

**AMENDED AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, OCTOBER 5, 2022 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/87005226293?pwd=MERpekZalRxeUptS1dBL2ZoRnp3QT09>

Phone: 1-669-444-9171 or 1-669-900-9128

Meeting ID: 870 0522 6293

Passcode: 189490

ADDING ITEM # 16

1. **DISCUSSION WITH THE TOWN MANAGER AND TOWN ATTORNEY REGARDING PERFORMANCE REVIEW AND CONTRACT NEGOTIATION. PURSUANT TO A.R.S. §38-431.03(A)(1) AND A.R.S. §38-431.03(A)(3). THE COUNCIL MAY, BY MAJORITY VOTE, RECESS THE REGULAR MEETING, HOLD AN EXECUTIVE SESSION AND THEN RECONVENE THE REGULAR MEETING FOR DISCUSSION AND POSSIBLE ACTION ON THIS ITEM AS COVERED UNDER A.R.S. §38-431.03 (A)(1) AND A.R.S. §38-431.03(A)(3).**
 - **RECESS INTO AND HOLD EXECUTIVE SESSION PURSUANT TO A.R.S. §38.431.03 (A)(1) AND A.R.S. §38-431.03(A)(3).**
 - **RECONVENE OPEN SESSION**



Support your local merchants

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

1. **Call to Order**
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Special Executive Session – September 7, 2022 at 5:30 p.m.
 - 2) Executive Session - September 7, 2022 (recorded and on file)
 - 3) Regular Session– September 7, 2022 at 6:30 p.m.
 - 4) Work Session – September 14, 2022 5:00 p.m.
 - 5) Special Executive Session – September 15, 2022 at 5:30 p.m.
 - 6) Executive Session – September 15, 2022 (recorded and on file)
 - b) **Set Next Meeting, Date and Time:**
 - 1) Work Session – Wednesday October 12, 2022 at 5:30 p.m.
 - 2) Regular Session – Wednesday October 19, 2022 at 6:30 p.m.
 - 3) Regular Session – Wednesday November 2, 2022 at 6:30 p.m.
5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by

those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

6. **Special Announcements and Presentations:**
 - **Proclamation Declaring October 2022 as Domestic Violence Awareness Month.** Resource: Tracey McConnell
 - **Proclamation Declaring the Month of October as Fort Verde State Historic Park Month:** Resource: Shelia Stubler
 - **Finance Department Quarterly Report.** Staff Resource: Mike Showers.
7. **Discussion, Consideration and Possible Approval of Firearms / Less Lethal weapons purchase in the amount not to exceed \$45,000.** Staff Resource: Corey Rowley
8. **Presentation, Discussion and Possible Approval of \$45,000 in CIP funding for construction of an aggregate base surfaced road, parking area, pipe rail fencing and an informational kiosk at Parson Riverfront Preserve.** Staff Resource: Steve Ayers
9. **Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Civil Engineer to the Plan.** Staff Resource: Ken Krebs and Troy Odell
10. **Discussion, Consideration, and Possible Approval of Town Council to ratify Staff approved Change Order 9, 10 and 11, to Tierra Verde Builders, in the total amount of \$106,674.62 for the purpose of concrete removal, ABC parking lot installation and electrical material cost increases at the Camp Verde Sports Complex.** Staff Resource: Russ Martin
11. **Discussion, Consideration, and Possible Approval of a comprehensive evidence and operations assessment of Camp Verde Marshal's Office Property and Evidence Unit to be performed by Evidence Management Specialists LLC to maintain compliance with the Arizona Association of Chiefs of Police ALEAP accreditation program for an amount not to exceed \$6500.00 to be sourced from the Town's Legal Defense fund.** Staff Resource: Corey Rowley and Heather Vinson
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13. **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.
14. **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.
15. **Update, Discussion and Consultation with the Town Attorney(s) for legal advice regarding Sewer Design Engineering contract for services and updates on any pending Risk Management legal issues. The Council may, by majority vote, recess the special meeting, hold an executive session, and then reconvene the Regular meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(2); (A)(3); (A)(4); (A)(5).**
 - **Recess into and hold Executive Session pursuant to A.R.S. §38-431.03 (A)(2); (A)(3); (A)(4); (A)(5).**
 - **Reconvene Open Session**
16. **DISCUSSION WITH THE TOWN MANAGER AND TOWN ATTORNEY REGARDING PERFORMANCE REVIEW AND CONTRACT NEGOTIATION. PURSUANT TO A.R.S. §38-431.03(A)(1) AND A.R.S. §38-431.03(A)(3). THE COUNCIL MAY, BY MAJORITY VOTE, RECESS THE REGULAR MEETING, HOLD AN EXECUTIVE SESSION AND THEN RECONVENE THE REGULAR MEETING FOR DISCUSSION AND POSSIBLE ACTION ON THIS ITEM AS COVERED UNDER A.R.S. §38-431.03 (A)(1) AND A.R.S. §38-431.03(A)(3).**
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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)).

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 10-04--2022 at 10:00 a.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk



Support your local merchants

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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 09-01-2022 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

DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL EXECUTIVE SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 7, 2022 AT 5:30 P.M.

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/82940639109?pwd=OzFsRnpPN1hSaDVzWWF6MXIKRIRKZz09>

One Tap Mobile: 1-669-900-9128 or 1-669-444-9171

Meeting ID: 829 4063 9109

Passcode: 886603

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 5:30 p.m.

- 2. Roll Call.** Council Members Cris McPhail, Marie Moore, Jessie Murdock (via Zoom), Robin Whatley, and Mayor Dee Jenkins were present. Vice Mayor Joe Butner, Councilor Jackie Baker were absent.

Others Present: Town Clerk/Acting Town Manger Cindy Pemberton, Risk Manager Heather Vinson, Human Resource Specialist Jen Jacobs and Deputy Town Clerk/Recording Secretary Virginia Jones

3. Pledge of Allegiance

Councilor Marie Moore led the Pledge of Allegiance.

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

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

On a motion by Councilor Whatley, Seconded by Councilor McPhail, Council unanimously voted to go into Executive Session at 5:34 p.m.

Roll Call Vote;

Councilor Murdock; aye

Councilor McPhail; aye

Councilor Whatley; aye

Mayor Dee Jenkins; aye

Motion passes 5-0

Reconvene Open Session

Council Reconvened Open Session at 6:06 p.m.

On a motion by Councilor Moore, seconded by McPhail Council directed staff to re-advertise for the Town Attorney Position with rate negotiable depending on qualifications, and bring a draft contract back for Council Review.

Roll Call Vote;
Councilor Murdock; aye
Councilor McPhail; aye
Councilor Whatley; aye
Mayor Dee Jenkins; aye
Motion passes 5-0

5. Adjournment

Without objection Mayor Jenkins adjourned the meeting at 6:08 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special/Executive Session of the Town Council of Camp Verde, Arizona, held on September 7, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2022.

Cindy Pemberton, Town Clerk

DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 7, 2022 at 6:30 P.M.

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1. Call to Order

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

2. Roll Call

Mayor Dee Jenkins, Councilor Robin Whatley, Councilor Marie Moore, and Councilor Cris McPhail are present. Councilor Jackie Baker, Councilor Jesse Murdock, and Vice Mayor Joe Butner are absent.

Also Present

Deputy Town Clerk Virginia Jones, Town Clerk Cindy Pemberton and Recording Secretary Jennifer Reed.

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 Executive Session– August 10, 2022 at 4:30 p.m. (recorded on file)
2. Work Session – August 10, 2022 5:30 p.m.
3. Special Session – August 17, 2022 at 6:00 p.m.
4. Regular Session– August 17, 2022 at 6:30 p.m.
5. Executive Session – August 17, 2022 at 6:30 p.m. (recorded and on file)

b) Set Next Meeting, Date and Time:

- 1) Work Session - Wednesday, September 14, 2022, at 5:30 p.m.
- 2) Regular Session - Wednesday, September 21, 2022, at 6:30 p.m.
- 3) Regular Session - Wednesday, October 5, 2022, at 6:30 p.m.

c) Approval for the Finance Director to make the attached budget adjustments labeled BAFY22-02 for the FY22 budget year.

Councilor Moore wanted to make sure the corrections she had submitted to the minutes had been corrected. Town Clerk Pemberton confirmed the correction had been made. Mayor Jenkins wanted to make note of additional meetings that are scheduled:

- Executive Session- Thursday, September 15, 2022 at 5:30pm
- Work Session- Wednesday, September 28, 2022 at 5:30pm to included staff, Council & the public to discuss Parks and Recreation.

Motion made by Councilor Whatley to approve the consent agenda as corrected. Second was made by Councilor McPhail.

Councilor Baker: absent
Councilor McPhail: aye
Councilor Murdock: absent
Councilor Whatley: aye
Councilor Moore: aye
Vice Mayor Butner: absent
Mayor Jenkins: aye
Motion carried 4-0.

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Steven Backus said it has come to his attention that there are some issues regarding agriculture rights, farming rights, etc. The Town with its regulations and bylaws doesn't seem to honor the heritage of an agricultural rural Town that Camp Verde is. He would like to encourage Council to create a special committee to address these items so the heritage is not lost.

Robert Foreman- stated the Pioneer Cemetery is full, there are no spaces available. This cemetery has a lot of history and he hates to see it closed. Because the cemetery is on National Forest Service land and they own neighboring land, he would like Council to reach out to them to ask for more land to expand.

Sheri Hauser gave a Chamber update; please refer to their website for more information.

John Cox spoke about the "horrid weed issues in the community". He shared photos of examples. He said the Town is responsible for easements on both sides of the road but the weeds are too high. He said he's complained to the Code Department, they tell him there is nothing they can do until weeds are brown and it turns into a fire hazard. He said the State of Arizona in 1972 passed a nuisance law that overrides city Ordinances & codes. The neighbors can be held criminally liable for damage to property values. He would like the Code Department get up to speed on this law. He visited several different Towns in the area and they all are aware of this law. Mayor Jenkins asked that he drop off his information to the Clerk and they will get back to him.

Jordy Weaver wanted to speak about the agricultural attacks that we have in Camp Verde now. Neighbors are harassing neighbors and making complaints, as well as there are some limitations on animals that don't make sense. She is proposing a special committee to look into this to get realistic ideas to fix the problem. This way we can protect selves, our agriculture ways and protect ourselves from harassment.

Mary Phelps (via Zoom) spoke about the agricultural issues. She would like to see Council allow herself to form such Agriculture Committee to look at what is adopted and what can be future adopted and changed to avoid future harassments and keep the western roots, agriculture heritage.

6. Special Announcements and presentations

- **Arizona Community Foundation**-Jennifer Perry, Regional Director, Arizona Community Foundation.

Jennifer Perry, Regional Director, Arizona Community Foundation gave an overview of the AZ Community Foundation and provided a slide presentation.

- **Proclamation Declaring September 22, 2022 as Library Card Sign-up.** Staff Resource Kathy Hillman.

Kathy Hillman (via Zoom) explained that since 1987, Library Card Sign-up Month has been held each September to mark the beginning of the school year. During the month, libraries unite in a national effort to encourage families and children to sign-up for a library card. Mayor Jenkins read the proclamation and declared it so.

7. Discussion, Consideration and Possible Approval for funding for 2022 Turquoise Circuit Finals Rodeo Sponsorship in the amount up to \$12,000. Staff Resource Mayor Jenkins

Mayor Jenkins introduced Tony Zembik, president of the Turquoise Circuit Rodeo. Mr. Zembik explained the Turquoise Circuit approached the Town this past spring about a Town sponsorship of a Block Party and a financial contribution. The Town Council added it to the approved budget. Mr. Zembik showed the Council the information page he originally shared with the Town Council. The Turquoise Circuit has moved forward to include the Town in its marketing to date and has made the Town a partner in this from the beginning. They have purchased and built the *All Around Championship* saddle which will have the Town of Camp Verde Seal on those saddles. They are creating commercial spots and working on internet connections on the grounds to successfully be able to put this on the Cowboy Channel. They want to get Camp Verde on the national map with TV with this circuit.

Mayor Jenkins stated that from the Town's perspective, this is not a donation to the Turquoise Circuit, it is a marketing expense.

Councilor Whatley asked if the funding would be coming out of the Community Outreach Fund? Finance Director Mike Showers (via Zoom) stated during the original discussion, this would come out of Community Outreach, there is money available. He can look for another line item if Council would like it to come out of another fund.

Councilor Moore asked do we have a specific marketing budget, is that in the Economic Development budget? Mr. Showers didn't think that Steve Ayers had budgeted for this but he can easily move money there if that is the location we'd like to have it.

Councilor Moore asked for clarification, the Turquoise Circuit is asking for \$10,000 for the block party AND a \$12,000 donation. Councilor Moore understood that the Town had committed to the block party only; she hadn't recalled going forward with donation? Mr. Zembik didn't know they were two different amounts. Mr. Martin had told him to wait until the budget meetings are over and then they would be able to move forward. Mr. Zembik's understanding was that we were moving forward with the full amount and started working on this year's rodeo the day after last year's rodeo. Mr. Zembik explained that he hadn't heard from Mr. Martin about the donation, so after the block party, he asked Mr. Martin again. Martin felt like it wasn't clear enough so that is why we are here tonight to talk about it.

Councilor Whatley stated she knew a block party would come from the \$10,000 but doesn't know what the Town is getting with the extra \$12,000. She has no memory of the request for the extra \$12,000. Mr. Zembik showed the exact document that was presented to Council during the meeting this was approved; everything was listed on the document.

Councilor Moore thinks there was some miscommunication/misunderstanding. She agrees this donation should come out of the marketing budget. This will be putting Camp Verde on the map and will be great for our community and businesses.

Councilor Whatley asked if the Arena Association has put any money towards this? Mr. Zembik said no, they partner with them contractually with tickets/beverage sales.

Mr. Zembik would like to work with Yavapai College to do an Economic Study to know where we stand. Councilor Whatley asked if this can be done this year? Mr. Zembik isn't sure yet, he just got their number today.

Councilor McPhail read the Impact Study that was put together for the arena. She thought it was generous, and the numbers would equate to what the Town put in. She is concerned that only 4 members are here tonight; normally 7, she would like to know what the other Councilors would have to say. This has to have a unanimous vote for this to be approved tonight. She suggests tabling this until more information can be gathered and the rest of the Council could be here.

Town Clerk Cindy Pemberton said, on behalf of the Town Manager, the information was given to all members of Council on April 6th and they directed staff to create a budget and bring it back to Council at a later date. This is the later date. It is included in the minutes that is included in the packet.

Councilor Whatley said that she is sure they needed the money yesterday. Mr. Zembik agreed. Councilor Whatley explained that her thinking is, if we had a full Council today, she would vote would be yes for block party, no for \$12,000. Saying that, it would probably be a 6-1 vote knowing how Mr. Butler and Ms. Murdock feel about the Rodeo Association. In the effort to move this along, she would reluctantly vote yes tonight.

Councilor Moore asked if the motion needs to be clear where the money is coming from. Mr. Showers stated the motion doesn't need to be that specific but Council should say where they do NOT want it to come from.

Motion made by Councilor Moore to approve funding for formal sponsorship in the amount of \$12,000 for the 2022 Turquoise Circuit Finals Rodeo to be held in Camp Verde November 4th-6th; funding to be found from a source other than Community Outreach. Second was made by Councilor McPhail.

Roll Call:

Councilor Baker: absent

Councilor McPhail: aye

Councilor Murdock: absent

Councilor Whatley: aye

Councilor Moore: aye

Vice Mayor Butner: absent

Mayor Jenkins: aye

Motion carried 4-0.

8. **Discussion, Consideration and Possible Appointment of 1 member to the Board of Adjustments and Appeals for a term that Expires January 2023 to replace Ken Krebbs.** Staff Resource: Cindy Pemberton

Town Clerk Cindy Pemberton stated there are three applicants for Council's consideration. This member will replace Ken Krebs whose term expires 2023. The applicants are Richard Ellis, Nancy Higginbotham, Blaze Petska, Council asked each applicant to come to podium to speak.

Richard Ellis- gave a brief explanation as to why he applied to this position. He would like be able to work on rules and regulations to help standardize them before the community expands even more. Add insight with some a different outside perspective.

Nancy Higginbotham- gave a brief explanation as to why she applied to this position. Councilor Whatley found her application was filled out well. She asked for more information about her businesses in Phoenix. Ms. Higginbotham has worked with several municipalities from signage to noise, etc. She has both a community and a business perspective.

Blaze Petska (via Zoom)- gave a brief explanation as to why he applied to this position. Councilor Moore asked if he had ever been on a board before? Mr. Petska stated this would be his first time. Councilor Whatley asked what did being a project manager entail. Mr. Petska stated he oversees projects- dealing with general and subcontractors, operations, communications or anything involved with the project.

Motion made by Councilor Moore to appoint Nancy Higginbotham to the Board of Adjustment and Appeals for a term that expires January 2023. Second was made by Councilor Whatley.

Roll Call:

Councilor Baker: absent

Councilor McPhail: aye

Councilor Murdock: absent

Councilor Whatley: aye

Councilor Moore: aye

Vice Mayor Butner: absent

Mayor Jenkins: aye

Motion carried 4-0.

9. Discussion, Consideration and Possible Approval of Planning and Zoning Commissioner Robert Foreman to take a three (3) month leave beginning September 8 not to exceed past December 7. Staff Resource: John Knight

Community Development Director John Knight stated the Building Division is continuing to receive a high volume of all types of building permits. Former Camp Verde Chief Building Official, Robert Foreman has offered to assist the Town on a temporary basis. This is anticipated to be no more than three (3) months. Mr. Foreman is also a member of the Town Planning and Zoning Commission. He cannot serve as both a temporary Town employee and a Planning and Zoning Commissioner. In order to avoid any possible conflict of interest, Mr. Foreman will need to step down from the Commission while he is a Town employee. He has expressed interest in returning to the Commission when his temporary employment is complete. Rather than have Mr. Foreman resign and then reapply, staff requests that Council approve a three month leave of absence.

Planning and Zoning Chairman Drew Fiaella stated the Commission has operated with 4-5 members before and can still get work done. He has polled the other members to get a feel for what they thought, and they all agreed they can still function without Mr. Foreman.

Councilor Moore said this is an amazing opportunity to have Mr. Foreman available to step in. She asked Mr. Knight if there would be a conflict of interest after working on these plans for these 3 months and then returns to the Commission. Would he have to recuse himself? Mr. Knight doesn't feel this will happen because the plan would have already gone through the Commission. He isn't concerned, Mr. Foreman would follow the code requirements, and this will only last three months. Mr. Knight would like to have Mr. Foreman instead of someone from Phoenix who isn't familiar with Camp Verde.

