative was analyzed under the assumption that no action would maintain the status quo of recreation opportunities and trends.

### **PUBLIC INVOLVEMENT**

This action was originally listed as a proposal on the Prescott National Forest Schedule of Proposed Actions beginning in January 2017 and updated periodically during the analysis. People were invited to review and comment on the proposal at two open meetings on May 24 and 25 2017 that were hosted at the Camp Verde Library and Yavapai College Verde Valley Campus. The EA lists agencies and people consulted on pages 45 and 46.

Fifteen responses were received during the scoping period for this project and helped inform the development of the proposed action. Some comments and suggestions were incorporated into the Environmental Assessment (EA) as project design features or mitigations. No comments on the proposed action were received from Native American groups during the scoping period.

### **FINDINGS REQUIRED BY OTHER LAWS AND REGULATIONS**

This decision is consistent with the 2015 Land and Resource Management Plan for the Prescott National Forest. This project fits with that plan in the following ways: Both motorized and non-motorized trail systems consist of interconnecting loops, as well as trails that connect communities or other non-Prescott NF destinations. Motorized and non-motorized opportunities are generally separated. Visitors and citizen use of trails that provide opportunities for their desired experiences, and “unofficial” trails are not evident. Trailheads provide parking and access to trails where there is a critical need. (Forest Plan, pg. 115).

A Finding of No Significant Impact (FONSI) and EA were considered. I determined these actions will not have a significant effect on the quality of the human environment, and an Environmental Impact Statement (EIS) will not be prepared.

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### **ADMINISTRATIVE REVIEW OPPORTUNITIES**


This project was subject to a pre-decisional objection process as described in 36 CFR 218. The objection period began on March 23, 2018 and ended on May 7, 2018. No objections were received. This decision implements the Prescott National Forest Land and Resource Management Plan.

### **IMPLEMENTATION DATE**

This project may be implemented any time following the date the final decision is signed. Implementation will occur over several years as funding and resources allow.

Contact

For additional information concerning this decision, contact: Gabrielle Kenton, Environmental Coordinator, at 928-443-8221, [gkenton@fs.fed.us](mailto:gkenton@fs.fed.us); or Tom Palmer, project lead, at 928-567-1114, [tpalmer01@fs.fed.us](mailto:tpalmer01@fs.fed.us).



9/27/2018

Todd Willard  
Verde District Ranger

Date

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

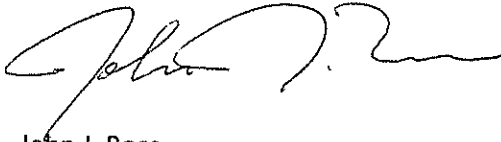
To: Arizona State Parks Grant Application Board:

Subject: Box T Staging Area /Trailhead

April 22, 2021

I support the Box T dispersed staging area /trailhead emergency improvements /development. The improvement and expansion of this existing dispersed staging area was documented in the Verde Trails and Access Plan Environmental Assessment and Finding of No Significant Impact and Subsequent Decision Notice signed in September of 2018. Cultural Surveys were completed in June of 2020 and documented in the attached survey report.

Sincerely,

A handwritten signature in black ink, appearing to read "John J. Rose". The signature is fluid and cursive, with a long horizontal stroke at the end.

John J. Rose




Forest Archaeologist

Prescott National Forest

**Arizona State Parks**  
 1110 W Washington St, Suite 100, Phoenix, AZ 85007  
**PROJECT SPONSOR AGREEMENT**

This Agreement is entered into by and between the Arizona State Parks Board (BOARD) and the Camp Verde (PROJECT SPONSOR) and shall become effective on the date of signature by the authorized representative of Arizona State Parks.

**Modification #1: Extend end date from 10/13/22 to 4/13/23 due to contractor delays.**

<b>PROJECT TITLE:</b> Box T Trailhead Emergency Remediation Project			<b>PROJECT NUMBER:</b> ASPT #: 552206		
<b>THIRD PARTY PARTICIPANT'S NAME:</b> Prescott National Forest			<b>FY OF REVENUE:</b>  2022		
<b>PROJECT PERIOD:</b> From: All expenses and match to be submitted prior to <b>6 months</b> from last signature To: All expenses and match must be submitted prior to <b>4/13/2023</b> .					
<b>GRANT PROGRAM:</b> Off-Highway Vehicle Recreation Fund	<b>GRANT AMOUNT:</b> \$106,017.00	<b>%</b> 79%	<b>PARTICIPANT MATCH:</b> \$28,211.60	<b>%</b> 21%	<b>TOTAL PROJECT COST:</b> \$134,228.60
<b>APPROVED SCOPE OF WORK AND SPECIAL CONDITIONS:</b> Attachment A & B					
<b>AUTHORITIES TO ENTER INTO THIS AGREEMENT:</b> (statute, resolution, minutes, etc.) STATUTE: A.R.S. §28-1176(E)(3)					
<b>AWARDING OFFICIAL ON BEHALF OF THE ARIZONA STATE PARKS BOARD:</b>					
					
Kevin Brock (Jul 26, 2022 17:49 PDT)					
Signature		Date			
Kevin Brock					
Assistant Director					
<b>ACCEPTANCE OF ALL TERMS OF THIS AGREEMENT AND ITS ATTACHMENTS IS ACKNOWLEDGED BY THE PROJECT SPONSOR'S SIGNATURE BELOW.</b>			<b>PARTICIPANT ATTORNEY APPROVAL AS TO FORM AND AS BEING WITHIN THE AUTHORITY OF THE PROJECT SPONSOR (optional)</b>		
					
Jul 26, 2022			Jul 26, 2022		
Steve Ayers (Jul 26, 2022 12:12 PDT)			Bill Sims, Attorney		
Steve Ayers, Economic Development Director					

The most recent version of the General Provisions based on the Project Sponsor and project type are attached and incorporated into this agreement.



**Arizona State Parks  
PROJECT SPONSOR AGREEMENT**

**Attachment A  
Approved Project Scope and Special Conditions**

**PROJECT SPONSOR:** The Town of Camp Verde

**PROJECT TITLE:** Box T Trailhead Emergency Remediation Project

**PROJECT NUMBER:** 552206

**PROJECT DESCRIPTION:** Box T is a trailhead located on Prescott National Forest land and is identified in the Verde Trails and Access Plan as a multi-use trailhead. It will serve an extensive network of interconnected motorized and non-motorized trails, and will connect to a larger network of multi-use trails in the Camp Verde area (and beyond).

The trailhead is not formally developed (it is natural dirt and contains only a gate and an ATV cattle guard), and therefore the trail access point is subject to periodic damage. Motorized use when the natural ground is wet has led to the deterioration of the natural landscape and left rutted-out tire tracks. Also, the "trailhead" is located on an unsafe, blind curve on Salt Mine Road, making access to the trailhead difficult and unsafe. This emergency remediation project is being pursued in order to correct the continued deterioration of the trail access point and to enhance safety for trail users. The grant will be used for:

1. Relocate the entrance and cattle guard further down Salt Mine Road to enhance safety and accessibility (and decommission the old trailhead);
2. Place millings in the formal trailhead area to stabilize the ground and prevent further deterioration at the hands of motorized vehicles;
3. Install three rail pipe fencing to define the trailhead area and restrict unauthorized access past the staging area;
4. Install gates at the trailhead to provide controlled access to the trail area;
5. Install an informational kiosk at the trailhead to inform users of appropriate trail uses and practices.

**APPROVED PROJECT SCOPE:**

Staff/Personnel .....	\$ 90,507.60
Equipment.....	\$ 10,660.00
Other.....	\$ 33,061.00
<b>Total:</b>	<b>\$ 134,228.60</b>

**DESCRIPTION AND SOURCE(S) AND AMOUNTS FOR APPROVED MATCH**

Camp Verde will provide **\$28,211.60** in volunteer, staff and cash match for this project.

**SPECIAL CONDITIONS:**

The administration of this grant agreement is additionally subject to the contents of the “Administrative Guidelines for Awarded Grants” found at:  
[https://azstateparks.com/gallery/0004/0044/B6D9743DB7544D848A0648AD50F5D03D/Admin%20Guidelines%201\\_31\\_2022.pdf](https://azstateparks.com/gallery/0004/0044/B6D9743DB7544D848A0648AD50F5D03D/Admin%20Guidelines%201_31_2022.pdf)

Project applications are submitted as “shovel-ready” and project activities must begin immediately upon final execution of the project sponsor agreement. All work must be completed within 6 months of final signature.

**A Final Report of the project must be submitted within 30 days after project completion.**

See the General Provisions – Attachment B

**OTHER CONDITIONS**

Every payment obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

Allocated project funds can only be expended on the designated scope items.

Arizona State Parks and Trails  
GRANT PROJECT SPONSOR AGREEMENT  
**Attachment B**  
General Conditions Applicable to Project Grants

This Agreement applies to grants for motorized projects awarded pursuant to the Off-Highway Vehicle Program, the Recreational Trails Program, Heritage Fund Program and State Lake Improvement Fund Program.

**PART I – DEFINITIONS**

For purposes of this Agreement:

- A. "Agreement" means the Grant Project Sponsor Agreement and its attachments.
- B. "AORCC" is the Arizona Outdoor Recreation Coordinating Committee. Together, AORCC and the Board are "the Parties."
- C. "BOARD" means the Arizona State Parks BOARD. Together, AORCC and the Board are "the Parties."
- D. "Conversion" means the replacement of grant-funded facilities with new facilities that are of reasonably equivalent usefulness and location as the original.
- E. "Eligible Costs" mean direct costs attributed to the project grant program, such as: 1) compensation of hired employees for the time and efforts devoted specifically to the execution of the grant; 2) cost of materials acquired, consumed, or expended specifically for the purposes of the grant; 3) equipment and other capital expenditures; 4) other items of expense incurred specifically to carry out the participant agreement; and 5) direct services furnished specifically for the grant program by other agencies. These costs are identified by the PROJECT SPONSOR in the Estimated Project Cost Sheet that is submitted with the Certified Application Form and application packet. The costs are then approved by the BOARD or by an amendment to this Project Agreement. Generally, eligible costs are identified in the applicable grant manual.
- F. "Facilities" mean capital improvements.
- G. "Fund" means the Federal Recreational Trails Program.
- H. "Guidelines" mean the Administrative Guidelines for Awarded Grants and any other applicable program directives adopted by the BOARD.
- I. "Ineligible Costs" are those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives of the project.
- J. "Match" includes cash, in-kind contributions, or donations, including volunteer time or materials contributed to the project with no intention of reimbursement.
- K. "Obsolescence" means that an area or facility may be determined obsolete during the Term of Public Use if (1) reasonable maintenance and repairs are not sufficient to keep the facility or equipment operating; (2) changing needs dictate a change in the type of facilities or equipment provided; (3) operating practices dictate a change in the type of facilities or equipment required; or (4) the facility or equipment is destroyed by fire, natural disaster, or vandalism. Declaring the facility obsolete means that the PROJECT SPONSOR receives a waiver of the replacement requirements. No later than 90 days after a facility or equipment is taken out of public use, the PROJECT SPONSOR may request a waiver of repayment or replacement requirements in writing. A determination of obsolescence may be made at the sole discretion of the BOARD.
- L. "PROJECT SPONSOR" means an eligible applicant that has been awarded a grant to develop a project or coordinate an education program.
- M. "Project" means the sum of the activities identified with specific costs in the grant application packet that are eligible under the referenced grant application manual and have been approved by the BOARD.
- N. "Project Period" means the period of time during which all approved work and related expenditures associated with development of the project are to be completed by the PROJECT SPONSOR.
- O. "Repayment" means returning grant money to the Fund in the event the PROJECT SPONSOR expends advanced funds for ineligible costs or fails to expend the advanced funds for eligible project costs during the term of this grant.
- P. "Sub-contract" means an Agreement/contract between the PROJECT SPONSOR and another individual or entity whereby labor, work, services, or other responsibilities are supplied or performed in furtherance

- of the PROJECT SPONSOR'S responsibilities under this Agreement
- Q. "Term of Public Use" means the time required for public use. The Term of Public Use of the grant-assisted facilities must be at least:
1. Equipment (personal property) grant investment of more than \$50,000 per item: 25 years
  2. Facilities (real property): 25 years
  3. Land: 99 years unless obsolescence applies. The Term of Public Use will begin on the date of completion identified in the Completion Certification Letter.

## PART II – PERFORMANCE

### A. ADMINISTRATION

1. Conditions - This Agreement is subject to the availability of grant funds and appropriate approvals, and is subject to the Constitution of the State of Arizona, the Arizona Revised Statutes, the Arizona Administrative Code, other acts of the Arizona Legislature, executive orders of the Governor, and the decisions and policies of the BOARD.
2. Incorporation of Application, Grant Manual, and Administrative Guidelines - The following documents are incorporated by reference into this agreement: The PROJECT SPONSOR'S grant application packet; the applicable grant manual; and the most recent revision of the Administrative Guidelines for Awarded Grants. In the event of a conflict or ambiguity, the terms of this Agreement and Attachments A and B to this Agreement must take precedence.
3. Use of Grant Funds - Awarded grant funds must be used solely for eligible purposes of the funding program, as defined by statute and as approved by the BOARD.
4. Transfer of Grant Funds - Awarded grant funds will be transferred to the PROJECT SPONSOR according to the terms of this Agreement. Staff will not process reimbursements requests for less than \$1,000 unless it is the final request.
5. Grant Retention - Ten percent (10%) of the grant amount will be retained from reimbursement until Staff notifies the PROJECT SPONSOR in writing that the project is officially closed and completed.
6. Grant Accountability - Grant funds must be managed separately within the PROJECT SPONSOR'S accounting system that identifies the name and number of this project. The funds must only be expended as authorized under the terms of this Agreement.
7. Accomplishment of Project - The project must be accomplished according to the terms of this Agreement and applicable State laws.
8. Amendments - This Agreement may be amended in writing by the Parties of the Agreement upon written request of the PROJECT SPONSOR, good cause shown, and approval by the BOARD. Eligible amendments include adjustments to the project period, funding amount, or minor changes to the scope items.
9. Use of Project - Project accomplishments must be open or available to the public as specified in the Term of Public Use. If the grant funded capital improvements are not maintained and kept open for public use for the term specified in the Term of Public Use, the PROJECT SPONSOR must refund to the BOARD the awarded grant amount within six (6) months of the date the improvements are no longer maintained or kept open for public use, unless the BOARD agrees that obsolescence or conversion is appropriate.
10. Special Conditions - Special conditions to this agreement are binding upon and inure to the benefit of the successors and assigns of each of the Parties to this agreement. Breach of any condition will be enforceable by any remedies available under applicable Federal or State law.
11. Conversion - No land or facilities acquired or developed with State assistance will, without the approval of the BOARD, be converted to other than public use during the Term of Public Use. The BOARD will approve such conversion only if it finds the replacement property to be in accord with the current grant statute. Conversions will require the substitution of other properties of at least equal fair market value and of reasonably equivalent usefulness and location, and concurrence of the landowner. The replacement property will then become subject to this agreement. In lieu of conversion, the PROJECT SPONSOR may apply for a declaration of obsolescence. In the event the BOARD provides grant assistance for the acquisition and/or development of real property subject to reversionary interests, with full knowledge of those reversionary interests and with written notice of those reversionary interests, conversion of said property to other than public uses as a result of such reversionary uses being exercised may be approved. The PROJECT SPONSOR must notify the BOARD of the conversion as soon as possible and seek approval of replacement property in accord with the conditions set forth in this

agreement. The PROJECT SPONSOR must accomplish such replacement within a reasonable time, acceptable to the BOARD, after the conversion of the property occurs. This paragraph also applies to (1) leased properties acquired and/or developed with Fund assistance, where such lease is terminated prior to its full term pursuant to lease provisions known and agreed to by the BOARD; and (2) properties subject to other outstanding rights and interests known to and agreed to by the BOARD.

#### B. RELATIONSHIP OF PROJECT COSTS TO THE PROJECT PERIOD

Except for pre-agreement costs approved by the BOARD, only those costs associated with approved project work incurred during the project period will be eligible for reimbursement according to the terms of this agreement. Combined pre-agreement and design and engineering costs must not exceed 10% of the approved grant award.

#### C. ACQUISITION

Values of property purchased with grant assistance must be appraised by an appraiser with active State certifications according to the Uniform Standards of Professional Appraisal Practice. This appraisal must be prepared within one year prior to the acquisition. Grant participation must be according to the grant award amount, the approved market value, or the purchase price, whichever is less.

#### D. CARE AND DISPOSITION OF EQUIPMENT

Equipment purchased with grant funds to develop a project may remain in the possession of the PROJECT SPONSOR for as long as the equipment is being used for eligible project work, at the sole discretion of State Parks. State Parks reserves the right to claim equipment purchased under this Agreement when it is no longer being used for the purpose for which it was purchased.

#### E. SUB-CONTRACTS

1. Sub-contracts awarded to accomplish the project must incorporate by reference, in each sub-contract, the provisions of this Agreement. The PROJECT SPONSOR bears full responsibility for acceptable performance under each sub-contract.

2. The PROJECT SPONSOR must pay when due any claim of a sub-contractor, employee, independent contractor, or any other employed individual performing the approved work for services pursuant to this Agreement.

3. Any sub-contract for employment by the PROJECT SPONSOR must be in writing and contain a provision whereby a person so employed or with whom a sub-contract has been entered acknowledges that the State of Arizona and the BOARD are not be liable for any costs, claims, damages, reimbursement, or payment of any kind relating to such sub-contract.

#### F. PROJECT REPORTING, REVIEWS, AND ON-SITE INSPECTIONS

1. The PROJECT SPONSOR must submit a project status report not less than quarterly. The status report will include, at a minimum, the following: (a) progress toward completing the approved scope of work; and (b) any problems encountered and solutions to problems regarding completion of the project. Failure to submit the reports will result in delays in grant reimbursement or advance processing. The PROJECT SPONSOR must consult with the BOARD, as needed, to review progress. The BOARD reserves the right to review the progress of the project and to conduct on-site inspections, as applicable and as needed, at any reasonable time during the project period or required Term of Public Use in order to assure compliance with the terms of this agreement.

2. The PROJECT SPONSOR must certify compliance with the Project Agreement every five years, until the end of the Term of Public Use, on a form to be provided by the BOARD. In addition, on-site inspections will be conducted periodically at the discretion of the BOARD. The following will be taken into consideration during the inspection of properties that have been acquired or developed with grant assistance: retention and use; appearance, and maintenance.

3. The PROJECT SPONSOR must provide the Board with written consent of the landowner to conduct on-site inspections; failure to do so is a failure to keep or maintain the property for public use.

#### G. EARNED INTEREST ON ADVANCED FUNDS

Interest generated from funds advanced to the PROJECT SPONSOR during the project period must be used to further the purposes of the specified project. Funds advanced, but not spent to complete the project, must be returned to the BOARD at the completion of the project.

#### H. PRODUCT OR PUBLISHABLE MATTER OWNERSHIP

With written permission from the BOARD or Arizona State Parks, the PROJECT SPONSOR may use products or publishable matter produced with grant assistance the BOARD will have nonexclusive license

to use and reproduce, without payment, such materials. The PROJECT SPONSOR must receive written permission from State Parks prior to utilizing publishable material for commercial or public purposes. This paragraph is not applicable to architectural or engineering plans produced with grant assistance.

#### I. FUND SOURCE RECOGNITION

The PROJECT SPONSOR must permanently and publicly acknowledge the grant program(s) that assisted project accomplishments (including, but not limited to: final documents; audio-visual recordings; photographs; plans; drawings; publications; advertisements; and project plaques). At a minimum, this acknowledgment must include the following: "This program was financed in part (or in full) by a grant from the Federal Recreational Trails Program administered by the Arizona State Parks."

#### J. PROJECT COST VERIFICATION

The PROJECT SPONSOR must submit project expenditure documents to the BOARD or State Parks for verification or audit purposes, upon request.

#### K. TRANSFER OF CONTRACTUAL RESPONSIBILITY

The PROJECT SPONSOR may transfer responsibilities under the terms of this agreement to another eligible participant, provided that approval has been granted by the BOARD in writing prior to the transfer.

### PART III – COMPLIANCE

#### A. ANTI-TRUST

Vendor and purchaser recognize that, in actual economic practice, overcharges from anti-trust violations are borne by purchaser. Therefore, the PROJECT SPONSOR hereby assigns to BOARD any and all claims for such overcharges.

#### B. ARBITRATION

In accordance with A.R.S. § 12-1518, the parties agree to resolve all disputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review except as may be required by other applicable statutes. Venue shall be in Maricopa County, Arizona.

#### C. APPLICABLE LAW

In accordance with A.R.S. § 51-2501, et seq, and A.A.C. R2-7-101, et seq. Agreement shall be governed and interpreted by the laws of the State of Arizona and the Arizona State Procurement Code.

#### D. NON-DISCRIMINATION

In accordance with A.R.S. § 41-1461, et seq, Agreement shall provide equal employment opportunities for all persons, regardless of race, color, creed, religion, sex, age, national origin, disability or political affiliation. PROJECT SPONSOR shall comply with all applicable provisions of the Arizona Americans with Disabilities Act of 1992, A.R.S. § 41-1492, et. seq. and the Americans with Disabilities Act, (Public Law 101-336, 42 U.S.C. 12101-12213 and 47 U.S.C. § 225 and 611), and applicable state rules and federal regulations under the Acts

#### E. E-VERIFY

In accordance with A.R.S. § 41-4401, PROJECT SPONSOR warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with AAC section A.R.S. § 23-214, Subsection A.

#### F. AUDIT AND RECORDS RETENTION

In accordance with A.R.S. § 35-214, the PROJECT SPONSOR shall retain and shall contractually require each subcontractor to retain all data, books and other records ("records") relating to this Agreement for a period of five years after completion of the Agreement. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the PROJECT SPONSOR shall produce the original of any or all such records.

#### G. CONFLICT OF INTEREST

In accordance with A.R.S. § 38-511, state or project sponsor may within three years after execution cancel the Contract, without penalty or further obligation, if any person significantly involved in initiating negotiating, securing, drafting or creating the Agreement on behalf of the State, at Agreement in any capacity or a consultant to any other party of the Agreement with respect to the subject matter of the Agreement.

#### H. REMEDIES

1. The BOARD may temporarily suspend grant assistance obligated to the PROJECT SPONSOR pending

required corrective action by the PROJECT SPONSOR or pending a decision to terminate the grant by the BOARD.

2. The PROJECT SPONSOR may unilaterally terminate this Agreement at any time before the first payment is made. After the initial payment, this Agreement may be terminated, modified, or amended by the PROJECT SPONSOR only by written mutual agreement of the Parties.
3. The BOARD may terminate this Agreement in whole or in part at any time before the date of completion if it determines that the PROJECT SPONSOR has failed to comply with the terms or conditions of the grant. The BOARD will promptly notify the PROJECT SPONSOR in writing of the determination and the reasons for the termination, including the effective date. All payments made to the PROJECT SPONSOR must be returned to the BOARD if this Agreement is terminated for cause.
4. The BOARD or PROJECT SPONSOR may terminate this Agreement in whole or in part at any time before the date of completion when both Parties agree that the continuation of the development project would not produce beneficial results commensurate with the further expenditure of funds. The two Parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The PROJECT SPONSOR must not incur new obligations for the terminated portion after the effective date and must cancel as many outstanding obligations as possible. The BOARD may allow full credit to the PROJECT SPONSOR for the grant share of properly incurred obligations that cannot otherwise be cancelled before the effective termination date.
5. The BOARD may require specific performance of the terms of this Agreement or take legal steps necessary to recover the funds granted if the PROJECT SPONSOR fails to comply with the terms of the grant or breaches any condition or special condition of this Agreement.
6. The BOARD may request and the PROJECT SPONSOR must deliver repayment of funds advanced under this agreement in conjunction with the remedies in this section.
7. The remedies expressed in this Agreement do not limit the rights of the BOARD. This Agreement does not in any way abridge, defer, or limit the BOARD'S right to any right or remedy under law or equity that might otherwise be available to the BOARD.

#### I. CULTURAL RESOURCES

The PROJECT SPONSOR must meet the requirements of the State Historic Preservation Act (A.R.S. §41-861 to 41-864) before project initiation.

#### K. DISCLOSURE REQUIREMENTS

PROJECT SPONSOR must comply with the terms of A.R.S. § 35-181.03 or its successor statute(s) regarding audited financial statements provided to the BOARD.

#### L. INDEMNIFICATION

Each party (as "Indemnitor") agrees to defend, indemnify, and hold harmless the other party (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. The State of Arizona, Arizona State Parks Board (ASPB) is selfinsured per A.R.S. 41-621.

In addition, should PROJECT SPONSOR utilize a contractor(s) and subcontractor(s) the indemnification clause between PROJECT SPONSOR and its contractor(s) and subcontractor(s) shall include the following:

To the fullest extent permitted by law, sub-contractor shall defend, indemnify, and hold harmless the PROJECT SPONSOR and the State of Arizona, and any jurisdiction or agency issuing any permits for any work arising out of this Agreement, and its departments, agencies, boards, commissions, universities, , officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the contractor or

any of the directors, officers, agents, or employees or subcontractors of such contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by such contractor from and against any and all claims. It is agreed that such contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. Additionally on all applicable insurance policies, contractor and its subcontractors shall name the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as an additional insured and also include a waiver of subrogation in favor of the State.

**M. INSURANCE REQUIREMENTS**

PROJECT SPONSOR and sub-contractors must procure and maintain occurrence-based insurance policies that cover claims for injury or death to persons or damage to property that may arise from or in connection with the performance of the work hereunder by the PROJECT SPONSOR, its agents, representatives, employees or sub-contractors.

The insurance requirements herein are minimum requirements for this Agreement and in no way limit the indemnity covenants contained in this Agreement. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the PROJECT SPONSOR from liabilities that might arise out of the performance of the work under this agreement by the PROJECT SPONSOR, its agents, representatives, employees or sub-contractors, and PROJECT SPONSOR is free to purchase additional insurance.

Minimum Scope and Limits of Insurance: PROJECT SPONSOR shall provide coverage with limits of liability not less than those stated below.

**1. Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

• General Aggregate .....	\$2,000,000
• Products – Completed Operations Aggregate .....	\$1,000,000
• Personal and Advertising Injury .....	\$1,000,000
• Blanket Contractual Liability – Written and Oral .....	\$1,000,000
• Fire Legal Liability .....	\$ 50,000
• Each Occurrence .....	\$1,000,000

a. The policy shall be endorsed, as required by this written agreement, to include the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds with respect to liability arising out of the activities performed by or on behalf of the PROJECT SPONSOR.

b. Policy shall contain a waiver of subrogation endorsement, as required by this written agreement, in favor of the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees for losses arising from work performed by or on behalf of the PROJECT SPONSOR.

**2. Business Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Agreement.

• Combined Single Limit (CSL)	\$1,000,000
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a. The policy must be endorsed to include the following additional insured language: "The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the PROJECT SPONSOR, involving automobiles owned, leased, hired or borrowed by the PROJECT SPONSOR."

b. Policy must contain a waiver of subrogation against the State of Arizona, as departments, agencies,



boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the PROJECT SPONSOR.

3. Worker's Compensation and Employers' Liability

• Workers' Compensation	Statutory
•Employers' Liability	
- Each Accident .....	\$ 500,000
- Disease – Each Employee .....	\$ 500,000
- Disease – Policy Limit .....	\$1,000,000

- a. Policy must contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the PROJECT SPONSOR.
- b. This requirement does not apply to: Separately, EACH PROJECT SPONSOR or sub-contractor exempt under A.R.S. 23-901, and when such PROJECT SPONSOR or sub-contractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

Additional Insurance Requirements:

The policies shall include, or be endorsed to include, as required by this written agreement, the following provisions:

- 1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required. Such additional insured shall be covered to the full limits of liability purchased by the PROJECT SPONSOR, even if those limits of liability are in excess of those required by this Agreement.
- 2. The PROJECT SPONSOR’S insurance coverage shall be primary insurance with respect to all other available sources.
- 3. Coverage provided by the PROJECT SPONSOR shall not be limited to the liability assumed under the indemnification provisions of this Agreement.

Notice of Cancellation:

Applicable to all insurance policies required within the Insurance Requirements of this Agreement, PROJECT SPONSOR’S insurance shall not be permitted to expire, be suspended, be canceled, or be materially changed for any reason without thirty (30) days prior written notice to the State of Arizona. Within two (2) business days of receipt, PROJECT SPONSOR must provide notice to the State of Arizona if they receive notice of a policy that has been or will be suspended, canceled, materially changed for any reason, has expired, or will be expiring. Such notice shall be sent directly to the Department and shall be mailed, emailed, hand delivered or sent by facsimile transmission to (State Representative’s Name, Address & Fax Number).

Acceptability of Insurers

PROJECT SPONSOR’S insurance shall be placed with companies licensed in the State of Arizona or hold approved non-admitted status on the Arizona Department of Insurance List of Qualified Unauthorized Insurers. Insurers shall have an “A.M. Best” rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the PROJECT SPONSOR from potential insurer insolvency.

Verification of Coverage:

PROJECT SPONSOR shall furnish the State of Arizona with certificates of insurance (valid ACORD form or equivalent approved by the State of Arizona) evidencing that PROJECT SPONSOR has the insurance as required by this Agreement. An authorized representative of the insurer shall sign the certificates.

- 1. All such certificates of insurance and policy endorsements must be received by the State before work commences. The State’s receipt of any certificates of insurance or policy endorsements that do not comply with this written agreement shall not waive or otherwise affect the requirements of this agreement.
- 2. Each insurance policy required by this Agreement must be in effect at, or prior to, commencement of

work under this Agreement. Failure to maintain the insurance policies as required by this Agreement, or to provide evidence of renewal, is a material breach of contract.

3. All certificates required by this Agreement shall be sent directly to the Department. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete copies of all insurance policies required by this Agreement at any time.

