



Support your local merchants

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 4, 2023 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/83424391469?pwd=bis3b01FWDd6RHJzVy9KR2hoNVpyUT09>

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

Meeting ID: 834 2439 1469

Passcode: 716039

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, Wendy Escoffier, Cris McPhail, Jessie Murdock, Robin Whatley, Vice Mayor Marie Moore, and Mayor Dee Jenkins.
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Regular Session – November 2, 2022 Page 5
 - 2) Work Session – November 9, 2022 Page 13
 - 3) Special Executive Session – November 16, 2022 Page 23
 - 4) Regular Session – November 16, 2022 Page 25
 - 5) Special Executive Session – November 18, 2022 Page 39
 - 6) Special Executive Session – November 23, 2022 Page 41
 - 7) Regular Meeting – December 7, 2022 Page 45
 - b) **Set Next Meeting, Date and Time:**
 - 1) Work Session- Wednesday January 11, 2023 at 5:30 p.m.
 - 2) Regular Session – Wednesday January 18, 2023 at 6:30 p.m.
 - 3) Work Session – Wednesday January 25, 2023 at 5:30 p.m.
 - 4) Regular Session – Wednesday February 1, 2023 at 6:30 p.m.
 - c) **Approval of Resolution 2022-1102, A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2023 Meeting Dates and Times for meetings of the Council and all Commission/Committees, and superseding Resolution 2021-1081. Staff**

- d) **Approval and Possible Adoption of 2023 policy statement that authorizes the Mayor, as the Town Chief Elected Official to support or oppose bills introduced during Legislative Sessions when they affect the Town's interest and require an immediate response. (Town Code Section 2-2-4F)** Staff Resource: Cindy Pemberton Page 59

5. **Call to the Public or 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:**
- None
7. **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.
8. **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.
9. **Discussion, Consideration, and Possible Approval of Ordinance 2022-A470, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, to amend Zoning Ordinance Section 203 – Use Districts to include a new overlay district. This district will provide flexibility in the areas of height, density, and intensity for an associated highway interchange location.** Staff Resource: John Knight Page 61

10. **Approval of 2023 Camp Verde Unified School District school resource officer IGA.** Staff Resource: Corey Rowley Page 89
11. **Discussion, Consideration and Possible Approval to establish an IT Department or Division consisting of adding an IT System Administrator and IT System Tech job descriptions and wage scale with funding from Town Manager's budget.** Staff Resource: Corey Rowley Page 113
12. **Discussion, Consideration and Possible Approval of Body camera contract with LensLock. The request would be for an amount not to exceed \$136,652.45 for the 5-year and 2-month term of the agreement.** Staff Resource: Corey Rowley Page 121
13. **Discussion, Consideration and Possible Approval to accept the Arizona State Library, Archives and Public Records States Grants-in-Aid Construction 2022 grant to build the canopy for the automated library branch in the amount of \$50,000.00 and allocating \$50,000.00 in matching funds from the general fund.** Staff Resource: Kathy Hellman Page 147
14. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to A.R.S. §38-431.01(H))
15. **Adjournment**

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

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

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 12-29-2022 at 2:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk



Support your local merchants

**DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, NOVEMBER 2, 2022 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/83638255588?pwd=cEtWbTZaMEIxRmxVZzIHTSs3MHZ1Zz09>

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

Meeting ID: 836 3825 5588

Passcode: 247850

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

1. **Call to Order** Mayor Jenkins called the meeting to order at 6:30 P.M.
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** Councilor Whatley led the Pledge of Allegiance.
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

- 1) Work Session – September 14, 2022 at 5:00 p.m.
- 2) Special Session – September 28, 2022 at 5:30 p.m.
- 3) Regular Session – October 5, 2022 at 6:30 p.m.

b) Set Next Meeting, Date and Time:

- 1) Special Session – Community Gym - Wednesday November 9, 2022 at 5:30 p.m.
- 2) Regular Session – Wednesday November 16, 2022 at 6:30 p.m.
- 3) Regular Session – Wednesday December 7, 2022 at 6:30 p.m.

c) Approval of revisions to the Economic Development Director job description.

Staff Resource: Steve Ayers

Vice Mayor Butner would like 4C pulled for discussion.