Motion made by Councilor McPhail to allow Planning and Zoning Commissioner Robert Foreman to take a three (3) month leave beginning September 8th not to exceed past December 7th. Second was made by Councilor Whatley.

Roll Call:

Councilor Baker: absent

Councilor McPhail: aye

Councilor Murdock: absent

Councilor Whatley: aye

Councilor Moore: aye

Vice Mayor Butner: absent

Mayor Jenkins: aye

Motion carried 4-0.

10. Discussion, Consideration, and Possible Direction to direct the Planning and Zoning Commission to reconsider the proposed amendment to the Zoning Ordinance to allow an increase in height in the C2 (Commercial: General Sales and Service) Zoning District. Staff Resource John Knight

Community Development Director John Knight explained in March of 2022, staff presented several long-range planning ideas at the Joint Council/Planning & Zoning Meeting. One of the ideas presented was a possible increase to the intensity and density around the I-17 and Highway 260 interchange. He wanted to consider changes in Ordinance standards related to things like parking, height, setbacks, and signs so thought a PAD would be best. On April 6, 2022, the Community Development Department presented this preliminary request to the Town Council seeking direction on a possible height amendment to the existing C2 zoning. On August 4, 2022, staff held a hearing at the Planning and Commission Meeting to amend the Zoning Code to allow a height increase from 40' to 65' for properties in this area. The motion did not pass as Commissioners had concerns if this was the appropriate process. After the meeting, staff had the opportunity to discuss the concerns with the Town Attorney. The Attorney has advised staff that the proposed amendment could be subject to a challenge on the "uniformity requirement" in the state statute. Section 9-462.01 states that "All zoning regulations shall be uniform for each class or kind of building or use of land throughout each zone..." Since the proposal did not include other zoning districts within 2,500' of the intersection and treated properties in other areas of the Town differently, this could result in a legal challenge.

Currently, staff believes the most appropriate course of action is to return to the Commission with a revised proposal.

Councilor Moore asked why is PAD the best way to go? Mr. Knight stated this should be looked at in a broader perspective, not just in the C2 zone. Commission also questioned if this is really appropriate in this location. Ms. Moore also asked if the applicant not want to pursue PAD? Mr. Knight said yes. The applicant went silent after the first process. He is now trying to figure out the right way forward. We may want to consider doing an overlay zone: Zone Boundary District.

Mayor Jenkins stated she thought this was initiated through Economic Development? Mr. Knight stated yes, they wanted Town to process the zones. Mayor Jenkins would prefer to have full Council opinion.

Councilor Moore asked for clarity, that Mr. Knight has not spoken to applicant that he is looking to move forward with something like this so they could move forward with building permits? We don't know if applicant is still interested? Mr. Knight said he spoke with them after the Planning Commission Meeting. They thought it was approved at the meeting. He has tried to contact them. There might be some misunderstanding on their part about the whole process. He is not sure if they are still interested.

Mr. Knight clarified that they are requesting Council to consider sending this back to Planning and Zoning Commission to come up with a new strategy.

Councilor McPhail wanted to clarify that we would ultimately like to do a district that has its guidelines established and all are treated the same? She would be in favor of doing this overlay and having a plan for this area that included everything, so we can ultimately enhance that district. She would recommend that we send it back to Planning and Zoning with the recommendation for an overlay district.

Mr. Knight would like to be a little more thoughtful on this from a planning perspective. He would like to do another joint Commission/Council meeting if possible.

Motion made by Councilor McPhail to direct the Planning and Zoning Commission to reconsider the proposed amendment to the Zoning Ordinance and also direct them to consider an Overlay District and possible guidelines to what that district would entail. **Motion** failed due to the lack of a second.

Motion made by Councilor McPhail direct the Planning and Zoning Commission to reconsider the proposed amendment to the zoning Ordinance to allow an increased height to 65 feet in C2 and consider an overlay district and guidelines to what that entails. **Motion** failed due to the lack of a second.

Mr. Knight's concern is why adjust the C2; C3 is right there and is a more intensive zone. If we could get the overlay to include the area of proximally as we previously proposed around I17 and 260 interchange but also include other zones.

Motion made by Councilor Moore to direct the Planning and Zoning Commission to reconsider the proposed amendment to the zoning Ordinance to allow an increase height of 65 feet with consideration of an overlay district zone. Second was made by Councilor McPhail.

Roll Call:

Councilor Baker: absent

Councilor McPhail: aye

Councilor Murdock: absent

Councilor Whatley: aye

Councilor Moore: aye

Vice Mayor Butner: absent

Mayor Jenkins: aye

Motion carried 4-0.

- 11. Discussion, Consideration, and Possible Approval of Ordinance 2022-A469, an Ordinance, of the Mayor and Common Council, for a Zoning Map Change from R1L-18 (Residential: Single Family Limited) to R1-18 (Residential: Single Family) for 0.87 acres, located at 2802 and 2804 South Twin Leaf Circle, a part of the Preserve at Clear Creek**

Subdivision, Town of Camp Verde, Yavapai County, Arizona (APNs 404-13-500 and 404-13-501).

Community Development Director John Knight reviewed this item. Two lots have a different zoning designation and the applicant would like to get these rezoned to match the rest of the subdivision.

Councilor Moore asked if there were any neighbors that have a problem with this? Mr. Knight stated no.

Motion made by Councilor Moore to approve Ordinance 2022-A469, an Ordinance, of the Mayor and Common Council, for a Zoning Map Change from R1L-18 (Residential: Single Family Limited) to R1-18 (Residential: Single Family) for 0.87 acres, located at 2802 and 2804 South Twin Leaf Circle, a part of the Preserve at Clear Creek Subdivision, Town of Camp Verde, Yavapai County, Arizona (APNs 404-13-500 and 404-13-501). Second was made by Councilor McPhail

Roll Call:

Councilor Baker: absent

Councilor McPhail: aye

Councilor Murdock: absent

Councilor Whatley: aye

Councilor Moore: aye

Vice Mayor Butner: absent

Mayor Jenkins: aye

Motion carried 4-0.

12. Discussion, consideration, and possible approval amendment to the Town's Salary Plan by adding the Assistant to Town Engineer to the Plan. Staff Resource: Ken Krebs/Troy Odell

Director of Public Works Ken Krebs and Deputy Public Works Director Troy Odell would like to get the job description approved to be able to put out a job posting.

Councilor McPhail is concerned that we are not requiring them to be a civil engineer. Mr. Krebs stated that with the pay scale, they wouldn't be able to afford someone with those qualifications. Councilor McPhail asked if the pay scale should be changed? Mr. Odell stated this is sufficient for the current tasks.

Councilor Whatley wanted an explanation of a bachelor's degree in Civil Engineering. Mr. Odell explained the levels.

Councilor Moore doesn't feel like this is the way to go, we NEED another Engineer not an assistant. We need to reconsider what it takes to get another Engineer in this Town. Mr. Krebs said there is a lot of work to be done and we could really use another Engineer, but he is concerned about the salary scale.

Mayor Jenkins said we planned to get an engineer all along but it would be entry level.

Councilor McPhail expects this person to do plan checking, with a stamp. She thinks we need a stamped engineer.

Public Works Analyst Dorie Blair explained that at the time this salary amount was considered, the Town had two engineers. This person would be a tech engineer right out of school. We didn't know we were going to lose our engineer.

Mayo Jenkins gave direction to staff to take this back and come up with a proper salary range for an engineer and at what level.

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

Councilor Whatley attended the League Classes. She enjoyed the classes especially learning about water. Councilor McPhail attended the Yavapai Apache Tribal Council Meeting. Councilor Moore attended the ribbon cutting at Sunset Hills CBD. She also stated that Fort Verde Days are coming up, volunteers are needed. School sports are in full swing and kids benefit from public support not just money sponsorship. We have to invest in our youth in order for our Town to stay alive. Mayor Jenkins attended ribbon cutting at Sunset Hills CBD, the biweekly Verde Valley Mayor and Manager Meeting, she popped in at the Brick Opening in Economic Development, she attended the Verde Front Meeting, and she attended League Classes. A couple things coming up are: Sunday is 9/11 and she is speaking on behalf of the American Legion at the ramada at 11am. The Yavapai Apache Nation and the Town are jointly putting on an Update on Verde Valley Water Shed Rejudification. This will include our Water Rights Attorneys for both the Town and the Nation, a representative from ADWR, as well as presentations about where we are with rejudification. There is a flyer with all the information. She encourages anyone that may have a well or irrigation to attend to get information and an update by experts in the business. She is perusing to get it recorded and possibly put on Yavapai broadcasting.

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

Town Clerk Cindy Pemberton said a number of attendees to the City and Towns League. She wanted to extend appreciation to Steve Ayers, Dorie Blair, Ken Krebbs, and Mike Showers for helping set up and tearing down working as a team. She also extended a thanks to Council Members who were in attendance. Mr. Martin will be back 9/12/22.

16. Adjournment

Mayor Jenkins adjourned the meeting at 8:45 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 September 7, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2022.

Cindy Pemberton, Town Clerk

DRAFT

DRAFT MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 14, 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 p.m.

2. Roll Call

Mayor Dee Jenkins, Councilor Robin Whatley, Councilor Marie Moore, Councilor Cris McPhail, Councilor Jesse Murdock, and Vice Mayor Joe Butner are present. Councilor Jackie Baker is absent.

Also Present

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

3. Pledge of Allegiance

Councilor Murdock led the Pledge.

4. Capital Improvement Plan Update, Discussion and Possible Direction on:

a) Immediate project needs for FY22-23, 3-minute presentation(s) from departments.

Town Manager Russ Martin explained the need to set priorities for this budget year. He is giving all department heads 3 minutes to talk about projects that are important to them. They will not give details of project, but just an overview of the project. Mr. Martin asks Councilors to ask to agendaize any item they want to discuss further. We can't do everything this year. Some projects don't need to start right away but we need the information now to know details and cost.

Councilor Moore requested moving the Camp Verde Schools Traffic/Road Expansion Project to the first in the list.

1. Camp Verde Schools Traffic/Road Expansion Project – Public Works

Project Summary: The Town is working with the School District to get the traffic issues resolved. The next step after the Study, is to pursue Engineering so that a formal bid/cost can be determined.

Need/Justification: Need to limit the traffic issues in the neighborhood associated with the Schools, specifically the Elementary School and connection with Montezuma Castle Highway.

Additional Information/Comments: Mr. Steve Hicks Superintendent of Camp Verde School District stated that stakeholders have committed money towards this project. If money comes from COVID money we have (1) this year and (1) next year.

******Please put this topic on an agenda, possibly a special session September 28th.***

2. Parsons Riverfront Preserve Development- Steve Ayers, Economic Development Dir

Project Summary: The development of Parsons Riverfront Preserve is called for in both the River Recreation Master Plan and the Town's General Plan. As a first phase of development, vehicular access to the property needs to be restricted, which calls for the placement of fencing and gates at the entry points, road improvements and a parking area needs to be graded out, surfaced and fenced off so daytime visitors to the property will not have to park in the adjoining neighborhood.

Need/Justification: The development of Parsons Riverfront Preserve is called for in both the River Recreation Master Plan and the Town's General Plan to provide public access and to the Verde River recreational opportunities.

Additional Information/Comments: Councilor Whatley said this would be good river access point.

3. Verde Lakes Community Park Improvements- Mike Marshal Parks & Rec Manager

Project Summary: Add several new amenities to Verde Lakes Community Park (VLCP) such as picnic tables, charcoal grills, seating benches, trash cans, fencing, gates and signage. We see this as similar to the way we made the improvements at Rezzonico Family Park, getting a sum of money every year for a period of years to make improvements as needed.

Need/Justification: Currently VLCP has minimal or no amenities in the park. Existing picnic tables and benches are in very poor condition, and most cannot be salvaged. There is one charcoal grill and a homemade gazebo. Some identification and rule signage were placed last spring along with temporary trash cans as a start. New tables, benches, grills, trash cans and signage are needed. P&R is working on a more detailed plan for the future as well as looking for grants. We have a basic idea of the need for these basic amenities plus some others which may be needed and available with this funding. We may need fencing and additional signage as work progresses.

Additional Information/Comments: This is leased land owned by the Verde Lakes Corp. commission and do not want to put in permanent amenities. Russ, stated staff needs more time to get the project put together. Not basic park amenities.

******Please put this topic on an agenda.***

4. Heritage Pool Upgrades- Mike Marshal Parks & Rec Manager

Project Summary: Replace existing swim lane lines and add storage reel and cover. Replace old unusable pool thermal mats with new and add cover to existing storage reel as well as new access gate in fence.

Need/Justification: Existing lane lines are severely sun damaged and many floats are broken leaving a sharp edge as a hazard to swimmers. Current lane lines do not have a storage reel or protective cover for storage when not in use. Existing pool thermal covers have not been usable for several years due to sun damage. This means increased pool water heating costs and additional debris and sand in the pool resulting in additional maintenance costs. New thermal covers will reduce propane costs and the cover will protect them from sun damage when on the existing reel.

Additional Information/Comments: Mr. Marshall initially asked for a picnic area that the public could rent out to have parties instead of having to rent the whole pool. He will be using grant money to pay for this area. Staff would be working on the new area during the off season.

Councilor Murdock would like to see a splash pad out there. She asked if staff have we reached out to the Yavapai Apache Nation to see if s partnership can be reached? They may want to sponsor a silver sneakers aerobics program. Mr. Marshal is not sure if they have a rec department. Mr. Marshal would like to see a splash pad at the new sports complex. That location wouldn't need lifeguards and it could be used after hours or during the off season.

****Please put this topic on an agenda.*

5. 50-Year Water Development Plan for Domestic and Fire Supply- Director of Public Works Ken Krebbs and Town Engineer Troy Odell.

Project Summary: Water Study to include GIS and Water-CAD Model of the existing water system, Fire Supply Necessary Improvements on a 50-year Plan, Domestic Supply Water Improvements on a 50-year Plan, a Development Schedule/Path for the implementation of the 50-year Capital Improvement Plans. This would lay out a present and future development plan for the water system, so we make the smartest moves in the right order.

Need/Justification: There are no current studies or expansion plans for the existing water systems in Camp Verde. Lack of adequate fire flow for new developments is already a problem in those project reviews. This means that potentially current commercial project developments could be refused due to an inadequate fire-fighting water supply. We currently do not have a Water-CAD Model to use for system design and diagnostics, which is a much-needed addition to our toolbox in sizing pipes, flows, pressures, pressure reducing valves, hydrants, etc.

Additional Information/Comments: Councilor McPhail said we also need to look at how we can expand. Mr. Krebbs said they are looking at a couple sites so if something goes down, we have time to get a second source to be back up. Mr. Martin said this can be taken care of with WIFA funds/grants. Mr. Odell said Rick is putting a plan together that they would like to present to the Council.

****Please put this topic on an agenda.*

4. Construction Lift Station #5 at Rezzonico Park- Town Engineer Troy Odell

Project Summary: Construction of Lift Station #5 at Rezzonico Park to service future sewer throughout the Black Bridge area, the park restrooms, and a future main sewer collection line north under Black Bridge and toward the schools

Need/Justification: Allows connection of residents who have been levied for the district improvements for more than 10 years. Allows future expansion to the north on and adjacent to Montezuma Castle HWY and connection of the restrooms at the Rezzonico Park.

Additional Information/Comments: Council talked about areas that have always paid but never been served. A lift station could bring in other areas.

5. Design & Construction Arsenic Removal System Mongini Well Site– Town Engineer Troy Odell

Project Summary: Design and Construction of a 2,000 gallon per minute (lead/lag configuration) arsenic removal system at the existing Mongini Well Site. Currently the well site has 2 useable wells that provide 650gpm +/- each and a 3rd is anticipated to be required at an additional 650gpm in the near future. The arsenic levels at this well site with record water usage dictate arsenic removal is required. We were under violation as early as last month with 12 parts per billion (ppb), which is above the allowed 10 parts per billion (ppb). This is the sole source of water for the Town of Camp Verde.

Need/Justification: Water usage at the Mongini Well Site is at record levels continuously with rising arsenic levels with more water used. Exceedance of arsenic levels with a test of 12ppb happened last month and are anticipated to only increase with more record water usage. This would assure a safe water supply for the Town instead of continuously exceeding allowed arsenic levels.

Additional Information/Comments: The current system is running for a 24-hour period. Levels could be brought back now by doing a blend. Hope to one day do total treatment. The cost could be supplemented with WIFA Funds.

****Please put this topic on October/November agenda.*

6. Design & Construction Arsenic Removal System Verde River Estates Tank Site – Town Engineer Troy Odell

Project Summary: Design and Construction of a 50 gallon per minute (lead/lag configuration) arsenic removal system upgrade at the existing Verde River Estates Tank Site to provide current and future flow demand with treated water.

Need/Justification: Currently the tank site has a water treatment system that will provide 30 gallons per minute, which is overwhelmed with current high flows of 40gpm. When these overwhelming flows occur, the filters are ineffective and allow untreated water to be released to system. The media that is used is expendable media and is exhausted much more quickly in the existing system causing required media replacement to more frequently than was designed. The new system would stop any arsenic violations and extend the life of the expendable media.

Additional Information/Comments: Mr. Martin said this will be coming back lumped together with #5.

****Please put this topic on October/November agenda.*

7. Lower Maintenance Building- Addition. Jeff Kobel Maintenance Division Manager

Project Summary: Build an addition on the NE side of the lower shop for equipment storage that is attached to the maintenance building. 41 ft X 22 ft. This project will have a concrete floor, concrete curb on the north corner to divert water away from the building. Building will have power, insulated, lighting, heat, fully enclosed, x2 roll up doors.

Need/Justification: Need additional room for storing equipment, grounds and building supplies, materials, chemicals, etc.

Additional Information/Comments: Mr. Kobel stated this will be added on to the lower shop to make up for 3 space they will be losing in the main building.

8. Fire Arms Replacement- Justin Reay

Project Summary: CVMO has been conducting research and training regarding replacing all department issued firearms from 40 caliber to 9mm. This is a buyback program where all current weapons and ammunition would be traded out and price adjusted accordingly. This pricing does not include the rebate so final costs will be lower.

Need/Justification: Switching to 9mm will increase accuracy during training. 9mm is quickly becoming the industry standard, while adding optical sights to the weapons. This accuracy has been tracked by both YAPD and CVMO during training exercises.

Additional Information/Comments: Weapons are 10 years old. 9mm rounds are cheaper to buy for training. Mr. Reay said that original iron sights taught the officer to focus on the front sight, this makes the target blurry. The officer could falsely identify threats. Using the red dot changes the target. This will be huge. They will be turn in the other guns for a rebate. They would like to use the rebate money to cover training. Each officer will be required to go through a course, which means using a minimum of 500 rounds per officer.