Subcontractors:

PROJECT SPONSOR's certificate(s) shall include all subcontractors as insureds under its policies or PROJECT SPONSOR shall be responsible for ensuring and/or verifying that all subcontractors have valid and collectable insurance as evidenced by the certificates of insurance and endorsements for each subcontractor. All coverages for subcontractors shall be subject to the minimum Insurance Requirements identified above. The Department reserves the right to require, at any time throughout the life of the Agreement, proof from the PROJECT SPONSOR that its subcontractors have the required coverage.

Approval and Modifications:

The Contracting Agency, in consultation with State Risk, reserves the right to review or make modifications to the insurance limits, required coverages, or endorsements throughout the life of this Agreement, as deemed necessary. Such action will not require a formal Agreement amendment, but may be made by administrative action.

Exceptions:

In the event the PROJECT SPONSOR or subcontractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a certificate of self-insurance. If the PROJECT SPONSOR or subcontractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above shall apply.



# Town of Camp Verde

◆ 473 S. Main Street, Suite 102 ◆ Camp Verde, Arizona 86322 ◆  
◆ Telephone: 928.554-0000 ◆ Fax: 928.567.9061 ◆  
◆ [www.campverde.az.gov](http://www.campverde.az.gov) ◆

February 8, 2022

Mickey Rogers  
Chief of Grants and Trails  
Arizona State Parks & Trails  
1110 West Washington St, Suite 100  
Phoenix, AZ 85007

RE: Box T Trailhead OHV Grant

Mickey,

Per our email exchange on February 7 regarding cost increases related to the Box T Trailhead OHV Grant, I am forwarding you copies of both the original budget for the grant and the bid submitted this week by the contractor, Tierra Verde Builders. As we are all well aware, construction costs have risen dramatically over the last six months, along with experiencing a limited ability to find contractors who can complete projects in a timely manner.

The cost differential between our original estimates, which were based on similar projects completed in the year prior to the grant submission, and the new project bid for the portion of the grant paid out of the grant proceeds amounts to \$36,616.49. This letter is a request for additional funding in that amount. The contractor has agreed to hold the price for the next 90 days and has agreed to complete the project within the period of time allotted by the grant.

Thank you again for the opportunity to see this project through to completion. If you have any additional questions or concerns, please feel free to call me at 928-554-0007 or via email at [steve.ayers@campverde.az.gov](mailto:steve.ayers@campverde.az.gov).

Sincerely,

Steve Ayers  
Economic Development Director  
Town of Camp Verde



Box T is a trailhead located on Prescott National Forest land and is identified in the Verde Trails and Access Plan as a multi-use trailhead. It will serve an extensive network of interconnected motorized and non-motorized trails, and will connect to a larger network of multi-use trails in the Camp Verde area (and beyond).

The trailhead is not formally developed (it is natural dirt and contains only a gate and an ATV cattle guard), and therefore the trail access point is subject to periodic damage. Motorized use when the natural ground is wet has led to the deterioration of the natural landscape and left rutted-out tire tracks. Also, the "trailhead" is located on an unsafe, blind curve on Salt Mine Road, making access to the trailhead difficult and unsafe. This emergency remediation project is being pursued in order to correct the continued deterioration of the trail access point and to enhance safety for trail users.

This grant proposes the following:

1. Relocate the entrance and cattle guard further down Salt Mine Road to enhance safety and accessibility (and decommission the old trailhead);
2. Place millings in the formal trailhead area to stabilize the ground and prevent further deterioration at the hands of motorized vehicles;
3. Install three rail pipe fencing to define the trailhead area and restrict unauthorized access past the staging area;
4. Install gates at the trailhead to provide controlled access to the trail area;
5. Install an informational kiosk at the trailhead to inform users of appropriate trail uses and practices.

### Scope Item #1 Staff/Personnel Costs

Staff/Personnel Costs Breakdown	Quantity	Unit Type	Unit Cost	Total	Match/In-kind	Total Grant Request
Site Prep:						
Clear and Grub, Grading	1.0	Other	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
Installation of Cattle Guard	1.0	Other	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00
Transport, Spread, Compact Millings	1.0	Each	\$16,000.00	\$16,000.00	\$0.00	\$16,000.00
Site Engineering and Plan Set	40.0	Hour(s)	\$120.00	\$4,800.00	\$4,800.00	\$0.00
Project Management	120.0	Hour(s)	\$25.43	\$3,051.60	\$3,051.60	\$0.00
Install New Trailhead Entrance, Decommission Old Access Point	1.0	Each	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
				<b>\$53,851.60</b>	<b>\$17,851.60</b>	<b>\$36,000.00</b>

### Scope Item #2 Equipment Costs

Equipment Costs Breakdown	Quantity	Unit Type	Unit Cost	Total	Match/In-kind	Total Grant Request
Millings	480.0	Ton(s)	\$12.00	\$5,760.00	\$5,760.00	\$0.00
Three Rail Pipe Fence and Gates	700.0	Feet	\$28.00	\$19,600.00	\$0.00	\$19,600.00
ATV Cattle Guard	1.0	Each	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
Two-panel Informational Kiosk and Installation	1.0	Each	\$2,600.00	\$2,600.00	\$2,600.00	\$0.00
Kiosk Map, Safety, Interpretive Panels	2.0	Each	\$400.00	\$800.00	\$0.00	\$800.00
Horse/Personnel Gate	1.0	Each	\$500.00	\$500.00	\$500.00	\$0.00
21' Cattle Guard	1.0	Each	\$13,000.00	\$13,000.00	\$0.00	\$13,000.00
				<b>\$43,760.00</b>	<b>\$10,360.00</b>	<b>\$33,400.00</b>

### Scope Item # 3 Other

Other Costs Breakdown	Quantity	Unit Type	Unit Cost	Total	Match/In-kind	Total Grant Request
				<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

### Totals

Total Grant Request	\$69,400.00
Total Match/In-kind	\$28,211.60
Total Cost	\$97,611.60
Total Match Percentage	28.9%

### Budget Notes





# PROPOSAL

To: **Town of Camp Verde**  
 Contact: **Box T Improvements**  
 Phone:  
 Fax:  
 Email:

Job #	BOX T Improvements
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Proposal Dated:

January 25, 2022

Item Totals = \$ **99,546.00**  
 + Sales Tax = \$ **6,470.49**

**"Exceeding Customer Expectations!"**

Total Proposal = **\$ 106,016.49**

Item	Refer Page(s)	Material Type / Grade	Finish	Material Description	Qty	Unit	Total Cost	
Material as described above provided by: <b>Tierra Verde Builders</b> 								
<b>Note: Tierra Verde Builders holds a commercial auto insurance policy, as well as higher than normal general liability insurance policy and Workman's Compensation. All documents are available upon requests.</b>					Resale # <input type="text" value="~"/>			
<b>Thank you for this opportunity !</b>								
<b>Terms &amp; Payments</b>								
100%	TBD						\$	106,016.49
0%	TBD						\$	-
0%	TBD						\$	-
0%	TBD						\$	-
100%	Invoices are payable upon receipt.						\$	106,016.49
<b>Pricing is good for 30 days, unless noted otherwise.</b>								
<i>Upon Acceptance of this proposal, either sign and return to Tierra Verde Builders via fax or e-mail, or provide your company's' Purchase Order number.</i>								
Print						Sign	Date	

**"Thank you for the opportunity to provide this quote to you"**

**Arizona State Parks**  
 1110 W Washington St, Suite 100, Phoenix, AZ 85007  
**PROJECT SPONSOR AGREEMENT**

This Agreement is entered into by and between the Arizona State Parks Board (BOARD) and the Camp Verde (PROJECT SPONSOR) and shall become effective on the date of signature by the authorized representative of Arizona State Parks.

<b>PROJECT TITLE:</b> Box T Trailhead Emergency Remediation Project			<b>PROJECT NUMBER:</b> ASPT #: 552206		
<b>THIRD PARTY PARTICIPANT'S NAME:</b> Prescott National Forest			<b>FY OF REVENUE:</b>  2022		
<b>PROJECT PERIOD:</b>  All expenses and match to be submitted prior to <b>6 months</b> from last signature					
<b>GRANT PROGRAM:</b> Off-Highway Vehicle Recreation Fund	<b>GRANT AMOUNT:</b>  \$106,017.00	<b>%</b>  79%	<b>PARTICIPANT MATCH:</b>  \$28,211.60	<b>%</b>  21%	<b>TOTAL PROJECT COST:</b>  \$134,228.60
<b>APPROVED SCOPE OF WORK AND SPECIAL CONDITIONS:</b> Attachment A & B					
<b>AUTHORITIES TO ENTER INTO THIS AGREEMENT:</b> (statute, resolution, minutes, etc.) STATUTE: A.R.S. §28-1176(E)(3)					
<b>AWARDING OFFICIAL ON BEHALF OF THE ARIZONA STATE PARKS BOARD:</b> <u>Kevin Brock</u> Kevin Brock (Apr 13, 2022 11:24 PDT)					
Signature <b>Kevin Brock</b> Assistant Director			Date		
<b>ACCEPTANCE OF ALL TERMS OF THIS AGREEMENT AND ITS ATTACHMENTS IS ACKNOWLEDGED BY THE PROJECT SPONSOR'S SIGNATURE BELOW.</b>  <u>Steve Ayers</u> Steve Ayers (Mar 31, 2022 11:16 PDT) Steve Ayers, Economic Development Director			<b>PARTICIPANT ATTORNEY APPROVAL AS TO FORM AND AS BEING WITHIN THE AUTHORITY OF THE PROJECT SPONSOR (optional)</b>  _____ Attorney's Signature		

The most recent version of the General Provisions based on the Project Sponsor and project type are attached and incorporated into this agreement.



**Arizona State Parks  
PROJECT SPONSOR AGREEMENT**

**Attachment A  
Approved Project Scope and Special Conditions**

**PROJECT SPONSOR:** The Town of Camp Verde

**PROJECT TITLE:** Box T Trailhead Emergency Remediation Project

**PROJECT NUMBER:** 552206

**PROJECT DESCRIPTION:** Box T is a trailhead located on Prescott National Forest land and is identified in the Verde Trails and Access Plan as a multi-use trailhead. It will serve an extensive network of interconnected motorized and non-motorized trails, and will connect to a larger network of multi-use trails in the Camp Verde area (and beyond).

The trailhead is not formally developed (it is natural dirt and contains only a gate and an ATV cattle guard), and therefore the trail access point is subject to periodic damage. Motorized use when the natural ground is wet has led to the deterioration of the natural landscape and left rutted-out tire tracks. Also, the "trailhead" is located on an unsafe, blind curve on Salt Mine Road, making access to the trailhead difficult and unsafe. This emergency remediation project is being pursued in order to correct the continued deterioration of the trail access point and to enhance safety for trail users. The grant will be used for:

1. Relocate the entrance and cattle guard further down Salt Mine Road to enhance safety and accessibility (and decommission the old trailhead);
2. Place millings in the formal trailhead area to stabilize the ground and prevent further deterioration at the hands of motorized vehicles;
3. Install three rail pipe fencing to define the trailhead area and restrict unauthorized access past the staging area;
4. Install gates at the trailhead to provide controlled access to the trail area;
5. Install an informational kiosk at the trailhead to inform users of appropriate trail uses and practices.

**APPROVED PROJECT SCOPE:**

Staff/Personnel .....	\$ 90,507.60
Equipment.....	\$ 10,660.00
Other.....	\$ 33,061.00
<b>Total:</b>	<b>\$ 134,228.60</b>

**DESCRIPTION AND SOURCE(S) AND AMOUNTS FOR APPROVED MATCH**

Camp Verde will provide up to **\$28,211.60** in volunteer, staff and cash match for this project.

**SPECIAL CONDITIONS:**

The administration of this grant agreement is additionally subject to the contents of the “Administrative Guidelines for Awarded Grants” found at:

[https://azstateparks.com/gallery/0004/0044/B6D9743DB7544D848A0648AD50F5D03D/Admin%20Guidelines%201\\_31\\_2022.pdf](https://azstateparks.com/gallery/0004/0044/B6D9743DB7544D848A0648AD50F5D03D/Admin%20Guidelines%201_31_2022.pdf)

Project applications are submitted as “shovel-ready” and project activities must begin immediately upon final execution of the project sponsor agreement. All work must be completed within 6 months of final signature.

**A Final Report of the project must be submitted within 30 days after project completion.**

See the General Provisions – Attachment B

**OTHER CONDITIONS**

Every payment obligation of the State under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

Allocated project funds can only be expended on the designated scope items.

Arizona State Parks and Trails  
GRANT PROJECT SPONSOR AGREEMENT  
**Attachment B**  
General Conditions Applicable to **Motorized** Project Grants

This Agreement applies to grants for motorized projects awarded pursuant to the Off-Highway Vehicle Program.

**PART I – DEFINITIONS**

For purposes of this Agreement:

- A. “Agreement” means the Grant Project Sponsor Agreement and its attachments.
- B. “AORCC” is the Arizona Outdoor Recreation Coordinating Committee. Together, AORCC and the Board are “the Parties.”
- C. “BOARD” means the Arizona State Parks BOARD. Together, AORCC and the Board are “the Parties.”
- D. “Conversion” means the replacement of grant-funded facilities with new facilities that are of reasonably equivalent usefulness and location as the original.
- E. “Eligible Costs” mean direct costs attributed to the project grant program, such as: 1) compensation of hired employees for the time and efforts devoted specifically to the execution of the grant; 2) cost of materials acquired, consumed, or expended specifically for the purposes of the grant; 3) equipment and other capital expenditures; 4) other items of expense incurred specifically to carry out the participant agreement; and 5) direct services furnished specifically for the grant program by other agencies. These costs are identified by the PROJECT SPONSOR in the Estimated Project Cost Sheet that is submitted with the Certified Application Form and application packet. The costs are then approved by the BOARD or by an amendment to this Project Agreement. Generally, eligible costs are identified in the applicable grant manual.
- F. “Facilities” mean capital improvements.
- G. “Fund” means the Federal Recreational Trails Program.
- H. “Guidelines” mean the Administrative Guidelines for Awarded Grants and any other applicable program directives adopted by the BOARD.
- I. “Ineligible Costs” are those costs incurred for a common or joint purpose benefiting more than one cost objective and not readily assignable to the cost objectives of the project.
- J. “Match” includes cash, in-kind contributions, or donations, including volunteer time or materials contributed to the project with no intention of reimbursement.
- K. “Obsolescence” means that an area or facility may be determined obsolete during the Term of Public Use if (1) reasonable maintenance and repairs are not sufficient to keep the facility or equipment operating; (2) changing needs dictate a change in the type of facilities or equipment provided; (3) operating practices dictate a change in the type of facilities or equipment required; or (4) the facility or equipment is destroyed by fire, natural disaster, or vandalism. Declaring the facility obsolete means that the PROJECT SPONSOR receives a waiver of the replacement requirements. No later than 90 days after a facility or equipment is taken out of public use, the PROJECT SPONSOR may request a waiver of repayment or replacement requirements in writing. A determination of obsolescence may be made at the sole discretion of the BOARD.
- L. “PROJECT SPONSOR” means an eligible applicant that has been awarded a grant to develop a project or coordinate an education program.
- M. “Project” means the sum of the activities identified with specific costs in the grant application packet that are eligible under the referenced grant application manual and have been approved by the BOARD.
- N. “Project Period” means the period of time during which all approved work and related expenditures associated with development of the project are to be completed by the PROJECT SPONSOR.
- O. “Repayment” means returning grant money to the Fund in the event the PROJECT SPONSOR expends advanced funds for ineligible costs or fails to expend the advanced funds for eligible project costs during the term of this grant.
- P. “Sub-contract” means a contract between the PROJECT SPONSOR and another individual or entity whereby labor, work, services, or other responsibilities are supplied or performed in furtherance of the PROJECT SPONSOR’S responsibilities under this Agreement

- Q. "Term of Public Use" means the time required for public use. The Term of Public Use of the grant-assisted facilities must be at least:
1. Equipment (personal property) grant investment of more than \$50,000 per item: 25 years
  2. Facilities (real property): 25 years
  3. Land: 99 years unless obsolescence applies. The Term of Public Use will begin on the date of completion identified in the Completion Certification Letter.

## PART II – PERFORMANCE

### A. ADMINISTRATION

1. Conditions - This Agreement is subject to the availability of grant funds and appropriate approvals, and is subject to the Constitution of the State of Arizona, the Arizona Revised Statutes, the Arizona Administrative Code, other acts of the Arizona Legislature, executive orders of the Governor, and the decisions and policies of the BOARD.
2. Incorporation of Application, Grant Manual, and Administrative Guidelines - The following documents are incorporated by reference into this agreement: The PROJECT SPONSOR'S grant application packet; the applicable grant manual; and the most recent revision of the Administrative Guidelines for Awarded Grants. In the event of a conflict or ambiguity, the terms of this Agreement and Attachments A and B to this Agreement must take precedence.
3. Use of Grant Funds - Awarded grant funds must be used solely for eligible purposes of the funding program, as defined by statute and as approved by the BOARD.
4. Transfer of Grant Funds - Awarded grant funds will be transferred to the PROJECT SPONSOR according to the terms of this Agreement. Staff will not process reimbursements requests for less than \$1,000 unless it is the final request.
5. Grant Retention - Ten percent (10%) of the grant amount will be retained from reimbursement until Staff notifies the PROJECT SPONSOR in writing that the project is officially closed and completed.
6. Grant Accountability - Grant funds must be managed separately within the PROJECT SPONSOR'S accounting system that identifies the name and number of this project. The funds must only be expended as authorized under the terms of this Agreement.
7. Accomplishment of Project - The project must be accomplished according to the terms of this Agreement and applicable State laws.
8. Amendments - This Agreement may be amended in writing by the Parties of the Agreement upon written request of the PROJECT SPONSOR, good cause shown, and approval by the BOARD. Eligible amendments include adjustments to the project period, funding amount, or minor changes to the scope items.
9. Use of Project - Project accomplishments must be open or available to the public as specified in the Term of Public Use. If the grant funded capital improvements are not maintained and kept open for public use for the term specified in the Term of Public Use, the PROJECT SPONSOR must refund to the BOARD the awarded grant amount within six (6) months of the date the improvements are no longer maintained or kept open for public use, unless the BOARD agrees that obsolescence or conversion is appropriate.
10. Special Conditions - Special conditions to this agreement are binding upon and inure to the benefit of the successors and assigns of each of the Parties to this agreement. Breach of any condition will be enforceable by any remedies available under applicable Federal or State law.
11. Conversion - No land or facilities acquired or developed with State assistance will, without the approval of the BOARD, be converted to other than public use during the Term of Public Use. The BOARD will approve such conversion only if it finds the replacement property to be in accord with the current grant statute. Conversions will require the substitution of other properties of at least equal fair market value and of reasonably equivalent usefulness and location, and concurrence of the landowner. The replacement property will then become subject to this agreement. In lieu of conversion, the PROJECT SPONSOR may apply for a declaration of obsolescence. In the event the BOARD provides grant assistance for the acquisition and/or development of real property subject to reversionary interests, with full knowledge of those reversionary interests and with written notice of those reversionary interests, conversion of said property to other than public uses as a result of such reversionary uses being exercised may be approved. The PROJECT SPONSOR must notify the BOARD of the conversion as soon as possible and seek approval of replacement property in accord with the conditions set forth in this agreement. The PROJECT SPONSOR must accomplish such replacement within a reasonable time,

acceptable to the BOARD, after the conversion of the property occurs. This paragraph also applies to (1) leased properties acquired and/or developed with Fund assistance, where such lease is terminated prior to its full term pursuant to lease provisions known and agreed to by the BOARD; and (2) properties subject to other outstanding rights and interests known to and agreed to by the BOARD.

#### B. RELATIONSHIP OF PROJECT COSTS TO THE PROJECT PERIOD

Except for pre-agreement costs approved by the BOARD, only those costs associated with approved project work incurred during the project period will be eligible for reimbursement according to the terms of this agreement. Combined pre-agreement and design and engineering costs must not exceed 10% of the approved grant award.

#### C. ACQUISITION

Values of property purchased with grant assistance must be appraised by an appraiser with active State certifications according to the Uniform Standards of Professional Appraisal Practice. This appraisal must be prepared within one year prior to the acquisition. Grant participation must be according to the grant award amount, the approved market value, or the purchase price, whichever is less.

#### D. CARE AND DISPOSITION OF EQUIPMENT

Equipment purchased with grant funds to develop a project may remain in the possession of the PROJECT SPONSOR for as long as the equipment is being used for eligible project work, at the sole discretion of State Parks. State Parks reserves the right to claim equipment purchased under this Agreement when it is no longer being used for the purpose for which it was purchased.

#### E. SUB-CONTRACTS

1. Sub-contracts awarded to accomplish the project must incorporate by reference, in each sub-contract, the provisions of this Agreement. The PROJECT SPONSOR bears full responsibility for acceptable performance under each sub-contract.

2. The PROJECT SPONSOR must pay when due any claim of a sub-contractor, employee, independent contractor, or any other employed individual performing the approved work for services pursuant to this Agreement.

3. The PROJECT SPONSOR indemnifies and holds harmless the State of Arizona, its employees, and the BOARD and its members from any claim(s) for services pursuant to this Agreement, or damages relating thereto, of a sub-contractor or other employed individual performing the approved work.

4. Any sub-contract for employment by the PROJECT SPONSOR must be in writing and contain a provision whereby a person so employed or with whom a sub-contract has been entered acknowledges that the State of Arizona and the BOARD are not be liable for any costs, claims, damages, reimbursement, or payment of any kind relating to such sub-contract.

#### F. PROJECT REPORTING, REVIEWS, AND ON-SITE INSPECTIONS

1. The PROJECT SPONSOR must submit a project status report not less than quarterly. The status report will include, at a minimum, the following: (a) progress toward completing the approved scope of work; and (b) any problems encountered and solutions to problems regarding completion of the project. Failure to submit the reports will result in delays in grant reimbursement or advance processing. The PROJECT SPONSOR must consult with the BOARD, as needed, to review progress. The BOARD reserves the right to review the progress of the project and to conduct on-site inspections, as applicable and as needed, at any reasonable time during the project period or required Term of Public Use in order to assure compliance with the terms of this agreement.

2. The PROJECT SPONSOR must certify compliance with the Project Agreement every five years, until the end of the Term of Public Use, on a form to be provided by the BOARD. In addition, on-site inspections will be conducted periodically at the discretion of the BOARD. The following will be taken into consideration during the inspection of properties that have been acquired or developed with grant assistance: retention and use; appearance, and maintenance.

3. The PROJECT SPONSOR must provide the Board with written consent of the landowner to conduct on-site inspections; failure to do so is a failure to keep or maintain the property for public use.

#### G. EARNED INTEREST ON ADVANCED FUNDS

Interest generated from funds advanced to the PROJECT SPONSOR during the project period must be used to further the purposes of the specified project. Funds advanced, but not spent to complete the project, must be returned to the BOARD at the completion of the project.

#### H. PRODUCT OR PUBLISHABLE MATTER OWNERSHIP

With written permission from the BOARD or Arizona State Parks, the PROJECT SPONSOR may use products or publishable matter produced with grant assistance the BOARD will have nonexclusive license to use and reproduce, without payment, such materials. The PROJECT SPONSOR must receive written permission from State Parks prior to utilizing publishable material for commercial or public purposes. This paragraph is not applicable to architectural or engineering plans produced with grant assistance.

I. FUND SOURCE RECOGNITION

The PROJECT SPONSOR must permanently and publicly acknowledge the grant program(s) that assisted project accomplishments (including, but not limited to: final documents; audio-visual recordings; photographs; plans; drawings; publications; advertisements; and project plaques). At a minimum, this acknowledgment must include the following: "This program was financed in part (or in full) by a grant from the Federal Recreational Trails Program administered by the Arizona State Parks."

J. PROJECT COST VERIFICATION

The PROJECT SPONSOR must submit project expenditure documents to the BOARD or State Parks for verification or audit purposes, upon request.

K. TRANSFER OF CONTRACTUAL RESPONSIBILITY

The PROJECT SPONSOR may transfer responsibilities under the terms of this agreement to another eligible participant, provided that approval has been granted by the BOARD in writing prior to the transfer.

PART III – COMPLIANCE

A. ANTI-TRUST

Vendor and purchaser recognize that, in actual economic practice, overcharges from anti-trust violations are borne by purchaser. Therefore, the PROJECT SPONSOR hereby assigns to BOARD any and all claims for such overcharges.

B. ARBITRATION

To the extent required pursuant to A.R.S. § 12-1518 and any successor statute(s), the Parties agree to use arbitration, after exhausting all applicable administrative remedies, to resolve disputes arising out of this Agreement. Venue shall be in Maricopa County, Arizona.

C. INDEMNIFICATIONS AND CLAIMS AGAINST THE STATE

The PROJECT SPONSOR indemnifies, saves and holds harmless the BOARD, the State of Arizona, and Arizona State Parks, its agents, departments, officers, and employees from any and all claims, losses, damages, liabilities, expenses, costs, and charges incident to or resulting in any way from any injuries, death, or damage to any person, or any damage to any property caused by or resulting from the issuance or performance of services rendered as a part of this Agreement, except those claims, losses, damages, liabilities, expenses, costs, and charges arising from the sole negligence of the BOARD, the AORCC, or the State of Arizona, its agents, departments, officers, or employees.

D. NON-DISCRIMINATION -- EMPLOYMENT

The PROJECT SPONSOR agrees to comply with Executive Order Number 2009-09, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules, and regulation, including the Americans with Disabilities Act. The PROJECT SPONSOR shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.

E. ARIZONANS WITH DISABILITIES ACT OF 1992 AND AMERICANS WITH DISABILITIES ACT

The PROJECT SPONSOR shall comply with all applicable provisions of the Arizonans with Disabilities Act of 1992, A.R.S. §41-1492, et. seq. and the Americans with Disabilities Act, (Public Law 101-336, 42 U.S.C. 12101-12213 and 47 U.S.C. §225 and 611), and applicable state rules and federal regulations under the Acts.

F. RECORDS RETENTION AND AUDITS

1. Complete financial records and all other documents pertinent to this Agreement must be retained by the PROJECT SPONSOR and made available to the Staff, if requested, for review and/or audit purposes for a period of five (5) years after this Agreement expires.

2. The PROJECT SPONSOR may substitute electronic copies in place of original records, but only after project costs have been verified.

G. STATE CONTRACT CANCELLATION

1. The State or its political subdivisions or any department or agency of either may cancel this Agreement

without penalty or further obligation, pursuant to A.R.S. § 38-511.

2. Every payment obligation of the BOARD under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated or appropriated for the continuance of this Agreement, this Agreement may be terminated by the BOARD at the end of the period for which the funds are available. No liability shall accrue to the BOARD or the State of Arizona in the event this provision is exercised, and the BOARD shall not be obligated or liable for any future payments or for any damages resulting as a result of termination under this paragraph.

#### H. REMEDIES

1. The BOARD may temporarily suspend grant assistance obligated to the PROJECT SPONSOR pending required corrective action by the PROJECT SPONSOR or pending a decision to terminate the grant by the BOARD.

2. The PROJECT SPONSOR may unilaterally terminate this Agreement at any time before the first payment is made. After the initial payment, this Agreement may be terminated, modified, or amended by the PROJECT SPONSOR only by written mutual agreement of the Parties.

3. The BOARD may terminate this Agreement in whole or in part at any time before the date of completion if it determines that the PROJECT SPONSOR has failed to comply with the terms or conditions of the grant. The BOARD will promptly notify the PROJECT SPONSOR in writing of the determination and the reasons for the termination, including the effective date. All payments made to the PROJECT SPONSOR must be returned to the BOARD if this Agreement is terminated for cause.

4. The BOARD or PROJECT SPONSOR may terminate this Agreement in whole or in part at any time before the date of completion when both Parties agree that the continuation of the development project would not produce beneficial results commensurate with the further expenditure of funds. The two Parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated. The PROJECT SPONSOR must not incur new obligations for the terminated portion after the effective date and must cancel as many outstanding obligations as possible. The BOARD may allow full credit to the PROJECT SPONSOR for the grant share of properly incurred obligations that cannot otherwise be cancelled before the effective termination date.

5. The BOARD may require specific performance of the terms of this Agreement or take legal steps necessary to recover the funds granted if the PROJECT SPONSOR fails to comply with the terms of the grant or breaches any condition or special condition of this Agreement.

6. The BOARD may request and the PROJECT SPONSOR must deliver repayment of funds advanced under this agreement in conjunction with the remedies in this section.

7. The remedies expressed in this Agreement do not limit the rights of the BOARD. This Agreement does not in any way abridge, defer, or limit the BOARD'S right to any right or remedy under law or equity that might otherwise be available to the BOARD.

#### I. CULTURAL RESOURCES

The PROJECT SPONSOR must meet the requirements of the State Historic Preservation Act (A.R.S. §41-861 to 41-864) before project initiation.

#### J. COMPLIANCE WITH FEDERAL IMMIGRATION LAWS AND REGULATIONS RELATING TO THE HIRING OF UNAUTHORIZED WORKERS.

The PROJECT SPONSOR must meet the compliance requirements for A.R.S. § 41-4401, Government Procurement: E-Verify Requirement.

1. The PROJECT SPONSOR and anyone contracted by the PROJECT SPONSOR warrant compliance with all Federal immigration laws and regulations relating to employees and warrants compliance with Section A.R.S. § 23-214, Subsection A.

2. A breach of a warranty regarding compliance with immigration laws and regulations is a material breach of the contract and the PROJECT SPONSOR may be subject to penalties up to and including termination of the contract.

3. Failure to comply with a State audit process to randomly verify the employment records of PROJECT SPONSOR and sub-contractors is a material breach of the contract and the PROJECT SPONSOR may be subject to penalties up to and including termination of the contract.

4. The State Agency retains the legal right to inspect the papers of any employee who works on the contract to ensure that the PROJECT SPONSOR or subcontractor is complying with the warranty under paragraph J-1.

#### K. DISCLOSURE REQUIREMENTS

PROJECT SPONSOR must comply with the terms of A.R.S. § 35-181.03 or its successor statute(s) regarding audited financial statements provided to the BOARD.