Councilor Moore had some concerns with 4A 1&2. She said generally when they have problems with the minutes, they send an e-mail into the Clerk's office. She had drafted an e-mail, but never e-mailed it over. She expressed concerns with the work session on

September 14th, and there were some spelling errors that need to be addressed on the September 28th meeting.

Councilor Baker had a concern of a misspelled name on the minutes of the September 28th meeting.

Councilor Moore made a motion to approve the consent agenda without 4A1, 4A2, and 4C. Councilor Baker made a second motion.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: aye

Councilor Baker: aye

Councilor Moore: aye

Councilor McPhail: aye

Motion passed 7-0.

Mayor Jenkins asked Vice Mayor Butner about his concerns on 4C.

Vice Mayor Butner expressed his concern that there were some things not in the job description that should have been. Some of his concerns were the businesses on Main St. and the old downtown area. He wrote down some suggestions. He said on page 45 of the job description, there was a portion that says, “develops a municipal development plan for visitor engagement and tourism”. He would like it to say, “develops and implements a municipal marketing plan for visitor engagement and tourism including businesses on Main St. and in the old downtown area”.

Mr. Ayers did not have any objections to this suggestion, nor to any changes Council makes. He is stepping down and said they attempted to revise it. The old job description didn't mention tourism, because it wasn't in his job description when he came to work for Camp Verde. They tried to consolidate it without being too specific. He said however Council wants to word it, Mr. Ayers is okay with it.

Vice Mayor Butner also suggested that they add a required skill in “promoting and marketing existing businesses as well as new businesses”.

Mayor Jenkins asked Mr. Ayers to clarify some things on the application. She wondered what it meant to “oversees communication with difficult and sensitive citizen inquiries and complaints directed to the economic development department.”

Mr. Ayers said his intent with that is the buck stops at his desk. The director is ultimately responsible for the responses that come out to the public, within his own department.

Mayor Jenkins also asked about the portion that talked about development agreements. Mr. Ayers said they haven't done very many development agreements, but he has been involved in each one that Council has seen since he's been there. He's just a participant in the process of those documents to provide input.

Councilor Moore thought there should be more in the job description regarding tourism. She

thinks Economic Development and Tourism are two separate things, but she thinks they are connected. They've had issues in the past with the Chamber of Commerce, which is why they don't handle tourism.

Mr. Ayers said they separated these out and created the Economic Development Specialist position with the idea that the Director is still responsible to oversee, but there's a few more specifics in that job that the Specialist will do and not the Director. He is fine with them adding whatever language they want into the job description, but some things may be better fit for the Specialist. He gave an example of the online marketing. He oversees the tourism effort of the town.

Councilor Moore said if they aren't going to have a tourism department for the Town because they haven't reached that stage yet, they still need to focus on tourism. They need to advertise someone who has experience in tourism as well as Economic Development.

Mr. Ayers gave an example of the Economic Development Directors in surrounding towns. He said the one in Cottonwood has her own business in tourism and marketing but will be the first one to tell you that she's not quite sure how to do the hardcore Economic Development. The one in Sedona is very gifted in Economic Development but has no experience whatsoever in tourism. He said you may not find someone who is specifically strong in both. The job description is to understand that you're going to have both responsibilities. When he first got here there was his position, then they built out the specialist position, then they eventually built out the project management position, and they divide up the specific responsibilities.

Councilor Moore agreed and thanked him.

Councilor Murdock said they're looking for a blend of skills set. They're trying to combine too many positions and assets into one position, so they may need to look to adding positions. She knows Economic Development and Tourism are under the same umbrella, but specifically they are two completely different positions.

Mr. Ayers added that they shouldn't confuse the job description with who they are hiring. You will hire based on criteria, and sometimes it's not based on your prior skill. The job description is to make the person aware of what their responsibilities are as the Economic Development Director.

Councilor Baker said regarding tourism, Sedona has a large rate of tourism, but they spend a lot of money to allot to their tourism department. Camp Verde doesn't have that, so finding someone who has that kind of talent, without the additional revenue, would be ideal.

Mr. Ayers agreed.

Councilor Moore made a motion to approve item 4C with the Vice Mayor's amendments. Vice Mayor Butner seconded that motion.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: aye
Councilor Baker: aye
Councilor Moore: aye
Councilor McPhail: aye
Motion passed 7-0.