9. Patrol Taser Purchase- Justin Reay

Project Summary: Obtain new X26P Tasers and Taser Cartridges for use as replacements and for future deputies.

Need/Justification: The Marshals Office currently has 22 tasers issued to sworn officers in the department. Each taser has 2 cartridges. These cartridges expire and need to be replaced every 2 to 3 years. Without having replacement tasers and cartridges on hand leaves a deputy with one less means of effecting an arrest of a violent or fleeing suspect. The Marshals Office currently has a minimal stock of replacement tasers and cartridges on hand.

Additional Information/Comments: Mr. Reay said there are no extra cartridges. When the old cartridges expire, they will use them for training. They are asking for 5 more tasers.

10. Less lethal launchers- Justin Reay

Project Summary: Council previously approved 2 Less Lethal Launchers; we are looking to add 2 more so each shift sergeant will have one available to deploy if needed for their shift coverage.

Need/Justification: Less Than Lethal means is a must in this profession, we need to ensure each shift has at least one launcher available to them. These less lethal tools are replacing bean bag shotguns due to lowering the liability in a less lethal event.

Additional Information/Comments: They have (2) now and are asking for (2) more for a total of (4) within department. These helps de-escalate incidents. Councilor Whatley asked how do you differentiate, using the taser from using the less lethal launcher. Mr. Reay said a taser is limited range, you have to be close to use it. Using the less lethal launcher, you can use from a distance. Marshal Cory explained departments had been using bean bag bullets but those had lethal consequences. Less lethal launchers uses a pepper like spray. This is more effective but less lethal.

11. Old circle K parcel-

Councilor McPhail said the first step is to complete a design for interception to know how much space they have available. Councilor Moore suggested using it as public parking. Councilor Murdock asked if staff had an update on the neighboring property- the Verde Valley Carwash? Mr. Martin said the owner is in attendance. Marc Roubik owner of the car wash said he has some ideas on how he'd like to redevelop his property but he would like to formally present it to Council at a later date. Charlie German also presented a proposal for the "*Friendship Plaza Development*". It would feature key elements of Camp Verde history and culture in a visually dramatic location for residents and visitors to enjoy and appreciate. It would celebrate how the Yavapai Apache Nation and the Town of Camp Verde have provided a site of historical, educational and cultural significance for all who live here and those who visit our town. Mr. German would take the lead and would like to get started on creating a committee. The Yavapai Apache Nation could possibly partner with this project. Mr. German will be presenting this idea to Tribal Council at a meeting later this week.

Meeting Break: 6:45pm
Meeting Resume: 6:50pm

b) Additional projects and evaluation of immediate staffing and community space needs and options for location(s). CIP Manager Jim Waters

Mr. Martin explained there isn't enough space for staff right now, especially trying to get off main street. He turned this portion over to Mr. Jim Waters. Mr. Waters went room by room on the map, showing remodeled spaces. He said they are talking about sound proofing the Human Resource Office. Council discussed ACs with Mr. Waters. Councilor Murdock supports this. Councilor McPhail said we need to do this but do we have funding? Mr. Martin said it depends on what projects Council picks. They don't have absolute numbers but if Council likes it, they would come back with a full-blown proposal with better funding idea. Mayor Jenkins would like to see real numbers then decide where to get funding. Council discussed the progress of moving Economic Development off of Main Street. Councilor Murdock would like an update on the movement of the brick. Mr. Martin can get that information at a later date. Councilor Murdock would like this project to be done by either all staff handling the construction or have it all done by contractors.

c) Long-term staffing and community spacing needs including but not limited to possible options for location(s) for Town Hall and Marshal's Office building(s).

Mr. Martin stated there is a need to prepare for growth in community and are looking for direction to what Council would like to see. The Marshal's Office needs to expand. Dan Jacobs reviewed the site plans of different locations. (see attached) Marshal Cory said they have evaluated different locations and with the growth of town, they feel their top choice for location is HWY 260 and I-17. They have looked into remodeling their current building, but it wouldn't work with the growing needs. Councilor Moore said the building needs to include Victim Services regardless of location.

Blake Carroll stated he has high financial stake in this project. There has been some misconception that he is trying to steel this town. He has only responded to what the town has requested of him. He has a lot of time, effort, energy into this project and is trying to be a good partner with the town. He feels there is some misconception of tit for tat for other projects. He has tried to save money for this project to make as cost effective as possibly can. He and Council discussed the benefits of using Mr. Carroll's property and the misconceptions and miscommunications there have been.

Mayor Jenkins suggests doing some remodel on the current building to hold us over until a decision can be reached.

With all the discussion Council seem to agree a joint venture would be ideal. Vice Mayor Butner stated it might be a good idea to wait to see what the County is going to do.

Mr. Martin stated there will be a large conversation in February or March about CIP Projects. They will be putting figures together over the next few months.

5. Adjournment

Mayor Jenkins adjourned the meeting at 8:26 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 Work Session of the Town Council of Camp Verde, Arizona, held on September 14, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2022.

Cindy Pemberton, Town Clerk

DRAFT

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DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL EXECUTIVE SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
THURSDAY, SEPTEMBER 15, 2022 at 5:30 P.M.

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/86371029229?pwd=c09YU2E2UWxaeE5NQlcyd3lqbFRIUT09>

One Tap Mobile: 1-346-248-7799 OR 1-669-444-9171

Meeting ID: 863 7102 9229

Passcode: 937610

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 5:30 p.m.

2. Roll Call. Council Members Jackie Baker, Cris McPhail, Jessie Murdock, Marie Moore, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.

Others Present: Town Attorney William Sims (via telephone), Deputy Clerk Virginia Jones

3. Pledge of Allegiance

Vice Mayor Butner led the Pledge of Allegiance.

4. Discussion, Consideration and Possible Approval regarding the process for the Town Manager's performance review with the Town Attorney. Pursuant to A.R.S. §38-431.03(A)(1) and A.R.S. §38-431.03(A)(3). The Council may, by majority vote, recess the Regular meeting, hold an executive session and then reconvene the Regular meeting for discussion and possible action on this item as covered under A.R.S. §38-431.03 (A)(1) and A.R.S. §38-431.03(A)(3).

- **Recess into and hold Executive Session pursuant to A.R.S. §38.431.03 (A)(1) and A.R.S. §38-431.03(A)(3).**

On a motion by Councilor Moore seconded by Councilor McPhail, Council voted unanimously to recess into and hold Executive Session for **Discussion, Consideration and Possible Approval regarding the process for the Town Manager's performance review with the Town Attorney. Pursuant to A.R.S. §38-431.03(A)(1) and A.R.S. §38-431.03(A)(3).**

Roll Call Vote:

Councilor Baker: Aye

Councilor McPhail: Aye

Councilor Whatley: Aye

Councilor Moore: Aye

Councilor Murdock: Aye

Vice Mayor Butner: Aye

Mayor Jenkins: Aye

Motion Carried: 7:0

Council recessed into Executive Session at 5:34 p.m.

- **Reconvene Open Session**

Council reconvened Open Session at 7:43. p.m.

7. Adjournment

Without Objection, Mayor Jenkins adjourned the meeting at 7:43p.m.

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special/Executive Session of the Town Council of Camp Verde, Arizona, held on September 15, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2022.

Cindy Pemberton, Town Clerk

Domestic Violence Awareness Month

October 2022

WHEREAS, Domestic violence is a pattern of coercive control and abusive behaviors in any intimate or familial relationship that are used to gain and maintain power and control over another.

WHEREAS, Domestic violence can present in many different ways, including: Emotional Abuse, Economic Abuse, Physical Abuse, Using Children, Reproduction Coercion, Isolation, and Sexual Abuse; and

WHEREAS, domestic violence is an issue affecting Arizonans in all communities, regardless of age, race, gender, economic status, religion, nationality, or educational background; and

WHEREAS, more than 12 million women and men are victims of rape, physical violence or stalking by an intimate partner in the United States every year, averaging 24 people per minute; and

WHEREAS, one in four women and one in ten men have experienced contact sexual violence, physical violence, and/or stalking by an intimate partner during their lifetime; and

WHEREAS, 30 percent of children exposed to intimate partner violence had their first exposure before the age of two, and an additional 26 percent had their first exposure between the ages of two and seven; and

WHEREAS, witnessing violence in the home during childhood is an Adverse Childhood Experience, which without proper support may lead to a greater risk of lasting negative effects on health and well-being; and

WHEREAS, victims of domestic violence are more likely to experience long-term mental and physical health concerns including a higher risk of chronic disease, substance abuse, post-traumatic stress disorder, depression, anxiety, and risky behaviors; and

WHEREAS, promoting healthy, respectful, and nonviolent relationships can help reduce the occurrence of intimate partner violence, support survivors, and lessen short and long-term harm on individuals, families, and communities; and

WHEREAS, Domestic Violence Awareness Month provides an important opportunity to enhance education, prevention and intervention efforts around domestic violence and support organizations and individuals who provide advocacy efforts, services, and assistance to victims.

NOW, THEREFORE, I, Dee Jenkins, Mayor of the Town of Camp Verde, Arizona, on behalf of the Town Council, do hereby proclaim October 2022 as

DOMESTIC VIOLENCE AWARENESS MONTH

and call upon all citizens, parents, governmental agencies, public and private institutions, businesses, hospitals, schools, and colleges in the Town of Camp Verde to support domestic violence survivors and take a stand against all forms of violence and abuse in relationships.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Camp Verde, Arizona, to be affixed this ____ day of _____ 2022.

Dee Jenkins, Mayor of the Town of Camp Verde



**PROCLAMATION
DECLARING
THE MONTH OF OCTOBER AS
FORT VERDE STATE HISTORIC PARK MONTH**

WHEREAS, Fort Verde State Historic Park brings history to life for the communities it serves and beyond with educational programs, reenactments, a museum of exceptional quality, knowledgeable and caring staff, and a host of dedicated volunteers; and

WHEREAS, the members of the Arizona Society of the National Society Colonial Dames, by virtue of their lineal descent from some of these early arrivals, feel an obligation to work for the preservation of the priceless legacy that these individuals left to all American citizens; and

WHEREAS, they continue to convey the true meaning of the inheritance by reminding us that our privilege to live in a free country has stemmed from “loving our country, obeying its laws, respecting its flag, and defending it against all enemies”.

NOW THEREFORE, The Mayor and Common Council of the Town of Camp Verde do hereby proclaim the month of October 2022 to be:

FORT VERDE STATE HISTORIC PARK MONTH

In the Town of Camp Verde, and encourage all citizens of Camp Verde and beyond, to observe this month as a means of reinforcing the priceless legacy that we inherit with our citizenship, or order to help preserve our rich culture and heritage with deep respect for the principles upon which our great county was founded

Issued this 5th day of October 2022.

Dee Jenkins, Mayor

Attest:

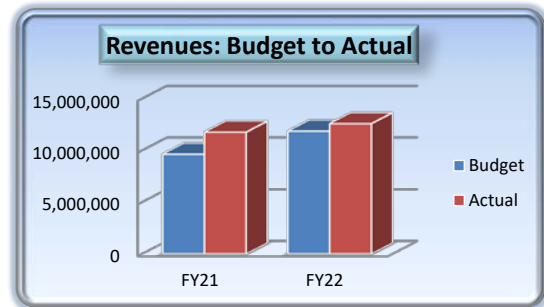
Cindy Pemberton, Town Clerk

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TOWN OF CAMP VERDE
 General Fund Report
 FY22 - 4th QTR ending June 2022

GENERAL FUND REVENUES

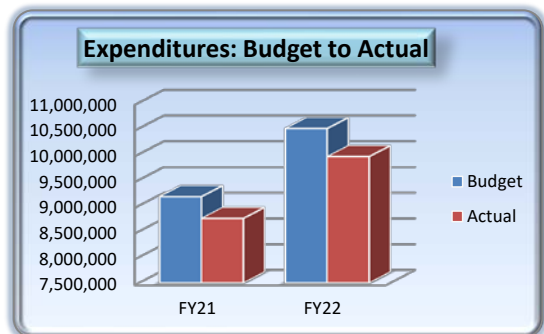
	FY 21-22 Budget	FY 21-22 Actual	% of Budget Received
Local Taxes	6,954,800	7,005,726	101%
Franchise Fees	280,000	329,138	118%
State Sales Tax	1,313,525	1,703,650	130%
Urban Revenue Sharing	1,459,635	1,578,263	108%
Vehicle License Tax	856,000	918,875	107%
Other Revenues	1,006,815	1,058,650	105%
TOTAL	11,870,775	12,594,302	106%



Revenues close out FY22 over budget in every category and are 6% over budget in total. Local TPT made up for the slight shortage in the first three quarters and wound up nearly \$51K over budget. Retail was the driving factor for the overage at \$357K over budget for the year. Accommodation was the next highest over budget at \$190K for the year. Our 3 major state revenue sources and local franchise fees all remained over budget with State sales tax nearly \$330K over budget for the year (24%). In the end, this was a very good year for the Town in all categories but most importantly Local Taxes remain strong in all categories as we head into FY23.

GENERAL FUND EXPENDITURES by DEPARTMENT

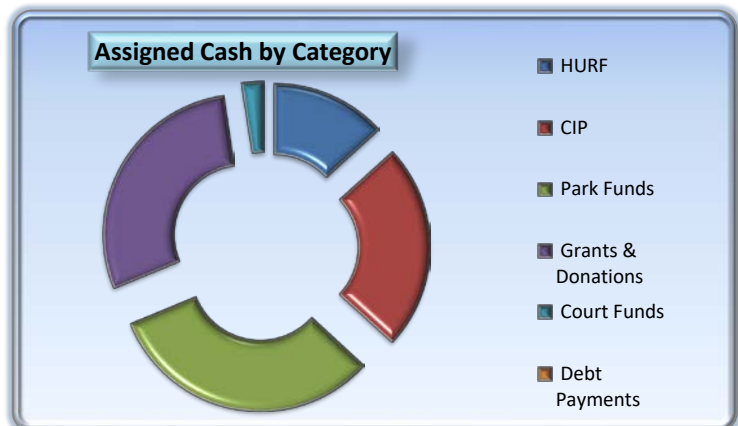
	FY 21-22 Budget	FY 21-22 Actual	% of Budget Expended
General Admin	2,859,120	2,748,383	96%
Court	488,890	389,312	80%
Public Works	1,264,220	1,280,683	101%
Community Development	786,925	646,013	82%
Marshall's Office	3,885,380	3,696,958	95%
Library	647,640	630,940	97%
Parks & Rec	567,890	562,666	99%
TOTAL	10,500,065	9,954,955	95%



The Town continues, year after year, to keep total expenses below budgeted numbers. Only Public Works comes in slightly (1%) above budget, all of which is from Maintenance. However, the Marshall's Office, Community Development and General Admin easily make-up that overage being \$188K, \$141K and \$111K under budget respectively. At the end of the year, unassigned cash is approximately \$4.15M. The required reserve balance of the Town's General Fund is \$1.5M.

CASH

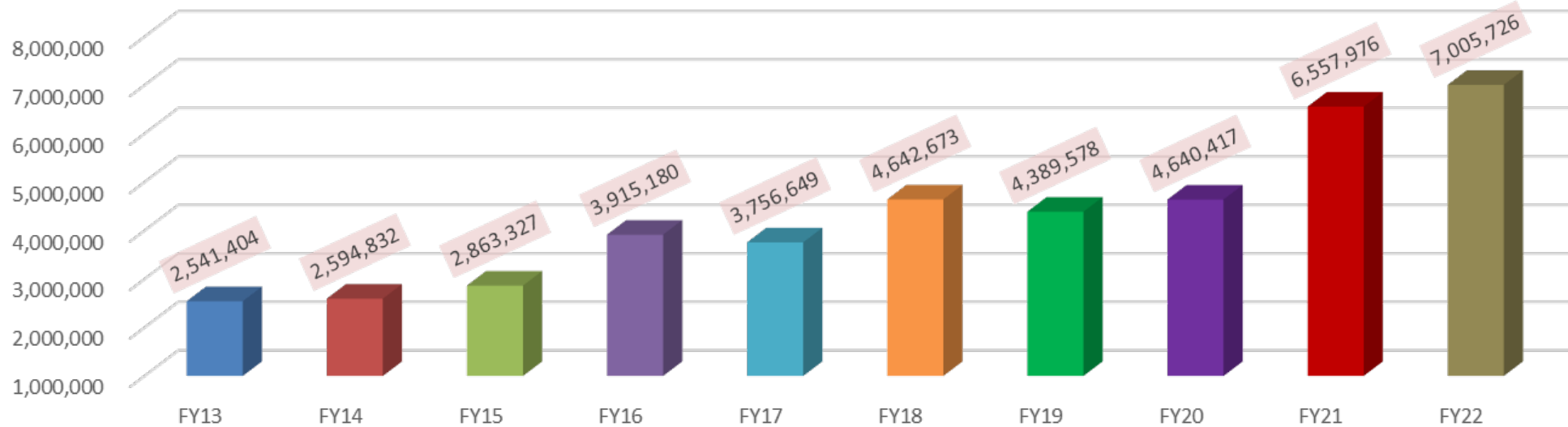
Bank Accounts	
Pooled Checking	728,226
Payroll Checking	19,927
LGIP Investments	6,079,440
Revolving Home Loan	115,779
US Bank/BNY Accounts	1,979,931
Due from Sewer	986,522
TOTAL CASH	9,909,825
Assigned Cash	(5,753,464)
Unassigned Cash	4,156,361