L. INSURANCE REQUIREMENTS

PROJECT SPONSOR and sub-contractors must procure and maintain occurrence-based insurance policies that cover claims for injury or death to persons or damage to property that may arise from or in connection with the performance of the work hereunder by the PROJECT SPONSOR, its agents, representatives, employees or sub-contractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the PROJECT SPONSOR from liabilities that might arise out of the performance of the work under this contract by the PROJECT SPONSOR, its agents, representatives, employees or sub-contractors, and PROJECT SPONSOR is free to purchase additional insurance.

Minimum Scope and Limits of Insurance: PROJECT SPONSOR shall provide coverage with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability coverage.

- General Aggregate ..... \$2,000,000
- Products – Completed Operations Aggregate ..... \$1,000,000
- Personal and Advertising Injury ..... \$1,000,000
- Blanket Contractual Liability – Written and Oral ..... \$1,000,000
- Fire Legal Liability ..... \$50,000
- Each Occurrence ..... \$1,000,000

a. The policy must be endorsed to include the following additional insured language: “The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the PROJECT SPONSOR.”

b. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the PROJECT SPONSOR.

2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000

a. The policy must be endorsed to include the following additional insured language: “The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the PROJECT SPONSOR, involving automobiles owned, leased, hired or borrowed by the PROJECT SPONSOR.”

b. Policy must contain a waiver of subrogation against the State of Arizona, as departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the PROJECT SPONSOR.

3. Worker's Compensation and Employers' Liability

- Workers' Compensation Statutory

Employers' Liability

- Each Accident ..... \$ 500,000
- Disease – Each Employee ..... \$ 500,000



• Disease – Policy Limit ..... \$1,000,000

a. Policy must contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the PROJECT SPONSOR.

b. This requirement does not apply to: Separately, EACH PROJECT SPONSOR or sub-contractor exempt under A.R.S. 23-901, and when such PROJECT SPONSOR or sub-contractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

Additional Insurance Requirements: The policies must include, or be endorsed to include, the following provisions:

1. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required. Such additional insured shall be covered to the full limits of liability purchased by the PROJECT SPONSOR, even if those limits of liability are in excess of those required by this Contract.

2. The PROJECT SPONSOR’S insurance coverage shall be primary insurance with respect to all other available sources.

3. Coverage provided by the PROJECT SPONSOR shall not be limited to the liability assumed under the indemnification provisions of this Contract.

Notice of Cancellation: With the exception of (10) day notice of cancellation for nonpayment of premium, any changes material to compliance with this contract in the insurance policies above require thirty (30) days’ written notice to the State of Arizona. Such notice must be sent directly to Arizona State Park Board, State Procurement Office located at 1300 W. Washington, Phoenix, AZ 85007 via certified mail, return receipt requested. Acceptability of Insurers: Insurance is to be placed with duly licensed or approved non-admitted insurers in the state of Arizona with an “A.M. Best” rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the PROJECT SPONSOR from potential insurer insolvency.

Verification of Coverage: PROJECT SPONSOR must furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project and any claims arising therefrom. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract. All certificates required by this Contract must be sent directly to Arizona State Park Board, State

Procurement Office located at 1300 W. Washington, Phoenix, AZ 85007. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA’S RISK MANAGEMENT DIVISION.

Sub-contractors: PROJECT SPONSOR’s certificate(s) must include all subcontractors as insureds under its policies or PROJECT SPONSOR shall furnish to the State of Arizona separate certificates and endorsements for each subcontractor. All coverages for sub-contractors shall be subject to the minimum requirements identified above.

Approval: Any modification or variation from the insurance requirements in this Contract must be made by the contracting agency in consultation with the Department of Administration, Risk Management Division. Such action will not require a formal Contract amendment, but may be made by administrative action.

Acceptance of all terms and conditions of this Agreement and its attachments is acknowledged by the signature on the cover sheet of this Agreement by an authorized agent of the PROJECT SPONSOR.





# PROPOSAL

To: **Town of Camp Verde**  
 Contact: **Box T Improvements**  
 Phone:  
 Fax:  
 Email:


Job #	BOX T Improvements
-------	--------------------

Proposal Dated:  
**January 25, 2022**

Item Totals = \$ **99,546.00**  
 + Sales Tax = \$ **6,470.49**

**"Exceeding Customer Expectations!"**

**Total Proposal = \$ 106,016.49**

Item	Refer Page(s)	Material Type / Grade	Finish	Material Description	Qty	Unit	Total Cost
Material as described above provided by: <b>Tierra Verde Builders</b>							
 Thank you for this opportunity !				<b>Note: Tierra Verde Builders holds a commercial auto insurance policy, as well as higher than normal general liability insurance policy and Workman's Compensation. All documents are available upon requests.</b>		Resale # ~	
<b>Terms &amp; Payments</b>							
100%	TBD					\$	106,016.49
0%	TBD					\$	-
0%	TBD					\$	-
0%	TBD					\$	-
100%	Invoices are payable upon receipt.					\$	106,016.49
<b>Pricing is good for 30 days, unless noted otherwise.</b>							
<i>Upon Acceptance of this proposal, either sign and return to Tierra Verde Builders via fax or e-mail, or provide your company's' Purchase Order number.</i>							
Print						Sign	Date

**"Thank you for the opportunity to provide this quote to you"**



**Agenda Report Form – Section I**

Meeting Date: August 17, 2022

Consent Agenda       Decision Agenda       Executive Session Requested

Presentation Only       Action/Presentation       Work Session

Requesting Department: Economic Development Department

Staff Resource/Contact Person: Steve Ayers

Agenda Title (be exact): Approval of a Letter of Support for the Prescott National Forest for a Land and Water Conservation Grant that will be used to purchase and protect 52,000 acres on the Upper Verde River Watershed

List Attached Documents: 1) Letter of Support, 2) Verde Ranch Basin Map, 3) Verde Ranch Phases Map, 4) Verde Ranch Photos

Estimated Presentation Time: 0

Estimated Discussion Time: 0

**Reviews and comments Completed by:**

Town Manager: \_\_\_\_\_  Department Head: \_\_\_\_\_

Town Attorney Comments: \_\_\_\_\_

Risk Management: \_\_\_\_\_

Finance Department  
Fiscal Impact:  
Budget Code: \_\_\_\_\_ Amount Remaining: \_\_\_\_\_  
Comments:

**Background Information:**

The Prescott National Forest has been working for some time on a proposal to purchase 7,2000 acres of land in the upper Verde River Watershed. This letter would express the Town of Camp Verde's support for a Land and Water Conservation Grant (LWCF) to help fund the land purchase. The land will be used to help protect the watershed from future development and assist the Prescott National Forest in their efforts to keep a healthy flowing Verde River.

**Recommended Action (Motion): Move to approve the Letter of Support for a LWCF Grant for the Prescott National Forest**

Instructions to the Clerk:



# Town of Camp Verde

◆ 473 S. Main Street, Suite 102 ◆ Camp Verde, Arizona 86322 ◆  
◆ Telephone: 928.554-0000 ◆ Fax: 928.567.9061 ◆  
◆ [www.campverde.az.gov](http://www.campverde.az.gov) ◆

August 17, 2022

Michiko Martin  
Regional Forester  
US Forest Service Southwestern Region  
333 Broadway SE  
Albuquerque, NM 87102  
By email - [michiko.martin@usda.gov](mailto:michiko.martin@usda.gov)

Re: Support for the Upper Verde River Watershed-Yavapai Ranch (Phase II) Land & Water Conservation Fund request by Prescott National Forest

Dear Regional Forester Martin,

The Town of Camp Verde strongly supports the Fiscal Year 2024 Land & Water Conservation Fund request for the Upper Verde River Watershed – Yavapai Ranch Phase II submitted by the Prescott National Forest to acquire approximately 7,300 acres of the historic Yavapai Ranch in Yavapai County, Arizona. The 52,000-acre Yavapai Ranch comprises the largest remaining private in-holding in the Southwestern Region of the US Forest Service. We are grateful that the US Forest Service included \$9.5 million in its FY 2023 budget for a Phase I acquisition of 3,773 acres of Yavapai Ranch and ranked the project #9 nationally. The family that owns the ranch is now willing to sell 41,000 acres to consolidate land in USFS ownership. We request your continued commitment to this outstanding multi-phase conservation and recreation project in FY 2024 and beyond.

This Phase II LWCF acquisition will secure another eleven and one-half 640-acre sections within the checkerboard of privately-owned and National Forest System lands located 40 miles from the growing communities of Prescott, Prescott Valley, and Chino Valley. Investments in this project from LWCF, NRCS, and the Yavapai Apache Nation will further consolidate ownership and protect resource values in the Verde River watershed. Together, these multi-agency efforts will secure permanent protection for the eastern third of the ranch. This proposed Phase II LWCF acquisition will result in the following conservation benefits:

1. Enhanced recreational access and consolidated resource protection. If acquired by the Prescott NF in its entirety, Yavapai Ranch would resolve management and access issues by consolidating over 92,000 acres of permanently conserved land in the Upper Verde River Watershed. Yavapai Ranch provides important access points to Juniper Mesa Wilderness and thousands of acres of adjacent forest, woodlands, and grasslands that are treasured by outdoor recreation enthusiasts and hunters. These private lands are currently open to the public, but if sold for development that access could be lost forever. This acquisition will secure permanent public access and enhance efforts by Prescott National Forest to expand recreational opportunities.
2. Protection of the upper Verde River and state water supplies. Flows from the 190-mile Verde River are a lifeblood for Arizona. Both headwaters and downstream communities of the Verde Valley depend on the river for irrigated agriculture, native fish and wildlife habitat, and river recreation that drives tourism and economic prosperity. Farther downstream, the river provides a critical source of drinking water for nearly 5 million people in metropolitan Phoenix. The river is both sacred and essential to multiple Native American Tribes with reservations and ancestral lands in the watershed. Explosive growth in Yavapai County is creating increasing development pressure and threatening water quantity and quality. As

Colorado River water flows are depleted and Arizona's share of water from the river is reduced, protecting Verde River water supplies has become ever more critical to state water security. The Yavapai Ranch Phase II LWCF acquisition builds upon successful multi-partner efforts and federal investments in Verde River conservation.

3. Protection of important linkages within the Resilient and Connected Network of Lands in North America. The Resilient and Connected Network (RCN) includes lands that are resilient to climate change and provide a pathway for species to travel northward as the climate warms. Phase II of the Upper Verde River Watershed – Yavapai Ranch LWCF acquisition includes multiple habitat types within the RCN, along with critically important wildlife movement corridors. Specifically, it is within the Grand Canyon to Prescott Corridor Complex, identified in AZ Game and Fish's State Wildlife Action Plan Update 2020 as critical for all wildlife.
4. Contribution to wildfire risk mitigation efforts. The Yavapai Ranch Phase II acquisition and consolidation of forest ownership will help the Prescott NF complete existing, approved high priority forest treatments that are crucial to maintaining the health and environmental quality of the Verde River. Consolidated ownership will not only increase treatment effectiveness but also reduce management costs due to a more consolidated landownership pattern.

Conserving the Verde River, mitigating wildfire risk, protecting resilient wildlife movement corridors, and enhancing public recreational access are top priorities for the Town of Camp Verde. The proposed Upper Verde River Watershed – Yavapai Ranch Phase II project provides an important contribution towards those conservation outcomes

Thank you for considering the request from Prescott National Forest for an additional allocation from the Land and Water Conservation Fund in FY 2024 for Phase II of this important acquisition. Please feel free to contact me with any questions about support for the project at 928-554-0000 or [dee.jenkins@campverde.az.gov](mailto:dee.jenkins@campverde.az.gov).

Thank you,

Dee Jenkins  
Mayor,  
Town of Camp Verde

cc:

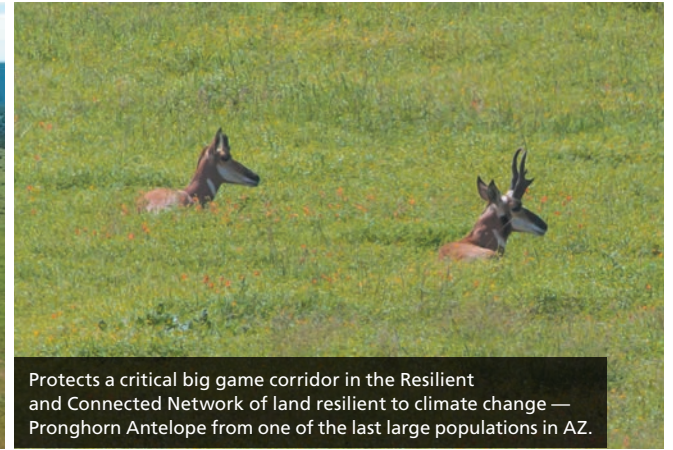
Dale Deiter, Forest Supervisor, Prescott National Forest [dale.deiter@usda.gov](mailto:dale.deiter@usda.gov)

Tracy Parker, Director of Lands and Minerals, USFS Southwestern Region [Tracy.Parker@usda.gov](mailto:Tracy.Parker@usda.gov)

Brenda Schick, Singing Stream Conservation Consulting [brenda@singingstreamconservation.com](mailto:brenda@singingstreamconservation.com)



Protects the Upper Verde River and state water supplies — seasonal water flowing into grasslands over the aquifer that supplies flow to 25 miles of river.



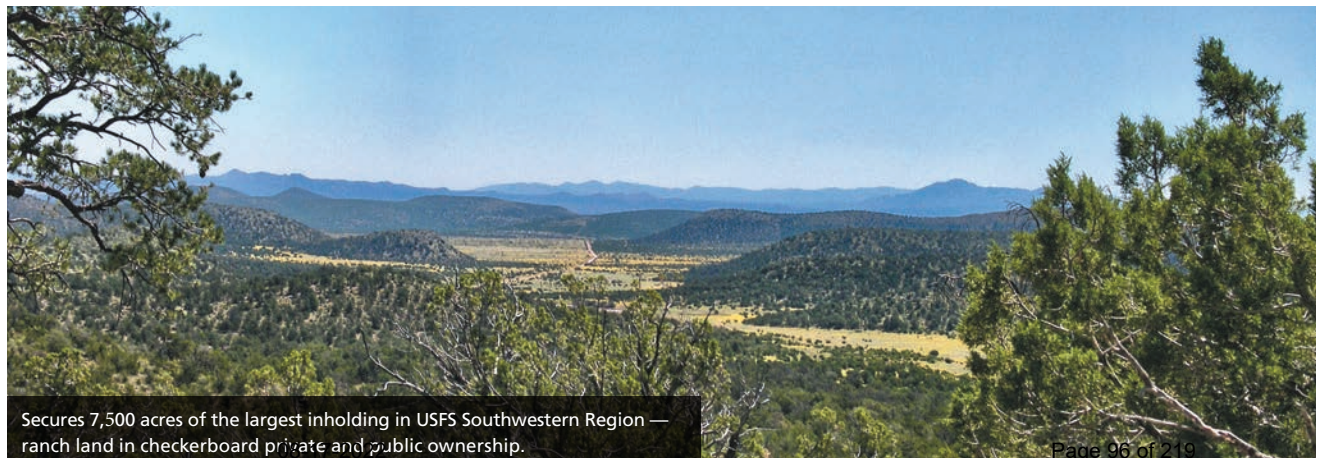
Protects a critical big game corridor in the Resilient and Connected Network of land resilient to climate change — Pronghorn Antelope from one of the last large populations in AZ.



Secures recreation access — annual youth hunt camp hosted by Arizona Mule Deer Organization and AZ Game and Fish Department.

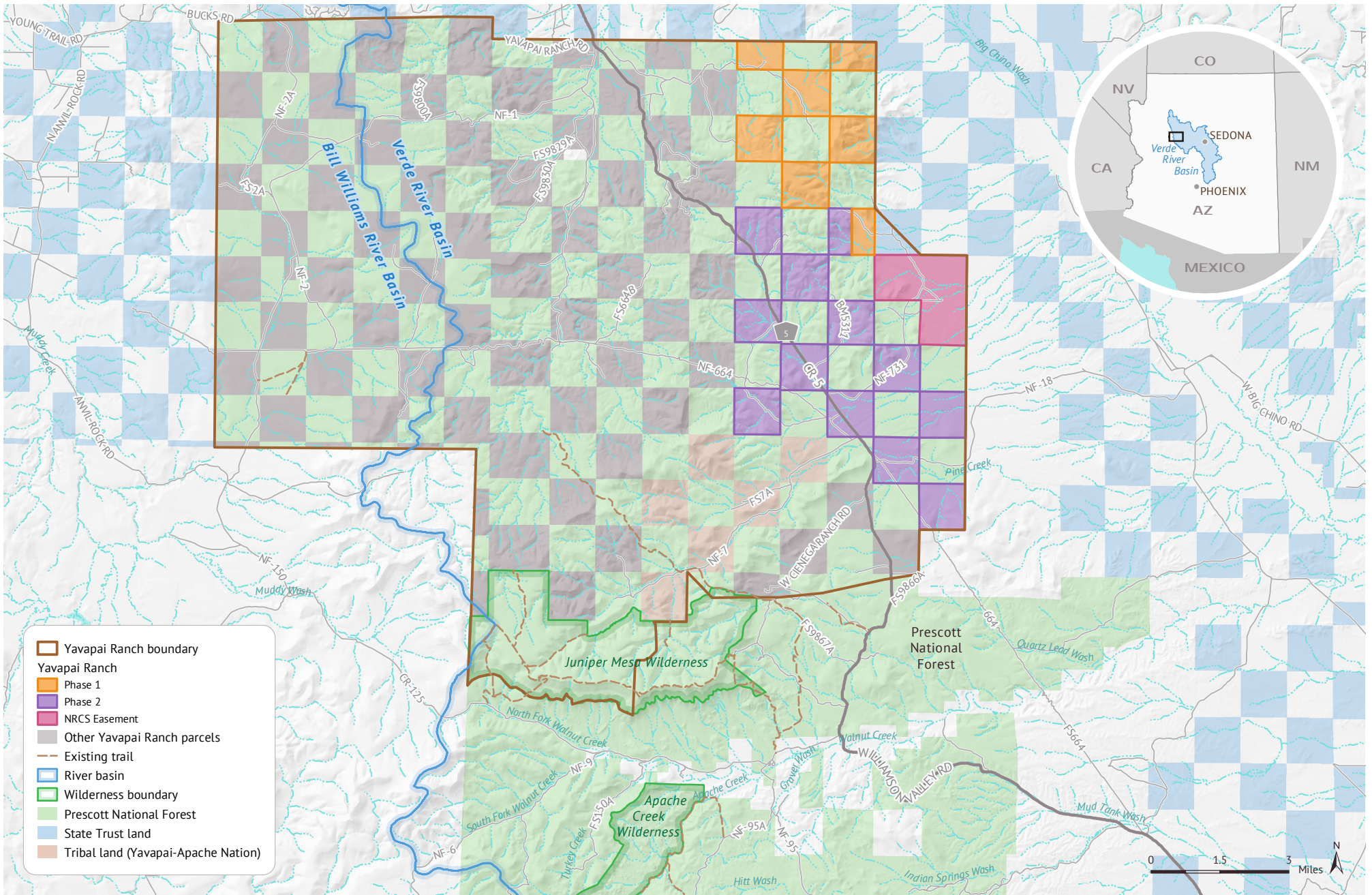


Arizona Mule Deer Organization



Secures 7,500 acres of the largest inholding in USFS Southwestern Region — ranch land in checkerboard private and public ownership.





# Yavapai Ranch

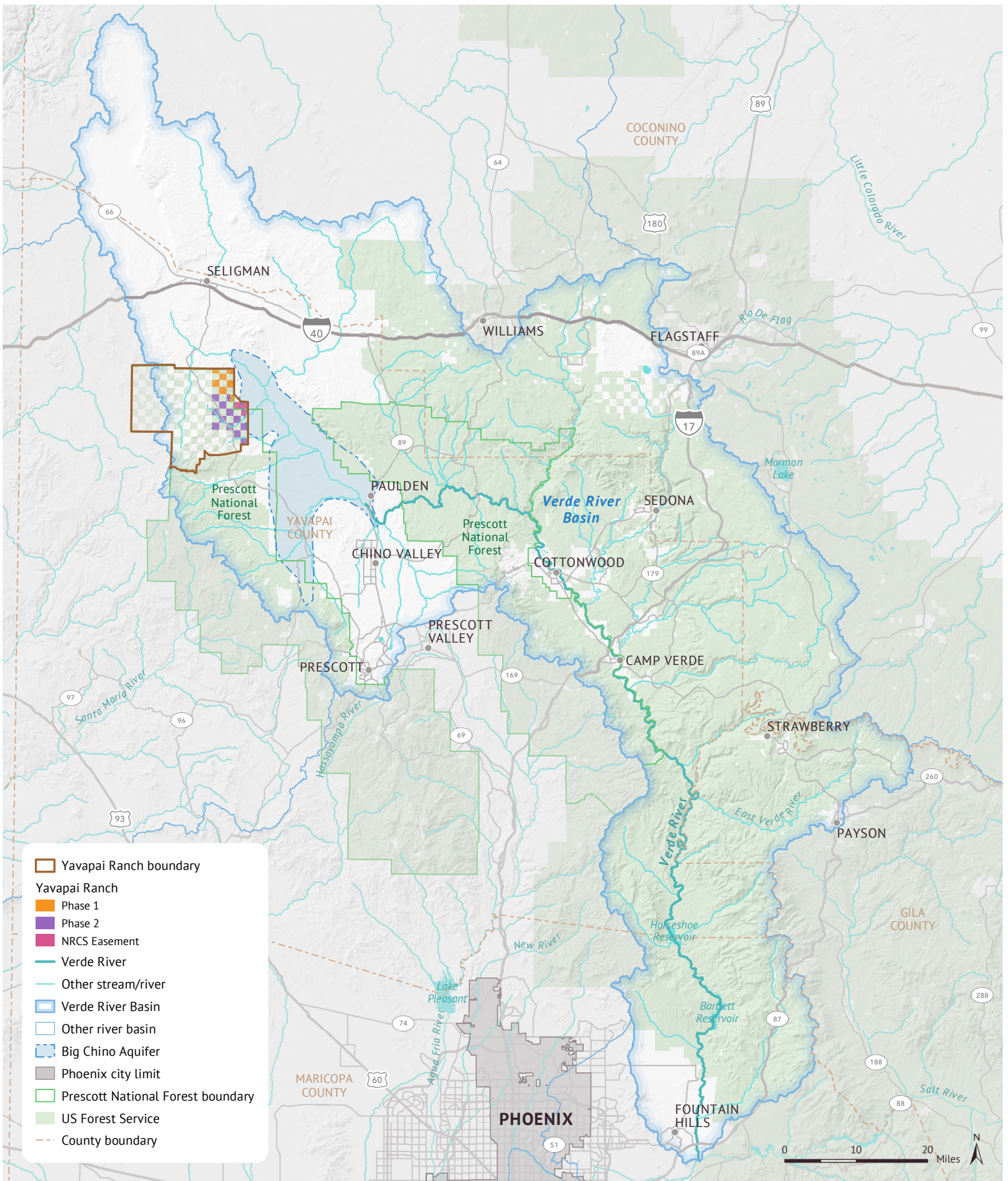
YAVAPAI COUNTY, ARIZONA

Council Regular Session

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08-17-2022

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# Verde River Basin

YAVAPAI RANCH, YAVAPAI COUNTY, ARIZONA

Agenda Item 4.e



Town of Camp Verde

**Agenda Item Submission Form – Section I**

Meeting Date: 08-17-2022

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

Requesting Department: Administration

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact: Approval to adjust the wage scale for the Deputy Town Manager position from salary range 35 (\$136,741 Minimum) to salary range 32 (\$118,122 Minimum).

List Attached Documents:

Estimated Presentation Time: 0 minutes

Estimated Discussion Time: 0 minutes

Reviews Completed by:

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

- Finance Review: Would be more accurate to budget.

Finance Director Comments/Fund:

Fiscal Impact:

Budget Code: \_\_\_\_\_ Amount Remaining: \_\_\_\_\_

Comments:

**Background Information:** Evaluating the Budget we only budgeted for \$130,000 in potential wages and so we have reevaluated the scale for comparison and although we may hire at the \$130,000 we should adjust the scale for the Deputy Town Manager as well to reflect surrounding communities.

From AZ League Salary Survey 2021:  
Cottonwood: 2021 – 125,612-185,108  
Sedona: 2021 – 112,840-150,000

**Recommended Action (Motion):** Approve the adjustment to the salary scale for the Deputy Town Manager position to Salary Range 32.

Instructions to the Clerk:

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## Office of the Town Clerk QUARTERLY REPORT TO COUNCIL

### Business License 2022

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
New*	5	9	14	12	9	14	2					
Renewal Notices	80	88	67	58	61	55	63					
Renewals paid	55	63	89	85	41	76	38					
Total on File*	793	785	792	801	792	793	795					

### Business License 2021

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
New	13	9	16	15	20	10	7	10	8	7	11	5
Renewal Notices	68	68	50	54	60	53	69	78	60	60	82	80
Renewals paid	83	52	62	68	52	67	58	59	68	55	57	59
Total on File*	784	779	794	798	819	821	828	839	820	820	802	812

**\*Total on File does not include non profit and Special Event Vendors**

### MAY NEW BUSINESS LICENSES ISSUED

License #	Name	Address 1	City	State	Zip
4004	MOBILE MEDIC RV REPAIR	3090 VERDE RIVER DRIVE	CAMP VERDE	AZ	86322
4007	ARDR HOME INSPECTIONS	317 E PHOENIX ST	PAYSON	AZ	85541
4008	MJM REFRIGERATION AND AIR	22214 E CAMACHO RD	QUEEN CREEK	AZ	85142
4009	RUIZ & NICHOLSON CONSTRUCTION	3416 N 36TH STREET	PHOENIX	AZ	85018
4010	LIBERTY GENERAL CONTRACTING	989 S MAIN ST STE A-471	COTTONWOOD	AZ	86326
4013	ARIZONA BROS CORNVILLE	1075 N SUMMER SWEET LANE	DEWEY	AZ	86327
4014	GREENRIVER GUN WORKS	PO BOX 3651	CAMP VERDE	AZ	86322
4015	MARISA'S MOBILE MASSAGE	PO BOX 207	CAMP VERDE	AZ	86322
4016	PIZZAROSE LLC	2601 W DUNLAP #10	PHOENIX	AZ	85021

### JUNE NEW BUSINESS LICENSES ISSUED

License #	Name	Address 1	City	State	Zip
4017	RED ROCK ENVIRONMENTAL LLC	8340 W CAVALIER DR	GLENDALE	AZ	85305
4018	PROGRESSIVE SERVICES INC	23 N 35TH AVENUE	PHOENIX	AZ	
4019	GLORIA'S CLEANING	3707 E RIPPLE ROAD	CAMP VERDE	AZ	86322
4020	KG PHOTOGRAPHY	2205 N NOLTE DRIVE	PRESCOTT	AZ	86301
4021	ROMCO CNTRACTING LLC	7526 E LOCKWOOD CIRCLE	MESA	AZ	85207
4022	BRIGHT HOME INSTALLALTIONS	315 S 48TH ST	TEMPE	AZ	85281
4023	4 SITE LLC	2487 S GILBERT RD SUITE 106-16	GILBERT	AZ	85395
4024	CDO GROUP INC	333 HARRISON STREET	OAK PARK	IL	60304
4025	TITAN SOLAR POWER AZ INC	525 W BASELINE RD	MESA	AZ	85210
4027	WE ALL SCREAM FOR ICE CREAM	831 E MINGUS AVE APT 223	COTTONWOOD	AZ	86326
4028	EYES & EARS CORN ROASTERS	1472 W HORSEHOE BEND DRIVE	CAMP VERDE	AZ	86322
4029	ADVANCED CONTROLS CORPORATION	626 W FLORES ST	TUCSON	AZ	85705
4030	WILLIS DEMOLITION SERVICE, LLC	2514 W. ROVEEN AVE	PHOENIX	AZ	85029
4031	WINSLOW HOSPITALITY LLC	1620 W HWY 260	CAMP VERDE	AZ	86322

### JULY NEW BUSINESS LICENSE REPORT

License #	Name	Address 1	City	State	Zip
4032	M&E CONSTRUCTION AZ LLC	175 W QUIAL SPRINGS RANCH ROAD	COTTONWOOD	AZ	86326
4033	YOU SELL IT	1922 RUSTLER TRAIL	CAMP VERDE	AZ	86322

**Liquor License Applications  
(Resolution 2021-1075 Authority to Clerk for Special Event Applications)**

DATE OF EVENT				APPLICANT	ORGANIZATION-BUSINESS	TYPE OF LICENSE	DATE APPROVED BY COUNCIL OR CLERK	LOCATION OF EVENT
8/27				Mary Phelps	Camp Verde Arena Association	Special Event	3/22/2022	CV Equestrian Center
10/7	10/8			Mary Phelps	Camp Verde Arena Association	Special Event	3/22/2022	CV Equestrian Center
4-Nov	5-Nov			Mary Phelps	Camp Verde Arena Association	Special Event	7/1/2022	CV Equestrian Center
16-Jul				Tyler Rezzonico	Verde Valley Rangers	Special Event	7/1/2022	75 E Hollamon