Mr. Ayers asked for the amendments to be written down and transferred to the Clerk.

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))

Steven Magoon spoke on zoning enforcement. He moved in about four years ago. He spoke of a neighbor who purchased land and converted their land into a roping arena. The owner brought in an illegal amount of cattle and horses on their 5 acres. He filed a complaint with the enforcement officer for zoning. An inspection was done, and they had a discussion with the property owner. She would allow him to have excess animals on the property, but only during the times needed to do his roping activities. What that owner interpreted this to be was those animals can be on there for half a day, then off the other half. He would move the cattle to forest service land, where he'd keep them at night. Sometimes he wouldn't even move them. Mr. Magoon said it was an ongoing problem. He filed a complaint with the forest service as well. They asked the man to exit the animals from their property. He then moved his animals back to his own property. More complaints were made, but he just kept moving cattle to places they shouldn't be. None of Mr. Magoon's complaints got addressed in a timely matter. When they were addressed, they'd often come out when the animals were not on his property. It's been ongoing for the last 18 months. He's trying to get resolution.

Mayor Jenkins asked for his name and address. She said the Manager will follow up with him.

Deputy Clerk Virginia Jones asked that everyone take their batteries out of their microphones to see if that solves the issue of them not working.

Janet Anderson shared a concern regarding an upcoming planning and zoning meeting item. She thanked Council for the opportunity to speak. Arizona has a 'right to farm' law. It protects agricultural operations from nuisance lawsuits. To receive protection, operations must be done on farmland defined as land devoted to commercial agricultural production. She believes the Arizona law is wanting to protect big, agricultural production land, which she certainly wants to do. The

proposed ordinance would apply to all zones, except for CF and OS districts. There's a great variety in our residential property. Some people have 2 acres, some have more than ten. However, most of the land isn't devoted to agriculture. It's not commercial agriculture production in these areas that are zoned residential. She has enough land to enjoy, but not enough to have commercial operation. She said Mr. Knight commented that this came about because of nuisance complaints being abundant in Camp Verde. She thinks more rigorous enforcement and follow up would result in fewer complaints. She encourages more voices and input in the proposed ordinance as it impacts many people that have always felt that their residential property would not fall under any ordinances regarding commercial agricultural production. It's not a solution to lessen complaints. She feels it only serves to prevent or lessen citizens ability from making them. She encouraged people to attend the meeting.

Dave Freeman wanted to speak on Planning and Zoning and illegal clean up. He said he's been around for many years on Planning and Zoning. He said during those years, as a committee, they wanted to clean up some of those zoning ordinances and consolidate things. The intention was always toward improvement. Because Arizona's laws don't allow for the taking of rights and privileges, they were shot down. This ordinance that's being talked about, might be giving something to somebody, but it's taking from others. Council has a choice to go ahead and pass it, but they'll be slammed with lawsuits, and it'll be shot down at a State level. He knows there's a sizeable budget to pay for lawsuits, which are unnecessary. He said dumb decisions are the results of these lawsuits. The record for the last 20 years will show what he's talking about. He feels it's ill advised and going to be an expensive proposition that will result in a class action lawsuit to the town from the number of people who are opposed to it. The state doesn't allow the taking of rights or privileges, so he feels they're going to lose. He doesn't think it's a good way for the town to spend money. This is not something that should be on the agenda at all.

6. Special Announcements and Presentations:

- **Proclamation declaring November 2, 2022 as Extra Mile Day**

Extra Mile Day recognizes individuals that go the extra mile in personal effort and volunteerism service to their community. Mayor Jenkins proclaimed this day to be Extra Mile Day.

7. Discussion, Consideration and Possible Approval of Ratification of the July 6, 2022 Regular Session minutes that were previously approved by Council on July 20, 2022 correcting and adding action taken in open session regarding items #36 and #37 supervisory and organization structure of the Town Marshal's Office and its employees and legal advice to receive an update regarding potential notice of claims. Staff Resource: Cindy Pemberton

Town Manager Russ Martin said there was a decision made during executive session. They failed to put it in the minutes, and they all failed to reflect that they did have that decision. This corrects those minutes.