QUARTERLY FINANCIAL REPORT



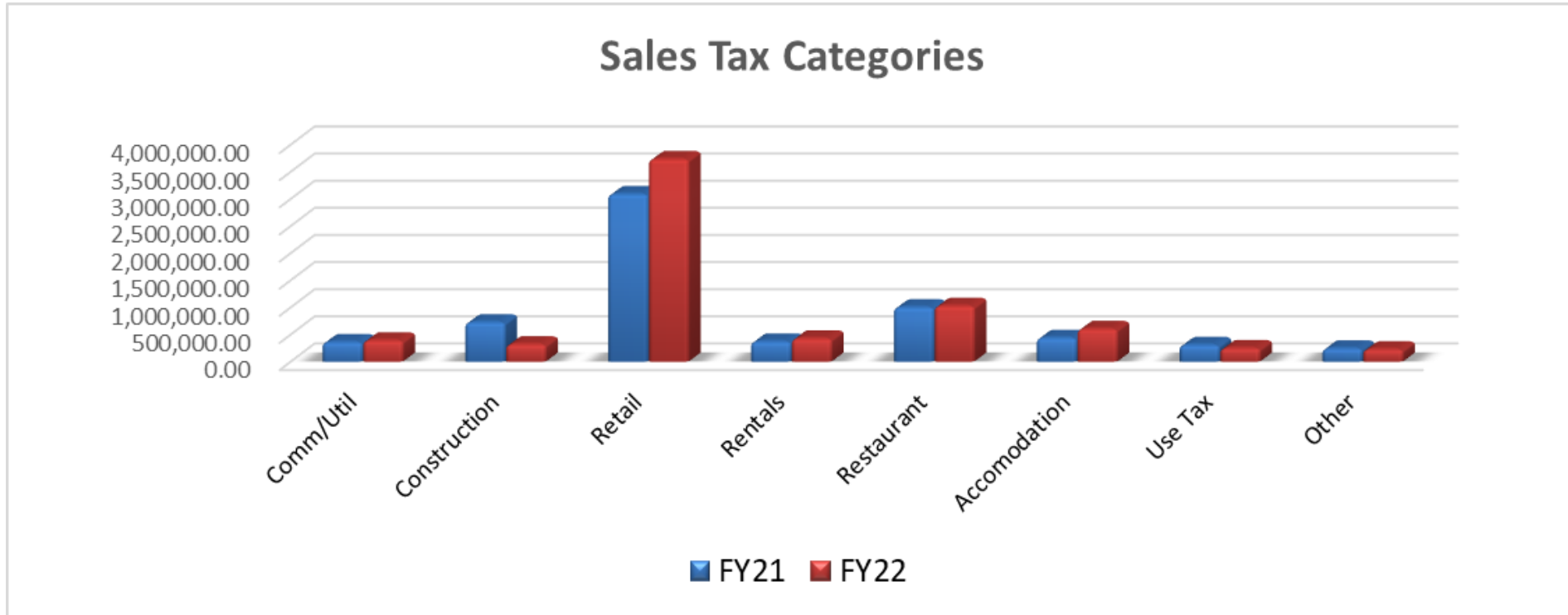
Annual Local Tax Revenues



FY21 to FY22: 7%
FY20 to FY21: 41%

FY19 & FY20 were stagnant
FY23 budgeted growth is 10%

QUARTERLY FINANCIAL REPORT



In FY22:

- Retail** is 3.6x larger than Restaurant (\$3.74M)
- Restaurant** is 1.7x larger than Accomodation (\$1.0M)
- Accomodation** is 1.5x larger than Utilities (\$606K)

TOWN OF CAMP VERDE
Functional Revenue & Expense Summaries
FY22 - 4th QTR ending June 2022

General Fund				
	<u>Actual</u>	<u>Annual Budget</u>	<u>Over/Short</u>	<u>% Remaining</u>
Revenues	12,594,302	11,870,775	723,527	-6%
Wages & ERE	7,480,434	7,998,730	518,296	6%
Operational	2,433,074	2,496,975	63,901	3%
Capital	41,447	4,360	(37,087)	-851%
Net Transfers Out/(In)	3,141,033	3,270,777	129,744	4%
Net	(501,686)	(1,900,067)	1,398,381	

Fund Balance: 4,549,699

HURF Fund				
	<u>Actual</u>	<u>Annual Budget</u>	<u>Over/Short</u>	<u>% Remaining</u>
Revenues	1,148,961	967,500	181,461	-19%
Wages & ERE	374,367	454,925	80,558	18%
Operational	336,534	341,615	5,081	1%
Capital	10,104	0	(10,104)	N/A
Net Transfers Out/(In)	229,870	230,890	1,020	0%
Net	198,086	(59,930)	258,016	

Fund Balance: 863,615

Wastewater Fund*				
	<u>Actual</u>	<u>Annual Budget</u>	<u>Over/Short</u>	<u>% Remaining</u>
Operating Revenues	2,027,724	1,876,600	151,124	-8%
Grants & Loan Funding	0	6,220,000	(6,220,000)	100%
Wages & ERE	641,659	688,375	46,716	7%
Operational	801,193	717,931	(83,262)	-12%
Capital & Debt	1,246,075	7,496,875	6,250,800	83%
Net Transfers Out/(In)	(175,439)	0	175,439	N/A
Net	(485,764)	(806,581)	320,817	

* - Depreciation is not included in the above schedule (\$1.3M budget).

Fund Balance: 16,280,790

Water Fund*				
	<u>Actual</u>	<u>Annual Budget</u>	<u>Over/Short</u>	<u>% Remaining</u>
Operating Revenues	167,119	1,600,000	(1,432,881)	90%
Wages & ERE	33,369	814,520	781,151	96%
Operational	81,397	100,000	18,603	19%
Capital & Debt	85,482	410,250	324,768	79%
Net Transfers Out/(In)	0	0	0	N/A
Net	(33,129)	275,230	(308,359)	

* - The Purchase costs and financing for the Water Company purchase are not included above as they net \$0.

Fund Balance: (33,129)

TOWN OF CAMP VERDE
Capital Funds
 FY22 - 4th QTR ending June 2022

Capital Improvement Fund Projects

Projects	Actual	Annual Budget	Difference	% Left
Unallocated fm Gen Fund		903,239	903,239	100%
Chip Seal Maint	659,058	660,000	942	0%
Street Paving & Maint	94,052	110,000	15,948	14%
Circle K Bldg Demolition		100,000	100,000	100%
CVMO Vehicles	433,271	200,000	(233,271)	-117%
CVMO Dispatch Stations	62,705	62,705	0	0%
CVMO ComStat Software		40,000	40,000	100%
CVMO Server		35,000	35,000	100%
CVMO Fingerprinting		14,035	14,035	100%
CVMO Less Leathal	11,906	12,000	94	1%
Rodeo Arena Bathrooms	56,146	59,000	2,854	5%
Rodeo Arena Concession	16,009	55,000	38,991	71%
Rodeo Arena Lighting	10,865	13,500	2,635	20%
Remodel of 300 Bldg Space		40,000	40,000	100%
Court Security Checkpoint		40,000	40,000	100%
Pool Improvements	54,515	60,000	5,485	9%
HVAC Replacement for 204 & 305	15,376	60,000	44,624	74%
Gazebo Repair		48,000	48,000	100%
Sidewalk Repair	15,494	14,100	(1,394)	-10%
Council Chambers IT		28,000	28,000	100%
Community Development Remodel	14,614	35,000	20,386	58%
Wilshire & Indust Roundabouts	15,013	34,000	18,987	56%
Rezzonico Park		16,216	16,216	100%
Finnie Flat Streetscape		15,369	15,369	100%
Stormwater Projects		19,960	19,960	100%
Gym floor resurface	8,004	10,000	1,996	20%
Other		4,934	4,934	100%
Net Exps	(1,467,027)	(2,690,058)	1,223,031	-45%
Interest/Grants/Operating Transfers In	1,888,557	1,782,537	106,020	6%
Debt Financing	337,175	635,000	(297,825)	N/A
Beginning Balance	201,459	287,521	86,062	30%
Remaining Funds	960,164	15,000	1,117,288	

Park Fund Project

Sports Complex	Actual	Annual Budget	Difference	% Left
Project Budget		5,639,122		
Equipment	178,562			
Buildings	43,400			
Infrastructure	917,580			
Net Exps	(1,139,542)	(5,639,122)	4,499,580	-80%
Interest/Grants/Operating Transfers In	108,648	2,500,000	(2,391,352)	-96%
Beginning Balance	2,696,881	3,139,122	442,241	14%
Remaining Funds	1,665,987	0	2,550,469	

TOWN OF CAMP VERDE
Capital Funds
FY22 - 4th QTR ending June 2022

ARPA Funded Projects

Expenses	Actual	Annual Budget	Difference	% Left
Digital Fingerprint Processing	14,035	14,035	0	0%
CVMO Doors	8,400	8,000	(400)	-5%
Digital Sign Boards	99,773	100,000	227	0%
CVHS Ingress Design Study	16,500	25,000	8,500	34%
Council Chambers	28,253	28,000	(253)	-1%
ComDev Scanner	6,284	5,500	(784)	-14%
Mobile STEM/Learning Lab	22,124	25,000	2,876	12%
Radio Tower Repairs & Impvmnts	110,000	110,000	0	0%
CVMO Dispatch Consoles	135,000	135,000	0	0%
Court Security Checkpoint	14,512	50,500	35,988	71%
Sports Complex Broadband	76,491	125,000	48,509	39%
Animal Shelter Upgrades	6,470	12,000	5,530	46%
Building 300 Generator	0	175,000	175,000	100%
Building 300 Entry Doors	0	30,000	30,000	100%
Building 300 Restroom Improvements	0	105,000	105,000	100%
Wayfinding Signage	0	185,000	185,000	100%
Unallocated Funds	0	656,778		
Operating Transfers				
Main St. Sewer Line Replacement	70,334	960,000	889,666	93%
Dickison Erosion Repair	42,687	348,500	305,814	88%
Hauler Station Upgrades	62,412	300,000	237,588	79%
Sep Main St. Comm Connections	7	45,423	45,416	100%
3rd St. Residential Imprvmnts		55,000	55,000	100%
Main St. Lift Station Repairs		35,000	35,000	100%
Yaqui Circle Line Replacement		57,500	57,500	100%
Repair Main North of I-17		45,000	45,000	100%
3rd St. & Maryvale Siphon Repair		100,000	100,000	100%
Net Exps	(713,282)	(3,736,236)	2,366,176	-63%
Grant Revenue	1,868,118	1,868,118	0	0%
Beginning Balance	1,868,118	1,868,118	0	0%
Remaining Funds	3,022,954	0	2,366,176	

TOWN OF CAMP VERDE
Special Revenue Funds
FY22 - 4th QTR ending June 2022

Remaining Special Revenue Funds*

	<u>Exp's</u>	<u>Rev's</u>	<u>Net (Exps)/Revs</u>	Budgeted <u>Net (Exps)/Revs</u>	Fund <u>Balance</u>
Court	3,412	16,186	12,774	(118,500)	128,052
Grants	217,012	171,342	(45,670)	(1,072,577)	1,731,730
CDBG	1,396	0	(1,396)	0	(246)
Housing	0	57	57	(69,800)	123,494
911	0	0	0	(1,361)	1,361
Restricted Monies	54,557	154,693	100,136	(276,970)	367,718
Debt	1,375,486	1,375,486	0	0	0

* - HURF Fund is included on the Functional Expense report

TOWN OF CAMP VERDE

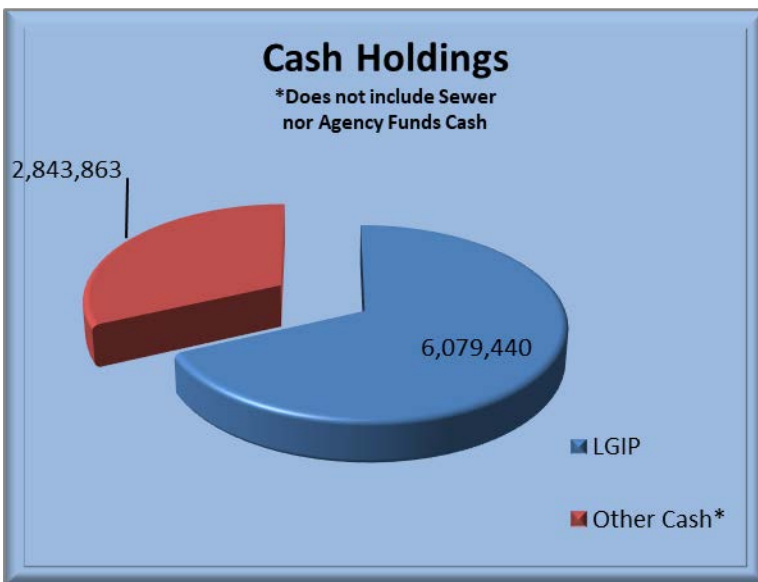
As of June 30th, 2022

INVESTMENTS

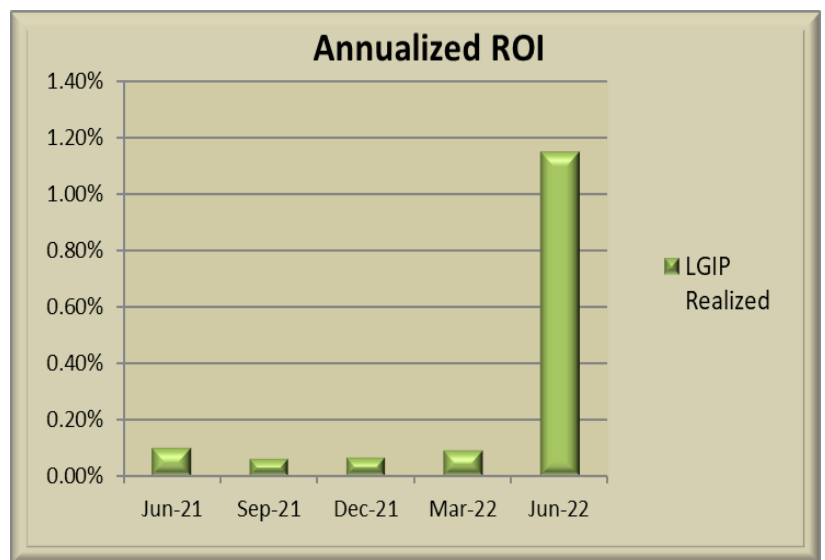
Account	Balances at June 30th	FYTD Interest	EST'D FY ROI Annualized
LGIP	6,079,440	14,900.91	0.28%
Other Cash*	2,843,863	1,896.05	N/A

* - Does not include Sewer nor Agency Funds Cash.

TOTAL 8,923,303 16,796.96



Comparative Rates:
 Bank Savings – 0.02%
 1 Mn Treasury Note Rate – 1.28%
 2 YR Treasury Note Rate – 2.92%
 5 YR Treasury Note Rate – 3.01%

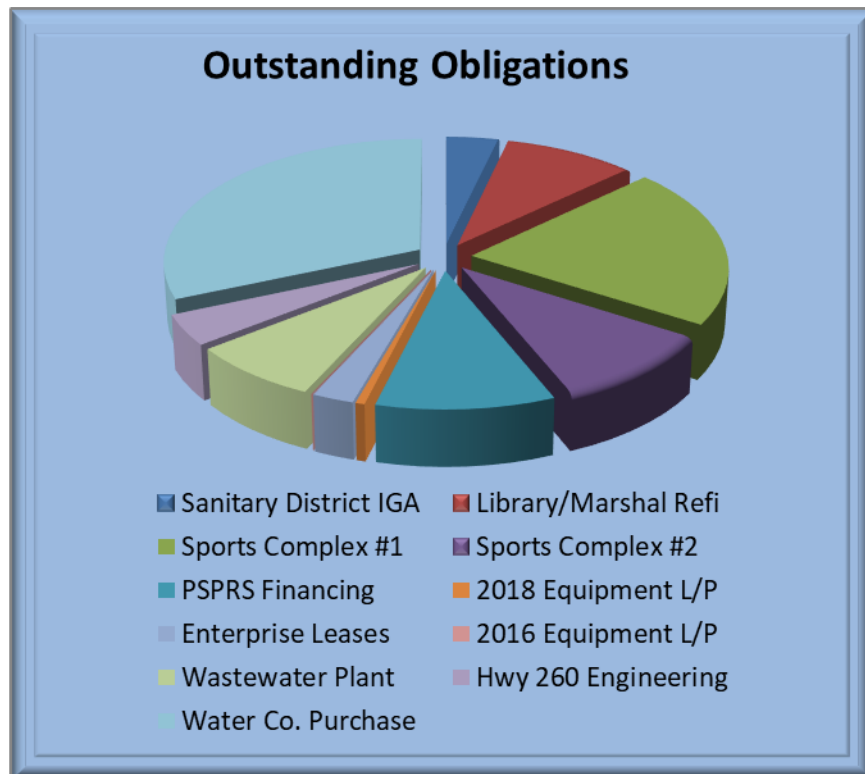


TOWN OF CAMP VERDE

As of June 30th, 2022

LONG-TERM DEBT

Inception	Purpose	Type	Maturity	Original Debt	Int Rate	FY22 Budget	Current Obligation	Next Disbursement		Debt Retired
								Amount	Date	
Governmental Funds										
7/22/2009	Sanitary District IGA	IGA Pledge	7/1/2032	1,902,000	3.34%	118,385	1,087,732	101,617	7/1/2022	814,268
10/1/2014	Library/Marshal Refi	Bonds	7/1/2030	4,904,000	2.84%	452,210	2,749,000	417,036	7/1/2022	2,155,000
12/27/2017	Sports Complex #1	Bonds	7/1/2044	6,835,000	3.37%	383,520	6,185,000	280,175	7/1/2022	650,000
7/1/2020	Sports Complex #2	Bonds	8/1/2035	2,897,000	2.96%	106,220	2,882,000	62,654	8/1/2022	15,000
2/28/2022	PSPRS Financing	Bonds	8/1/2035	3,015,000	2.77%	0	3,015,000	190,494	8/1/2022	0
10/10/2018	2018 Equipment L/P	Note	8/1/2023	500,000	2.99%	107,920	157,000	54,347	8/1/2022	343,000
Various	Enterprise Leases	Note	Various	1,053,947	Various	182,085	704,577	19,687	Monthly	349,370
Wastewater Fund										
10/20/2016	2016 Equipment L/P	Note	8/1/2021	542,800	1.55%	113,120	0	0	N/A	542,800
4/20/2018	Wastewater Plant	Note	7/1/1942	2,487,210	2.18%	94,700	2,242,093	99,843	7/1/2022	245,117
1/22/2021	Hwy 260 Engineering	Note	7/1/2023	1,200,000	1.00%	0	1,200,000	196	7/1/2022	0
Water Fund										
12/10/2021	Water Co. Purchase	Loan	8/1/1946	9,275,000	1.50%	0	9,275,000	333,730	8/1/2022	0
TOTALS						1,558,160	29,497,402	1,559,779		