## RECORDS REQUESTED MAY-JUNE-JULY

DEPT	DATE REQUESTED	PERSON	RECORDS REQUESTED	RECORDS PROVIDED	written	verbal	email	COMPLETED
22-100	5/2/2022	UNKNOWN	PLOT PLAN 2540 N PIPER AVE401-05-124e	SAME			X	5/2/2022
22-101	5/5/2022	T OBI	CANDIDATES 2022 ELECTION	same			X	5/5/2022
22-102	5/9/2022	M MOORE	questions regarding funds for Friends of Verde River	information from Finance			x	5/10/2022
22-103	5/11/2022	C WISCHMEYER	2015-939 ALL DOCS	SAME			X	5/11/2022
22-104	5/12/2022	D DANE	REQUEST FOR PROPERTIES THAT ARE ZONED R1L AND USED FOR AGRICULTURE	No records responsive to request	X			
22-105	5/12/2022	T MANSKER	COMPLAINST FILED FOR 2083 E HARDY LANE	SAME			X	5/12/2022
22-106	5/18/2022	SIMONS-HALL-JOHNSTON	EMPLOYEE RECORDS DOOLEY	No records responsive to request				5/24/2022
22-107	5/18/2022	L PYL	SITE PLAN 404-30-237 - 695 BEAVER DR	SAME				
22-108	5/19/2022	M CASILLO	SITE PLAN 404-05-128C	SAME	X			5/19/2022
22-109	5/16/2022	T HERMAN	COPY OF RECORDS -2850 S MAPLE DR	SAME			X	5/16/2022
22-110	5/16/2022	P LUNDY	2850 S MAPLE DR	SAME			X	5/16/2022



22-111	CD	6/6/2022	<u>K. GORDIENKO</u>	REPORT OF BUILDING PERMITS- RESIDENTIAL AND COMMERCIAL SING 2010	SAME				
22-112	CLERK	6/9/2022	<u>M GIANGRECO</u>	UTILITY Maps, ROW, as-builds along Old Highway 279 and Hayfield draw and Alutman Parkway	No records responsive to request			x	
22-113	CD	6/13/2022	<u>D BAIRD</u>	PLOT PLAN 403-20-187	SAME			X	6/13/2022
22-114	CLERK	6/20/2022	<u>S BUTLER</u>	ANY AND ALL REPORTS-INTERNAL INVESTIGATION	JUMP DRIVE PROVIDED				6/23/2022
22-115	CLERK	6/22/2022	<u>H BOWER</u>	COPIES OF INVESTIGATION BY PRESCOTT POLICE DEPARTMENT INVOLVING S BUTLER AND HANNA HOWER					
22-116	Clerk	6/23/2022	<u>M BRINKERHOFF</u>	COPY OF COMPLATING FILED ON 4172 E CRIPPLE CREEK DR					
22-117	CD	6/23/2022	<u>BRANDER</u>	1574 S ROADRUNNER LN	SAME			X	6/23/2022
22-118	CD	6/30/2022		COPIES OF PERMITS 403-20-188					
22-119	CLERK	7/14/2022	<u>S AYERS</u>	COPY OF STATE PARKS GRANT & REIMBURSEMENT AGREEMNT VV ARCH CENTER				X	7/14/2022
22-120	CLERK	7/19/2022	<u>C WISCHMEYER</u>	Newspaper postings for 22-23 budget & Affidavit of Publication with dates	not available see e'mail			s	7/20/2022

22-121	HR	7/7/2022	S GANIS	VIEW PERSONNEL FILE ALLISON ANTHONY	VIEWED FILE ONLY		X	7/7/2022
22-122	CLERK	7/17/2022	D JENKINS	RESPONSE TO QUESTION IN CALL TO PUBLIC DURING JUNE15, 2022 MEETING		X		7/20/2022
22-123	CD	7/25/2022	S. LOPEZ	CODE VIOLATION 404-18-184a			X	7/25/2022
22-124	CLERK	7/27/2022	S. BUTLER	EMPLOYEE EVALUATIONS	SAME-HARD COPIED		X	8/3/2022

**MARSHAL'S OFFICE REQUESTS MAY 2022**

<b>DATE RECORD REQUESTED</b>	<b>PERSON REQUESTING RECORD</b>	<b>RECORD REQUESTED</b>	<b>RECORDS PROVIDED</b>	<b>WRITTEN</b>	<b>VERBAL</b>	<b>E-MAIL</b>	<b>DATE COMPLETED</b>
5/1/2022	RUNGE, CORY	334 HOLLAMON ST FOR MONTH OF APRIL	NONE FOUND			X	5/26/2022
05/02/2022	CHRISTENSEN, CIERRA	V14002781	SAME AS REQUESTED		X		05/02/2022
5/4/2022	Wetzel, Maria	V22002200	SAME AS REQUESTED		X		5/17/2022
05/04/2022	PISTOL, TAMMY	V22000703	SAME AS REQUESTED		X		05/04/2022
05/05/2022	POWELL, NANCY	V22001432	SAME AS REQUESTED		X		05/05/2022
05/09/2022	SEALS, MARY	V21007120	SAME AS REQUESTED		X		05/10/2022
5/9/2022	RUDD, BETTY	V22001454	SAME AS REQUESTED		X		05/10/2022
5/9/2022	HUNGERFORD, JOHN	V22002387	CRASH REPORT, REPORT AS REQUESTED		X		5/10/2022

5/9/2022	RILEY, MICHELLE A	REPORTS INVOLVING SELF & MICHAEL VINCENT AND TRESPASSING V22002169, V22002129	SAME AS REQUESTED		X		6/2/2022
05/09/2022	FBI NICS	BACA, GERARDO MARCH 18,2021 ARREST	no record found			X	05/10/2022
5/10/2022	SPIEKER, BROOKE	V22000279, V22000610, V22000590	SAME AS REQUESTED	X			5/24/2022
5/2/2022	Lexis Nexis	I22002807	NO RECORDS FOUND	X			5/11/2022
5/2/2022	Lexis Nexis	V22001886	CRASH REPORT AS REQUESTED	X			5/11/2022
5/3/2022	Lexis Nexis	Accident Report	NO RECORD FOUND	X			5/11/2022
5/10/2022	Lexis Nexis	Accident Report V22002200	CRASH REPORT AS REQUESTED	X			5/17/2022
5/10/2022	ADULT PROTECTIVE SERVICES - ANGELA LEIDER	ALL FOR ROBERT BRAINARD SINCE 03/1/2022	SAME AS REQUESTED	X			5/23/2022
5/9/2022	Lexis Nexis	Accident Report V22002036	CRASH REPORT AS REQUESTED	X			5/11/2022
5/5/2022	Metropolitan Reporting Bureau	V22000867	CRASH REPORT AS REQUESTED	X			5/11/2022
5/11/2022	COHEN, TERI	TYE COHEN, BROOKE FOR MAY 3-7, 2022	REPORTS RELEASES 5-26-22			X	

5/12/2022	ROSE, CRYSTAL	V21006587	SAME AS REQUESTED	x			
5/12/2022	LEXIS NEXIS	ACCIDENT REPORT V22002035	CRASH REPORT AS REQUESTED	X			5/12/2022
5/12/2022	GOLDBERG & OSBORNE LLP	ACCIDENT REPORT V22002036	CRASH REPORT AS REQUESTED	X			5/13/2022
5/12/2022	ELLIS, LARRY	LAW INCIDENT FACE SHEET FOR V16004815	SAME AS REQUESTED		X		5/12/2022
5/13/2022	METROPOLITIAN REPORTING BUREAU	ACCIDENT REPORT V22000391	CRASH REPORT AS REQUESTED	X			5/17/2022
5/16/2022	AZ DCS - JAMIE RYAN	ALL FROM 5-21-21 FOR AMBER ROBISON, ANDREW SKELLEY, KIMBERLY FRY	SAME AS REQUESTED			X	5/26/2022
5/16/2022	LERNER & ROWE	Accident Report V22002200	CRASH REPORT AS REQUESTED	X			5/17/2022
5/16/2022	LEXIS NEXIS	ACCIDENT REPORT V22002142		X			
5/16/2022	LEXIS NEXIS	AUTO THEFT REPORT V22002143	CRASH REPORT AS REQUESTED	X			5/17/2022
5/16/2022	LEXIS NEXIS	V21007296	SAME AS REQUESTED	X			5/26/2022
5/17/2022	BUMP, DARREL	V22002263			X		
5/17/2022	KELLY, KEVIN -DCS	V22001598	SAME AS REQUESTED		X		5/26/2022
5/17/2022	APONTE, JUSTINE	V22002467			X		
5/17/2022	TRYON, KATHY	V22002422			X		
5/18/2022	LEXIS NEXIS	V22002143		X			
5/18/2022	SCHLESSINGER, JAMIE	V22002531	CRASH REPORT AS REQUESTED		X		5/27/2022

5/19/2022	LEXIS NEXIS	V22002467		X			
5/19/2022	LEXIS NEXIS	V22002422		X			
5/19/2022	KUHNS, BARBARA	V2003463	SAME AS REQUESTED			X	5/27/2022
5/19/2022	HONWYTEWA, TRINA	V22002596	SAME AS REQUESTED		X		6/1/2022
5/19/2022	ANDERSEN, TRACY	V22002572	SAME AS REQUESTED		X		5/24/2022
5/20/2022	METRO REPORTING BUREAU	22-015950		X			
5/20/2022	LEXIS NEXIS	V22000750	SAME AS REQUESTED	X			5/31/2022
5/20/2022	INFONET	V22002542	SAME AS REQUESTED	X			5/27/2022
5/20/2022	YCSO - DET RICE	V22002187	SAME AS REQUESTED		X		5/23/2022
5/23/2022	LEXIS NEXIS	ACCIDENT REPORT V22002542	SAME AS REQUESTED	X			5/27/2022
5/23/2022	STEVEN HOPKINS	ACCIDENT REPORT V22002442		X			
5/23/2022	METO REPORTING BUREAU	ACCIDENT REPORT V22002347		X			
5/24/2022	GLADDEN, MARY	V22001374			X		
5/24/2022	CHAVEZ, ELLEESA	V22002442	SAME AS REQUESTED		X		6/2/2022
5/25/2022	LEXIS NEXIS	ACCIDENT REPORT V22002387	SAME AS REQUESTED	X			5/27/2022
5/25/2022	LEXIS NEXIS	ACCIDENT REPORT V22002597	SAME AS REQUESTED	X			5/27/2022
5/25/2022	LEXIS NEXIS	ACCIDENT REPORT V22002596	SAME AS REQUESTED	X			5/31/2022
5/27/2022	MOGAB, MATTHEW	ACCIDENT REPORT V22002715			X		

5/31/2022	HARVEY, DALE	V22002791			X		
5/31/2022	SNOW, NICOL	V22002590			X		
5/31/2022	WAINWRIGHT, COURTNEY	V22002724	SAME AS REQUESTED		X		5/31/2022
5/31/2022	WALKER INVESTIGATIONS	V22002715		X			
5/31/2022	METROPOLITAN REPORTING BUREAU	V22002442	SAME AS REQUESTED	X			6/2/2022
5/31/2022	LEXIS NEXIS	V22002642 ACCIDENT REPORT	STATE FORM	X			
5/31/2022	LEXIS NEXIS	ACCIDENT REPORT V22001962	SAME AS REQUESTED	X			6/2/2022

## MARSHAL'S OFFICE REQUEST - JUNE

DATE REQUESTED	PERSON REQUESTING RECORD	RECORD REQUESTED	RECORDS PROVIDED	WRITTEN	VERBAL	E-MAIL	DATE COMPLETED
6/1/2022	CORY RUNGE	ALL FOR MAY @ 334 HOLLAMON ST	V22002769			X	6/13/2022
6/1/2022	THOMPSON, DEE	V22002779	SAME AS REQUEST		X		6/1/2022
6/2/2022	PARSONS, BARBARA	ALL RECORDS AT: 453 s 5TH ST BETWEEN: 8/1/2013-4/1/2022	REQUESTED REPORTS		X		6/14/2022
6/2/2022	LICCIARDI, MARIO	V22002682	SAME AS REQUESTED		X		6/8/2022
6/3/2022	YAVAPAI CO ADULT PROBATION - ANDREW GAUL	V22002703	SAME AS REQUESTED			X	6/13/2022
6/6/2022	SMITH, SHAWN (FEMALE)	V03004437, 7/13/2003	SAME AS REQUESTED		X		6/14/2022
6/2/2022	AZ STATE BOARD OF EDUCATION	V21004352	SAME AS REQUESTED			X	6/6/2022
6/6/2022	JOHNSON, ELVIS	V22002878			X		



6/6/2022	METROPOLITAN REPORTING BUREAU	V22002572	REQUESTED REPORT	X			6/8/2022
6/6/2022	METROPOLITAN REPORTING BUREAU	V22002715	REPORT AND CRASH REPORT	X			6/30/2022
6/8/2022	MARTIN, JERRY	V22002998	SAME AS REQUESTED		X		6/15/2022
6/9/2022	M. TOPOREK - PARADISE VALLEY PD	V22002791	SAME		X		6/9/2022
6/9/2022	YCSO CIB - AMY CHRISTMAN	1997 ARREST FOR REGER, ROBERT	NONE FOUND			X	6/13/2022
6/10/2022	CINDY CERVANTES LAW OF NICOMEDES SURIEL	2014-ARROYO, ABEL, VILLA, KEIDY	PHONE NUMBER FOR COTTONWOOD PD			X	6/13/2022
6/10/2022	DEPT OF CHILDREN & FAMILY SERVICES (LAKE CHARLES, LA)	V07004318	SAME AS REQUESTED	X			6/13/2022

6/10/2022	WILLIAMSON, JOHN	V22000921, V22002013, V22000527, V22000701, V22002109 INVOLVEMENT DETAIL FOR 5/21- PRESENT	SAME AS REQUESTED		X		6/20/2022
6/10/2022	WOODS, DEANNA (DPS)	V20001172	SAME AS REQUESTED		X		6/14/2022
6/13/2022	JANSSEN, TAMMY	V22003006	REQUESTED REPORT AND STATE FORM		X		6/22/2022
6/14/2022	LEXIS NEXIS	V22002951	REQUESTED REPORT AND STATE FORM	X			6/28/2022

6/14/2022	LEXIS NEXIS	V22002899	REQUESTED REPORT AND STATE FORM	X			6/28/2022
6/14/2022	BORTANO, MICHELE	V22002896	SAME AS REQUESTED		X		6/28/2022
6/14/2022	NAUERT, LYNDA	V22002623			X		
6/15/2022	VINCENT, MICHAEL	V22002726			X		
6/15/2022	FBI NICS	V17009608	SAME AS REQUESTED			X	
6/16/2022	KAISER, JULIA - TOWN OF CAMP VERDE	V22002878	CRASH FORM REPORT			X	6/20/2022
6/17/2022	US DIST COURT - PROBATION OFFICE	V10006807	SAME AS REQUESTED			X	6/20/2022
6/17/2022	MENDEZ, KATHLEEN	V22003153	SAME AS REQUESTED		X		6/23/2022
6/20/2022	MONTANA, KIERA	V22003187	SAME AS REQUESTED		X		6/21/2022

6/20/2022	HOWSON, ANITA	V22002925			X		
6/20/2022	HIGGINBOTHAM, NANCY	1354 RIO VERDE LANE 4/15- 6/20/2022	V22003048, V22002921	X			
6/20/2022	PROGRESSIVE INSURANCE - SHERRY LIVERS	V22002655	SAME AS REQUESTED		X		6/21/2022
6/20/2022	CLARKDALE PD - BAILEY ASTON	D21000169,D210003 94,D21000590,D210 01987,D21002035,D 21000384,D2100051 2,D21001268,D2100 1687,D21002197	SAME AS REQUESTED			X	6/21/2022
6/21/2022	Metropolitan Reporting Bureau	V22002925	REQUESTED REPORT	X			6/21/2022
6/22/2022	LEON, MARY	SELF: RELATED TO DV - PAST FEW YEARS	REPORTS AS REQUESTED V22003035, V19005674		X		6/23/2022
6/22/2022	CHAPMAN, CYNTHIA	V22003253	SAME AS REQUESTED		X		6/29/2022

6/22/2022	WILHITE, AMY (DCS)	AMBER ROBISON, ANDREW SKELLEY AT: 723 W FINNIE FLAT SP 45, FOR 2 YRS.	SAME AS REQUESTED			X	6/27/2022
6/27/2022	COOPER, MARK	V22003354			X		
6/27/2022	FIRE CHIEF AT CC , TERRY	V22003387			X		
6/27/2022	LEXIS NEXIS	V22003059	SAME AS REQUESTED	X			6/30/2022
6/27/2022	LEXIS NEXIS	V22002916	REPORT AND CRASH REPORT	x			6/30/2022
6/27/2022	RUEDA, LINA	REPORT ON DV - GEHLBACH, KURT IN 2012-2013			X		
6/27/2022	WILHITE, AMY (DCS)	V22002503	SAME AS REQUESTED			X	6/27/2022
6/27/2022	AZ DCS - JACQUELINE NORMAN	V22001194	SAME AS REQUESTED			X	6/28/2022
6/28/2022	MCINTIRE, AMY	V22003234				X	
6/29/2022	HESSION, ASHLEY	V22003417			X		
6/30/2022	PERSHALL, EMMA	V22003464		X			
6/30/2022	SPIECKER, OLIVER	V22003409		X			

**MARSHAL'S OFFICE RECORDS REQUEST -JULY**

DATE RECORD REQUESTED	PERSON REQUESTING RECORD	RECORD REQUESTED	RECORDS PROVIDED	WRITTEN	VERBAL	E-MAIL	DATE COMPLETED
07/01/22	BLOCK, PHYLLIS	RYDALCH, TRUDY FEB, 1 2022-PRESENT	MULTIPLE REPORTS			X	7/5/2022
07/01/22	RUNGE, CORY	334 HOLLAMON STREET MONTH OF JUNE, 2022	NO REPORTS FOUND			X	
07/05/22	SCOVEL, JENNIFER	V22003531	REPORT AND CRASH REPORT		X		7/7/2022
07/05/22	GUZMAN, EVANGELINA	V22001003	SAME AS REQUESTED		X		7/5/2022
07/05/22	ATKINSON, TAMARA	V22002877	SAME AS REQUESTED		X		7/5/2022
07/05/22	C. MONTAVON - CV MUNICIPAL	V22002177	SAME AS REQUESTED			X	7/6/2022
07/05/22	C. MONTAVON - CV MUNICIPAL	V22002060	SAME AS REQUESTED			X	7/11/2022
07/06/22	LEXIS NEXIS	V22003421	REPORT AND CRASH REPORT	X			7/7/2022
07/06/22	LEXIS NEXIS	V22003354	REPORT AND CRASH REPORT	X			7/14/2022
07/06/22	LEXIS NEXIS	V22003387	REPORT AND CRASH REPORT	X			7/7/2022
07/06/22	WESHLEY, KAYLA	CAMACHO, ALEJANDRO V22001889	SAME AS REQUESTED		X		7/8/2022
07/06/22	LOPEZ, DESTINY	V22003494	SAME AS REQUESTED			X	7/18/2022
07/06/22	GALLAGHER, ASHLEY	V22001314	SAME AS REQUESTED		X		7/6/2022
07/07/22	LEXIS NEXIS	V22003481	REPORT AND CRASH REPORT	X			7/29/2022
07/07/22	WILLIAMS, PAMELA	V22003481	SAME AS REQUESTED		X		7/20/2022

07/07/22	HICKEY, WILLIAM	V22003018	REPORT AND CRASH REPORT		X		7/22/2022
07/07/22	CRENSHA, JADLYN	(SEE MOHLER) V22003624	SAME AS REQUESTED		X		7/15/2022
07/07/22	NEWTON, BEVERLY	V22003059	SAME AS REQUESTED		X		7/8/2022
07/08/22	DET. CORBY RICE PANTS UNIT	1730 W CIMARRON RD 2019 TO PRESENT BRITTANY/TRAVIS WRIGLEY	MULTIPLE REPORTS			X	7/8/2022
07/11/22	OTOOLE, CONOR	V22002998 AND OTHERS ON ARENA DEL LOMA INVOLVING HIMSELF			X		
07/11/22	MORA, ALECHEA	V22003526, V22003519, V22003474	MULTIPLE REPORTS		X		7/15/2022
07/11/22	MORA, ALECHEA	V22003645			X		
07/11/22	BENSON, ROBERT	V22003648	SAME AS REQUESTED			X	7/21/2022
07/11/22	FBI NICS	01/17/1997 ARREST OF WILLIS, KENNETH WADE	NO RECORD FOUND	X			7/14/2022
07/11/22	US PROBATION OFFICE	9-11-2009 ARREST OF JOHNSON, JOREL LINNARD	SAME AS REQUESTED	X			7/14/2022
07/11/22	ZINDA LAW GROUP	V22003481	REPORT AND CRASH REPORT	X			7/29/2022
07/12/22	ROCHA, STEVIE	V22002706	SAME AS REQUESTED		X		7/12/2022
07/12/22	METROPOLITAN REPORTING BUREAU	V22002531	SAME AS REQUESTED	X			7/13/2022
07/12/22	GOLDBERG & OSBORNE	V22003387	SAME AS REQUESTED			X	7/12/2022
07/13/22	BRADY, MARY	V22003035, V19005674	SAME AS REQUESTED		X		7/14/2022
07/14/22	MOHLER, STEVE	V22003624			X		
07/14/22	STEWART, STACY	V22003631	SAME AS REQUESTED		X		7/21/2022
07/14/22	GONEYA, CHARMON	V22003481	REPORT AND CRASH REPORT			X	7/29/2022

07/15/22	AZ STATE BOARD OF EDUCATION	V21004352	SAME AS REQUESTED			X	7/15/2022
07/15/22	LEXIS NEXIS	V22003624	SAME AS REQUESTED	X			7/15/2022
07/15/22	CARDENAS, BROOK	V22003598	SAME AS REQUESTED			x	7/20/2022
07/18/22	VEGA, DAVID	V22002896	SAME AS REQUESTED		X		7/18/2022
07/18/22	MARTIN, RUSS	V22003644, V22003010	SAME AS REQUESTED		X		7/18/2022
07/18/22	ELLIOTT, DANIEL	V22002455	SAME AS REQUESTED		X		7/18/2022
07/18/22	AZ DCS - SARA HODGSON	INVOLVING KELLY ORTEGA & MALIK FAISON SINCE 6/22	NO RECORDS FOUND	X			7/19/2022
07/18/22	AZ DPS	03/18/22 ARREST OF CRABTREE, PHILLIP MATTHEW		X			7/19/2022
07/19/22	SCHUCH, KEN - AZ ADULT PROB. OFC	V22003866				X	
07/19/22	ROBERSON, ARTHUR	V22003866		X			
07/19/22	MED EXAM - MARICOPA COUNTY	V22003866		X			
07/19/22	SARTOR, JACOB	V22002042	SAME AS REQUESTED		X		7/20/2022
07/19/22	RIVERA, GILBERTO YAVAPAI CT.	v21002526	SAME AS REQUESTED			X	7/19/2022
07/19/22	TOWN CLERK - PEMBERTON, CINDY	V22003821	SAME AS REQUESTED			X	7/19/2022
07/19/22	LEXIS NEXIS	V22003531	REPORT AND CRASH REPORT	X			7/19/2022
07/19/22	LEXIS NEXIS	V22003587	SAME AS REQUESTED	X			7/27/2022
07/20/22	STEPHENS, MARK	V22000521, V20002179, V20004790	MULTIPLE REPORTS	X			7/22/2022
07/20/22	COLEY, YVETTE	V22003881		X			
07/20/22	GILBRIDE, DISA	V22002491	SAME AS REQUESTED			X	7/22/2022
07/21/22	WATTEL & YORK	V22003481	REPORT AND CRASH REPORT	X			7/29/2022



07/21/22	CHRISMAN, MICHAEL	V22003837			X		
07/22/22	BRIAN LAW OFFICES	V20004579	REPORT AND CRASH REPORT	X			7/21/2022
07/22/22	KIEFFER, MADISON (DPS)	V22003875	SAME AS REQUESTED			X	7/27/2022
07/25/22	MOOR, RUSSELL	V22003799	REPORT, CRASH REPORT AND SUPPLEMENTS			X	7/27/2022
07/25/22	FBI NICS	v20000659	SAME AS REQUESTED	X			7/25/2022
07/25/22	METROPOLITAN REPORTING BUREAU	V22003866		X			
07/25/22	WALKER INVESTIGATIONS	V22003881		X			
07/25/22	JMC INVESTIGATIONS	V22001962				X	
07/25/22	WINGFIELD, RACHELLE	V22003901	SAME AS REQUESTED		X		7/29/2022
07/26/22	DEBRA, LAW TIGERS	V22003866			X		
07/26/22	FOLCHERT, DEBRA	V22003941	SAME AS REQUESTED		X		8/3/2022
07/26/22	CURRIE, RAY - INVESTIGATION	V22002715			X		
07/26/22	JOVANELLY, DEANNA DEPT OF CORR	V17010068	SAME AS REQUESTED			X	7/27/2022
07/26/22	RANGER, VALINDA GOLDBERG & OSBORNE	V22002896	SAME AS REQUESTED			X	7/26/2022
07/26/22	R. CORNEJO GILBERT PD	EDWARD MOTT & SHANA MOTT	MULTIPLE REPORTS			X	7/29/2022
07/26/22	MORA, ANGEL	V22003955 , V22003928			X		
07/26/22	BENSON, JULIE QUIKPIK TOWING	V22003965	REPORT AND CRASH REPORT		X		7/29/2022
07/27/22	GONZALEZ, ROBERT	V22003821	SAME AS REQUESTED		X		7/28/2022

07/27/22	GONZALEZ, TARA	V22004018			X		
07/27/22	GARRISON, LINDA	V22003866			X		
07/27/22	WOODS, DEANNA (DPS)	V21001776	SAME AS REQUESTED			X	7/28/2022
07/28/22	MELENDEZ, BIANCA	V1600002	SAME AS REQUESTED		X		7/28/2022
07/28/22	HARLEY, MICHAEL - (ICE)	V19008142, SOLTERO VARGAS, V18005035	MULTIPLE REPORTS			X	7/29/2022
07/29/22	NASH, CELENA	7/14/2022 AT CLIFF CASINO (SELF)			X		
07/29/22	LEXIS NEXIS	V22003799	REPORT AND CRASH REPORT	X			7/29/2022

# CORN FEST 22



## Metrics

Jul 17 - Jul 17, 2021

### Metrics

● **Corn Fest**

395 S Main St, Camp Verde, AZ 86322

Visits	6.2K	Visit Frequency	1
Visits / sq ft	N/A	Avg. Dwell Time	90 min
Visitors	6.2K	Panel Visits	100

Jul 16 - Jul 16, 2022

### Metrics

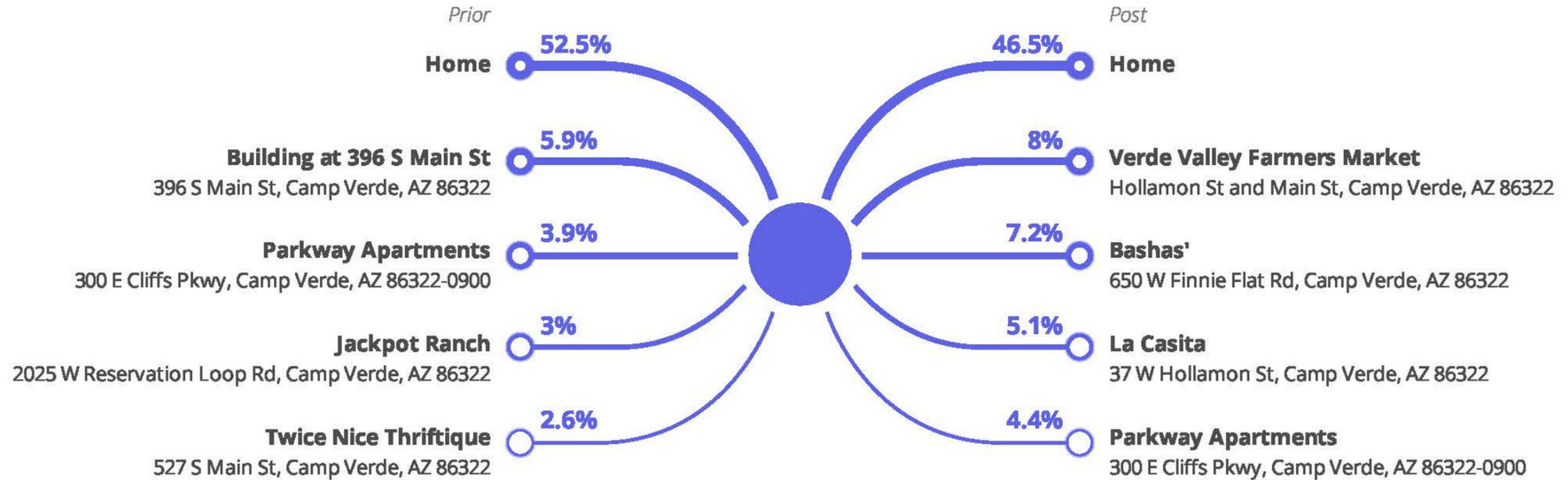
● **Corn Fest**

395 S Main St, Camp Verde, AZ 86322

Visits	4.9K	Visit Frequency	1
Visits / sq ft	N/A	Avg. Dwell Time	86 min
Visitors	4.9K	Panel Visits	140