Councilor Moore clarified to the town that what this means is that the Marshal's office is not underneath Council. They decided not to do it on July 20th. It is missing from those minutes, so there's some misconception that the Marshal's office is under Council, but they are not, they are under the Town Manager.

Councilor McPhail made a motion to approve and ratify the meeting minutes of July 6, 2022, as revised. Councilor Baker seconded that motion.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: abstain

Councilor Whatley: aye

Councilor Murdock: aye

Councilor Baker: aye

Councilor Moore: aye

Councilor McPhail: aye

Motion passed 6-0.

Vice Mayor Butner abstained due to him not being at that meeting.

8. **Discussion to consider the Town's position and possibly instruct staff to commence negotiations for the purchase of real property downtown for future Town use. The Council may, by majority vote, recess the regular session, hold an executive session and then reconvene the regular session for discussion and possible action on this item as covered by A.R.S. §38.431.03 (A)(7).**
 - **Recess into and hold Executive Session pursuant to A.R.S. §38.431.03 (A)(7) Meeting was recessed into an Executive Session at 7:35 p.m.**

Motion was made by Councilor McPhail to recess into Executive Session, with a second by Councilor Moore.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: aye

Councilor Murdock: aye

Councilor Baker: aye

Councilor Moore: aye

Councilor McPhail: aye

Motion passed 7-0.

- **Reconvene Open Session**

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

discussion and legal action. (Pursuant to A.R.S. §38-431.01(H))

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

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

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

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

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 10-27-2022 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

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 November 2, 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
SPECIAL SESSION
MAYOR AND COUNCIL
75 E Hollamon Street, Camp Verde, AZ 86322
WEDNESDAY, NOVEMBER 9, 2022, at 5:30 P.M.

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

1. Call to Order

Mayor Jenkins called the meeting to order at 5:36 p.m.

2. Roll Call

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

Also Present

Town Manager Russ Martin, Town Clerk Cindy Pemberton, Deputy Town Clerk Virginia Jones, Administrative Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor McPhail led the Pledge.

4. DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF RESOLUTION 2022-1098, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA DECLARING AS A PUBLIC RECORD A CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "ARENA DEL LOMA REZONE – LETTER OF INTENT, DATED AUGUST 11, 2022, AND PLANNED AREA DEVELOPMENT STIPULATIONS FOR DENSITY AND INTENSITY OF USE AND REQUIRED MITIGATION PLANS" FOR THE ZONING MAP CHANGE) FOR 4.4 +/- ACRES LOCATED AT 1738 NORTH ARENA DEL LOMA ROAD, CAMP VERDE, AZ (APN 404-18-178Q).

Mayor Jenkins stated that Council has received all of the paperwork in the packet which includes attachments and minutes. Mayor addressed the public and asked if they wished to speak they need to fill out a blue card and turn it into the Clerk. She also asked the public to please let Council know if they have a group speaker and/or who they are speaking for. All public that wishes to speak will have the opportunity to have their voices heard. This is a very important discussion with a lot of options to consider.

Community Development Director Jon Knight stated the applicant, Tanner Bryson, requests a Zoning Map change from R1-70 to R1-PAD for approximately 4.4 acres located at 1738 North Arena Del Loma Road. The purpose of the request is to allow the following specified activities and events: equestrian training, roping events, barrel racing, team roping, fundraisers, equestrian show events, potlucks, parties, car shows, and festivals. PAD process set the density and intensity of use and does not set the fine details. Gives the applicant an R1-70 underlay with a PAD overlay. He reviewed the staff report. He also explained the 2016 NOD and the difference between the NOD and a PAD. Council's approval locks in the resolution with conditions. A final site plan will all come back to Council at a later date and will include a schedule of development.

Councilor Baker asked about a septic system and well. Mr. Knight said we don't have details on the septic yet but yes, it does have a well.

Council discussed some of the conditions, including the citation process, the need for a quarterly report and RV's.

Councilor Moore wanted clarity about what constitutes the difference between a major and a minor amendment. The 2016 NOD sounds like a major amendment, did it come before Council. Mr. Knight explained a minor amendment is essentially administrative and a major is anything other than that.