TOWN OF CAMP VERDE

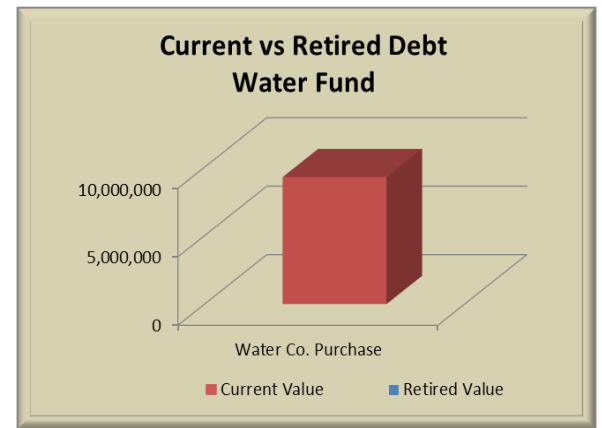
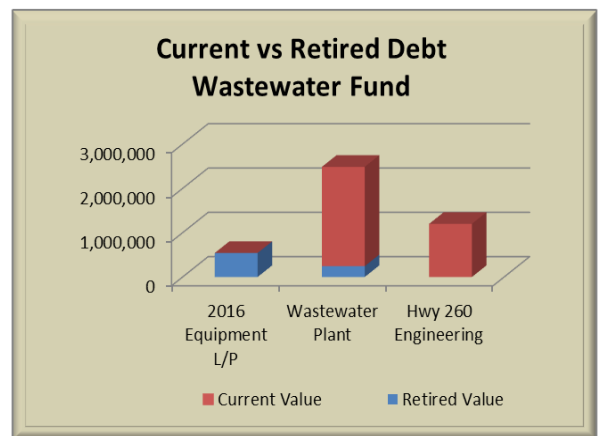
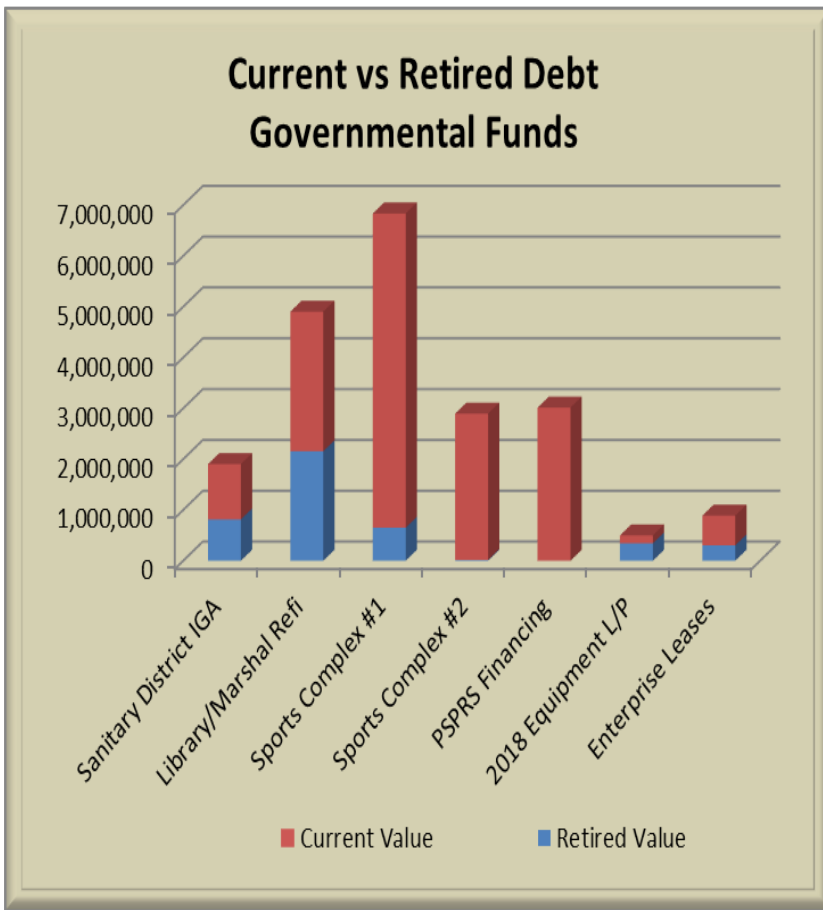
As of June 30th, 2022

LONG-TERM DEBT

FY22 Debt Service Fund*

Category	Actual	Annual Budget	\$ Remaining	% Remaining
Principal Retired	888,554	996,770	108,216	11%
Interest Paid	483,687	487,845	4,158	1%
Misc Fees	3,245	3,495	250	7%
Total	1,375,486	1,488,110	112,624	8%

* - Does not include Wastewater or Water Funds



Town of Camp Verde

Revenue Drivers

August 2022

Sources*	Jul-22	In/De %	Jul-22	Jun-22	FYTD Avg	Bud/Month	YTD Bud +/-	LYM Avg +/-	L5YM Avg +/-
City Sales Tax	475,693	-9%	524,134	494,331	499,914	539,233	(78,640)	8,998	156,231
City .65% Increase	91,544	-8%	100,011	93,564	95,778	103,593	(15,629)	2,883	28,294
State Sales Tax	137,403	-8%	149,431	145,951	143,417	143,540	(246)	1,446	47,345
VLT	98,421	29%	76,440	81,627	87,430	89,518	(4,174)	10,857	9,613
URS	193,559	0%	193,559	133,499	193,559	193,558	1	62,037	12,101
HURF	92,747	-7%	100,220	118,728	96,484	105,707	(18,446)	904	14,346
Sewer User Fees	110,723	0%	110,417	108,364	110,570	109,912	1,315	2,466	20,417
Water User Fees	149,864	-1%	151,651	164,533	150,757	128,450	44,615	N/A	N/A
TOTAL	1,349,954		1,405,863	1,340,597	1,377,909	1,413,511	(71,204)	89,591	288,347

* - The above revenue sources (less HURF & Sewer) represent approximately **87%** of the Town's General Fund operating revenues.

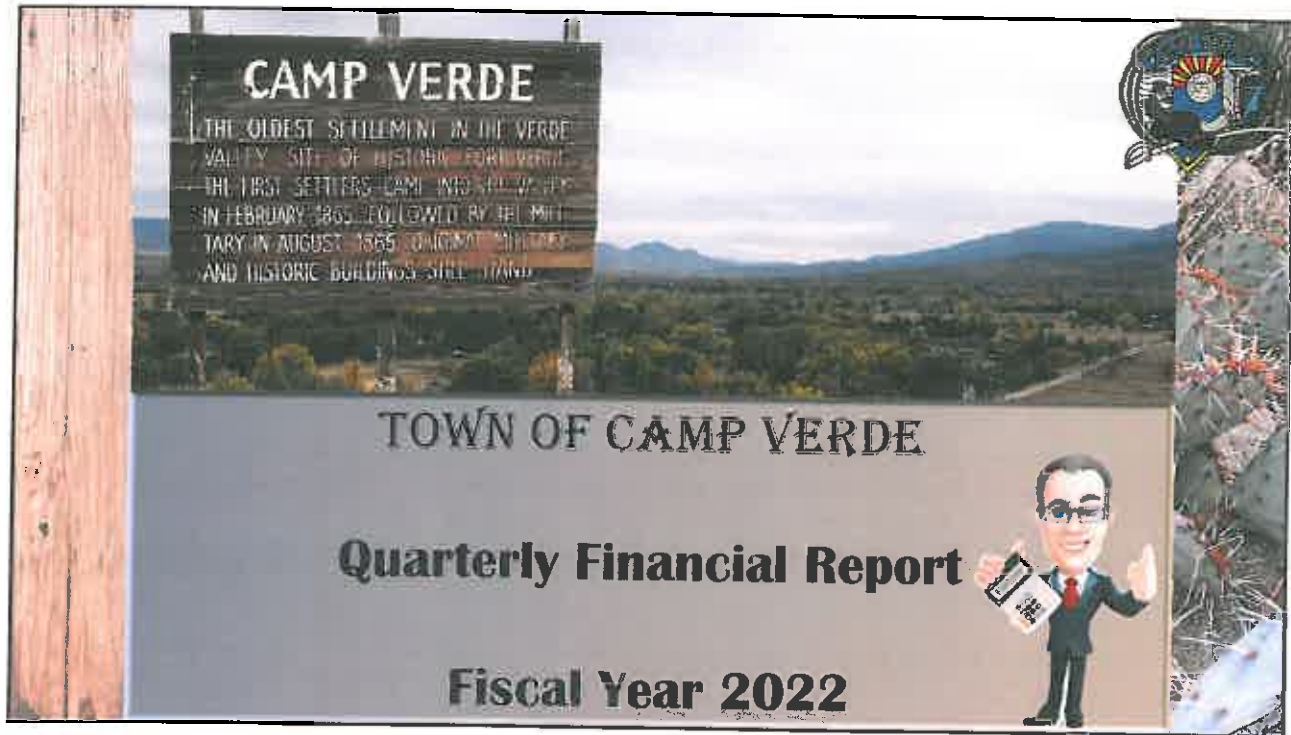
FYTD Avg: Fiscal year-to-date Average. The average monthly amount for this fiscal year.

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L5YM Avg +/-: Last five years monthly average over/short. The difference between this year's *FYTD Avg* and the average of the last 5 year's *FYTD Avg*. (L5YM Avg for .65% increase is only 3 year average).

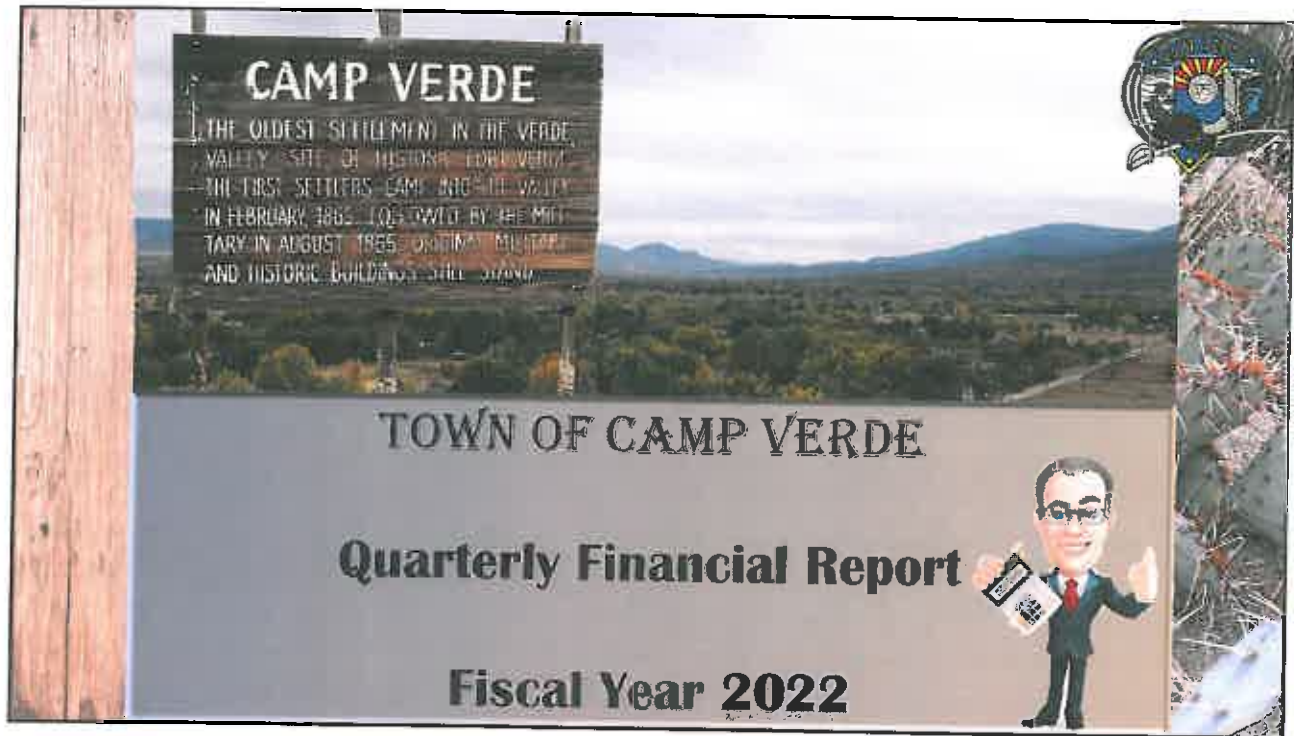


QUARTERLY FINANCIAL REPORT

GENERAL FUND REVENUES

	FY 21-22 Budget	FY 21-22 Actual	% of Budget Received
Local Taxes	6,954,800	7,005,726	101%
Franchise Fees	280,000	329,138	118%
State Sales Tax	1,313,525	1,703,650	130%
Urban Revenue Sharing	1,459,635	1,578,253	108%
Vehicle License Tax	856,000	918,875	107%
Other Revenues	1,006,815	1,058,650	105%
TOTAL	11,870,775	12,594,302	106%

Revenues close out FY22 over budget in every category and are 6% over budget in total. Local TPY made up for the slight shortage in the last three quarters and wound up nearly \$51K over budget. Retail was the driving factor for the overage at \$357K over budget for the year. Accommodation was the next highest over budget at \$190K for the year. Our 3 major state revenue sources and local franchise fees all remained over budget with State sales tax nearly \$330K over budget for the year (24%). In the end, this was a very good year for the Town in all categories but most importantly Local Taxes remain strong in all categories as we head into FY23.

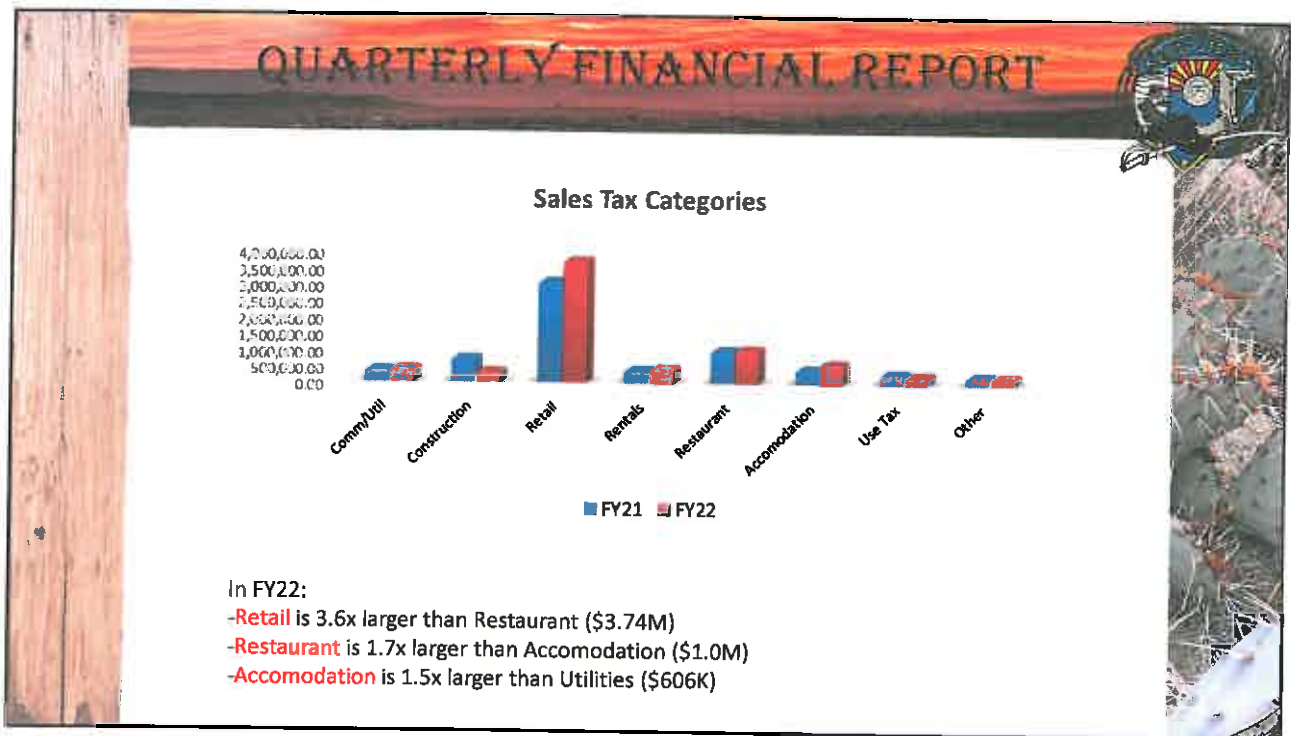
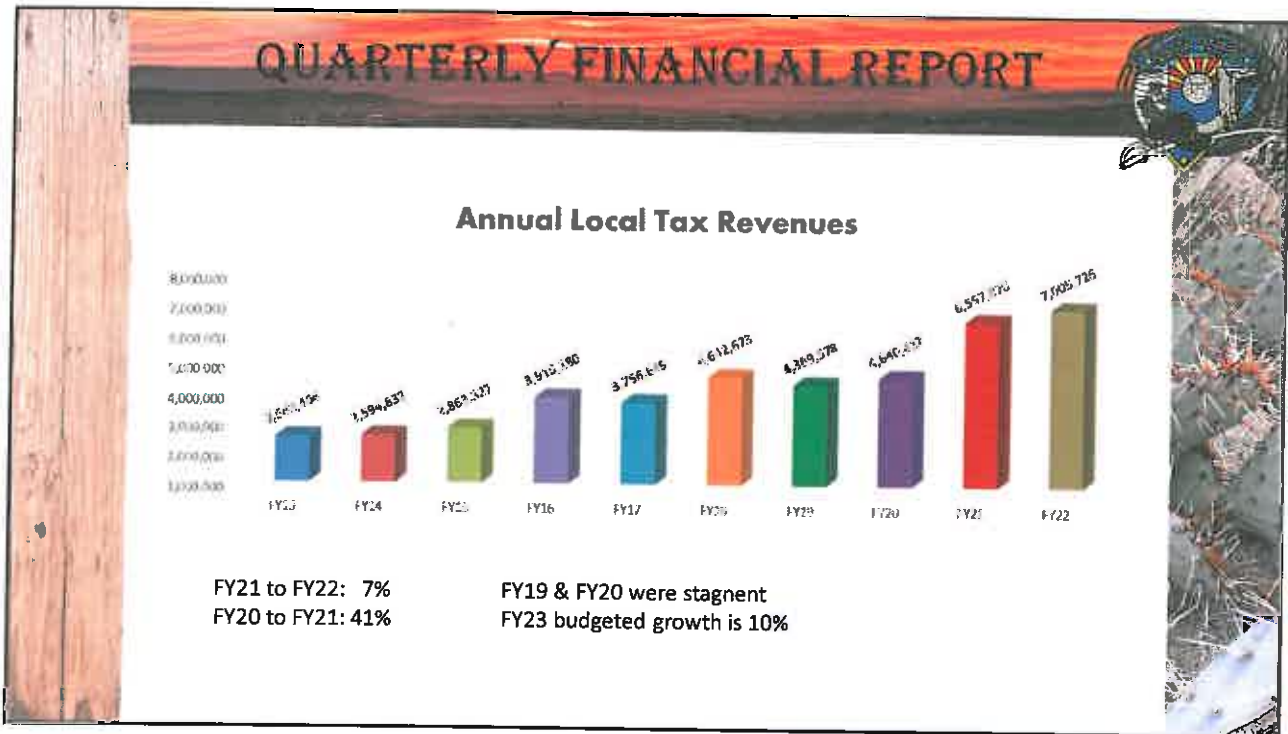