## Visitor Journey

### Corn Fest / S Main St

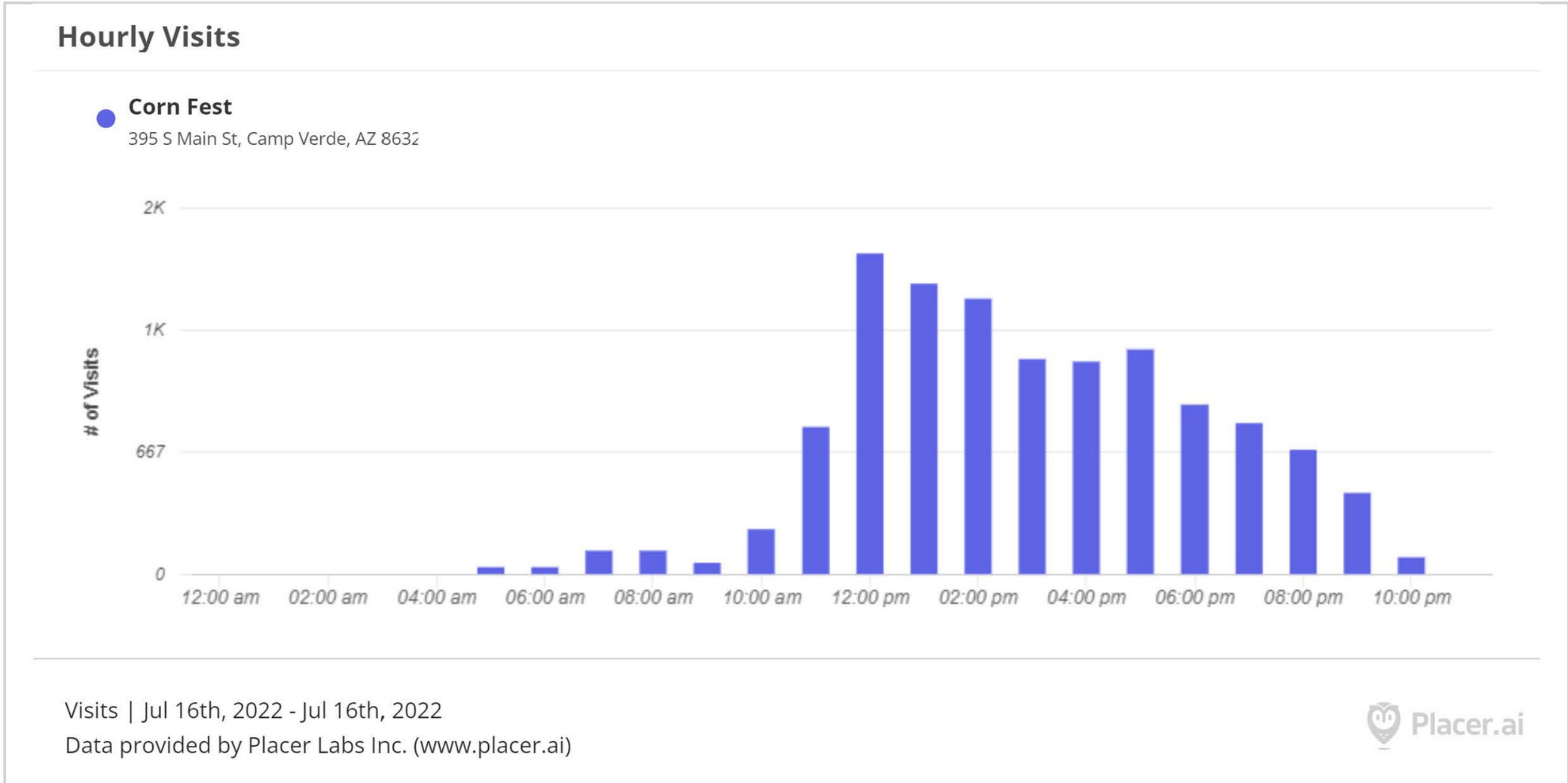


Jul 16, 2022 - Jul 16, 2022  
Data provided by Placer Labs Inc. ([www.placer.ai](http://www.placer.ai))



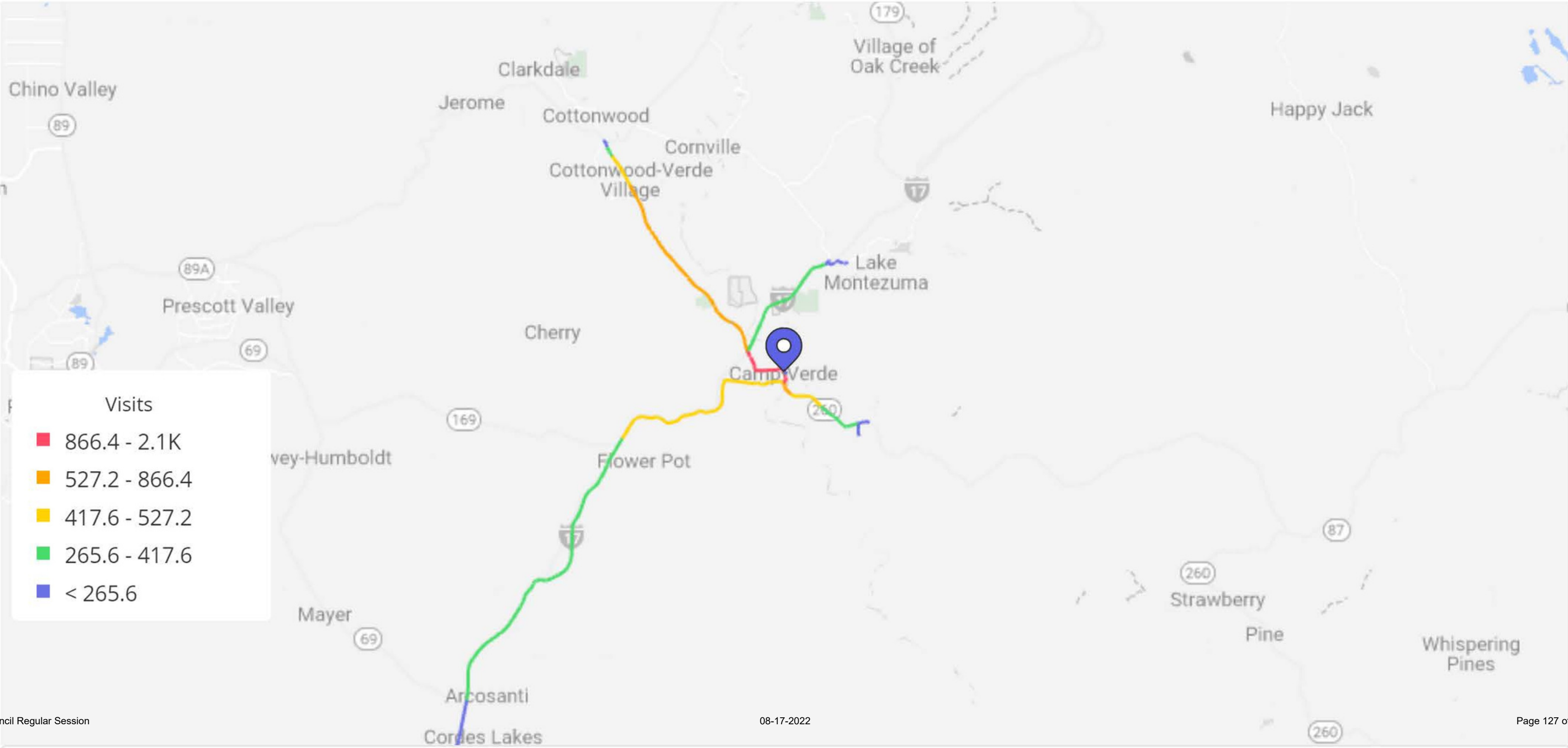
# Hourly Visits

Jul 16 - Jul 16, 2022



# Visitor Journey - Routes

To protect individual privacy, the beginning points shown for each route are approximations and do not represent actual home locations. Dismiss

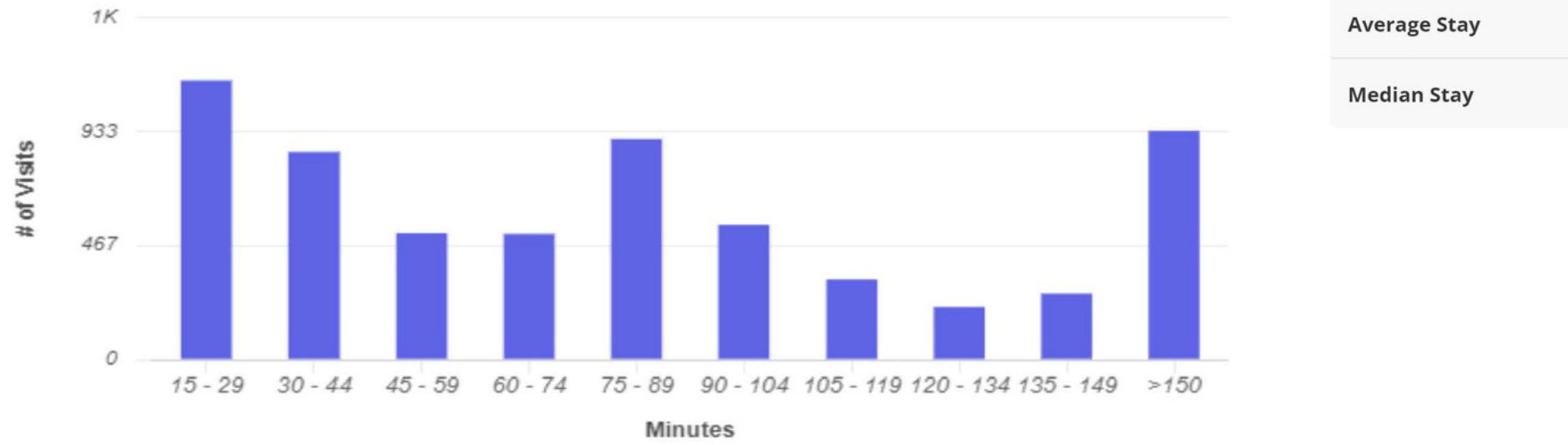


# Length of Stay

Jul 17 - Jul 17, 2021

## Length of Stay

**Corn Fest**  
395 S Main St, Camp Verde, AZ 8632

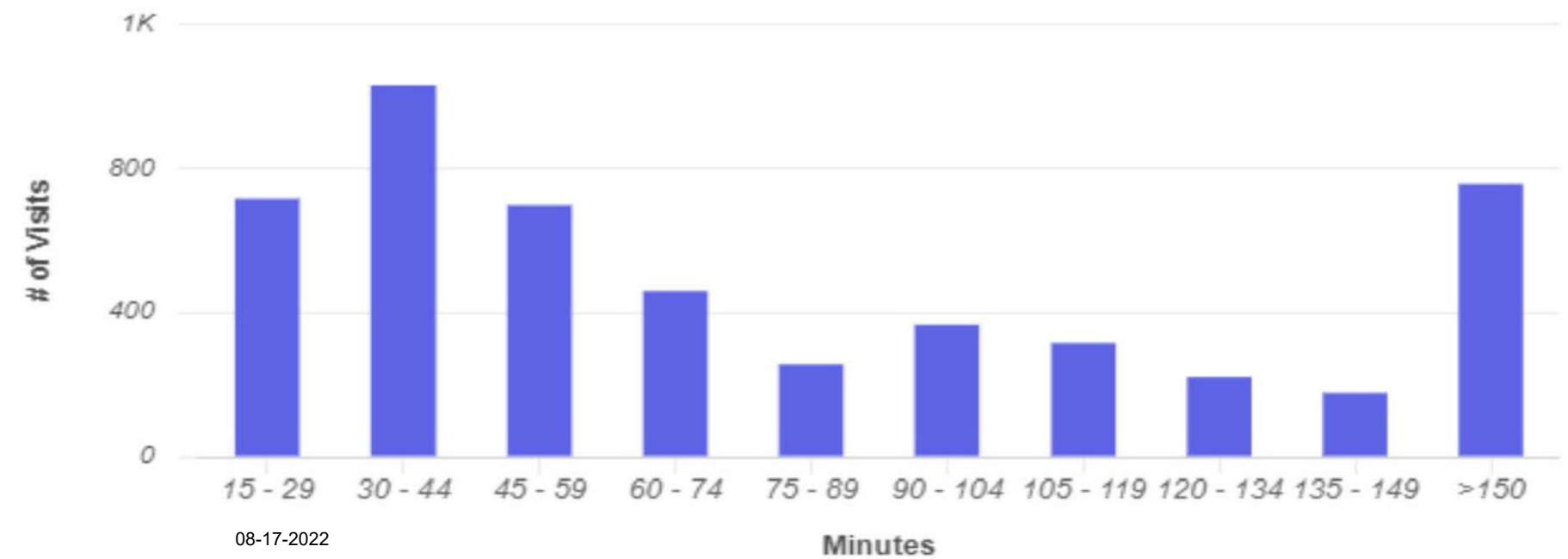


Average Stay

Median Stay

## Length of Stay

**Corn Fest**  
395 S Main St, Camp Verde, AZ 8632



Average Stay

Median Stay



**Corn Fest**

	<i>Zip Code</i>	<i>City, State</i>	<i>% of Visitors</i>
1	86322	Camp Verde, AZ	23.74%
2	86326	Cottonwood, AZ	20.77%
3	86325	Cornville, AZ	6.75%
4	85283	Tempe, AZ	4.57%
5	86335	Rimrock, AZ	3.86%
6	85374	Surprise, AZ	2.72%
7	86004	Flagstaff, AZ	2.56%

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**August 17th 2022**

**Quarterly Report**

The Economic Development Department had the following items/info to report for the last quarter:

- The funding for the meat processing plant was approved at the State legislator for \$9.7 million dollars
  - The University of Arizona is putting together a committee and Camp Verde will be apart of that committee to discuss next steps. Timeframe for committee is TBD.
  - It will be a 10,000 sq. ft. facility
- The Truss manufacturing company FrameTec closed on 2 parcels on Cherry Creek Rd.
  - It will be a 80,000 sq. ft. facility
  - \$40 million-dollar investment
  - Will offer up to 215 competitive wage jobs across all positions
  - Meeting with Yavapai College to discuss developing a workforce development program. YC will meet with FrameTec on September 7<sup>th</sup>.
- The Business Resource and Innovation Center (BRIC) will officially open on August 25<sup>th</sup> at 11am, with a ceremony taking place from 11am to 2pm.
  - We are inviting all of our partners who will assist in developing programs for the BRIC, as well as local business owners and entrepreneurs to the event. All town staff are encouraged to join as well! There might be cake!
  - We already have a big workshop planned for September with Moonshot @NACET for business owners and those looking to open a business. More information to come on the event next week.
  - Special thanks to the Yavapai College REDC and NACOG for supplying us with computer equipment.
  
- **Miscellaneous Projects**

- We are working with Sedona NOW to make a new attraction video that will be broadcasted on ABC15 on their traveler TV series. We will be working with a few local businesses for the shot so stayed tuned for that.
  - Working with the Arizona Commerce Authority to promote Camp Verde in the film industry.
  - The Yavapai County Workforce Development Board has selected the Town of Camp Verde as a recipient of one of our ARIZONA@WORK Yavapai County 2021-2022 Business Leadership Awards!
    - We were nominated because of our dedication and leadership in assisting ARIZONA@WORK Yavapai County clients on their career paths to prosperous careers, and for our excellent client retention rate
  - A new, streamlined version of the Visit Camp Verde site will be live in October.
    - It will have new features such as the ability for local businesses to update their information on our site and much more.
- **Trails and Open Spaces**
    - Working with Verde Front to establish a plan for the Circle Trail and the impact of outdoor economics
    - Creating a trail map of the Camp Verde area
    - Crisi has been involved with the West Clear Creek Recreation and Restoration project headed by the Nature Conservancy. We are working together to establish a better quality of life in Verde Lakes.
- **Meetings, Trainings, and Community Engagement**
    - Attended the Arizona Governor’s Conference on Tourism. This conference had multiple breakout sessions with included topics such as land/trail protection within the OHV community, establishing a Stewardship Strategic Plan, the importance of collaboration, and certification in the SAFE Action program which provided training to recognize and report human trafficking.
    - We attended the Rural Policy Forum hosted by Local First in Winslow in which we heard speakers from all across rural communities and major stakeholders. We had a chance to network with many people and groups and hope to form new partnerships with the City of Payson and the Arizona Community Foundation.
  - We met with the Cannabis grow facilities to discuss their particular economy, where they see themselves in the near future, and becoming more involved in the community.
- **Business Attraction/Retention**
    - Met with several other manufacturing industries who have an interest in obtaining land to place their companies.

- We have joined the Economic Collaborative of Northern Arizona (ECoNA) with the intention of partnering for purposes of regional business attraction.
  - We are working with Golden Shovel to potentially develop a regional economic development coalition along with VVREO and our regional economic development partners.
- We continue to meet with land owners and developers on proposed retail, residential and commercial projects.
  - We will be using Placer.ai to leverage Camp Verdes location as a prime spot for future retail businesses.

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Town of Camp Verde

**Meeting Date: August 17th, 2022**

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

**Requesting Department:** Human Resources

**Staff Resource/Contact Person:** Russ Martin

**Agenda Title (be exact):** Discussion, consideration, and possible approval amendment to the Town’s Salary Plan by adding the Water Division job descriptions to include the Water Division Manager, Water Division Foreman, Water Operator and Utilities Clerk to the Plan.

**List Attached Documents:**

1. Job Descriptions
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:** Due to the acquisition of the Water Company several job descriptions had to be created to reflect job responsibilities of the water company staff who were on-boarded as part of the purchasing agreement. Those positions include Water Division Manager, Water Division Foreman, Water Operator and Utilities Clerk. This will not require hiring of any additional staff and simply serves to better describe duties and tasks that the employees have already been performing.

The salary ranges have been assigned to levels comparable to Wastewater Division.

Water Division Manager is level 19, same level as Wastewater Division Manager.

Water Division Foreman is level 15, same level as Wastewater Division Foreman.

Water Operator is level 9, same level as Wastewater Operator.

Utilities Clerk is level 8, same level as Finance Clerk.

**Recommended Action (Motion):** Move to approve the revisions to the Town’s Salary Plan adding Water Division job descriptions.

**Instructions to the Clerk:** None



**Water Division Manager**

Department:	<b>Utilities</b>	Revised Date:	<b>May 2022</b>
Reports to	<b>Utilities Director</b>	FLSA	<b>Non-exempt</b>

**GENERAL PURPOSE:** Under general supervision, plans, organizes, directs, and manages the activities of the water operation, treatment and distribution; 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 water systems policies and procedures; ensure that the systems 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**

Has supervisory control over all water operators and operations reporting to Department Director or designee.

The Division Manager is responsible for performing all aspects of system operations, water supply management, asset inspection, condition assessment, maintenance, repair, construction, and emergency responses.

The manager will monitor and recommend future water needs for the community to the Utilities Director and collaborate closely with the other divisions within the Operations Department, including Engineering, Asset Management, and Water Resources.



## **MINIMUM QUALIFICATIONS**

Grade II Water Treatment System Operator  
Grade III Water Distribution System Operator

### **Education and Experience:**

High School diploma or GED equivalent, 5 or more years of water treatment and system distribution experience, 3 years in a supervisor capacity in related field, or like supervisory level management experience.

- Must possess a valid Driver's License issued by the State of Arizona
- Arizona Water Treatment Plant Operators Certificate Grade II minimum; and Arizona Water Distribution Grade III minimum.

## **PREFERRED QUALIFICATIONS**

### **Knowledge of:**

- Professional experience in water treatment and water distribution
- Technical expertise related to pumping water, water treatment and distribution
- State and federal water quality regulations

### **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.*



**Water Division Foreman**

Department:	<b>Utilities</b>	Revised Date:	<b>May 2022</b>
Reports to:	<b>Water Division Manager</b>	FLSA	<b>Non-exempt</b>

**GENERAL PURPOSE:** Under general supervision, assigns, reviews, and participates in the work of staff responsible for the water treatment and distribution 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 treatment and 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 treatment and 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 treatment and 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**

Has supervisory control over all water operators and operations reporting to Department Director or designee.

Responsible for performing all aspects of system operations, water supply management, asset inspection, condition assessment, maintenance, repair, construction, and emergency responses.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

High school diploma or GED equivalent; AND three years of related field work experience; OR an equivalent combination of education and experience.

### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license and class A CDL
- Grade II Distribution and Grade I Treatment certification

## **PREFERRED QUALIFICATIONS**

### **Knowledge of:**

- Professional experience in water treatment and water distribution
- Technical expertise related to pumping water, water treatment and distribution
- State and federal water quality regulations

### **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: 15**



**Water Operator**

Department:	<b>Utilities</b>	Revised Date:	<b>May 2022</b>
Reports to	<b>Water Division Foreman</b>	FLSA	<b>Non-exempt</b>

**GENERAL PURPOSE:** Under general supervision, inspects, samples, maintains, and repairs activities in and on public works facilities and equipment in the water treatment and 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 treatment and 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.
- Grade I Distribution Certification is required within one year

## **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**



**Utilities Clerk**

Department:	<b>Utilities</b>	Revised Date:	<b>May 2022</b>
Reports to:	<b>PW/ Utilities Admin Support Manager</b>	FLSA	<b>Non-exempt</b>

**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 town’s utilities and 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 Public Works/ Utilities Office 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 three years 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**



**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 Utilities 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 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
15	\$50,035	\$ 24.06	\$61,295	\$ 29.47	\$72,555	\$ 34.88	Police Officer 1 Wastewater Division Foreman <b>Water Division Foreman</b>
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 <b>Water Division Manager</b>
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 Utilities 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	

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**Agenda Item Submission Form – Section I**

**Meeting Date:** Town Council, Wednesday, August 03, 2022

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

**Requesting Department:** **Community Development**

**Agenda Title:** Discussion, Consideration and Possible Approval of Ordinance 2022-A467, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for a Zoning Map Change, subject to Stipulations, from RR-2A and PAD to C2-PAD for 87 acres located at 3445 S. Grapevine Way, Camp Verde, Arizona which is also known as Alcantara Winery and Resort.

**Staff Resource/Contact Person:** John Knight, Director

- A. Ordinance 2022-A467
- B. DRAFT Minutes, Town Council, Wednesday, July 20 2022 (see item #8)

**Attached Documents:** Ordinance 2022-A478 and Attachments

**Estimated Presentation Time:** 3 Min

**Estimated Discussion Time:** 2 Min

**Reviews Completed by:**

- Department Head:** John Knight
- Town Attorney**

**Background Information:** On Wednesday, July 20, 2022, this Council unanimously passed Ordinance 2022-A467 which would have officially rezoned the Alcantara property. However, a procedural error occurred and the verbal motion made did not match exactly the title of the Ordinance. Therefore, the Town Clerk advised the motion and vote was not valid. See item #8 of the attached DRAFT Minutes.

The purpose of this agenda item is to perfect the motion in order to approve the Zoning Map change for Alcantara Winery and resort. Currently, these lands comprise parcels 407-21-015A, C, E, G and H.

**Staff Recommendation:** Staff recommends the Mayor and Common Council approve the applicant’s request for a Zoning Map Change to C2-PAD for the 87+ acres of Alcantara Winery and Resort with the stipulations and mitigation plans recommended by the Planning and Zoning Commission.

**Recommended Action (Motion):** Motion to approve Ordinance 2022-A467, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for a Zoning Map Change, subject to Stipulations, from RR-2A and PAD to C2-PAD for 87 acres located at 3445 S. Grapevine Way, Camp Verde, Arizona which is also known as Alcantara Winery and Resort.



## ORDINANCE 2022-A467

### AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY ARIZONA FOR A ZONING MAP CHANGE, SUBJECT TO STIPULATIONS, FROM RR-2A AND PAD TO C2-PAD FOR 87 ACRES LOCATED AT 3445 S. GRAPEVINE WAY, CAMP VERDE, AZ WHICH IS ALSO KNOWN AS ALCANTARA WINERY AND RESORT

**WHEREAS**, the 87 acres of these subject lands were annexed into the Town of Camp Verde from Yavapai County in July 2020, via Ordinance 2020-A453, and are specifically described in **Exhibit A** which is attached; and

**WHEREAS**, at the time of annexation the Town of Camp Verde recognized and accepted the original Yavapai County Zoning Classification of RCU-2A and PAD transposing them into the Town's comparable Zoning Classification of RR-2A and PAD; and

**WHEREAS**, John Bradshaw, owner-agent for C.C.J.B Holdings, LLC ("Applicant") has made application for a Zoning Map Change for Alcantara Winery and Resort, Project # 2022-0200; and

**WHEREAS**, as part of the annexation, the Town of Camp Verde approved, via **Resolution 2020-1048**, a Development Agreement Between the Town of Camp Verde and C.C.J.B Holdings, LLC; which specifically details as Recital item G "*The Developer intends to continue the development of Alcantara to include expansion of the existing land use and future installation of an on-site wastewater treatment facility. There will be an option for the WWTP to be taken over by the Town at such time that a cost analysis demonstrates it is financially self-sustaining and after all formal approvals are completed and the requirements of Section 2.1 of this Agreement are satisfied.*"; and

**WHEREAS**, as part of the annexation and Development Agreement, the Town of Camp Verde recognized and accepted and granted in perpetuity the existing Use Permit authorized by Yavapai County for Alcantara Winery and Resort; and

**WHEREAS**, the Mayor and Common Council and the Applicant desire to supersede the above mentioned Use Permit with this PAD (Planned Area Development) overlay Zone and its accompanying uses and stipulations which are called out in the "**ALCANTARA WINERY & RESORT EXPANSION – LETTER OF INTENT, DATED APRIL 29, 2022 AND PLANNED AREA DEVELOPMENT STIPULATIONS FOR DENSITY AND INTENSITY OF USE AND REQUIRED MITIGATION PLANS**" (collectively, the "**Letter of Intent**"), which were recommended by the Planning and Zoning Commission on May 5<sup>th</sup>, 2022, and adopted as a public record by the Town Council pursuant to **Resolution 2022-1093**; 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, May 5<sup>th</sup>, 2022 and has recommended approval of this Zoning Map change subject to the stipulations detailed within **Resolution 2022-1093**, which is attached; 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 in Arizona Revised Statutes Article 9-462.03 and 9-462.04 have been met; and

**WHEREAS**, the proposed Zoning Map Change of C2-PAD is authorized by and satisfies the requirements of the 2021 Planning and Zoning Ordinances and Subdivision Regulations, specifically Section 600.C.1; and

**WHEREAS**, this Zoning Map Change to C2-PAD 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 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 RR-2A and PAD to C2-PAD for the 87 acres of Alcantara Winery and Resort, specifically described in **Exhibit A** (attached), and located at 3445 S. Grapevine Way, in the Town of Camp Verde, Yavapai County, Arizona; and

Section 2: Final Site Plan(s) shall be reviewed by Camp Verde Planning and Zoning Commission with final approval by the Mayor and Common Council in accordance with the Camp Verde Planning and Zoning Ordinance and Subdivision Regulations Section 203. L.2.PAD (Planned Area Development) and Site Plan requirements of Section 400.D.1, as well as the stipulations detailed in the *Letter of Intent* which has been adopted as a public record pursuant to **Resolution 2022-1093**; and

Section 3: If any provision of this Ordinance is for any reason held by a court of competent jurisdiction to be unenforceable, then such provision or portion hereof shall be deemed separate, distinct and independent of all other provision(s) and such holdings shall not affect the validity of the remaining portions of this Ordinance.

Section 4. The Mayor and Common Council of the Town of Camp Verde hereby direct the Director of the Community Development Department to continue working closely with the owners of Alcantra Winery and Resort to facilitate future development of the Resort to be in compliance with this Ordinance and the Towns Planning and Zoning Ordinance.

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 \_\_\_\_\_ DAY OF \_\_\_\_\_, 2022.

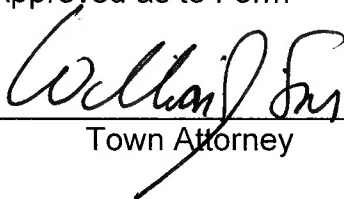
\_\_\_\_\_  
Dee Jenkins, Mayor

\_\_\_\_\_  
Date

Attest:

Approved as to Form

\_\_\_\_\_  
Cindy Pemberton

  
\_\_\_\_\_  
Town Attorney



**Exhibit A:**  
**Legal Description of Approximately 87 Acres**  
**Subject of this Zoning Map Change**



# HERITAGE

## Land Survey & Mapping

### LEGAL DESCRIPTION

#### Alcantara Vineyards and Winery

#### PARCEL 1

04/22/2019

### LEGAL DESCRIPTION

A parcel of land being a portion of the South half of the Southeast quarter of Section 20, and a portion of the Northeast quarter of Section 29, Township 15 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, being a portion of that parcel described in book 4608 page 927, dated July 14, 2008, in the office of the Yavapai County Recorder (Y.C.R.O) [Record Source #1(R1)], said parcel of land being more particularly described as follows:

**Beginning for reference** at a B.L.M. brass cap stamped "S1/16 1975", marking the South 1/16 corner of said section 20, from which the East 1/4 corner of section 20, being a B.L.M. brass cap stamped "E1/4 section 20 1975" bears North 00°22'53" West, at a distance of 1341.44' [Basis of Bearings, North00°24'52" West, a distance of 1341.57' (R1)]; Thence South 00°27'02" East, a distance of 1341.52' [South 00°24'52" East, a distance of 1341.57' (R1)], along the East line of Section 20 to a found 1-1/2" pipe with brass tag "RLS 41502" marking the Southeast corner of said section 20; Thence North 88°43'59" West, a distance of 762.01' [North 88°41'52" West, a distance of 761.87' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224", Thence South 03°59'08" West, a distance of 40.73' [South 04°11'08" West, a distance of 40.77' R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224"; Thence North 88°47'35" West, a distance of 630.96' [North 88°44'54" West, a distance of 630.91' R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224"; Thence South 82°04'32" West, a distance of 57.43' [South 82°03'50" West, a distance of 57.47' R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224"; Thence South 85°56'15" West, a distance of 59.87' [South 86°01'04" West, a distance of 59.85' R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224"; Thence South 77°33'16" West, a distance of 46.88' [South 77°20'37" West, a distance of 46.87' R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224"; Thence South 67°07'48" West, a distance of 43.38' [South 67°18'45" West, a distance of 43.46' R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224"; Thence South 57°38'42" West, a distance of 86.19' [South 57°42'13" West, a distance of 86.19' R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

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738 S. Parks Drive Fax (928) 567-6351

Thence North 83°11'22" West, a distance of 81.86' [North 83°11'17" West, a distance of 81.94' R1]), to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";  
Thence North 79°19'25" West, a distance of 97.76' [North 79°17'14" West, a distance of 97.58' R1]), to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";  
Thence South 51°00'06" West, a distance of 247.27' [South 51°03'43" West, a distance of 247.30' R1]), to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";  
Thence South 32°18'05" West, a distance of 60.22' [South 32°21'10" West, a distance of 60.29' R1]), to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence South 14°12'47" West, a distance of 72.59' [South 14°11'05" West R1]), to a set 1/2" rebar with plastic cap stamped "RLS 48860" and the **TRUE POINT OF BEGINNING**;

Thence North 00°00'00" East, a distance of 296.26' to a set plastic cap atop a 1/2" Rebar "RLS 48860", marking a point of curvature to the right, concave to the Southeast, having a Radius of 538.07', a Chord bearing of North 20°10'40" East and a Chord distance of 371.20;

Thence along said curve to the right, through a central angle of 40°21'20", an arc length of 378.99' to a set plastic cap atop a 1/2" Rebar "RLS 48860", marking a point of reverse curvature to the left, concave to the Northwest, having a Radius of 229.68', a Chord bearing of North 20°15'16" East and a Chord distance of 157.87;

Thence along said curve to the left, through a central angle of 40°12'09", an arc length of 161.16' to a set plastic cap atop a 1/2" Rebar "RLS 48860", marking a point on curvature to the left, concave to the Southwest, having a Radius of 229.68', a Chord bearing of North 44°57'09" West and a Chord distance of 325.42';

Thence along said curve to the left, through a central angle of 90°12'41", an arc length of 361.63' to a set plastic cap atop a 1/2" Rebar "RLS 48860";

Thence North 89°15'49" West, a distance of 290.19' to the west line of (R1), being a calculated point in the Verde River;

Thence South 06°03'02" West, a distance of 630.21' [South 06°06'01" West, a distance of 630.23' R1]), to a point on the South line of said section 20, being a calculated point in the Verde River;

Thence South 88°43'22" East, a distance of 32.13' [South 88°41'52" East, a distance of 32.13' R1]), along the South line of said section 20, being a calculated point in the Verde River and a point of curvature to the right, concave to the Northwest, having a Radius of 645.28, a Chord bearing of South 40°14'11" West and a Chord distance of 258.66;

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Thence along said curve to the right, through a central angle of 23°07'25", an arc length of 260.42' to a calculated point in Verde River;

Thence South 00°04'24" West, a distance of 391.86' [South 00°04'24" West, a distance of 391.86' R1]] to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence North 86°38'18" East, a distance of 107.73' [North 86°35'24" East, a distance of 107.79' R1]] to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence South 86°51'01" East, a distance of 119.39' [South 86°49'34" East, a distance of 119.40' R1]] to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence North 87°10'50" East, a distance of 123.71' [North 87°14'02" East, a distance of 123.62' R1]] to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence North 63°05'10" East, a distance of 148.62' [North 63°07'55" East, a distance of 148.58' R1]] to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence North 28°00'49" East, a distance of 109.11' [North 28°02'17" East, a distance of 109.10' R1]] to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence North 14°12'47" East, a distance of 21.12' [North 14°11'05" East R1]], to the **TRUE POINT OF BEGINNING.**

Subject parcel of land contains 13.52 acres more or less and is subject to all exceptions, easements and conditions of the public record that may be pertinent to the said parcel.