Attorney Bill Sims stated most zoning codes identify as major that have to come back to Council. The current code delegates the Community Development Director the power to determine what's major and what's minor. The benefit of Item 16 is paragraph C, which then says, notwithstanding A & B being major, a Community Development Director determines if a significant impact that concerns the neighbors he then goes to Council.

Mr. Sims also clarified an earlier statement about citations. For instance, he explained what issuing a criminal citation would mean for odor. The 2016 NOD makes it difficult to protect neighbors. He read the standard for odor. The applicant would have to demonstrate that they know how to successfully manage the manure. A citation requires law enforcement to issue it, magistrate would have to hear it, and then the neighbors have to show it causes a substantial discomfort or annoyance to persons of normal sensitivity. This protects the rights of persons who are charged with criminal misconduct. A PAD sets up a course of action that allows a Code Enforcement Officers to step in to say you are not successfully managing the manure.

Councilor Moore asked if Council were to place a PAD, if he is to get any citations, and the PAD goes away, then he has the ability to go back to the 2016 NOD? Mr. Sims said no. The NOD is something required in the code. They would come to Council in future, and say under your code section we have a nonconforming use, we want you to determine that. That only happens if you approve this PAD, they do not perform under the schedule of development. You then hold a hearing to revert to prior zoning. The best way to protect the neighbors, is to insert series of precise protections. Mr. Knight said this sets a parameter then the applicant will come back with a development schedule. We also require mitigation plans for large events, which addresses medical, parking, and dust. A PAD says they have to come back but you are not looking at specifics at this time, you will look at those details later.

Mayor Jenkins requested clarity. She is concerned that Directors change and some items are subjective. Mr. Knight stated he could add significant impact language to the code and clarify some of the other definitions.

Mayor Jenkins asked if a Final Site Plan has been completed yet. Mr. Knight stated it is too early to define parameters. They will have to come back with that later.

Mayor Jenkins asked about the process, if a PAD is approved based on the parameters the Council determines, and then the development plan is prepared and it's not possible to meet parameters in the PAD, what happens then. Mr. Knight stated if it is a reasonable request for change, it can come back to Council. Council could amend the request. If development hasn't happened Council can decide to resend.

Attorney Sims said there are two items before Council tonight, Item #4 and Item #5. Item #4 is simply administrative and doesn't require hearing, it's not an ordinance. It is a mechanism by which you document a document as a public record, that will be on file with the Town Clerk. Then when you adopt the ordinance, which does require a hearing and it is referred to the statute in the agenda item, that's when you will be discussing the subject. You can go ahead and approve Item #4, it has nothing to do with the substance of the Zoning Ordinance. The Zoning Ordinance is Item #5, Item #5 refers back to the ordinance which refers to the statute, and expressly requires a public hearing. There is no need to have two public hearings.

Applicant Comment

Applicant Tanner Bryson will have his attorney clarify some information but first, he feels like there has been a misconception that this is going to be an expansion. He has been on the property for ten years. All activities that have taken place are horse related and community related. He agreed to go through the PAD process in attempt to meet neighbors at least half way. Arena Del Loma is a historic property in the valley and has a lot of history. Children have learned to rope and ride in this arena. No, it doesn't have the same amount of parking as the town arena. It was the arena for 50+ years. It has always been owned by a private entity. It sat in disrepair until he took it over and he is trying to establish a good business model for the community. This will be an upgraded, nicer place when he gets done.

Applicant Attorney Rose Winkler said there have been a lot of questions of the differences between the NOD and the PAD. There are differences between the NOD authority and the PAD authority. The PAD is not an expansion of "use" but a narrowing of "use". She created a hand out for council and the public to see the differences.

Mayor Jenkins asked about event hours and if there would be a limitation on when they should be pulling out. Ms. Winkler said this is consistent with other arenas in the town. It is going to vary. The noise ordinance still applies. Ms. Winkler explained that the PAD is better than what is written in the NOD.

Public Comment:

Sherie Cooley- is concerned about the amount of space for parking, manure, animal count and noise.

Brenda Powell- is concerned about manure, animal count, and the property turning into a money maker. She is ok with the NOD.

Pete Roulette- is concerned about the origin of the NOD. Neighbors' complaints are about the number of animals and the number of RV's. He didn't think the original people who started the arena had any idea that this is going to be turned into commercial entity.