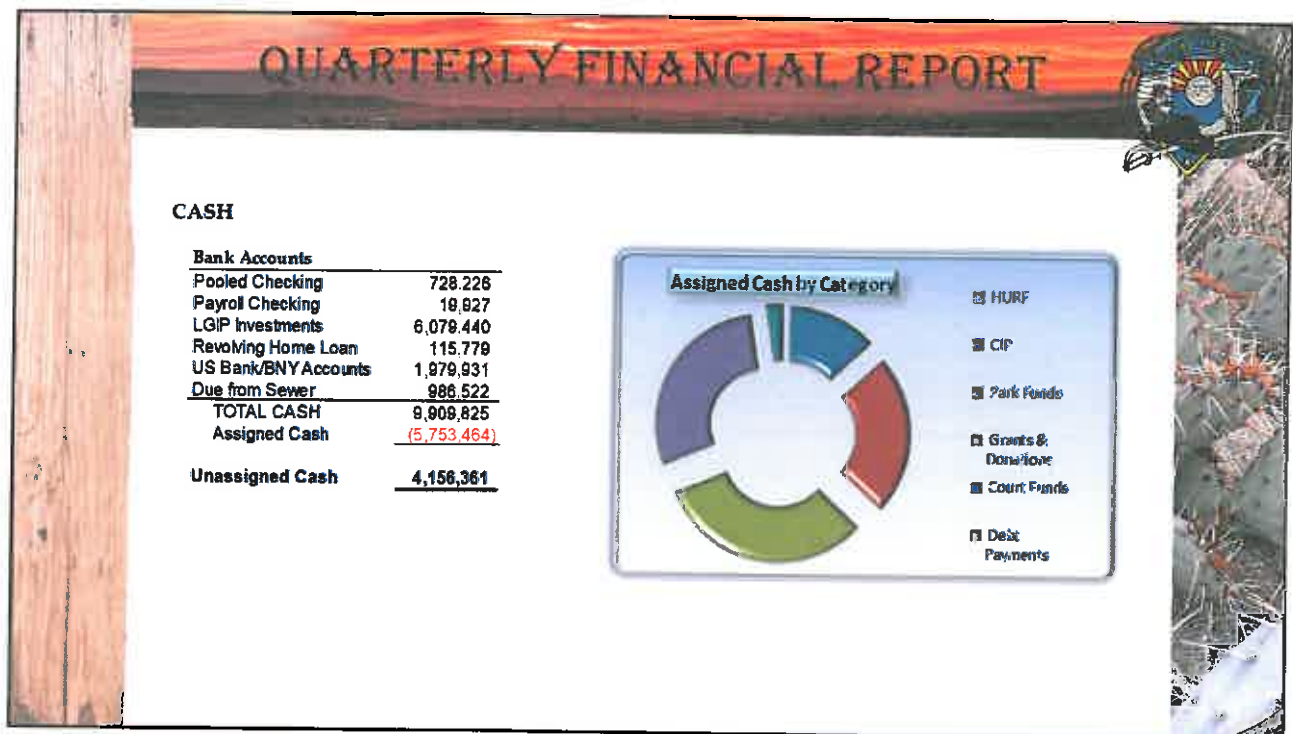
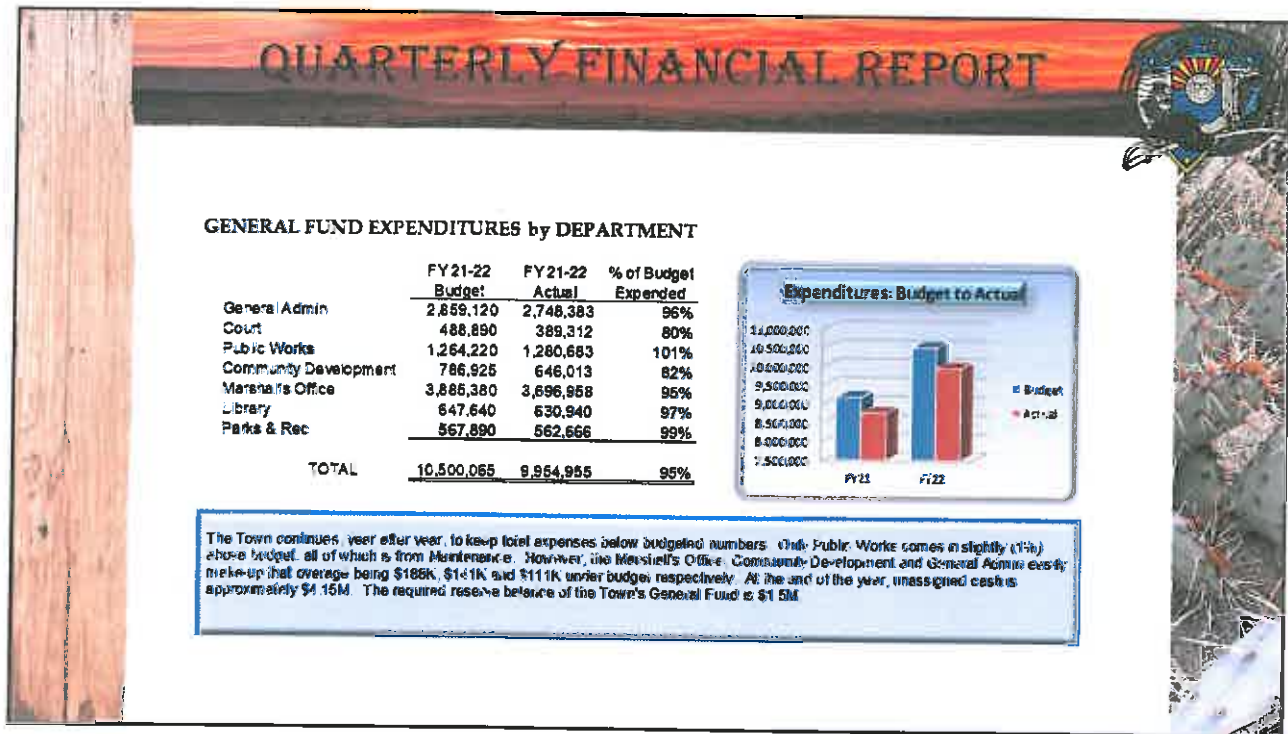
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QUARTERLY FINANCIAL REPORT

General Fund				
	<u>Actual</u>	<u>Annual Budget</u>	<u>Over/Short</u>	<u>% Remaining</u>
Revenues	12,594,302	11,870,775	723,527	-6%
Wages & ERE	7,480,434	7,998,730	518,296	6%
Operational	2,433,074	2,496,975	63,901	3%
Capital	41,447	4,360	(37,087)	-851%
Net Transfers Out/(In)	<u>3,141,033</u>	<u>3,270,777</u>	129,744	4%
Net	<u>(501,686)</u>	<u>(1,900,067)</u>	1,398,381	
Fund Balance:	4,549,699			

QUARTERLY FINANCIAL REPORT

HURF Fund				
	<u>Actual</u>	<u>Annual Budget</u>	<u>Over/Short</u>	<u>% Remaining</u>
Revenues	1,148,961	967,500	181,461	-19%
Wages & ERE	374,367	454,925	80,558	18%
Operational	336,534	341,615	5,081	1%
Capital	10,104	0	(10,104)	N/A
Net Transfers Out/(In)	<u>229,870</u>	<u>230,890</u>	1,020	0%
Net	<u>198,086</u>	<u>(59,930)</u>	258,016	
Fund Balance:	863,615			

QUARTERLY FINANCIAL REPORT

Wastewater Fund*				
	<u>Actual</u>	<u>Annual Budget</u>	<u>Over/Short</u>	<u>% Remaining</u>
Operating Revenues	2,027,724	1,876,600	151,124	-8%
Grants & Loan Funding	0	6,220,000	(6,220,000)	100%
Wages & ERE	641,659	688,375	46,716	7%
Operational	801,193	717,931	(83,262)	-12%
Capital & Debt	1,246,075	7,496,875	6,250,800	83%
Net Transfers Out/(In)	(175,439)	0	175,439	N/A
Net	(485,764)	(806,581)	320,817	
* - Depreciation is not included in the above schedule (\$1.3M budget).				
Fund Balance:	16,280,790			

QUARTERLY FINANCIAL REPORT

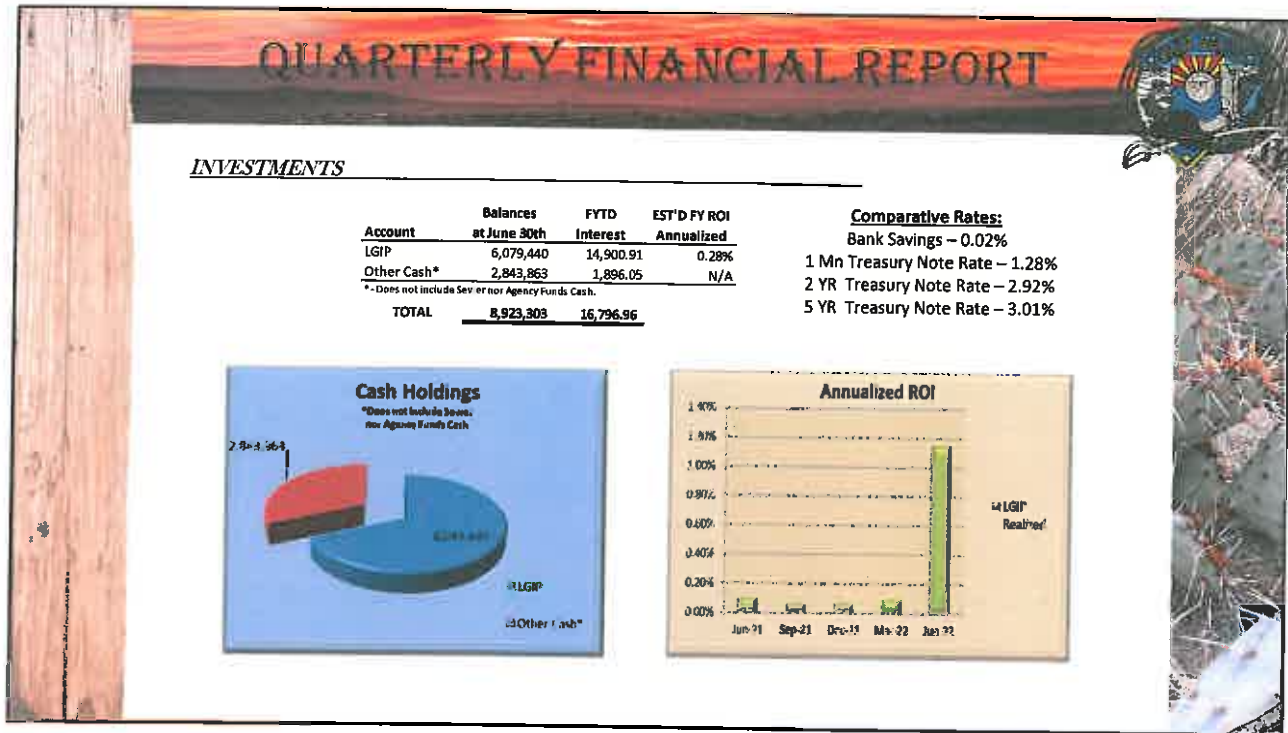
Water Fund*				
	<u>Actual</u>	<u>Annual Budget</u>	<u>Over/Short</u>	<u>% Remaining</u>
Operating Revenues	167,119	1,600,000	(1,432,881)	90%
Wages & ERE	33,369	814,520	781,151	96%
Operational	81,397	100,000	18,603	19%
Capital & Debt	85,482	410,250	324,768	79%
Net Transfers Out/(In)	0	0	0	N/A
Net	(33,129)	275,230	(308,359)	
* - The Purchase costs and financing for the Water Company purchase are not included above as they net \$0.				
Fund Balance:	(33,129)			

QUARTERLY FINANCIAL REPORT

Projects	Actual	Annual Budget	Difference	% Left
Unallocated fm Gen Fund		903,239	903,239	100%
Chip Seal Maint	869,068	860,000	9,068	0%
Street Paving & Maint	84,052	110,000	26,948	14%
Circle K Bldg Demolition		100,000	100,000	100%
CVMO Vehicles	433,271	200,000	(233,271)	-117%
CVMO Dispatch Stations	62,705	62,705	0	0%
CVMO ComStat Software		40,000	40,000	100%
CVMO Server		35,000	35,000	100%
CVMO Fingerprinting		14,035	14,035	100%
CVMO Lead Leathal	11,906	12,000	94	1%
Rodeo Arena Bathrooms	58,148	59,000	2,854	5%
Rodeo Arena Concealation	16,009	55,000	38,991	71%
Rodeo Arena Lighting	10,865	13,500	2,635	20%
Remodel of 300 Bldg Space		40,000	40,000	100%
Court Security Checkpoint		40,000	40,000	100%
Pool Improvements	54,515	80,000	5,485	0%
HVAC Replacement for 204 & 305	15,376	60,000	44,624	74%
Gazebo Repair		48,000	48,000	100%
Sidewalk Repair	15,494	14,100	(1,394)	-10%
Council Chambers IT		28,000	28,000	100%
Community Development Remodel	14,814	35,000	20,186	58%
Wishire & Indust Roundabouts	15,013	34,000	19,987	58%
Reasonoo Park		16,216	16,216	100%
Finle Flat Streetscape		15,399	15,399	100%
Stormwater Projects		19,960	19,960	100%
Gym floor resurface	8,004	10,000	1,996	20%
Other		4,954	4,954	100%
Net Exps	(1,497,027)	(2,690,069)	1,223,031	-45%
Interest/Grants/Operating Transfers In	1,688,667	1,782,537	106,020	6%
Debt Financing	397,176	636,000	(238,825)	N/A
Beginning Balance	201,459	287,521	86,062	30%
Remaining Funds	960,164	16,000	1,417,288	

QUARTERLY FINANCIAL REPORT

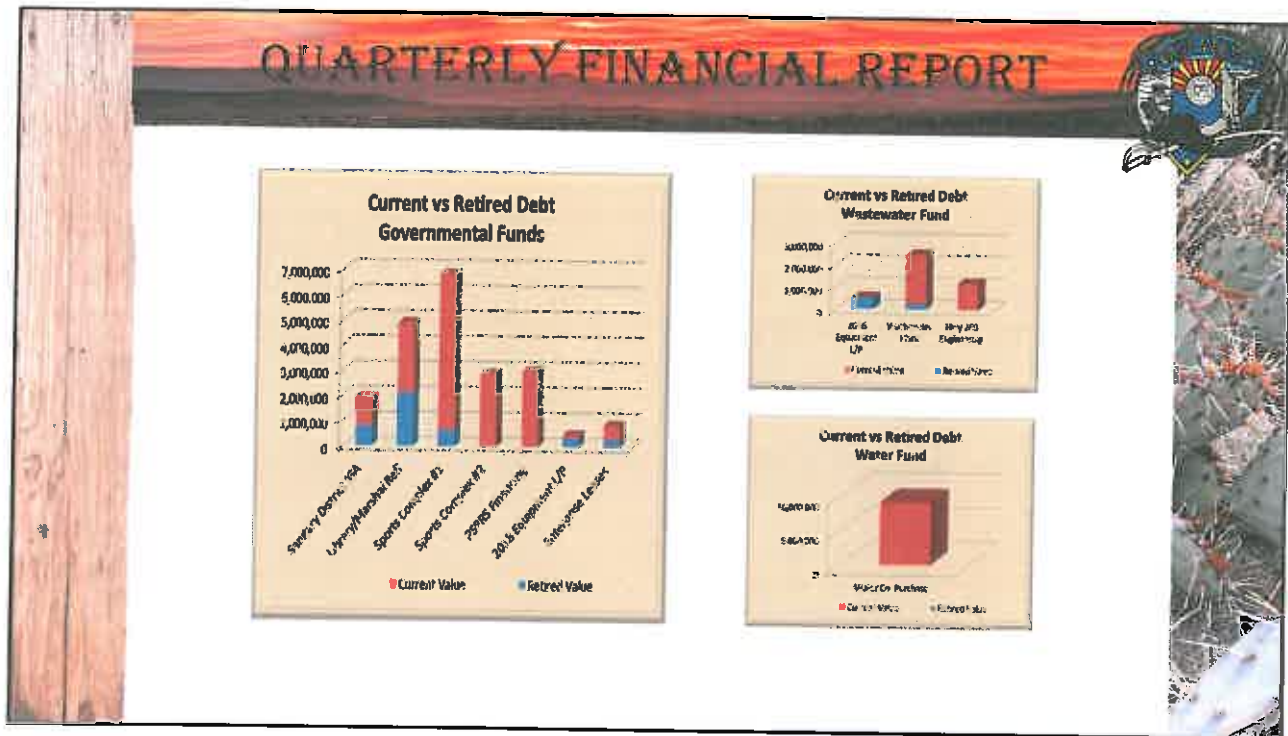
Expenses	Actual	Annual Budget	Difference	% Left
Digital Fingerprint Processing	14,035	14,036	0	0%
CVMO Doors	8,400	8,000	(400)	-5%
Digital Sign Boards	99,773	100,000	227	0%
CVHS Ingress Design Study	16,500	25,000	8,500	34%
Council Chamber	28,253	28,000	(253)	-1%
ComDev Scanner	8,284	5,500	(784)	-14%
Mobile STEM/Learning Lab	22,124	25,000	2,876	12%
Radio Tower Repairs & Impvments	110,000	110,000	0	0%
CVMO Dispatch Consoles	135,000	135,000	0	0%
Court Security Checkpoint	14,512	50,500	35,988	71%
Sports Complex Broadband	78,491	125,000	46,509	39%
Animal Shelter Upgrades	6,470	12,000	5,530	46%
Building 300 Generator	0	175,000	175,000	100%
Building 300 Entry Doors	0	30,000	30,000	100%
Building 300 Restroom Improvements	0	105,000	105,000	100%
Wayfinding Signage	0	185,000	185,000	100%
Unallocated Funds	0	658,778		
Operating Transfers				
Main St. Sewer Line Replacement	70,334	950,000	889,666	93%
Dickson Erosion Repair	42,887	348,500	305,614	88%
Hauler Station Upgrades	62,412	300,000	237,588	79%
Sep Main St. Comm Connections	7	45,423	45,416	100%
3rd St. Residential Imprvments	0	55,000	55,000	100%
Main St. Lift Station Repairs	0	35,000	35,000	100%
Yaqui Circle Line Replacement	0	57,500	57,500	100%
Repair Main North of I-17	0	45,000	45,000	100%
3rd St. & Maryvale Siphon Repair	0	100,000	100,000	100%
Net Exps	(713,282)	(3,738,236)	2,366,176	-63%
Grant Revenue	1,868,118	1,868,118	0	0%
Beginning Balance	1,868,118	1,868,118	0	0%
Remaining Funds	3,022,954	0	2,366,176	