# HERITAGE

## Land Survey & Mapping

### LEGAL DESCRIPTION

#### Alcantara Vineyards and Winery

#### PARCEL 2

04/22/2019

#### LEGAL DESCRIPTION

A parcel of land being a portion of the south half of the Southeast quarter of Section 20, Township 15 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, being a portion of that parcel described in book 4608 page 927, dated July 14, 2008, in the office of the Yavapai County Recorder (Y.C.R.O) [Record Source #1(R1)], said parcel of land being more particularly described as follows:

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Thence North 83°11'22" West, a distance of 81.86' [North 83°11'17" West, a distance of 81.94' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";  
Thence North 79°19'25" West, a distance of 97.76' [North 79°17'14" West, a distance of 97.58' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";  
Thence South 51°00'06" West, a distance of 247.27' [South 51°03'43" West, a distance of 247.30' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";  
Thence South 32°18'05" West, a distance of 60.22' [South 32°21'10" West, a distance of 60.29' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";  
Thence South 14°12'47" West, a distance of 72.59' [South 14°11'05" West R1]], to a set 1/2" rebar with plastic cap stamped "RLS 48860"; Thence North 00°00'00" East, a distance of 296.26' to a set plastic cap atop a 1/2" Rebar "RLS 48860", marking a point of curvature to the right, concave to the Southeast, having a Radius of 538.07', a Chord bearing of North 20°10'40" East and a Chord distance of 371.20; Thence along said curve to the right, through a central angle of 40°21'20", an arc length of 378.99' to a set plastic cap atop a 1/2" Rebar "RLS 48860", marking a point of reverse curvature to the left, concave to the Northwest, having a Radius of 229.68', a Chord bearing of North 20°15'16" East and a Chord distance of 157.87; Thence along said curve to the left, through a central angle of 40°12'09", an arc length of 161.16' to a set plastic cap atop a 1/2" Rebar "RLS 48860" and the **TRUE POINT OF BEGINNING** for this description, said point also marking a point on curvature to the left, concave to the Southwest, having a Radius of 229.68', a Chord bearing of North 44°57'09" West and a Chord distance of 325.42';

Thence along said curve to the Left, through a central angle of 90°12'41", an arc length of 361.63', to a set plastic cap atop a 1/2" Rebar "RLS 48860";

Thence North 89°15'49" West, a distance of 290.19' to the west line of (R1), being a calculated point in the Verde River;

Thence North 17°03'34" West, a distance of 738.94' [North 17°02'04" West, a distance of 738.94' R1]], to a calculated point in the Verde River;

Thence South 88°58'42" East, a distance of 1902.08' [South 88°56'55" East, (R1)], to a calculated point in the Verde River;

Thence South 00°32'42" West, a distance of 61.85', to a calculated point in the Verde River;

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Thence South 62°49'38" West, a distance of 614.19', to a set plastic cap atop a 1/2" Rebar "RLS 48860";

Thence South 69°05'47" West, a distance of 337.03', to a set plastic cap atop a 1/2" Rebar "RLS 48860";

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Thence South 73°12'29" West, a distance of 65.97', to a set plastic cap atop a 1/2" Rebar "RLS 48860";

Thence South 78°26'17" West, a distance of 102.75', to a set plastic cap atop a 1/2" Rebar "RLS 48860";

Thence South 07°09'30" East, a distance of 374.31', to a set plastic cap atop a 1/2" Rebar "RLS 48860";

Thence South 79°57'37" West, a distance of 188.80', to the **TRUE POINT OF BEGINNING**.

Subject parcel of land contains 20.98 acres more or less and is subject to all exceptions, easements and conditions of the public record that may be pertinent to the said parcel.



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# HERITAGE

## Land Survey & Mapping

### LEGAL DESCRIPTION

**Alcantara Vineyards and Winery**

**PARCEL 3**

**04/22/2019**

### LEGAL DESCRIPTION

A parcel of land being a portion of the South half of the Southeast quarter of Section 20, Township 15 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, being a portion of that parcel described in book 4608 page 927, dated July 14, 2008, in the office of the Yavapai County Recorder (Y.C.R.O) [Record Source #1(R1)], said parcel of land being more particularly described as follows:

**BEGINNING** at a B.L.M. brass cap stamped "S1/16 1975" Section 20, Marking the South 1/16 corner of said section 20, from which the East 1/4 corner of section 20, being a B.L.M. brass cap stamped "E1/4 section 20 1975" bears North 00°22'53" West [Basis of bearings (R1)], at a distance of 1341.44' [North 00°24'52" West, a distance of 1341.57' R1];

Thence South 00°27'02" East, a distance of 1341.52' [South 00°24'52" East, a distance of 1341.57' (R1)], along the East line of Section 20 to a found 1-1/2" pipe with brass tag "RLS 41502" marking the Southeast corner of said section 20;

Thence North 88°43'59" West, a distance of 248.69' [North 88°41'52" West (R1)], to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence North 06°03'53" West, a distance of 563.02', to a calculated point in the Verde River;

Thence North 30°53'00" West, a distance of 847.49', to a calculated point in the Verde River;

Thence North 00°32'42" East, a distance of 61.85', to the north line (R1), being a calculated point in the Verde River;

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Thence South 88°58'42" East, a distance of 732.10' [South 88°56'55" East (R1)], to the POINT OF BEGINNING.

Subject parcel of land contains 13.15 acres more or less and is subject to all exceptions, easements and conditions of the public record that may be pertinent to the said parcel.



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# HERITAGE

## Land Survey & Mapping

### LEGAL DESCRIPTION

#### Alcantara Vineyards and Winery

#### PARCEL 4

04/22/2019

### LEGAL DESCRIPTION

A parcel of land being a portion of the South half of the Southeast quarter of Section 20, and a portion of the Northeast quarter of section 29, Township 15 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, being a portion of that parcel described in book 4608 page 927, dated July 14, 2008, in the office of the Yavapai County Recorder (Y.C.R.O) [Record Source #1(R1)], said parcel of land being more particularly described as follows:

**Beginning for reference** at a B.L.M. brass cap stamped "S1/16 1975" marking the South 1/16 corner of said section 20, from which the East 1/4 corner of section 20, being a B.L.M. brass cap stamped "E1/4 section 20 1975" bears North 00°22'53" West [Basis of Bearings (R1)], at a distance of 1341.44' (North 00°24'52" West, a distance of 1341.57' (R1)); Thence South 00°27'02" East, a distance of 1341.52' [South 00°24'52" East, a distance of 1341.57' (R1)], along the East line of Section 20 to a found 1-1/2" pipe with brass tag "RLS 41502" marking the Southeast corner of said section 20; Thence North 88°43'59" West, a distance of 248.69' [North 88°41'52" West (R1)], to a set 1/2" rebar with plastic cap stamped "RLS 48860" and the **TRUE POINT OF BEGINNING**;

Thence North 88°43'59" West, a distance of 513.32' [North 88°41'52" West (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence South 03°59'08" West, a distance of 40.73' [South 04°11'08" West, a distance of 40.77' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence North 88°47'35" West, a distance of 262.50' [North 88°47'35" West, (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence North 19°25'03" East, a distance of 85.95', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

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Thence North 01°17'07" East, a distance of 235.74', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

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Thence North 17°04'56" West, a distance of 63.06', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence North 77°36'21" West, a distance of 120.91', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence North 13°12'21" West, a distance of 288.21, to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence North 04°45'28" East, a distance of 230.77', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence North 16°38'24" West, a distance of 82.76', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence North 67°08'17" West, a distance of 96.89', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence North 62°49'38" East, a distance of 614.19', to a calculated point in the Verde River;

Thence South 30°53'00" East, a distance of 847.49', to a calculated point in the Verde River;

Thence South 06°03'53" East, a distance of 563.02', to the **TRUE POINT OF BEGINNING.**

Subject parcel of land contains 20.01 acres more or less and is subject to all exceptions, easements and conditions of the public record that may be pertinent to the said parcel.



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# HERITAGE

## Land Survey & Mapping

### LEGAL DESCRIPTION

#### Alcantara Vineyards and Winery

#### PARCEL 5

04/22/2019

### LEGAL DESCRIPTION

A parcel of land being a portion of the South half of the Southeast quarter of Section 20, and a portion of the Northeast quarter of section 29, Township 15 North, Range 4 East of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, being a portion of that parcel described in book 4608 page 927, dated July 14, 2008, in the office of the Yavapai County Recorder (Y.C.R.O) [Record Source #1(R1)], said parcel of land being more particularly described as follows:

**Beginning for reference** at a B.L.M. brass cap stamped "S1/16 1975" marking the South 1/16 corner of said Section 20, from which the East 1/4 corner of section 20, being a B.L.M. brass cap stamped "E1/4 section 20 1975" bears North 00°22'53" West [Basis of Bearings(R1)], at a distance of 1341.44' (North00°24'52" West, a distance of 1341.57' (R1)); Thence South 00°27'02" East, a distance of 1341.52' [South 00°24'52" East, a distance of 1341.57' (R1)], along the East line of Section 20 to a found 1-1/2" pipe with brass tag "RLS 41502" marking the Southeast corner of said section 20; Thence North 88°43'59" West, a distance of 762.01' [North 88°41'52" West, a distance of 761.87' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224"; Thence South 03°59'08" West, a distance of 40.73' [South 04°11'08" West, a distance of 40.77' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224"; Thence North 88°47'35" West, a distance of 262.50' [North 88°44'54" West, (R1)], to a set 1/2" rebar with plastic cap stamped "RLS 48860" and the **TRUE POINT OF BEGINNING**;

Thence North 88°47'35" West, a distance of 368.46' [North 88°44'54" West, (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence South 82°04'32" West, a distance of 57.43' [South 82°03'50" West, a distance of 57.47' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence South 85°56'15" West, a distance of 59.87' [South 86°01'04" West, a distance of 59.85' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

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Thence South 77°33'16" West, a distance of 46.88' [South 77°20'37" West, a distance of 46.87' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence South 67°07'48" West, a distance of 43.38' [South 67°18'45" West, a distance of 43.46' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence South 57°38'42" West, a distance of 86.19' [South 57°42'13" West, a distance of 86.19' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence North 83°11'22" West, a distance of 81.86' [North 83°11'17" West, a distance of 81.94' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence North 79°19'25" West, a distance of 97.76' [North 79°17'14" West, a distance of 97.58' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence South 51°00'06" West, a distance of 247.27' [South 51°03'43" West, a distance of 247.30' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence South 32°18'05" West, a distance of 60.22' [South 32°21'10" West, a distance of 60.29' (R1)], to a found 5/8" rebar with plastic cap stamped "Cornerstone RLS 32224";

Thence South 14°12'47" West, a distance of 72.59' [South 14°11'05" West (R1)], to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence North 00°00'00" East, a distance of 296.26' to a set plastic cap atop a 1/2" Rebar "RLS 48860", marking a point of curvature to the right, concave to the Southeast, having a Radius of 538.07', a Chord bearing of North 20°10'40" East and a Chord distance of 371.20;

Thence along said curve to the right, through a central angle of 40°21'20", an arc length of 378.99' to a set plastic cap atop a 1/2" Rebar "RLS 48860", marking a point of Reverse curvature to the left, concave to the Northwest, having a Radius of 229.68', a Chord bearing of North 20°15'16" East and a Chord distance of 157.87;

Thence along said curve to the left, through a central angle of 40°12'09", an arc length of 161.16' to a set plastic cap atop a 1/2" Rebar "RLS 48860";

Thence North 79°57'37" East, a distance of 188.80', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence North 07°09'30" West, a distance of 374.31', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

2

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Thence North 78°26'17" East, a distance of 102.75', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence North 73°12'29" East, a distance of 65.97', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence North 69°05'47" East, a distance of 337.03', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence South 67°08'17" East, a distance of 96.89', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence South 16°38'24" East, a distance of 82.76', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence South 04°45'28" West, a distance of 230.77', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence South 13°12'21" East, a distance of 288.21', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

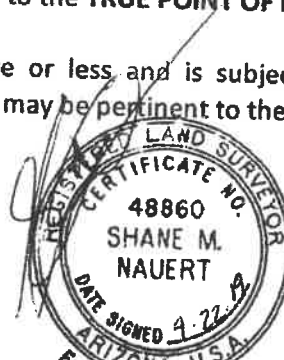
Thence South 77°36'21" East, a distance of 120.91', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence South 17°04'56" East, a distance of 63.06', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

Thence South 01°17'07" West, a distance of 235.74', to a set 1/2" rebar with plastic cap stamped "RLS 48860";

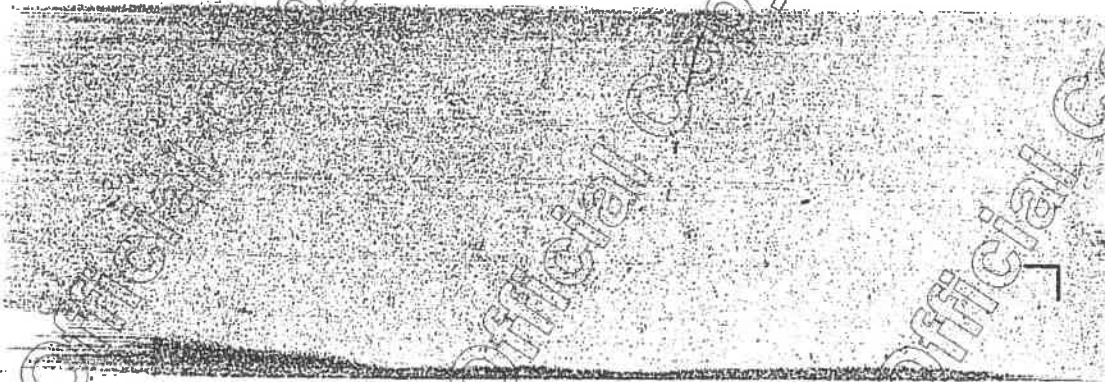
Thence South 19°25'03" West, a distance of 85.95', to the **TRUE POINT OF BEGINNING**.


Subject parcel of land contains 18.17 acres more or less and is subject to all exceptions, easements and conditions of the public record that may be pertinent to the said parcel.



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 INSTRUMENT # 9236612  
 OFFICIAL RECORDS OF  
 YAVAPAI COUNTY  
 PATSY C. JENNEY  
 REQUEST OF:  
 ARIZONA PUBLIC SERVICES  
 DATE: 08/27/92 TIME: 13:15  
 FEE: 5.00 SC: 4.00 PT:  
 BOOK 2525 PAGE 171 PAGES: 002

5
32
33
31

WA #56-1531  
 N 1/2, SEC 29  
 T15N, R4E  
 RTB

**UTILITY EASEMENT**

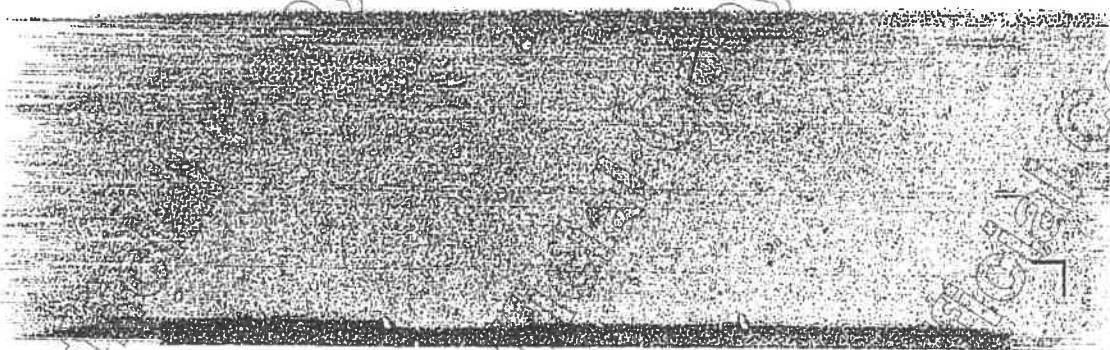
IN CONSIDERATION OF ONE DOLLAR (\$1.00), the receipt of which is hereby acknowledged, Thousand Trails, Inc., a corporation, (hereinafter called "Grantor") does hereby grant and convey to ARIZONA PUBLIC SERVICE COMPANY (hereinafter called "Company"), its successors and assigns, an easement eight (8) feet in width, to construct, operate and maintain electric lines and appurtenant facilities upon, across, over and under the surface of the premises hereinafter described.

The premises through and across which this easement is granted are situated in Yavapai County, Arizona, and are described as follows:

A parcel of land in Section 29, Township 15 North, Range 4 East, Gila and Salt River Base and Meridian as recorded in Book 1531, pages 815 and 816 of the County Recorder's Office, Yavapai County, Arizona.

Said easement to be four (4) feet each side of the following described centerline:

Commencing at the Northeast corner of the above described parcel of land, said corner also being the Northeast corner said Section 29; thence South 88°54'34" West a distance of 1543.70 feet to the TRUE POINT OF BEGINNING.; thence South 60°48'40" West a distance of 147.90 feet to Point A; thence South 82°52'08" West a distance of 226.18 feet to Point B; thence South 35°41'17" West a distance of 533.81 feet to Point C; thence North 88°10'20" West a distance of 439.53 feet to Point D; thence South 49°58'56" West a distance of 273.14 feet to a point which lies South 70°49'40" East from the Northwest corner of said Section 29 a distance of 2573.86 feet; thence from said Point A, South 18°09'21" East a distance of 15.0 feet; thence from said Point B, North 30°43'17" West a distance of 16.0 feet; thence from said Point C, South 26°14'31" East a distance of 20.0 feet; thence from said Point D, North 88°10'20" West a distance of 20.0 feet, also from said Point D, North 49°58'56" East a distance of 20.0 feet.



WA #56-1531  
N 1/2, SEC 29  
T15N, R4E  
RTB

Together with the right to operate, repair, replace, maintain, and remove said lines and appurtenant facilities from said premises, to add to or alter said lines and/or facilities at any reasonable time, and to trim or remove any trees or shrubs that in the judgment of the Company may interfere with the construction or endanger the operation of said lines and/or facilities, with access to said easement and egress therefrom to permit normal operations of the Company in connection with said lines and/or facilities, and to permit the installation of the wires, fixtures, conduits, or cables of any other company within the boundaries of this easement.

Grantor shall not erect or construct or permit to be erected or constructed any building or other structure or drill any well within the limits of said easement; nor shall Grantor plant or permit to be planted any trees within the limits of said easement without the prior written consent of the Company; provided, however, Grantor shall have the right to construct and erect fences within the limits of said easement in a manner which will not unreasonably interfere with the Company's right of access to its lines and/or facilities.

By accepting this easement, the Company agrees to exercise reasonable care to avoid damage to said premises and all property that may at any time be thereon.

Dated: July 8, 1992 BY: THOUSAND TRAILS, INC.  
*Rob Vinderman*

TITLE: Sr V.P. Resort Ops

STATE OF WASHINGTON )  
County of KING ) SS.

This instrument was acknowledged before me this 8th day of July, 1992 by *Rob Vinderman*, representative from Thousand Trails, Inc. Rob Vinderman

IN WITNESS WHEREOF I hereunto set my hand and official seal.

My Commission Expires: 9/21/95

*Juliet D. Schay*  
NOTARY PUBLIC

SEAL



**DRAFT MINUTES**  
**TOWN OF CAMP VERDE**  
**REGULAR SESSION**  
**MAYOR AND COUNCIL**  
**473 S MAIN STREET, SUITE 106**  
**WEDNESDAY, JULY 20, 2022 at 6:30 P.M.**

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

**1. Call to Order**

Mayor Dee Jenkins called the meeting to order at 6:44 p.m.

**2. Roll Call**

Mayor Dee Jenkins, Vice Mayor Joe Butner, Councilor Robin Whatley, Councilor Jackie Baker, Councilor Chris McPhail, Councilor Marie Moore, and Councilor Jesse Murdock are present.

**Also Present**

Town Manager Russ Martin (via ZOOM), Finance Manager Mike Showers, Community Development Director John Knight, Town Clerk Cindy Pemberton, and Rec Secretary Rebecca Miller.

**3. Pledge of Allegiance**

Councilor McPhail led the Pledge.

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

**a) Approval of the Minutes:**

1. Special Session– June 8, 2022 at 6:30 p.m.
2. Executive Session – June 8, 2022 at 6:30 p.m. (recorded and on file)
3. Regular Session– July 6, 2022 at 6:30 p.m.
4. Executive Session – July 6, 2022 at 6:30 p.m. (recorded and on file)

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

1. Regular Session – Wednesday August 3, 2022 at 5:30 p.m.
2. Regular Session – Wednesday August 17, 2022 at 6:30 p.m.
3. Regular Session – Wednesday September 7, 2022 at 6:30 p.m.

**c) Approve renewal of Consultant Agreement for prosecutorial services between Carrie A. Montavon, P.L.L.C., Attorney at Law and the Town of Camp Verde for a three (3) year period to begin July 2022 and run through July 2025. Staff Resource: Heather Vinson**

Mayor Jenkins questioned whether the 5:30 p.m. start time for the Regular Session on Wednesday, August 3, 2022 was correct. Town Clerk Cindy Pemberton stated the time was incorrect, it should be 6:30 p.m.

Ms. Pemberton further stated that in the July 6, 2022 Regular Session meeting minutes, staff notated that the minutes did not reflect action regarding the Town Marshall that took place after the Executive Session in Public Hearing. Because it was a public motion, it needs to be reflected in the public minutes. Those minutes should be pulled from tonight's consent agenda to make that change.

Councilor McPhail requested a correction to page 12 of the Councilor's Report for the minutes of Special Session on June 8, 2022 at 6:30 p.m. to state that the Recycling Program was with "Economic Development" instead of "Community Development."

**Motion** made by Councilor Murdoch to approve the consent agenda as presented, with the following exceptions:

- Pulling and having revisions brought back of Items 4(a)(3) and 4(a)(4), approval of the minutes for a Regular and Executive Session dated July 6, 2022.
- Item 4(b)(1): Change the start date of the August 3, 2022 meeting to 6:30 p.m.

Second was made by Councilor Moore.

**Roll Call Vote:**

Mayor Jenkins: aye  
Vice Mayor Butner: aye  
Councilor Whatley: aye  
Councilor Murdoch: aye  
Councilor Baker: aye  
Councilor Moore: aye  
Councilor McPhail: 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))

Community Member Terry Link addressed the Council with his concern about community events such as Cornfest. Mr. Link is a local business owner who recently opened up a CBD store in the Thanks a Lot Mall. Mr. Link stated that during the Cornfest last Saturday, the business owners in the mall had no business all day because the parking lot was filled with people from the Cornfest. He asked the Council for any suggestions for providing other alternatives for parking for events. Mayor Jenkins advised Mr. Link that the Council could not speak to him directly, but will have the Clerk make a note of his request.

Community Member Charlotte Salzman addressed the Council with her concern about the behavior of Finance Manager Mike Showers. Ms. Salzman stated that Mr. Showers and Cheri Wischmeyer had gotten into a discussion of “who was right and who was wrong.” Mr. Showers ended up getting angry and raised his voice and brought Cheri to tears. Ms. Salzman believes Mr. Showers’ behavior was unacceptable and asked the Council to “do something about it.” Mayor Jenkins advised Ms. Salzman that the Council could not speak to her directly, but will have the Clerk make a note of her request.

**6. Discussion, Consideration, and Possible Approval of a request for Community Outreach Funding for Friends of the Verde River up to \$9,500.00.** Staff Resource: Russ Martin

Tony Gioia, Vice President of Friends of the Verde River, introduced Nancy Steele, Executive Director, who made a PowerPoint presentation to the Council regarding the health of the Verde River. Ms. Steele began by acknowledging that the Verde River is an amazing and wonderful resource to the Verde Valley. “It enriches our lives and allows us to have a milder and much more beneficial climate. However, recent studies have shown that the river baseflow is declining, and this must be turned around if the river is to remain healthy.”

The Friends of the Verde River works with volunteers in events such as the MLK day of service and other projects around the state, to clean up the trails and remove invasive species. Ms. Steele stated they would like to expand their current outreach efforts, in particular the Bioblitz program (coincides with the Verde Valley Birding and Nature Festival), where they get people outside to look at nature, to take photos and identify them, and develop an affinity with the natural world.

Ms. Steele acknowledged and thanked the Town of Camp Verde for its support of the annual State of The Verde Watershed Conference to be held at Cliff Castle Casino on September 26-28, 2022.

Ms. Steele clarified her organization’s relationship with Verde Front, a collaborative group of mayors, supervisors, directors of federal and state agencies regarding sustainability, collaboration, and recreation. It is another program supported by the Town of Camp Verde (\$2,272), but those monies do not go into Friends of the Verde River’s coffers. Friends of the Verde River is simply the fiscal agent for Verde Front, which does not have its own nonprofit status.

Councilor Baker noted that the Town of Camp Verde, in addition to its contribution to Verde Front, also donated \$4,000 to the Watershed Project.

Ms. Steele responded to a question from Councilor Baker regarding the benefit of Cottonwood trees to the river. She said that trees cool the water, hold the bank so soil doesn't wash away, provide home and food for wildlife, and shade for all of us. The cottonwoods and willows work together as a community, and replacing the cottonwoods with other trees would jeopardize the entire system.

Quoting John Muir, Ms. Steele stated: "If you take one thing out, you can unravel everything."

A discussion was held regarding the request for \$9,500 from The Friends of the Verde River, given that total outreach funding for the year is set at \$60,000.

**Motion** made by Councilor Whatley to approve funding from Community Outreach in the amount of \$9,500.

Second was made by Councilor Moore.

**Roll Call Vote:**

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

**Motion** carried 7-0.

7. **DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF RESOLUTION 2022- 1093 A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA DECLARING AS A PUBLIC RECORD A CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "ALCANTARA WINERY & RESORT EXPANSION – LETTER OF INTENT, DATED APRIL 29, 2022 AND PLANNED AREA DEVELOPMENT STIPULATIONS FOR DENSITY AND INTENSITY OF USE AND REQUIRED MITIGATION PLANS" FOR THE ZONING MAP CHANGE TO C2- PAD FOR THE 87 ACRES LOCATED AT 3445 S. GRAPEVINE WAY, CAMP VERDE, ARIZONA, WHICH IS ALSO KNOWN AS ALCANTARA WINERY AND RESORT.**

Staff Resource: John Knight

Community Development Director John Knight stated that this a great project that has been a long time in the works. It includes a hotel, casino, condos, glamping, wine tasting, wineries (much of which is already being done currently), conference and

events centers, and recreational components. It will be on a par with destination resorts in the surrounding regions and will be a great asset to the Town of Camp Verde as well as the Verde Valley in general.

Before the Council tonight is approval of the Re-zoning and Overlay Zone as presented by Mr. Knight. The company will need to come back to the Council for final approval of the site plan; the Council's role today is setting a conceptual design, a master plan for the future. The Planning Commission has reviewed and approved the Plan. Tonight is not the public hearing, that hearing was held at the planning commission level.

There are two pieces – the ordinance and the resolution. Because the ordinance is too voluminous to publish in the newspaper, the relevant language is included in the resolution. This agenda item is the approval of the first part -- the resolution, and the next agenda item will be approval of the ordinance.

Mr. Knight discussed the zoning procedure. The PAD will allow the resort to customize to its own standards, like setting up its own unique zoning district. The PAD process allows the resort to set intensity and density.

Mr. Knight introduced John Bradshaw, who answered questions from the Council. Vice Mayor Joe Butner stated his biggest concern with the proposal was the glamping, as it appeared the glampers would be required to cross the river.

Mr. Bradshaw assured the Council that the glamping would be a night activity conducted on this side of the river and glampers would not be required to cross the river. For day use, they provide shuttles across the river at low water crossings that are already in place and have been beefed up. When the water exceeds 6 inches, vehicles are not allowed to cross.

Councilor McPhail commended the Planning & Zoning Commission for the excellent job it had done on this project.

Councilor Whatley thanked Mr. Bradshaw for including a wastewater treatment facility in the plan which includes potential assignment of ownership of the wastewater treatment facility to the Town of Camp Verde.

**Motion** by Councilor Moore to approve Resolution 2022-1093, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, to request a zoning map change from PAD and RR-2A to C2-PAD on approximately 87 acres. The purpose of the re-zone is to allow development and expansion of the Alcantara Winery and Resort located on property located at 3445 S. Grapevine Way in Camp Verde, Arizona. Currently these plans comprise Parcels 407-21-015 A,C,E,G & H.

Seconded by Councilor Baker.

**Roll Call Vote:**

Mayor Jenkins: aye  
Vice Mayor Butner: aye  
Councilor Whatley: aye  
Councilor Murdock: aye  
Councilor Baker: aye  
Councilor Moore: aye  
Councilor McPhail: aye  
**Motion** carried 7-0.

8. **DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF ORDINANCE 2022-A467, AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY ARIZONA FOR A ZONING MAP CHANGE, SUBJECT TO STIPULATIONS, FROM RR-2A AND PAD TO C2-PAD FOR 87 ACRES LOCATED AT 3445 S. GRAPEVINE WAY, CAMP VERDE, AZ WHICH IS ALSO KNOWN AS ALCANTARA WINERY AND RESORT.** Staff Resource: John Knight

Community Development Director Russ Knight stated this is the actual legal document for the re-zoning. If approved it will take effect 30 days from the approval. An important part of the project, during the annexation of the property was a discussion about bringing in the Thousand Trails property. Mr. Knight stated there is a small city of RVs out there, and their wastewater treatment plant is a septic system that has needed to be replaced for some time.

Mr. Bradshaw has been in recent discussions with the owner of Thousand Trails toward that end, and a meeting will be set up next week. Combining those two properties together is an important part of making this wastewater treatment plant happen. It would also be a significant feather in the town's cap to have that property. Mr. Knight just wanted to give the Council a heads up that staff will start the process again about getting the property annexed. The Public Works Engineer and Wastewater Treatment operator stated that if we can meet their standards and if we can get enough volume, they are interested in having the Town take over that small wastewater treatment plant. Staff recommends approval of the ordinance.

**Motion** made by Councilor Baker to approve Ordinance 2022-A467, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai, Arizona to request a zoning map change from RR-2A and PAD to C2-PAD on approximately 87 acres. The purpose of the re-zone is to allow development and expansion to Alcantara Winery and Resort on property located at 3445 S. Grapevine Way, Camp Verde, Arizona. Currently these lands comprise Parcel 407-21-015 A, C, E, G & H.

Second was made by Vice Mayor Butner.

Town Clerk, Cindy Pemberton declared the language was not the same as the ordinance. No additional corrections were made and voting continued.

**Roll Call Vote:**

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

**Motion** carried 7-0.

**9. Discussion, Consideration, and Possible Approval of amendment to the Town's Salary Plan by adding the Water Division job descriptions to include the Water Division Manager, Water Division Foreman, Water Operator and Utilities Clerk to the Plan.** Staff Resource: Russ Martin

Town Manager Russ Martin stated these are basically positions that mirror the Wastewater Division. Certificate requirements are not specifically called out here by staff. He would like to pull this item from the agenda to allow him to add certification requirements for these positions.

Mayor Jenkins stated the three positions -- the Manager, the Foremen and the Operator, all have the same qualifications. It seems like the Manager would have a higher level of responsibility and additional requirements for education and experience. Mayor Jenkins asked Mr. Martin to address this in his revisions.

Councilor Moore stated these employees are already employed by the water company owned by the Town, not newly created positions.

Community Member Charlotte Salzman addressed the Council. She stated she is aware they are existing employees, but she believes we could do with less employees. Some of the positions overlap; she feels the wastewater staff could be reduced to two employees.

Ms. Salzman stated that we are in a recession in a town full of seniors (22% of the population 65 and older with lower incomes) and 24.1% of the residents in Camp Verde live in poverty. She asked where this money is going to come from and stated that instead of adding these new positions, the Town should be pursuing economic development. She questioned what Staff of the Town were doing to earn their salaries.

Ms. Salzman concluded by stating, "We need to do something different."

Councilor Murdock responded that when we purchased the water company, it took many years of work and she sat in on those meetings. The water company pays for itself. There are no new fees added other than what the Town incurred. The water

company makes it own money, it is a self-sufficient business. These positions must be filled by people educated in their craft and that have the proper certifications. The persons currently in those positions know a lot about water and come with a lot of knowledge about the groundwork which the Town was built upon. Although they are technically new employees, their salaries are afforded by the users of the system. Councilor Murdoch stated she does not think we are wasting money on our Town Manager or anyone in our wastewater Division.

Ms. Salzman asked if she could respond.

Mayor Jenkins asked if Ms. Salzman would be willing to sit down with her or the Town Manager so they could better understand her questions. Ms. Salzman agreed to such a meeting.

However, in response to Councilor Murdoch, Ms. Salzman wanted to know what the ratio is for Town employees to the Town residents. According to her calculations, The Town has 1 employee for approximately 115 residents. She believes that number is too low, that it should be more like two town employees per 500-700 residents.

Mayor Jenkins asked the Town Clerk to set up an appointment with Ms. Salzman.

This agenda item was tabled until the stated revisions could be made and approved at a future meeting.

**10. Discussion, Consideration, and Possible Approval of amendment to the Town's Salary Plan by adding the Utilities Director to the Plan.** Staff Resource: Russ Martin

Town Manager Russ Martin stated the Utilities Director position is precipitated by all the work necessary in the Utilities Division, and allows the upgrade to a Department. This position would be the Department Manager, under the direction of the Town Manager, and will be in charge of the Water, Wastewater, and Stormwater Departments. The position is being presented to the Council tonight because it is needed fairly quickly.

**Motion** made by Councilor Moore to approve the revisions to the Town's Salary Plan adding a Utilities Director.

Second was made by Councilor McPhail.

**Roll Call Vote:**

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: aye

Councilor Baker: aye

Councilor Moore: aye



Councilor McPhail: aye  
**Motion** carried 7-0.

**11. Discussion, Consideration, and Possible Approval of amendment to the Town's Salary Plan by adding the Senior Building Inspector to the Plan.** Staff Resource: John Knight

Community Development Director John Knight stated this is the 3<sup>rd</sup> of three newly created positions. The Town's inspectors are extremely busy, and the chief building inspector needs to spend more time in the office. Mr. Knight's office has someone who potentially qualifies to be a Building Inspector 3 with a higher level of certification.

Councilor Murdock wanted to know why we need another inspector now. Mr. Knight responded that many of the projects have been in the pipeline for some time and are also getting more complicated. Some are self-funded, some multi-family projects, many with their own funding. Those projects are still coming in the door and they are also getting more complicated

Mr. Knight stated that the beauty of the building inspectors and the Building Division is that they generate revenue. "If we didn't have people coming in the door asking us to review plans, we wouldn't need anybody. But right now we do have people coming in the door, and we need to service them." Mr. Knight stated that the Town could use somebody right away, and will definitely need someone going forward 6 months to a year.

Councilor Moore – is concerned over \$1 million in raises being approved by the Council. She questioned whether it is possible to wait and see what Town revenues are in 6 months before this position is hired.

Mr. Knight stated the Council could approve the position, without guaranteeing that it will be funded or employed.

For the record, Mayor Jenkins clarified that tonight the Council is approving the job description, not authorizing the position at this time. Mr. Knight concurred.

**Motion** by Vice Mayor Butner to approve the revisions to the Town's Salary plan adding the Senior Building Inspector, with the caveat that it does not mean the Town is going to hire a Senior Building Inspector immediately.

Seconded by Councilor Baker.

**Roll Call Vote:**

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

**Motion** carried 7-0.

**12. Discussion, Consideration, and Possible Approval of amendment to the Town's Salary Plan by adding the Youth Services Supervisor to the Plan.** Staff Resource: Kathy Hellman

Kathy Hellman, Library Director, stated that she has been trying to have the job description for this position changed for some time. It is basically a title change because the new library has separate child and teen sections. Either one of those positions could be a Youth Services Supervisor over both sections. She stated that there is not immediate intention to hire, but she wants the title available in case someone comes along with the qualifications to manage both the children and teen's departments and coordinate between the two groups. It is basically changing the title from "Children' Librarian" to "Youth Services Librarian."

Councilor Whatley pointed out that besides a few summer and sports programs, the library is the one thing the Town can give to the children of Camp Verde. She recently attended a Children's Night with beautiful murals painted by the children, and the teens have many activities such as Game Nights. She wanted to commend the library for those programs.

**Motion** made by Councilor Whatley to approve the revisions to the Town's Salary Plan adding a Youth Services Supervisor.

Second was made by Councilor McPhail.

**Roll Call Vote:**

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

**Motion** carried 7-0.

**13. Discussion, Consideration & Direction to staff in regards to any potential adjustments to the approved FY23 Town of Camp Verde Fee Schedule.** Staff Resource: Michael Showers

Councilor Moore did not see the budget questions for the fee schedule in her agenda packet. She wondered if the Council needed a work session to discuss before it is brought to the Council.

Finance Manager Showers stated an email from John Knight answered some of those

questions. The fees go into effect August 1<sup>st</sup>; the Council may choose to revisit them any time it wants and can reduce them almost immediately. Changes require additional notice.

Mayor Jenkins requested that the next time the fee schedule is published, please include numbered line items in the schedule.

A thorough discussion was held regarding various fees charge by the Town, including copy fees, community pool entrance fee, and fees involving attorneys. Also discussed were the situations in which deferrals or waivers of fees might be applied.

The Council decided to take no action at this time to adjust the fee schedule. Consequently, no further approval is needed, and the current fee schedule will remain in effect.

- 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))

Finance Director Showers addressed the Council regarding previous comments made by him:

“For everyone here -- citizens, town staff, council members and Mayor Jenkins, every once in a while, you have one of those times where you are required to deal with a person you wished you had stayed home and hadn’t come to the meeting. One of those times happened tonight”.

My comments had a tone, I’m sure you noticed. In discussion with the citizen, I’m sure that tone had a negative impact on that citizen. It is more than regrettable. It is also regrettable that most everyone is gone as well.

However, I was able to spend a lot of time directly with that person, apologized directly, we worked through our issues, and I believe we are on very good footing now.

However, a public hurt like that I think requires a public apology. So, even though she’s gone, for the public record, I believe that Ms. Cheri Wischmeyer deserves an apology from me that says, ‘Cheri, I am so sorry for the way that I responded to the issues. It was uncalled for, unneeded, and simply got away from me.’

I’ve not represented the Town in a positive light by doing that, and it needed to be

addressed. I do commit myself to really not allowing that to happen again. I've let you down tonight, and I do apologize."

Councilor Baker accepted Mr. Showers' apology on behalf of the Council.

- 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 Phillip England Center for the Performing Arts; it's a go for *Kingdom of the Spiders* on October 30<sup>th</sup> at 3:00 p.m. at the Multi-Use building. They are asking for artifacts or anything that the Town or citizen might have related to this movie. They are also encouraging the use of costumes.

Councilor Whatley also stated that the Cornfest was amazing, it was so well attended and staff did an amazing job. Many community members had favorable comments. Kudos to the entire Parks and Rec staff. She also wanted to give a shout-out to the Maintenance Department, who did an excellent job in spite of being seriously understaffed.

**Councilor McPhail** reiterated Councilor Whatley's comments about the Cornfest. She attended the School Board Meeting, Tribal Council, and finally won one at Game Night.

**Vice Mayor Butner** had nothing to report other than that the Cornfest was really great. The Town Staff does a great job and it makes you proud to be a member of the community of Camp Verde. I just wish it could be bigger like it was before and hope that it could be expanded.

**Councilor Moore** agreed that the Cornfest was a big success, but received feedback that there was nothing for kids. Staff advised her that it was not true, there were many things for kids to do at the Cornfest.

**Mayor Jenkins** attended the bi-weekly Verde Valley Mayor Managers Meeting, attended the Public Works Meet and Greet, and had the pleasure of attending a get-together for Rainbow Acres to meet their new director. She attended Sgt. Lopez's funeral services together with many others. She had the great honor of being invited

to and spending time at the Camp Verde Children’s Summer program. Mayor Jenkins reiterated the success of the Cornfest, and stated that the only problem is the heat. She hopes the Town will look into adding some outside water features for kids to future Cornfest events.

- 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 Clerk Cindy Pemberton** informed the Council that staff has updated the Request to Speak card to include a new box that identifies “I wish for Council to contact me.” When a member of the public wishes to do their 3-minute discussion, they can check this box and the following day after the Council meeting, the Clerk will notify Council that this individual requested for somebody on the dais to follow up with this individual.

**Town Manager Russ Martin** is currently at the twice annually training for managers in Tucson and is attending this meeting via Zoom. He was asked to speak this year as part of a panel other city managers as a small-town representative.

Mayor Jenkins asked for a heads up on Mr. Knight’s upcoming schedule. He stated he will be doing annual reviews for the next few weeks. He will be out of town at the end of August.

Library Director Kathy Hellman wanted to let Councilor Moore know that the Library had a booth at the Cornfest and did provide multiple activities for children, including giving away 200 ice sticks.

**Adjournment**

Mayor Dee Jenkins adjourned the meeting at 9:07 p.m.

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

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

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on July 20, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of July, 2022.  
\_\_\_\_\_

Cindy Pemberton, Town Clerk

DRAFT

Agenda Item 9



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date:** August 17, 2022

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

**Requesting Department:** Town Manager

**Staff Resource/Contact Person:** Russ Martin

**Agenda Title (be exact):** Discussion, consideration, and possible direction to the Manager to prepare and submit the 2021 Election Ballot for two (2) members from candidates around the state to serve on the Board of Trustees for the Arizona Municipal Risk Retention Pool.

**List Attached Documents:** AMRRP Nomination Packet

**Estimated Presentation Time:** 3 minutes

**Estimated Discussion Time:** 3-5 Minutes

**Reviews Completed by:**

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

**Background Information:** As terms expire and/or members leave, the Arizona Municipal Risk Retention Pool holds an election to select members to serve on the Board of Trustees. The three nominees receiving the highest number of votes will serve a four-year term.

**Recommended Action (Motion):** Direct the Town Manager to complete the ballot form with the 2 candidates as determined by Council and to submit the form to the Arizona Municipal Risk Retention Pool no later than the deadline of August 28<sup>nd</sup>, 2022.

**Instructions to the Clerk:** N/A

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Agenda Item 10



Town of Camp Verde

**Agenda Item Submission Form – Section I**

**Meeting Date:** August 17, 2022

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

**Requesting Department:** Town Council

**Staff Resource/Contact Person:** Russ Martin

**Agenda Title (be exact):** Discussion, consideration, and possible direction to reestablish the Parks and Recreation Commission.

**List Attached Documents:**

**Estimated Presentation Time:**

**Estimated Discussion Time:** 15 Minutes

**Reviews Completed by:**

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

**Background Information:** Item requested by Mayor.

**Recommended Action (Motion):** Direction to bring forth possible organizational structure and staffing needs.

**Instructions to the Clerk:** N/A

RESOLUTION 88-36

A RESOLUTION OF THE TOWN OF CAMP VERDE, ARIZONA  
ESTABLISHING A PARKS AND RECREATION COMMISSION

The Parks and Recreation Commission shall consist of seven (7) members appointed by the Town Council to promote the physical fitness and mental well being of Camp Verde citizens of all ages.

The Parks and Recreation Commission shall be honorary and serve without pay.

The Parks and Recreation Commission shall hold office for three (3) years from the date of their appointment, unless sooner removed by the Town Council for good cause.

Upon first appointment of the Parks and Recreation Commission of the Town, they shall, at their first meeting, divide themselves into three (3) classes, three (3) members to serve one (1) year, two (2) members to serve two (2) years, and two (2) members to serve three (3) years.

Should a Commission member resign, be removed for good cause, or for any other reason be unable to continue their duties, they shall be replaced by appointment of the Town Council to serve the remainder of that individual's term.

The Parks & Recreation Commission shall elect among themselves a chairperson, vice-chairperson and secretary for the purposes of conducting their duties.

The Parks and Recreation Commission shall meet as often as necessary to conduct their business, but not less than once each month.

The issues of Parks and Recreation , including proposals and suggestions shall be prepared in written form and presented to the Town Manager to be placed on the Town Council agenda to be discussed and acted upon by the Town Council.

The Parks and Recreation Commission established by the Town Council shall incur no debts nor make any purchases nor enter into any contracts binding the Town. All matters coming before this Commission involving the expenditure of money or the making of agreements or contracts shall be referred to the Town Council.

The Town Council shall have full and final authority on all Parks and Recreational issues, and no issues shall be concluded by anyone else unless so directed by the Town Council.

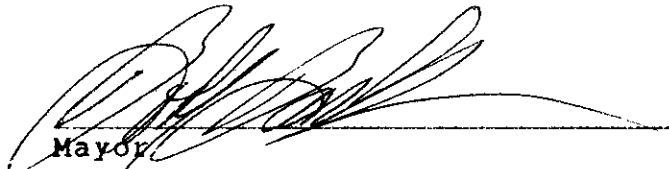
General duties of the Parks & Recreation Commission:

- 1) Determine and recommend written policies to govern the operation and programs of the community parks system including grounds and facility maintenance. These policies should include but not limited to:
  - a) Establish guidelines for scheduling the use of facilities to insure equitable time for all sporting and park related activities requested.
  - b) Insure that the liability insurance criteria for individual organized groups, or participates, is followed and recorded prior to facility uses.
  - c) Establish suggested guidelines and rules for reasonable maintenance assistance from groups using a facility.
  - d) Assist the Town in making the public aware of no alcoholic beverages permitted in Town parks and recreational facilities.
  - e) Prepare written proposals/suggestions relating to electric and water conservation measures in all recreational facilities.
  - f) Propose measures to repair or expand facilities to accommodate greater use.
  - g) Propose signing, fencing, or other measures the Town may undertake to prevent the facilities from being damaged or destroyed by unauthorized uses.
- 2) Know the programs and needs of the Parks & Recreation Department in relation to the community and develop program goals and objectives.
- 3) Establish, support and participate in the planned public relations program.
- 4) Assist in the preparation of the annual budget.
- 5) Recommend among the Parks & Recreation policies those dealing with equipment selection.
- 6) Attend all Commission meetings and see that accurate records are kept.
- 7) Suggest/propose fees and/or fund raising ideas to finance expansion or development of facilities.

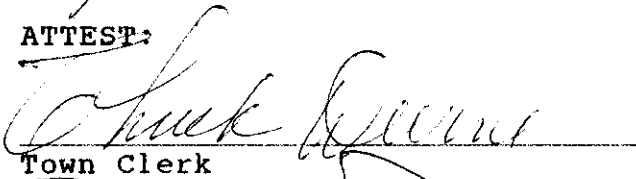
Resolution 88-36 - Page 3

- 8) Commission members will have no authority over nor give any direction to any Town employee. All suggestions or complaints will be directed through the Town Council or the Town Manager.
- 9) Any other duties deemed necessary and requested by the Town Council.

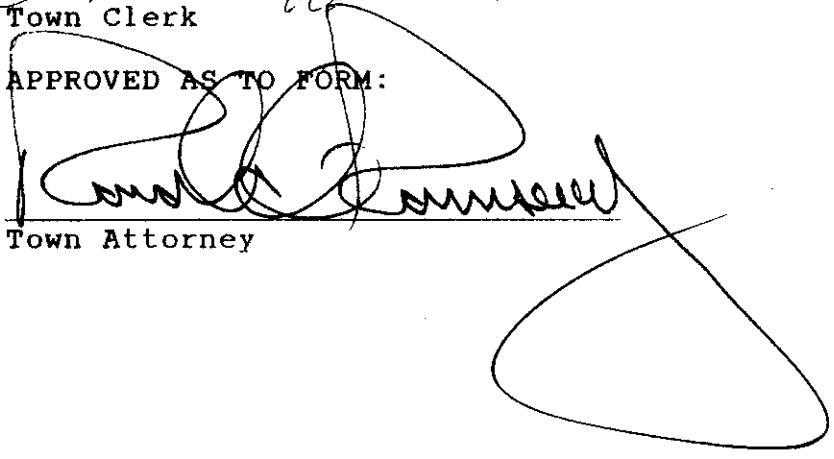
PASSED AND APPROVED by the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona this 15th day of June, 1988.

  
\_\_\_\_\_  
Mayor

ATTEST:

  
\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Town Attorney



**Agenda Item Submission Form – Section I**

Meeting Date: August 17, 2022 Regular Session

Consent Agenda       Decision Agenda       Executive Session Requested

Presentation Only       Action/Presentation

Requesting Department: Mayor Jenkins

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title (be exact): Discussion, Consideration, and Possible Direction for the Mayor to approve The League of Arizona Cities and Towns proposed Resolutions on behalf of the Town of Camp Verde Town Council

List Attached Documents: Resolution

Estimated Presentation Time:

Estimated Discussion Time:

**Reviews and comments Completed by:**

Town Manager:     N/A           Department Head: \_\_\_\_\_

Town Attorney Comments: \_\_\_\_\_

Risk Management:     N/A     \_\_\_\_\_

Finance Department  
Fiscal Impact:  
Budget Code: \_\_\_\_\_ Amount Remaining: \_\_\_\_\_  
Comments:

Background Information: The 2022 Arizona League Resolutions Committee will be meeting Thursday September 1, 2022 at 4:00 p.m. to discuss and deliberate on possible resolution brought to the Committee. The Mayor is the designated representative acting on behalf of the Council and is requesting direction from Council to take action on the proposed resolutions.

Recommended Action (Motion): Move to direct Mayor Jenkins to approve the League of Arizona Cities and Towns proposed resolutions on behalf of the Town Council.

Instructions to the Clerk:

July 14, 2022

Dear Mayor,

As chair of the 2022 League Resolutions Committee, it is my pleasure to provide this packet for your participation in the Resolutions Committee at this year's League Annual Conference. The chairs of five League Policy Committees will present the Resolutions discussed in their respective committees to the Resolutions Committee.

Included in this packet you will find:

- Resolutions Committee Calendar
- Resolutions Committee Procedures
- Policy Committee Reports and Resolutions

As the first order of business at the conference, the Resolutions Committee will meet on **Tuesday, August 30, 2022, at 1:30 p.m.** Lunch will be available starting at **12:30 p.m.** The actions of the full Resolutions Committee will be formally adopted at the League's Annual Business Meeting on **Thursday, September 1, 2022, at 4:00 p.m.**

If you have not accepted your appointment or designated a council representative to serve your city/town on the 2022 Resolutions Committee, please make that appointment [here](#).

We look forward to having all member cities and towns participate on the Resolutions Committee. If you have any questions or comments regarding the Resolutions Committee, your appointment, or the resolutions submittal process, please do not hesitate to contact the League office.

Sincerely,



Mayor Doug Nicholls, Yuma  
League Vice President

Enclosures

cc (via email): Managers, Clerks without Managers, Intergovs

## 2022 Resolutions Committee Calendar

- May-June:** Policy Committees meet
- June 15:** League sends email requesting mayors or council designees register to represent their city/town on Resolutions Committee.
- July 14:** League sends out resolutions packet to membership.
- August 30:** Resolutions Committee Meeting
- September 1:** Resolutions ratified at the Annual Business Meeting

## **League of Arizona Cities and Towns Resolutions Committee Procedures**

### 1. Resolutions Committee Appointment

At least two (2) months prior to the Annual Conference, the President shall appoint members of the Resolutions Committee. The League Vice-President shall serve as chair of the Resolutions Committee. Only one elected official from each city or town shall be appointed to the Committee and shall cast the vote of such city or town. Municipal staff are ineligible to serve on the committee.

### 2. Duties

The Resolutions Committee shall adopt statements of policy amending the annual Municipal Policy Statement, special resolutions and such other resolutions of courtesy, commendation or appreciation as the Committee deems appropriate.

### 3. Submission of Resolutions

- A. Except as otherwise provided, all proposed resolutions submitted by a city or town, including resolutions of courtesy, commendation, or appreciation, must be considered by the Policy Committees by submitting the resolution to the Chairman of the Committee or to the League office. The resolutions process allows cities and towns to submit policy ideas to the League at any time during the year without the requirement of a co-sponsoring city or town. If approved by a policy committee, League staff will draft the resolution for presentation to the full Resolutions Committee. Sponsoring cities and towns, or other interested stakeholders may be consulted to provide more information on the idea and may be invited to speak to the issue at one of the policy committee meetings.
- B. Except in the case of emergency as determined by the Chair of the Resolutions Committee, no resolutions submitted by a city or town after the deadline specified in subsection A of this section or that have not been vetted by the Policy Committees may be considered.
- C. League staff may submit resolutions for consideration by the full Resolutions Committee if there are issues that have not been addressed through the policy committee process.

### 4. Resolutions Committee Process

- A. The Vice-President shall assign submissions to the relevant Policy Committee. The Policy Committees will review submissions and develop pertinent resolutions for consideration by the Resolutions Committee. Except for the provisions of subsection 3, only resolutions advanced by the Policy Committees shall be discussed at the Annual Conference Resolutions Committee.
- B. Resolutions shall be amended according to the process established by the Chairman of the Committee.
- C. The completed resolutions will go to the full Resolutions Committee at the Annual Conference for consideration. The chairs of each policy committee will be responsible for presenting the resolutions and their committee activities to the full Resolutions Committee. Notice shall be given to each member at least four weeks in advance of the meeting.



5. Final Report

After the Resolutions Committee meeting, the Chairman of the Committee or a designee shall report to the entire league membership at the Annual Business Meeting those resolutions adopted by the Committee. Resolutions adopted by the Committee shall be formally adopted by the membership at the Annual Business Meeting and become the basis for the annual Municipal Policy Statement.

## **Policy Committee Reports**

The following policy committee reports, and resolutions are arranged in alphabetical order. The recommended resolutions are categorized by their respective committee initials and numbered according to the order in which they were approved.

Budget, Finance and Economic Development – BFED

General Administration, Human Resources and Elections – GAHRE

Neighborhoods, Sustainability and Quality of Life – NSQL

Public Safety, Military Affairs, and the Courts – PSMAC

Transportation, Infrastructure and Public Works – TIPW

Number	Resolution	Sponsor	Notes
BFED 1	Remove the statutory requirement to adjourn a regular meeting to gavel into a special meeting for adopting a budget.	Goodyear	Amending ARS 42-17105.
GAHRE 1	Allow municipalities above 2,500 and under 10,000, whose existing general plan was approved by voters, to submit a new general plan for approval at the next regularly scheduled municipal election or special election.	Sedona	
GAHRE 3	Permit cities and towns to post public notices and ordinances on either the municipality's website, in a local newspaper, or both.	Glendale	
GAHRE 4	Amend statute to no longer require exhibits to be published if the exhibit's location is listed within the adopted ordinance and is accessible to the public.	Goodyear	Amending ARS 9-802.
GAHRE 5	Clarify statute to require contact information on political signs not directly affiliated with a campaign committee or candidate.	Goodyear	
NSQL 1	Support state appropriations to the Housing Trust Fund.	League	
NSQL 2	Amend statute to provide the Department of Liquor & License Control the authority to grant local governments an extension in time to review and act on liquor license applications.	League	

**These are the only items that will be voted on. The other submissions that did not move forward as resolutions will be explained at the Resolutions Committee.**

## Chair’s Report of the Budget, Finance and Economic Development Policy Committee

Mayor Kevin Hartke, Chandler

Resolutions Committee Meeting, League Annual Conference

On **June 7, 2022**, the Budget, Finance and Economic Development committee (BFED) convened to discuss one policy issue submitted by Goodyear. Below is a summary of the issue considered:

1. Remove the statutory requirement to adjourn a regular meeting to gavel into a special meeting for adopting a budget. **Goodyear (BFED 1)**

Below is a summary of the committee discussion and recommendations:

Ginna Carico, Governmental Relations Manager for the City of Goodyear, presented BFED 1, which proposes requiring cities and towns to adopt their budget in a public meeting rather than a special meeting. She explained the city conducts annual reviews of existing processes and determines where they can cut down redundant work. BFED 1 was spurred by this yearly review. Ms. Carico explained that an existing process exists for the adoption of a budget to take place during the regular meeting. Gaveling out of a regular meeting only to gavel into a special meeting disrupts meeting flow and creates additional work for city clerks. Committee members agreed that BFED 1 is a simple, common-sense proposal that relieves some of the redundant work that is done by municipal staff behind the scenes.

After discussion, the Chair made a motion to approve **BFED 1** as a resolution to be considered at the Resolutions Committee. The motion passed, receiving unanimous support.

<b>BFED</b>	<b>Disposition by Committee</b>
1 Special Budget Meeting	Approved to be considered as a resolution.

Kevin Hartke  
Mayor of Chandler  
Chair, Budget, Finance and Economic Development

## **BFED 1**

### **League of Arizona Cities & Towns Resolution**

*Remove the statutory requirement to adjourn a regular meeting to gavel into a special meeting for adopting a budget.*

#### **A. Purpose and Effect of Resolution**

Current law ARS 42-17105 requires cities and towns to convene a special meeting to adopt their budgets. This additional step requires councils to adjourn the regular meeting only to gavel into a special meeting for budget adoption immediately. This extra step requires additional posting for city and town clerks and disrupts meeting flow. BFED 1 proposes to amend the statute to remove the requirement that cities and towns convene in a ‘special’ meeting and instead requires them to convene in a ‘public’ meeting to adopt their budget.