QUARTERLY FINANCIAL REPORT

LONG-TERM DEBT

Inception	Purpose	Type	Maturity	Original Debt	Int Rate	FY22 Budget	Current Obligation	Next Disbursement Amount	Date	Debt Retired
Governmental Funds										
7/22/2009	Sanitary District IGA	IGA Pledge	7/1/2032	1,902,000	3.34%	118,385	1,087,732	101,617	7/1/2022	814,268
10/1/2014	Library/Marshal Refi	Bonds	7/1/2030	4,904,000	2.84%	452,210	2,749,000	417,096	7/1/2022	2,155,000
12/27/2017	Sports Complex #1	Bonds	7/1/2044	6,835,000	3.37%	383,520	6,185,000	280,175	7/1/2022	650,000
7/1/2020	Sports Complex #2	Bonds	8/1/2035	2,897,000	2.96%	106,220	2,882,000	62,654	8/1/2022	15,000
2/28/2022	PSPRS Financing	Bonds	8/1/2035	3,015,000	2.77%	0	3,015,000	190,494	8/1/2022	0
10/10/2018	2018 Equipment L/P	Note	8/1/2023	500,000	2.99%	107,920	157,000	54,347	8/1/2022	343,000
Various	Enterprise Leases	Note	Various	1,053,947	Various	182,085	704,577	19,687	Monthly	349,370
Wastewater Fund										
10/20/2016	2016 Equipment L/P	Note	8/1/2021	542,800	1.55%	113,120	0	0	N/A	542,800
4/20/2018	Wastewater Plant	Note	7/1/1942	2,487,210	2.18%	94,700	2,242,093	99,843	7/1/2022	245,117
1/22/2021	Hwy 260 Engineering	Note	7/1/2023	1,200,000	1.00%	0	1,200,000	196	7/1/2022	0
Water Fund										
12/10/2021	Water Co. Purchase	Loan	8/1/1946	9,275,000	1.50%	0	9,275,000	333,730	8/1/2022	0
TOTALS						1,558,160	29,497,402	1,559,779		



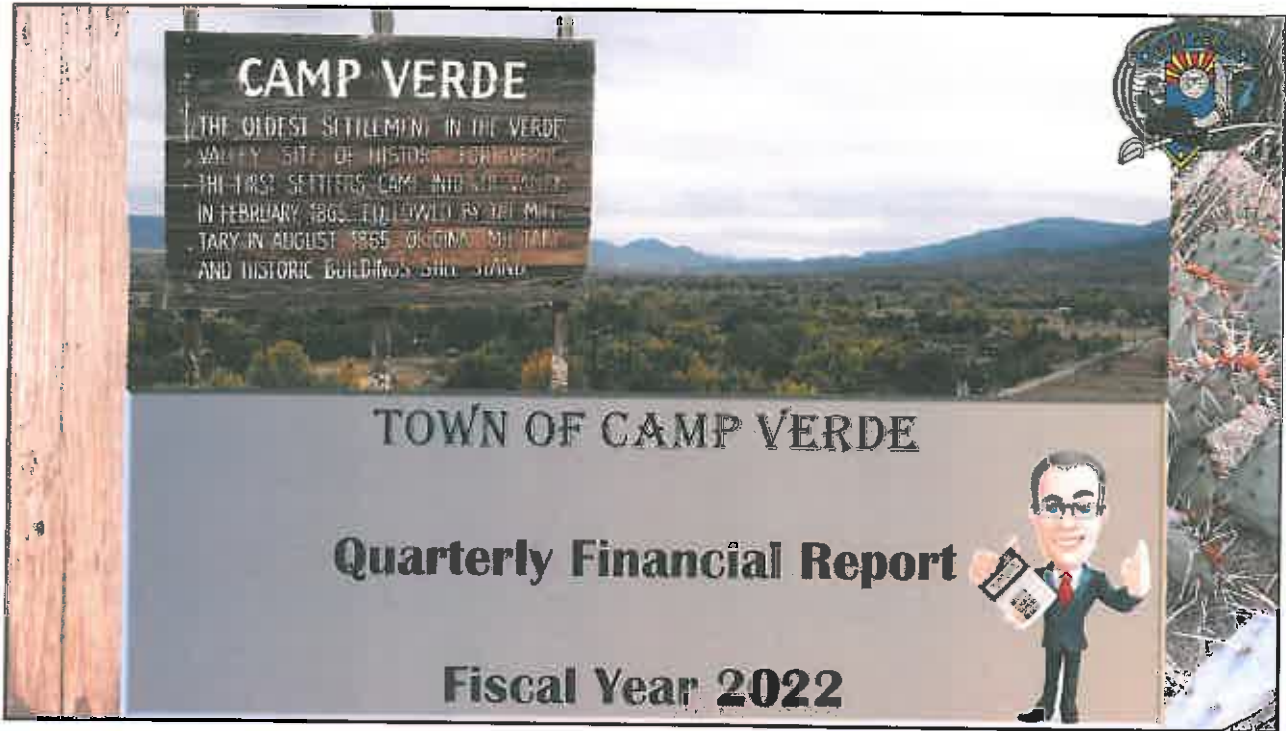
QUARTERLY FINANCIAL REPORT

Town of Camp Verde Revenue Drivers August 2022

Sources*	Jul-22	In/De %	Jul-22	Jun-22	FYTD Avg	Bud/Month	YTD Bud +/-	LTM Avg +/-	LSYM Avg +/-
City Sales Tax	475,693	-8%	524,134	494,331	499,914	536,233	(76,640)	8,966	166,231
City .85% Increase	91,544	-8%	100,011	93,664	95,778	103,663	(15,629)	2,883	28,294
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LSYM Avg +/-: Last five years monthly average over/short. The difference between this year's FYTD Avg and the average of the last 5 years' FYTD Avg. (LSYM Avg for .65% increase is only 3 year average).



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Agenda Item 7



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: October 5, 2022

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

Requesting Department: Marshal's Office

Staff Resource/Contact Person: Marshal Corey Rowley / Deputy Justin Reay

Agenda Title (be exact): Discussion, Consideration and possible approval of Firearms / Less Lethal weapons purchase in the amount not to exceed \$45,000.

List Attached Documents: Price quote packet

Estimated Presentation Time: 20 minutes

Estimated Discussion Time: 10 minutes

Reviews and comments Completed by:

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

Background Information: These projects were submitted as CIP projects for this new fiscal year, we are in need of firearms replacement along with additional inventory of less lethal equipment as attached.

Recommended Action (Motion): Approve not to exceed the total purchase amount of \$45,000.00 out of the general fund for the purchase of handgun replacement, Taser replacement, less lethal weapons as listed in the attachment.

Town of Camp Verde Capital Improvement Plan Project Request

Project Title: Firearms replacement (Priority #5 of 7) 16F3

Date: 02/24/2022
Contact: Justin Reay

Dept: Marshal's Office
Req'd by: Justin Reay

Prepared by: Rowley

Project Summary:

CVMO has been conducting research and training regarding replacing all department issued firearms from 40 cal to 9mm. this is a buy back program where all current weapons and ammunition would be traded out and price adjusted accordingly. This pricing does not include the rebate so final cost will be lower

Location:

CVMO

Need / Justification:

Switching to 9mm will increase accuracy during training by going to 9mm which is quickly becoming the industry standard while adding optical sights to the weapons. This accuracy has been tracked by both YAPD and CVMO during training exercises.

Full-Cost: \$28,780.00

Segmented Timeline:

Activity / Segment	Timeline	Cost
Glock 17 Gen 5 9mm with 3 mags	Summer 2022	\$10,725.00
Trijicon Suppressor night sights	Summer 2022	\$2,500.00
Trijicon RMR LED red dot	Summer 2022	\$11,534.25
Trijicon RMR Mounting Kit	Summer 2022	\$497.50
Fafariland ALS Duty Holster Level II	Summer 2022	\$3,536.25

Operational Impact:

Increase department accuracy and tactical efficiency

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

CIP Reserves



Camp Verde Marshals Office
646 S. 1st Street
Camp Verde, State
Yavapai
86322
Phone: 928-567-6621
Fax: 928-567-6238
www.cvaz.org

Purchase Request

Date: 2022/01/26

Name: Sergeant Justin Reay

Department: Camp Verde Marshal's Office

Source/Description	Quantity	Unit Price	Amount
Glock 17 Gen 5 9mm with 3 mags	2	\$429.00	\$858.00
Trijicon suppressor night sights	2	\$100.00	\$200.00
Trijicon RMR LED red dot	2	\$461.37	\$922.74
Trijicon RMR mounting kit	2	\$19.99	\$39.98
Safariland ALS duty Holster Level II	2	\$141.45	\$282.90

Sub-total \$2,303.62

Marshal's Signature _____

Lieutenant's Signature _____

Grand Total \$2,303.62

Approved

Denied

*EACH - 1151.81
(25) 28,780 -*

Town of Camp Verde Capital Improvement Plan Project Request

Project Title: *Patrol Taser Purchase (Priority # ~~6 of 7~~) 20F3*

Date: 02/28/2021
Contact: D. Jacobs

Dept: CVMO
Req'd by: C. Rowley

Prepared by: D. Jacobs

Project Summary:

Obtain new X26P Tasers and Taser cartridges for use as replacements and for future Deputies.

Location:

Marshal's Office

Need / Justification:

The Marshals Office currently has 22 Tasers issued to Sworn Officers in the Department. Each Taser has 2 cartridges. These Cartridges expire and need to be replaced every 2 to 3 years. Without having replacement Tasers and cartridges on hand leaves a Deputy with one less means of effecting an arrest of a violent or fleeing suspect. The Marshals Office currently has a minimal stock of replacement Tasers and cartridges on hand.

Full-Cost:

Segmented Timeline:

Activity / Segment	Timeline	Cost
5 spare Tasers	Summer 2022	\$ 6,980.00
22 spare cartridges	Summer 2022	\$ 726.00

Operational Impact:

There is a need in the 2022-2023 budget year for obtaining 5 replacement Tasers and 22 replacement Taser cartridges. Without the ability to replace damaged or unserviceable Tasers, and spend or expired Taser cartridges could leave a Deputy with one less non-lethal means to effect an arrest. This could lead to an Officer Safety issue

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, Hurf monies, etc.)

Finance, Lease purchase, General Fund Purchase

Town of Camp Verde Capital Improvement Plan Project Request

Project Title: Less Lethal Launchers (Priority #7 of 7) 3 of 3

Date: 02/24/2022
Contact: Justin Reay

Dept: Marshal's Office
Req'd by: Justin Reay

Prepared by: Rowley

Project Summary:

Council previously approved 2 Less Lethal Launchers; we are looking to add 2 more so each shift Sergeant will have one available to deploy if needed for their shift coverage

Location:

CVMO

Need / Justification:

Less Lethal means is a must in this profession, we need to ensure each shift has at least one Launcher available to them. These less lethal tools are replacing bean bag shotguns due to lowering the liability in a less lethal event.

Full-Cost: \$3,700.00 / \$4,496

Segmented Timeline:

Activity / Segment	Timeline	Cost
(2) FN 303 MK2 Less Lethal Launcher	Summer 2022	\$2,000.00
FN303 Projectiles	Summer 2022	\$1091.00
FN303 Fill Station Adapter	Summer 2022	\$275.00
FN303 Standard Fill Tank	Summer 2022	\$260.00
(2) Rifle Optics	Summer 2022	\$870.00

Operational Impact:

Reduce Liability, ensuring each shift has less lethal available to them

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

CIP Reserves

Ph: 602-529-3800
 TF: 800-593-2760
 Fax: 602-453-3910
 phoenix@curtisblueline.com
 DUNS#: 00-922-4163



CBL Phoenix
 5035 South 33rd Street
 Phoenix, AZ 85040
 www.CurtisBlueLine.com
 Sales Order No. 668893

Sales Order

SOLD TO:
 Camp Verde Marshals Office
 646 South 1st Street
 Camp Verde AZ 86322

SHIP TO:
 Camp Verde Marshals Office
 646 South 1st Street
 Camp Verde AZ 86322
 PO: FN303 / UTM

SALES ORDER NO. 668893
DATE ORDER ACCEPTED 09/15/2021

SALESPERSON Kenny Olsen
 kolsen@curtisblueline.com
 623-670-3939
CUSTOMER SERVICE REP Jordon Boyer
 jboyer@curtisblueline.com
 530-204-1310

CUST ORDER/PO NO.	ORDERING PARTY	CUSTOMER NO.	TERMS	ORDER CLASS
FN303 / UTM	Dustin Richardson	C125765	Net 30	LE

F.O.B.	SHIP VIA	DELIVERY REQ. BY	SHIP COMPLETE
FTSP	Standard Shipping		No

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	2	EA	3228929290 FN AMERICA	FN 303 MK2 Less Lethal Launcher	\$1,000.00	\$2,000.00
2	1	EA	48048610 FN AMERICA	FN303 Inert Powder Less Lethal Projectiles	\$485.00	\$485.00
3	1	EA	48048600 FN AMERICA	FN303 Pava/OC Powder Less Lethal Projectiles	\$605.00	\$605.00
4	1	EA	48153 FN AMERICA	FN303 Fill Station Adapter	\$275.00	\$275.00
5	1	EA	48215 FN AMERICA	FN303 Standard Fill Tank	\$260.00	\$260.00
6	1	EA	48188 FN AMERICA	FN303 Magazine Assembly	\$24.00	\$24.00
7	2	EA	12841 AIMPOINT	Aimpoint Pro - Patrol Rifle Optic	\$435.00	\$870.00
8	1	PK	01-0976 UTM	Red 9MM Marking Rounds, Pistol Compatible, 1000Per	\$565.00	\$565.00
9	1	EA	ULTIMATE TRAINING MUNITIONS CUSTOM	As Below: 9mm NMR - Non Marking Rounds (Pistol & SMG Compatible) Item#: 01-3100 1,000 rounds	\$568.00	\$568.00
10	4	EA	ULTIMATE TRAINING MUNITIONS CUSTOM	As Below: Glock 17 Gen 1-4 MMR Kit Item#: 01-2373	\$459.00	\$1,836.00

Handwritten: \$ 3,700 -

Ph: 602-529-3800
 TF: 800-593-2760
 Fax: 602-453-3910
phoenix@curtisblueline.com
 DUNS#: 00-922-4163



CBL Phoenix
 5035 South 33rd Street
 Phoenix, AZ 85040
www.CurtisBlueLine.com
 Quotation No. 216922

Quotation

CUSTOMER:	SHIP TO:	QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
Camp Verde Marshals Office 646 South 1st Street Camp Verde AZ 86322	Camp Verde Marshals Office 646 South 1st Street Camp Verde AZ 86322	216922	03/07/2022	04/07/2022
		SALESPERSON	CUSTOMER SERVICE REP	
		Kenny Olsen kolsen@curtisblueline.com 623-670-3939	Mike Longstreth mlongstreth@curtisblueline.com 602-529-3800	

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
FN303 Dustin Richardson	Dustin Richardson 928-554-8308	C125765	Net 30	LE

F.O.B.	SHIP VIA	DELIVERY REQ. BY
FTSP	Standard Shipping	

NOTES & DISCLAIMERS

Thank you for this opportunity to quote. We are pleased to offer requested items below. If you have any questions, need additional information, or would like to place an order, please contact your Customer Service Rep as noted above.

Safety Warning Notice: Products offered, sold, or invoiced herewith may have an applicable Safety Data Sheet (SDS) as prepared by the manufacturer of the product. Any handlers or users of product should refer to applicable SDS prior to handling or utilizing the product. Applicable SDS are included with shipment of products. For other important product notices and warnings, or to request an SDS, please contact Curtis or visit <https://www.curtisblueline.com/product-notices-warnings>

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	2	EA	3228929290 FN AMERICA	FN 303 MK2 Less Lethal Launcher	\$1,125.00	\$2,250.00
2	1	EA	48048610 FN AMERICA	FN303 Inert Powder Less Lethal Projectiles	\$575.00	\$575.00
3	1	EA	48048600 FN AMERICA	FN303 Pava/OC Powder Less Lethal Projectiles	\$725.00	\$725.00
4	2	EA	12841 AIMPOINT	Aimpoint Pro - Patrol Rifle Optic	\$435.00	\$870.00

Ph: 602-529-3800
TF: 800-593-2760
Fax: 602-453-3910
phoenix@curtisblueline.com
DUNS#: 00-922-4163



CBL Phoenix
5035 South 33rd Street
Phoenix, AZ 85040
www.CurtisBlueLine.com
Quotation No. 216922

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
5	2	EA	48188 FN AMERICA	FN303 Magazine Assembly	\$28.00	\$56.00

Small Business
CAGE Code: 5E720
DUNS Number: 009224163
SIC Code: 5099
Federal Tax ID: 94-1214350

This pricing remains firm until 04/07/2022. Contact us for updated pricing after this date.

Due to market volatility and supply shortages, we recommend contacting your local L.N. Curtis and sons office prior to placing your order to confirm pricing and availability. This excludes our GSA Contract and other Fixed Price Contracts which are governed by contract-specific prices, terms, and conditions.

Subtotal	\$4,476.00
Tax Total	\$384.94
Transportation	\$100.00
Total	\$4,960.94

[View Terms of Sale and Return Policy](#)

Agenda Item 8



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): Presentation, Discussion and possible approval of \$45,000 in CIP funding for construction of an aggregate base surfaced road, parking area, pipe rail fencing and an informational kiosk at Parson Riverfront Preserve.

List Attached Documents:

- 1. Background CIP Information

Estimated Presentation Time: 5 min

Estimated Discussion Time: 5 min

Reviews and Comments Completed by:

- Town Manager: _____ Department Head: Steve Ayers
- Town Attorney Comments: _____
- Risk Management: _____
- Finance Department
Fiscal Impact:
Budget Code: _____ Amount Remaining: _____
Comments: *Funding for this project would come from CIP funds*

Background Information:

Although the Town Council has prioritized river access as one of its primary goals and approved a plan in 2016 to construct a riverfront access point at John Parson Riverfront Preserve, efforts to do so have been delayed the last four years because of delays in the completion of an ADOT bridge reinforcement project on the I-17 twin bridges adjacent to the park property. This last year the bridge project was completed. As the contractor wrapped up work on the project, town staff engaged them in a discussion, which resulted in the contractor, at no expense to the town, clearing off an improved roadway into the park property and clearing off a one-acre pad for parking. The \$45,000 being requested will pay for town street crews to purchase, delivery and spread aggregate base material for both the roadway and parking area and to have a steel pipe rail fence constructed along the roadway and around the parking area that would restrict vehicles from driving into the park property. It would also fund construction of an informational

kiosk in the parking area. This project is shovel ready and can be completed as soon as it can be included in the street department's schedule.