#### **B. Relevance to Municipal Policy**

Removing administrative staff burdens without reducing transparency. The proposed change would allow a city or town council to adopt their budget in a regular meeting. Given the existing requirements under the law to adopt a budget, this change would not reduce transparency or infringe on the public’s ability to provide input.

#### **C. Fiscal Impact to Cities and Towns**

No fiscal impact to cities and towns.

#### **D. Fiscal Impact to the State**

No fiscal impact to the state.

#### **E. Contact Information:**

**Sponsoring City or Town:** Goodyear

**Name:** Ginna Carico, Governmental Relations Manager

**Phone:** (623) 882-7082

**Email:** [Ginna.Carico@goodyearaz.gov](mailto:Ginna.Carico@goodyearaz.gov)

**League Staff:** Roxanna Pitones

## Chair's Report of the General Administration, Human Resources and Elections Committee

Mayor Alexis Hermosillo, El Mirage

Resolutions Committee Meeting, League Annual Conference

On **May 4, 2022**, and **June 7, 2022**, the General Administration, Human Resources and Elections Committee (GAHRE) convened to discuss five policy issues submitted by Goodyear, Glendale, and Sedona. Below is a summary of the issues considered by GAHRE:

1. Allow municipalities above 2,500 and under 10,000, whose existing general plan was approved by voters, to submit a new general plan for approval at the next regularly scheduled municipal election or special election. **Sedona (GAHRE 1)**

Councilmember Jon Thompson of Sedona introduced **GAHRE 1**, which proposes that the legislature allow smaller municipalities to have the option of referring amendments to their general plan to the ballot for voters' approval. While state law requires cities above 10,000 to have their general plans approved at the ballot, smaller cities and towns do not have this option or requirement. The League's General Counsel, Nancy Davidson, explained that, unlike the state Legislature, local legislative bodies have no constitutional (or statutory) authority to refer matters to the electorate voluntarily. Attaining this new authority would require an amendment to the Constitution. Through committee discussion, Councilmember Thompson and others agreed that it would be best to avoid pursuing a constitutional amendment due to the political challenges in getting a referral to the ballot and the challenges associated with securing sufficient statewide support if successfully referred. Tom Belshe of League staff reiterated the difficulty in obtaining approval for an SCR or HCR at the legislature and recommended the committee pursue an option that would address Sedona's concern in a manner that does not necessitate a constitutional amendment.

Mayor Brigette Peterson of Gilbert motioned to bring the item back for further discussion at the June meeting, allowing Sedona to narrow the proposal's language. Vice Mayor Jeff Brown of Queen Creek seconded the motion, which the committee approved.

During the June 7th meeting, Nancy Davidson of League staff summarized the revised proposal. As revised, **GAHRE 1** would allow cities and towns above 2,500 and below 10,000 that do not meet the growth rate outlined in the statute to have the option to submit their general plan to the voters if the voters previously approved their current general plan. Tom Belshe added that as drafted, the proposal would not be considered special legislation because although it only applies to Sedona today, it may apply to other municipalities that face fluctuating population thresholds in the future.

Vice Mayor Jeff Brown and committee members supported the narrowed approach presented. Councilmember Thompson motioned to have the proposal be assigned as a resolution to be considered at the Resolutions Committee. Vice Mayor Jeff Brown seconded the motion and the committee unanimously approved.

2. Increases the time frame in which the Home Rule option applies for from four years to ten

years. – **Sedona (GAHRE 2)**

Tom Belshe introduced **GAHRE 2**, sponsored by the City of Sedona, which proposes to modify the time frame in which home rule applies from four years to ten years. Because the home rule option is provided by the Constitution ([Article IX, §20\(9\)](#)), the proposal would require a legislative referral to be approved by voters. Councilmember Jon Thompson of Sedona stated that home rule is rarely rejected, and having an election every four years has become burdensome for cities and towns. Although some cities and towns have adopted a Permanent Base Adjustment (PBA), Sedona expressed there are downsides to the PBA. Having established a pattern of approval from voters, Councilmember Thompson expressed that communities like Sedona should have the option to extend the four-year time period.

During committee discussion, League staff communicated the challenges of asking the Legislature to refer a measure to the ballot. Furthermore, because cities and towns have the PBA option, lawmakers may be apprehensive about referring additional authorities for local governments to the ballot. Committee members expressed that such a proposal would require a statewide campaign and questioned how a campaign in support would be funded.

Councilmember Jon Thompson motioned to move **GAHRE 2** forward as a resolution to be considered by the Resolutions Committee. The policy ultimately failed to pass by a majority voice vote.

3. Allow cities and towns to post public notices and ordinances on either the municipality's website, in a local newspaper, or both. **Glendale (GAHRE 3)**

Ryan Lee, Intergovernmental Programs Manager with the City of Glendale, presented **GAHRE 3**, emphasizing that the proposal would be permissive for all cities and towns. Glendale additionally provided census data highlighting that 93% of Arizona households own a computer and 86% have access to a broadband connection. Online websites and social media tools can reach larger audiences, they added. Furthermore, Glendale shared that the industries that rely on notices do not rely on newspapers anymore and instead use the city's website as their primary source of information. Glendale expressed that posting public notices in a paper would still be an option for city and town councils that want to continue the practice.

Mayor Prud'homme-Bauer of Clarkdale motioned to move **GAHRE 3** forward as a resolution to be considered at the Resolutions Committee. Mayor Brigette Peterson of Gilbert seconded the motion.

The committee proceeded with the discussion. Members of the committee expressed concern that the proposal may draw significant opposition from the newspaper industry and referenced [HB 2339](#), a similar measure introduced in the 2022 legislative session which failed to receive a Third Read vote in the House. Some members opposed **GAHRE 3**, stating that maintaining good relationships at the Legislature should be a priority and that the League should be strategic on the items it proposes at the capitol. Other committee members felt that the measure could present cost savings allowing local dollars to be better utilized for other priorities. Members representing rural communities expressed that they use online options more frequently than newspapers to keep the community updated on important notices.

The motion to consider **GAHRE 3** as a resolution in the Resolutions Committee passed by a majority voice vote.

4. Exempt exhibits from publishing requirements if the location of the content of the exhibit is listed on the adopted ordinance, and accessible to the public. **Goodyear (GAHRE 4)**

Mayor Joe Pizzillo of Goodyear presented **GAHRE 4**, stating the proposal is intended to reduce redundancy and enable government efficiency. Under the existing process, the council approves ordinances and passes a resolution declaring all associated exhibits to the ordinance as public records. This additional step is unnecessary and redundant. **GAHRE 4** proposes eliminating the requirement that exhibits to an ordinance be declared public records if their whereabouts are listed and available to the public. Mayor Pizzillo added that the city has consulted with representatives from the newspaper industry and confirmed that they would not oppose this effort.

Mayor Prud'homme-Bauer of Clarkdale motioned to move the policy proposal to modernize posting requirements forward as a resolution. The motion passed with unanimous support.

5. Current statute requires campaign signs to include the name and telephone number or website of the candidate or campaign committee contact person. **GAHRE 5** proposes to clarify statute to require similar contact information on signs not directly affiliated with a campaign committee supporting or opposing candidates or ballot measures. **Goodyear (GAHRE 5)**

Tom Belshe introduced **GAHRE 5**, citing the sponsoring city's concern over the lack of clarity in statute related to posting signs in the right-of-way by individuals who are not candidates for public office or part of a campaign committee. The current statute requires signs to include contact information for the candidate or campaign committee. However, the statute does not address any requirements related to signs from persons who are not candidates or campaign committees. The statute additionally prohibits municipalities from removing signs without a 24-hour notice except for emergencies. Without an emergency contact listed, the city or town cannot provide the required notice and may pose safety risks if the sign is blocking or impeding the view surrounding the right-of-way. **GAHRE 5** proposes to close this loophole by requiring that contact information be listed for signs advocating for or against a measure or candidate on the ballot.

Committee members expressed support, noting a previous situation in which an individual advocating against a local bond measure failed to include their contact information on signs because the person did not meet the threshold to be considered a campaign committee. Other members expressed support, noting that this measure will provide clarity for city staff and aid the person that placed the sign because now the town/city can contact them and allow them to relocate the sign.

Mayor Prud'homme-Bauer of Clarkdale motioned to assign **GAHRE 5** as a resolution to be considered at the League's annual conference. The motion passed with unanimous approval.



The table below summarizes the GAHRE Committee's actions:

<b>Policy Issue</b>	<b>Disposition by Committee</b>
<b>1</b> General Plan	Approved to be considered as a resolution
<b>2</b> Home Rule Option	Failed
<b>3</b> Publishing Public Notices	Approved to be considered as a resolution
<b>4</b> Posting Requirements	Approved to be considered as a resolution
<b>5</b> Sign Posting Requirement	Approved to be considered as a resolution

Alexis Hermosillo  
Mayor of El Mirage  
Chair, General Administration, Human Resources and Elections Committee

## GAHRE 1

### League of Arizona Cities & Towns Resolution

*Allow municipalities above 2,500 and under 10,000, whose existing general plan was approved by voters, to submit a new general plan for approval at the next regularly scheduled municipal election or special election.*

#### **A. Purpose and Effect of Resolution**

The statute requires all municipalities above 10,000 or more in population to submit their general plan for approval to the voters. Municipalities between 2,501 and 19,999 are to submit their general plans to the ballot only if they meet an average growth rate of 2% per year. Local legislative bodies have no constitutional or statutory authority to voluntarily refer matters to the electorate unless specifically authorized by state law. This leaves municipalities that may have been above the 10,000-population threshold at one point but had a decrease in population in the position of having to repeal and amend a previously voter-protected general plan, which they also do not have the authority to do.

The proposal would allow cities and towns above 2,500 and below 10,000 that do not meet the growth rate outlined in the statute to have the option to submit their general plan to the voters if the voters previously approved their current general plan.

#### **B. Relevance to Municipal Policy**

If certain conditions are met, ensure municipalities have the proper authority to submit their general plan to the voters. The proposal clarifies the rare occasions in which municipalities have a general plan previously approved by voters, combined with a decline in population placing the city or town below the population threshold which requires them to take their general plan for approval at the ballot.

Though there is only one city that League staff believes would be affected, cities or towns with declining populations that do not meet the 2% growth rate may be in similar situations in the future.

#### **C. Fiscal Impact to Cities and Towns**

Regular costs incurred for holding an election.

#### **D. Fiscal Impact to the State**

No fiscal impact to the state.

#### **E. Contact Information:**

**Sponsoring City or Town:** Sedona

**Name:** Joanne Keene, Deputy City Manager

**Phone:** 928-203-5186

**Email:** [jkeene@sedonaaz.gov](mailto:jkeene@sedonaaz.gov)

**League Staff:** Tom Belshe

## GAHRE 3

### League of Arizona Cities & Towns Resolution

*Allows cities and towns to post public notices and ordinances on either the municipality's website, in a local newspaper or both.*

#### **A. Purpose and Effect of Resolution**

Allow cities and towns to post notices of election, invitations for bids, notices of letting contracts, laws and ordinances, and other ordinances of a public character issued by the governing body on the municipality's website, in a local newspaper, or both.

#### **B. Relevance to Municipal Policy**

Cities and towns are required under [ARS 9-812](#) to publish public notices in a newspaper printed and published in the municipality. Alternatively, public notices may be placed in a newspaper printed and published in the county where the municipality is located in a newspaper with greater circulation to city or town residents.

#### **C. Fiscal Impact to Cities and Towns**

Potential cost savings for municipalities that choose to discontinue publishing notices in local or regional newspaper.

#### **D. Fiscal Impact to the State**

No fiscal impact to the state.

#### **E. Contact Information:**

**Sponsoring City or Town:** Glendale

**Name:** Ryan Lee, Intergovernmental Programs Manager

**Phone:** 623-930-2081

**Email:** [rlee@glendaleaz.com](mailto:rlee@glendaleaz.com)

**League Staff:**

## GAHRE 4

### League of Arizona Cities & Towns Resolution

*Amend statute to no longer require exhibits to be published if the exhibit's location is listed within the adopted ordinance and is accessible to the public.*

#### **A. Purpose and Effect of Resolution**

Eliminate the requirement that exhibits to an ordinance be declared public records in a resolution, if the location of the exhibits are listed at the bottom of the adopting ordinance and made available to the public.

#### **B. Relevance to Municipal Policy**

Under the existing process, city and town councils approve ordinances and then pass a resolution declaring all associated exhibits to the ordinance as public records. The proposal modernizes posting requirements and reduces the number of actions required by councils without reducing transparency.

#### **C. Fiscal Impact to Cities and Towns**

No fiscal impact.

#### **D. Fiscal Impact to the State**

No fiscal impact to the state.

#### **E. Contact Information:**

**Sponsoring City or Town:** Goodyear

**Name:** Ginna Carico, Governmental Relations Manager

**Phone:** (623) 882-7082

**Email:** [Ginna.Carico@goodyearaz.gov](mailto:Ginna.Carico@goodyearaz.gov)

**League Staff:** Roxanna Pitones

**GAHRE 5**

**League of Arizona Cities & Towns Resolution**

*Clarify statute to require contact information on political signs not directly affiliated with a campaign committee or candidate.*

**A. Purpose and Effect of Resolution**

Clarify the statute to mirror existing requirements for placing contact information on political signs placed by candidates or campaign committees for signs placed by persons or entities who are not the candidate themselves or meet the thresholds to be considered a campaign committee. The proposal closes an unintended loophole in the existing statute which does not explicitly require that contact information be listed on signs advocating for or against a measure or candidate on the ballot, placed by persons who are not the candidate themselves or part of a campaign committee.

**B. Relevance to Municipal Policy**

[ARS 16-1019](#) (D) prohibits cities and towns from removing signs without a 24-hour notice, except for emergencies. Without an emergency contact listed, the city or town cannot provide the required notice, potentially posing safety risks if the sign is blocking a right-of-way or in the line of sight impeding traffic flow.

The proposal would create uniformity for all candidate or campaign-related signage and aid municipal staff's communication to the person or entity placing the sign, should an issue or complaint arise.

**C. Fiscal Impact to Cities and Towns**

No fiscal impact to municipalities.

**D. Fiscal Impact to the State**

No fiscal impact to the state.

**E. Contact Information:**

**Sponsoring City or Town:** Goodyear  
**Name:** Ginna Carico, Governmental Relations Manager  
**Phone:** (623) 882-7082  
**Email:** [Ginna.Carico@goodyearaz.gov](mailto:Ginna.Carico@goodyearaz.gov)  
**League Staff:** Roxanna Pitones

# Chair's Report of the Neighborhoods, Sustainability, and Quality of Life Policy Committee

Mayor Sandy Moriarty, Chair

Resolutions Committee Meeting, League Annual Conference

The Neighborhoods, Sustainability, and Quality of Life Policy Committee (NSQL) convened on **June 8, 2022**, to discuss two policy issues submitted by League staff. Below is a summary of the policy issues considered by NSQL:

## 1. Support state appropriations to the Housing Trust Fund. **League Staff (NSQL 1)**

League staff presented **NSQL 1**, which would allow the League to support future state appropriations to the Housing Trust Fund. Staff explained that in the most recent legislative session, there had been more engagement from stakeholders and lawmakers on the topics of homelessness and affordable housing. While municipalities provide key resources to alleviate homelessness and housing insecurity, funding for state efforts like the Housing Trust Fund has been inconsistent in the past legislative sessions and failed to make long-term funding commitments.

Historically, the Housing Trust Fund has been funded with a percentage of proceeds from unclaimed property. At its peak, the Fund received \$40 million annually. However, funding was capped at \$2.5 million annually during the recession. Although there have been one-time funding infusions made to the Fund, funding has not been restored to pre-recession levels.

**NSQL 1**, if approved, would allow League staff to advocate for additional funding to the Housing Trust Fund and work in concert with stakeholders in the homelessness and housing arena to achieve this goal.

Committee members discussed the importance of this funding and asked questions regarding the Fund's uses. League staff explained that Housing Trust Fund dollars are managed by the Department of Housing and are used to provide rental assistance, foreclosure and eviction prevention, and emergency transitional housing. After discussion, Mayor Paul Deasy of Flagstaff motioned to assign **NSQL 1** as a resolution to be considered at the Resolutions Committee. The motion passed with unanimous support.

## 2. Provide the Department of Liquor and License Control authority to grant local governments extensions in the time limit to review and act on applications. **League Staff (NSQL 2)**

League staff introduced **NSQL 2**. The proposal was initiated because of a letter to municipalities from the Department of Liquor and License Control (DLLC) in late 2021 notifying municipalities that the department would no longer accept or grant requests for extensions of time for actions by the local governing body to make recommendations on applications. Under existing law, cities and towns are to provide a recommendation to DLLC within 60 days upon receiving an application for a liquor license. A long-time practice at the department allowed for extensions of the 60-day review if requested by a local governing board. However, under a new interpretation of the law by

the agency's assistant attorney general, the department has changed this policy and no longer grants extensions to local governments, noting that a change in statutory language would be needed for the department to resume its previous policy.

The previously allowed extension afforded additional time for the city or town to work with an applicant to correct issues identified in the application process, such as providing additional materials to supplement an incomplete application or resolving fire inspection findings. The previous process allowed the application to move forward upon correcting findings, rather than the city or town recommending a denial to the department.

Councilmember Doreen Garlid of Tempe motioned to submit **NSQL 2** to the Resolutions Committee. The motion passed with unanimous support.

<b>Policy Issue</b>	<b>Disposition by Committee</b>
<b>1</b> Housing Trust Fund	Approved to be considered a resolution
<b>2</b> Liquor License	Approved to be considered a resolution

## NSQL 1

### League of Arizona Cities & Towns Resolution

#### *Support state appropriations to the Housing Trust Fund.*

##### **A. Purpose and Effect of Resolution**

Addressing homelessness and housing affordability has become a high-priority issue for lawmakers. At the local level, municipal leaders are at the forefront, making concerted efforts toward reducing homelessness by adding shelter beds, rehousing those experiencing homelessness, and adding new affordable housing units.

State solutions and resources must support Arizona's growing unsheltered population and help vulnerable people stay in their homes if possible. The State Housing Trust Fund is the most flexible source of funding to combat homelessness and housing instability. Monies from the Housing Trust Fund are used for rapid rehousing, transitional housing, workforce housing programs, rental assistance programs, and gap financing for LIHTC (Low Income Housing Tax Credit) projects.

##### **B. Relevance to Municipal Policy**

State appropriations to the Housing Trust Fund are critical to combating homelessness. The availability of additional resources for affordable housing and rapid rehousing supports the work and the goals of local nonprofits and municipalities.

##### **C. Fiscal Impact to Cities and Towns**

No negative fiscal impact to municipalities.

##### **D. Fiscal Impact to the State**

The fiscal impact to the state will depend on the dollar amount appropriated to the Fund.

##### **E. Contact Information:**

**Sponsoring City or Town:** League

**Name:** Tom Savage

**Phone:** (602) 258-5786

**Email:** [tsavage@azleague.org](mailto:tsavage@azleague.org)

**League Staff:** Tom Savage



## NSQL 2

### League of Arizona Cities & Towns Resolution

*Pursue change in statute to provide the Department of Liquor & License Control (DLLC) the authority to grant local governments an extension in time to review and act on liquor license applications.*

#### **A. Purpose and Effect of Resolution**

Provide DLLC with clear statutory authority to reinstate the long-standing practice of granting local governments time extensions beyond the current 60-day window to act or make recommendations on a liquor application. Time beyond the 60-day window is often necessary as cities and towns work with applicants to correct issues identified in the application process, such as resolving fire inspection findings or supplementing an incomplete application.

The agency recently modified its practice due to a new assistant attorney general's strict interpretation of [ARS 4-201.01](#). NSQL 2 proposes to revise this section of law to allow the director of the Department to extend the time limit for action by a local governing authority.

#### **B. Relevance to Municipal Policy**

Municipalities work with applicants to resolve findings or application deficiencies before bringing the application before the city or town council and making a recommendation to DLLC. The opportunity to extend the timeframe in which the council is to act or make a recommendation allows the applicant to resolve issues found during the application process and avoid having the council issue a recommendation to deny the applicant's request.

#### **C. Fiscal Impact to Cities and Towns**

No fiscal impact to municipalities.

#### **D. Fiscal Impact to the State**

No fiscal impact to the state.

#### **E. Contact Information:**

**Sponsoring City or Town:** League Staff

**Name:** Tom Savage

**Phone:** 602-258-5786

**Email:** [tsavage@azleague.org](mailto:tsavage@azleague.org)

**League Staff:** Tom Savage

**Chair’s Report of the Public Safety, Military Affairs, and the Courts Policy Committee**

Mayor Tom Murphy, Chair

Resolutions Committee Meeting, League Annual Conference

The Public Safety, Military Affairs, and the Courts (PSMAC) received no policy submittals for consideration and did not convene any meetings this year.

<b>Policy Issue</b>	<b>Disposition by Committee</b>
No Policy Submittals Received	

Tom Murphy  
Mayor of Sahuarita  
Chair, Public Safety, Military Affairs, and the Courts

## Chair's Report of the Transportation, Infrastructure and Public Works Policy Committee

Mayor Christian Price, Maricopa

Resolutions Committee Meeting, League Annual Conference

On **June 8, 2022**, the Transportation, Infrastructure and Public Works committee (TIPW) convened for two items submitted by Sedona and League staff. Below is a summary of the policy issues considered by TIPW:

1. Amend statute to prohibit off-highway vehicles (OHVs) from state highways and allow local governments to limit off-highway vehicles on city streets, with exception for OHVs used for agricultural activities. **Sedona, TIPW 1**

Vice Mayor Scott Jablow of the City of Sedona provided a presentation on **TIPW 1**, describing to the committee some of the community's challenges resulting from the popular use of off-highway vehicles, including noise, environmental impacts, and overall safety. Given Sedona's proximity to public lands and National Forest and a surge in the use of recreational vehicles during the pandemic, residents have been negatively impacted by nuisance and safety aspects associated with OHVs.

League staff described efforts at the Legislature during the 2022 legislative session to curb OHVs impact on communities. [SB 1377](#), sponsored by Senator Sine Kerr, would have doubled the number of FTEs Game and Fish employs to enforce OHV laws from 7 to 14. The bill would have also required proof of completing an education course on OHV safety and environmental ethics before being issued tags by ADOT. The bill stalled in the House, however, an additional measure, [SB 1596](#), which was signed into law, created the Off-Highway Vehicle Study Committee. The study committee is charged with collecting information from the public and stakeholders regarding OHV issues in the state. The committee will hold meetings during the Fall and includes members from various pertinent state agencies, law enforcement, recreational groups, and the agriculture industry.

League staff recommended engaging with the Study Committee to provide lawmakers with the municipal perspective on this issue and gauge their appetite for introducing legislation allowing municipalities to impose restrictions on OHVs on state highways and explore other avenues to mitigate OHV impacts on residents.

During committee discussion, TIPW members expressed concern that the proposal would add unnecessary regulations and stated they would support allowing municipalities to impose additional restrictions instead of a statewide ban on certain roads. Members expressed support for engaging with the Study Committee over the Summer and Fall. While no municipal representation is required on the committee, League staff explained that municipalities could still engage by meeting with the committee chair and offering a local perspective to the committee through a presentation or public comment.

Councilmember Kevin Thompson of Mesa motioned to assign **TIPW 1** as an issue that may be a possible resolution but needs more study and clarification. The motion was seconded by councilmember Brenda Dickinson of Prescott Valley and approved with unanimous support.

2. Authorize League staff to research and develop best practice policies for cities and towns to adopt when considering new trucking routes and restrictions. **League, TPIW 2.**

Tom Savage of League staff introduced **TIPW 2**. The impetus for the proposal was an amendment the Arizona Trucking Association drafted to preempt cities and towns from prohibiting or restricting truck traffic on major arterials connecting two or more jurisdictions if a road test concluded that the vehicle could traverse the arterial safely. The amendment was in response to a local ordinance in which the municipality prohibited ‘pass-through’ truck traffic on a major multi-jurisdictional arterial road in response to complaints from residents regarding increased noise and safety concerns. The Trucking Association opposed the ordinance and sought support from state lawmakers in preempting cities and towns from imposing such restrictions in the future.

The city and the association reached a compromise agreement, which included a recommendation from Senate leadership for cities and towns to work through the League policy committee process to discuss a solution that would enable stakeholder collaboration when considering truck route restrictions.

Glendale Councilmember Lauren Tolmachoff motioned to authorize League staff to work with pertinent stakeholders to develop best practices for cities and towns when adopting truck routes and restrictions. Councilmember Kevin Thompson of Mesa seconded the motion, which the committee approved with a voice vote.

<b>Policy Issue</b>	<b>Disposition by Committee</b>
<b>1</b> Off-Highway Vehicles	Assigned as a possible future resolution that needs further study and clarification
<b>2</b> Trucking Routes	Non-legislative solution, League staff to work with stakeholders on best practices

Agenda Item 12



Town of Camp Verde

**Meeting Date: August 17th, 2022**

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

**Requesting Department:** Human Resources

**Staff Resource/Contact Person:** Corey Rowley

**Agenda Title (be exact):** Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Records 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:** Corey Rowley  
 **Town Attorney Comments:** N/A  
 **Finance Department:** N/A

**Background Information:** This is a revised job description in the Camp Verde Marshal's Office and will not involve the addition of any employee but is intended to be a better description of the current work. 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 supervising a Records Specialist. Records Specialist II performs higher level of responsibilities such as overseeing the federally mandated Uniform Crime and Arrest Reports and National Incident Based Reporting System and submission of monthly federal reports. Records Specialist II certification requirements are set at a higher level, this position requires Spillman Application Administrator certification. The salary range will need to be added to level 11.

**Recommended Action (Motion):** Move to approve the revisions to the Town's Salary Plan adding Records Specialist II.

**Instructions to the Clerk:** None



**RECORDS SPECIALIST II**

Department:	<b>Marshal's Office</b>	Revised Date:	<b>July 1, 2022</b>
Reports to:	<b>Civilian Commander</b>	FLSA	<b>Non-exempt</b>

**GENERAL PURPOSE:** Under general direction, supervises, assigns, directs, reviews, evaluates and participates in the work of staff responsible for the daily operations and activities of the Police Department's Records Division; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility. The position is a working supervisor ensuring work quality and adherence to established policies and procedures while performing the more complex tasks and providing administrative and analytical support to the Division manager and higher-level management staff.

**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.*

- Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for the daily operations and activities of law enforcement records management.
- Participate in the development and maintenance of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures; recommend and assist in the implementation of goals and objectives.
- Identify training needs related to assigned area of responsibility; prepare training materials; provide training to staff regarding various topics related to Records Division programs and procedures, review recommendations or identified needs with the Police Records Manager.
- Prepare declarations; prepare responses to subpoenas for department records; appear in court on behalf of the department, as required.
- Coordinate and oversee audits of Records Division information and processes, including Department of Justice and National Crime Information Center audits.
- Direct and coordinate criminal record sealing and purging of documents pursuant to court orders.
- Compile and oversee the release of police records information in accordance with the Arizona Public Records Act.
- Assist in the preparation of county, state and federally mandated Uniform Crime and Arrest Reports (and National Incident Based Reporting System when implemented). Comply with all monthly federal submission requirements in a timely manner; prepare statistical reports as needed.
- Assist in the preparation and administration of the records management program budget; submit budget recommendations; monitor expenditures.

- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of records management; monitor legal and procedural developments related to law enforcement records.
- Perform related duties as required.
- Perform the duties of the agency ASSO (Assistant System Security Officer)

**MANAGERIAL RESPONSIBILITIES:**

- Train, evaluate, schedule, and participate in the selection of staff assigned to the Records Division; work with employees to correct deficiencies; identify staffing needs; review needs with the Police Records Manager and/or appropriate management staff; allocate resources accordingly.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

High school or GED equivalent; AND five years full time employment in office dealing with volume records, at least two years specifically dealing with police records: OR any combination of education, training, and experience to provide the desired knowledge, skills, and other characteristics.

**Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license, and a clear criminal record.
- Must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System
- Must obtain SAA (Spillman Application Administrator) Certification

**Required Knowledge of:**

- Operations, services and activities of a law enforcement records management program. Principles and practices of data storage, retrieval and processing.
- Methods and techniques of record keeping.
- Principles of supervision, training and performance evaluation.
- Modern and complex principles and practices of the criminal justice system. Court procedures/requirements concerning criminal case filings.
- Pertinent federal, state and local laws, codes, regulations, policies and procedures including the Arizona Public Records Act.
- Principles of Uniform Crime Reporting/National Incident Based Reporting System

**Required Skill in:**

- Operate a law enforcement records management system.
- Apply sound judgment when making decisions.
- Perform job duties with minimal supervision.
- Apply applicable codes and regulations to records management.
- Accurately utilize assigned law enforcement software applications and computer programs.
- Interpret and explain town policies and procedures.
- Interpret and apply current legislation to law enforcement records management.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operating office equipment including personal computers, ACJIS terminal.

- Using judgment in releasing police information with due regard for right to privacy of victims, need for confidentiality while a crime is being investigated, and the public right to access public records.
- Speaking clearly and in communicating effectively orally and in writing.
- Establishing, updating, and maintaining file systems.
- Communicating clearly and concisely and relaying details accurately.

**Physical Demands / Work Environment:**

- Work is performed in normal office setting. Noise level is moderate, primarily from office machines.



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

<b>Salary Range</b>	<b>Minimum (Annual/Hourly)</b>		<b>Midpoint (Annual/Hourly)</b>		<b>Maximum (Annual/Hourly)</b>		<b>Job Classifications</b>
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 Utilities 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 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 <b>Records Specialist II</b>
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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
15	\$50,035	\$ 24.06	\$61,295	\$ 29.47	\$72,555	\$ 34.88	Police Officer 1 Wastewater Division Foreman <b>Water Division Foreman</b>
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 <b>Water Division Manager</b>
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 Utilities 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
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%