Recommended Action (Motion): Move to approve up to \$45,000 in funding for construction of a fenced parking area at Parsons Riverfront Preserve.

Instructions to the Clerk:

Town of Camp Verde Capital Improvement Plan Project Request

Project Title: *Parsons Riverfront Preserve development*

Date: 02-15-2022

Dept: *Economic Development*

Contact: *Steve Ayers*

Req'd by: *Steve Ayers*

Prepared by: *Steve Ayers*

Project Summary:

The development of Parsons Riverfront Preserve is called for in both the River Recreation Master Plan and the Town's General Plan. As a first phase of development, vehicular access to the property needs to be restricted, which calls for the placement of fencing and gates at the entry points, road improvements and a parking area needs to be graded out, surfaced and fenced off so daytime visitors to the property will not have to park in the adjoining neighborhood and a kiosk with signage.

Location:

Parsons Riverfront Preserve

Need / Justification:

The development of Parsons Riverfront Preserve is called for in both the River Recreation Master Plan and the Town's General Plan to provide public access and to the Verde River recreational opportunities.

Full-Cost: \$45,000

Segmented Timeline:

Activity / Segment	Timeline	Cost
Parking area	Summer/fall 2022	\$11,600
Fencing and access road improvements	Summer/fall 2022	\$30,000
Kiosk/Signage		\$ 3400

Operational Impact:

Opening and closing for the entry gates during preserve hours

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Some matching grant money may be available, although the source has not been identified

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Agenda Item 9



Town of Camp Verde

Meeting Date: October 5, 2022

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

Requesting Department: Public Works/Engineering

Staff Resource/Contact Person: Ken Krebbs/Troy Odell

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

List Attached Documents:

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

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

- Department Head: Ken Krebbs*
 Town Attorney Comments: N/A
 Finance Department: N/A

Background Information: This is a new position for the Engineering Division of the Public Works Department. This position is responsible for performing a wide variety of technical and professional work within the programs and activities of the Engineering Division of Public Works; under the general supervision of the Town Engineer and the Public Works Director. The Duties and Responsibilities of this position will be as listed on the attached Job Description. The most important overall value of this position is offering much needed support to the Town Engineer and the Public Works Director.

This position is key to aid the Town Engineer and the Public Works Director in the duties of construction management and inspection, review of private development plans for the Community Development Department, compiling Engineering Standards, completion of a Drainage Ordinance, completion of a Town Utilities Ordinance, a Town Drainage-Way Protection ordinance, help with the development of plans, specifications, bid documents, as well as all of the items on an active project schedule, etc.. The variety of tasks that this position will aid in are outlined within the attached Job Description.

The salary range for this position "Civil Engineer" will be placed on our salary sheet in level 21. This salary range appears to most closely match the current rate for someone with the Minimum Qualifications shown within the attached Job Description from researching new hires within the Engineering Profession.

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

Instructions to the Clerk: None



Civil Engineer

Department	Public Works	Revised Date:	June 2022
Reports to	Public Works Director/ Town Engineer	FLSA	Exempt

GENERAL PURPOSE: Under direction of the Public Works Director and supervised directly by the Town Engineer, manages and oversees various Town engineering projects.

DESCRIPTION: Civil Engineer is responsible for a variety of civil engineering work in connection with the design, surveying, testing of materials and construction of public works projects. Public works projects include but are not limited to roads and bridges; traffic control system design; drainage, water and wastewater collection, distribution, and treatment; flood control; new building construction and remodels; and other structures and projects.

Civil Engineer is the first level in the civil engineering series requiring registration as a civil engineer. Under direction, an Civil Engineer performs difficult and complex engineering work. Engineer may serve as project/resident engineer on a single major or several minor engineering projects.

ESSENTIAL FUNCTIONS AND DUTIES:

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

- Reviews and approves general civil engineering construction and private development engineering plans and documents for conformance to Town design and construction standards, codes and ordinances; performs review of detailed and complex engineering calculations, plans, specifications, and required submittals for private development projects, such as street, water distribution, sewer collection, and storm drainage system.
- Prepare and oversee the preparation of engineering designs, specifications, and cost estimates for a wide variety of capital improvement projects.
- Conducts inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations, and standards.
- Performs plan review of subdivisions and construction plans in conjunction with the other departments.
- Coordinates design and construction of infrastructure; plans, organizes, and monitors a variety of contracted work; coordinates with engineers and contractors; makes field inspections of public works projects to review progress and ensure completion.
- Participates in changes in regulations regarding water, wastewater, storm water, safety, and other related issues.
- Performs other related duties as required.

Minimum Qualifications:

Graduation from an accredited college or university with a bachelor's degree in civil or environmental engineering, or related field. Must possess and maintain a valid Arizona driver's license. Possession of licensed Professional Engineer in the State of Arizona.

Knowledge of:

Thorough knowledge of civil engineering design principles and engineering practices as applied to departmental functions.

Thorough knowledge of the principles and practices of public works and water and environmental resources administration, planning and construction.

Thorough knowledge of related Town policies, state and federal laws and regulations. Knowledge of the equipment and materials used in the construction, maintenance and repair of water and sewer treatment, distribution and collection systems, and streets.

Knowledge of the principles and practices, laws and regulations relating to supervised functions.

Ability to interpret and prepare complex and detailed records and reports.

Ability to maintain effective working relationships with Town officials, other public officials, employees, contractors, and the public.

Ability to present ideas effectively in oral and written form.

PHYSICAL REQUIREMENTS

Must be able to perform the physical life functions of reaching, fingering, pushing pulling, grasping, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally; up to 10 pounds of force frequently and/or constantly.

Must possess visual acuity to produce and review written reports and records including mathematical calculations, operate a computer terminal, analyze data, and to read maps, schematic drawings and plans.

WORKING CONDITIONS

Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May be exposed to hazardous chemicals. May be exposed to infectious diseases. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

FLSA: Exempt
Salary Range: 21



RESIDENTIAL AND COMMERCIAL CONTRACTOR
PO BOX 2898 CAMP VERDE, AZ 86322 (928) 567-2477
ROC#261021

Change Order

Project: Town of Camp Verde Sports Complex 1-B
1000 State Route 260
Camp Verde, AZ 86322

Change Order: CO-9
Date: 12/10/2021
Contract Date: 3/03/2020

To: Town of Camp Verde
395 S Main Street
Camp Verde, AZ 86322

Kimley-Horn to pay = Design error.

Not valid until signed by Owner and Contractor

The Contract is to be changed as follows:

- Sawcut (4) dugouts across the field side – \$1,400.00
- V-groove the saw-cuts - \$1,600.00
- Hammer out minimum of 8" of concrete - \$8,400.00
- Epoxy coat face of concrete and exposed rebar - \$1,000.00
- Haul off all construction debris - \$1,600.00

Original Contract Sum: \$3,382,566.00
Net Change by this Change Order: \$14,000.00
New Contract Sum: \$TBD

Tierra Verde Builders
Contractor

Town of Camp Verde - Owner
Owner

Signed _____

Date _____

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Agenda Item 10



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: October 5, 2022

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

Requesting Department: Public Works

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, Consideration, and Possible Approval of Town council to ratify Staff approved Change Order 9, 10 and 11, to Tierra Verde Builders, in the total amount of \$106,674.62 for the purpose of concrete removal, ABC parking lot installation and electrical material cost increases at the Camp Verde Sports Complex.

List Attached Documents: Tierra Verde Builders Change Orders 9, 10 and 11

Estimated Presentation Time: 5 min

Estimated Discussion Time: 10 min

Reviews and comments Completed by:

- Town Manager:** see below **Department Head:** Ken Krebbs
- Town Attorney Comments:** N/A
- Risk Management:** _____
- Finance Department**
Fiscal Impact:
Budget Code: _____ **Amount Remaining:** _____
Comments:

Background Information: Tierra Verde Builders (TVB) was awarded Phase 1B of the Camp Verde Sports Complex in March 2020 and was put on hold in September of 2020 while the Town awaited the award of a Land and Water Conservation Fund (LWCF) grant. Change order 9 is as a result of an engineering error placing concrete in the field of play (engineer is covering the cost however we will ultimately pay and want warranty coverage, etc.), Change Order 10 is from the May 19, 2021, Town Council meeting where Council approved up to \$175,000 of General Funds for Staff to purchase Football Goalposts, Scoreboards, Bleachers, and an all-weather parking lot surface to allow for play that fall. In September 2021, the Town received a waiver from State Parks allowing the project to restart in which the work was performed. Tierra Verde submitted the unsigned Change Order -10 on February 21, 2022, for payment, but it was not approved for payment until August 29, 2022. The work was completed on direction of staff. Change

Order 11 was done in an emergency fashion allowed under the Financial Operations Guide to avoid changes in the cost before it could be approved by the Town Council. This ratification will get us up to date on change orders.

Recommended Action (Motion): Approval of Town council to ratify Staff approved Change Orders 9, 10 and 11 to Tierra Verde Builders, at the Sports Complex in the amount of \$106,674.62.



RESIDENTIAL AND COMMERCIAL CONTRACTOR
PO BOX 2898 CAMP VERDE, AZ 86322 (928) 567-2477
ROC#261021

Change Order

Project: Town of Camp Verde Sports Complex 1-B
1000 State Route 260
Camp Verde, AZ 86322

Change Order: CO-10
Date: 02/21/2022
Contract Date: 3/03/2020

To: Town of Camp Verde
395 S Main Street
Camp Verde, AZ 86322

Not valid until signed by Owner and Contractor

The Contract is to be changed as follows:

- Supply and Install compacted ABC parking lot per discussions - \$49,456.00
- Contractor mark-up - \$4,945.60
- Bonding @ 2.5% - \$1,360.04
- Sales Tax - \$3,624.51

Original Contract Sum: \$3,382,566.00

Net Change by this Change Order: \$59,386.15

New Contract Sum: \$TBD

Tierra Verde Builders
Contractor

Town of Camp Verde - Owner
Owner

Signed

Date

8/29/2022

per Ron Long 3-28-2022
August 29, 2022



RESIDENTIAL AND COMMERCIAL CONTRACTOR
PO BOX 2898 CAMP VERDE, AZ 86322 (928) 567-2477
ROC#261021

Change Order

Project: Town of Camp Verde Sports Complex 1-B
1000 State Route 260
Camp Verde, AZ 86322

Change Order: CO-11
Date: 06/14/2022
Contract Date: 3/03/2020

To: Town of Camp Verde
395 S Main Street
Camp Verde, AZ 86322

Not valid until signed by Owner and Contractor

The Contract is to be changed as follows:

- Conduit Increase - \$27,722.20
- Contractor mark-up - \$2,772.22
- Bonding @ 2.5% - \$762.36
- Sales Tax - \$2,031.69

Original Contract Sum: \$3,382,566.00

Net Change by this Change Order: \$33,288.47

New Contract Sum: \$TBD

Tierra Verde Builders
Contractor

Town of Camp Verde - Owner
Owner

Signed _____

Ben Bassous

Tierra Verde Builders

Date _____

06/14/2022

6/15/2022



Agenda Item Submission Form – Section I

Meeting Date: October 5, 2022

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

Requesting Department: CVMO

Staff Resource/Contact Person: Corey Rowley / Heather Vinson

Agenda Title (be exact): Discussion, Consideration, and Possible Approval of a comprehensive evidence and operations assessment of Camp Verde Marshal’s Office Property and Evidence Unit to be performed by Evidence Management Specialists LLC to maintain compliance with the Arizona Association of Chiefs of Police ALEAP accreditation program for an amount not to exceed \$6500.00 to be sourced from the Town’s Legal Defense fund.

List Attached Documents: Service Proposal from Evidence Management Specialists LLC

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviews Completed by:

Department Head: _____ Town Attorney Comments: N/A

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

Background Information: CVMO earned the professional ALEAP accreditation in 2021 after a year long process. A yearly audit is required to maintain the accreditation. This initial audit will be a full assessment of the CVMO Property and Evidence Unit.

Recommended Action (Motion): Approve Marshal Rowley to pursue the comprehensive evidence and operations assessment of Camp Verde Marshal’s Office Property and Evidence Unit to be performed by Evidence Management Specialists LLC to maintain compliance with the Arizona Association of Chiefs of Police ALEAP accreditation program for an amount not to exceed \$6500.00 to be sourced from the Town’s Legal Defense fund.

Instructions to the Clerk:



SERVICE PROPOSAL

DATE: September 19, 2022

CUSTOMER: Camp Verde Marshal's Office
Attention: Marshal Corey Rowley
 646 S 1st St, Camp Verde, AZ 86322

PROJECT SCOPE AND ESTIMATED COSTS OF SERVICE

Evidence Management Specialists is honored to present the Camp Verde Marshal's Office with the following proposal for a full assessment of their Property and Evidence Unit.

A full assessment is a comprehensive evaluation of the overall operation of the Property/Evidence Unit and consists of a combination of an enhanced audit and an inspection and evaluation of all property/evidence related facilities, equipment and supplies, storage system methodology and property/evidence packaging, acceptance, rejection/correction, transfer and disposal procedures for compliance to department policies, accreditation requirements and recognized industry standards/best practices for the management of property & evidence.

The Camp Verde Marshal's Office is accredited through the Arizona Association of Chiefs of Police ALEAP accreditation program. This program requires a minimum of 100 high-risk items (firearms, money and drugs) and 150 general items be audited annually (for a total of at least 250 items), unless there is a change in property/evidence personnel or the agency CEO, for which ALEAP requires 100% of high-risk items and at least 150 general items be audited.

The Camp Verde Marshal's Office recently had a change in property/evidence personnel, so the audit portion of the proposed full assessment should include 100% of high-risk items and at least 150 general items. In a questionnaire sent by Evidence Management Specialists to the Camp Verde Marshal's Office, Property/Evidence Custodian Earl Huff indicated there are approximately 3,200 total items in storage, of which 50 are firearms, 140 are drugs and 7 are currency.

Following the requirements of ALEAP, Evidence Management Specialists proposes that all firearms, drugs and currency (197 items) and at least 150 items from general storage areas should be audited (a total of at least 347 items). When auditing the items from the general storage areas, Evidence Management Specialists recommends auditing 75% of these items using the "system-to-shelf" method of auditing (verifying accuracy of inventory records to the items in storage locations), with the remaining 25% of the items being audited using the "shelf-to-system" method (verifying accuracy of items in storage locations to inventory records documentation). Using this recommended auditing method means that at least 110 general items will be audited using the "system-to-shelf" method and at least 40 general items will be audited using the "shelf-to-system" method.

During the audit portion of the assessment, all audited items will be inspected for compliance to Camp Verde Marshal's Office policies, as well as recognized industry standards for packaging, documentation, submission, acceptance and storage procedures.

Based on experience, an enhanced audit of 347 items is expected to take approximately 6 hours to complete (barring any unforeseen circumstances/issues). The inspection/evaluation of all property/evidence related facilities, equipment and supplies, storage system methodology and property/evidence packaging, acceptance, rejection/correction, transfer and disposal procedures is

expected to take approximately 5 hours to complete.

An assessment report will be completed and presented electronically to the Camp Verde Marshal's Office approximately 60 days after the on-site portion of the assessment is completed. The assessment report will include a summary of the processes performed (enhanced audit and inspection/evaluation), pictures of all areas inspected and audited, an audit discrepancy report, the findings of the assessment, details of any problems/compliance issues identified during the assessment, and recommendations for correcting any issues identified in order to comply with accreditation requirements and recognized industry standards/best practices. Assessment reports are typically 25 to 100 pages long, depending on the number of issues encountered during the assessment process and the number of recommendations offered.

Evidence Management Specialists estimates a full assessment of the Camp Verde Marshal's Office Property/Evidence Unit should take no more than two (2) business days on-site to complete and estimates the cost of performing the complete assessment at \$6,500.

If, for circumstances beyond the control of Evidence Management Specialists, the on-site portion of the assessment requires more than two 10-hour business day to complete, an additional charge of \$500 per day may assessed. This proposal is valid until December 31, 2022.

Evidence Management Specialists appreciates the opportunity to present this proposal and looks forward to working with the Camp Verde Marshal's Office. If you have any questions or concerns regarding this proposal or need more information to make your decision, please feel free to contact me any time and I will be happy to provide any information and address any concerns you may have.

Respectfully,

Lane Darling
Evidence Management Specialists, LLC

Cell phone: 480-383-3946 (please leave a voice message if I don't answer)

E-mail address: evidencemanagementspecialists@gmail.com or ems.inaz@yahoo.com



EXPERIENCE AND REFERENCE STATEMENT

Evidence Management Specialists LLC is an Arizona based company that specializes in audits, inspections and complete assessments of law enforcement agencies property and evidence rooms and assist agencies in evaluating their property and evidence operations for compliance to accreditation standards, as well as recognized industry standards and best practices for property and evidence management. Evidence Management Specialists LLC has been in business since 2005 and is owned and operated by Lane Darling.

Evidence Management Specialists has performed audits, inspections and complete assessments for numerous law enforcement agencies including, but not limited to: Buckeye Police Department (twice); Winslow Police Department (twice); Page Police Department (twice); Graham County Sheriff's Office; Pinal County Sheriff's Office; Coolidge Police Department; Globe Police Department; Superior Police Department; and the Coeur d'Alene, Idaho Police Department.

Mr. Darling is a third generation Arizona native who recently retired from the Mesa Police Department after thirty years of working directly in the Evidence Section (twenty years as the Evidence Supervisor). Mr. Darling has a Bachelor of Science degree in public administration from the University of Arizona.

While working for the Mesa Police Department, Mr. Darling served as a CALEA Annual Quality Assessment Coordinator for the Department's Technical Services Division for five years, where he provided proofs of compliance information to the Police Department's Annual Quality Assessment Manager. During his 30 years with the Mesa Police Department, Mr. Darling also created and revised numerous policies and procedures for the Mesa Police Department relating to the collection and management of property and evidence.

Mr. Darling is a founding member of the Arizona Association for Property and Evidence (AAPE), was selected as the inaugural President of this association back in 1992, and has served numerous times as President, 1st Vice President and 2nd Vice President. Mr. Darling is currently serving as the 1st Vice President of this organization. Mr. Darling is also a certified Property and Evidence Specialist through the International Association for Property and Evidence (IAPE) and has been for approximately 20 years.

If you would like to contact any or all of these agencies listed above for a testimonial as to the services that Evidence Management Specialists provided them, please let me know and I would be happy to provide contact information to you.

I can be contacted at 480-383-3946, evidencemanagementspecialists@gmail.com or ems.inaz@yahoo.com.

Respectfully,

Lane Darling
Evidence Management Specialists LLC
480-383-3946