Joanne Jahnke- is opposed to the PAD but didn't want to speak.

Jessica Oium- is for the PAD but didn't want to speak.

Cheri Wischmeyer (also speaking on behalf of John Wischmeyer/Marie DeClue and has 9mins)- Neighbors have expressed concerned about the noise, lighting, smell, insects, RV parking and the increase traffic. They have also expressed concerns with early morning and late night activities, number of animals on property, the size of the property and RV's. Residents do not want to do away with the historic use. She reviewed the statistic numbers of proposed

number of animals with the amount of urine and manure that would be produced per day/month. She requests to keep the NOD.

Mary Phelps- She talked about the culture of the arena. This culture is different. She is in support of Tanner Bryson and the PAD. The Western Way is going away. Kids need a place to go, to practice.

Janet Walther- is against the PAD; it doesn't reflect the Historic Use of original arena. She is concerned with the number of animals (boarded and on the property for events), and number of RV's.

Jake Davis- doesn't have a problem with the amount of RV's; they are for the care taker and instructors. The people who come to events and/or trainings are spending money in town at restaurants and stores. He has personally purchased a horse, and learned to rope at the arena. There are a lot of kids in the community that use the arena to practice.

Jody White- supports Mr. Bryson and the arena.

John Lacy- this way of life is rapidly eroding and said it is sad to see what is happening to Arizona. Mr. Bryson is trying to preserve what is near and dear to hearts and is a wonderful role model to our youth. They are our future. He gave kudos to Mr. Bryson and his attempt to foster the youth.

Lacota Wanaise- Mr. Bryson has improved the property. He supports the PAD and Mr. Bryson.

Charlotte Salsman- is concerned that if the PAD is approved it opens the whole town to have a PAD in other residential areas. She added she is concerned about the lights, too many animals on 4.4 acres, and manure (odor and flies). This was a historical arena and should keep that way.

Chairwomen of Yavapai Apache Nation Tonya Lewis- read a letter that was previously submitted. The Nation is still in opposition to the PAD; RV count, animal count, and manure management. The Nation urges Town Council to reject the PAD.

Glen Allen (also speaking on behalf of Janice Hawk, Martin Geronomo, Eileen Martin, Craig Cooley, Jan Allen, and Cathy Morgan and has 21 mins) is the owner of the property across street and has spoken at last three meetings. He has studied NOD. He objected to this in 2016 and signed an affidavit. They are concerned with the speaker system, manure, odor, lights, loose animals, debris, abandon vehicles, broken down equipment, RV's and no summer shade for the horses. They would like to see the property used as the original use. They do not agree with the current uses taking place on this property. They are concerned with the numerous violations and the increasing chronic abuses. The Town has been complacent; the neighbors have four concerns:

1. Traffic- increasing number of vehicles.
2. Setting a precedence. The Town would be setting a bad precedence if this rezone is granted. The 2016 NOD should guide this entire process. If this rezoning is granted ignoring what neighbors have said, it will be saying to the public if anyone ignore zoning codes that are already in place then future zoning decisions will give way to pressure from others, with their own self-serving property plans ignoring neighborhood feedback. Town zoning regulation could eventually give way to those who have the most influence regardless of the interest of neighbors who just want to be treated fairly.

3. Non-conforming status- grandfathering, some misinterpreted this as a license to do anything with their property regardless of town code. Grandfathered in this specific case means that the original 1968 limited unique purpose only will always be protected. A small scale nonprofit community based equine property was intended. The Town in no time asked if this parcel be rezoned to the status of agritourism. No notice was given to the neighbors. Adjacent property owners will not be manipulated into believing something that is something else. We will not be gas lighted. We can clearing see what is happening on this property.
 4. Trust- no trust. There are many violations and nothing changed.
- Mr. Allen said that granting this rezoning request will only lead to the same documented processes. He urged Town Council to reject the PAD.

Christa Brunori- (also speaking on behalf of Rita Aimeen and Anna Tellez and has 9mins) She is in favor of this PAD. This decision should be based on facts. She wanted to make several points:

1. Size of property- Jackpot Ranch, Camp Verde Equestrian Center and the Dynamite Ranch are some properties under five acres. She described the amount of stalls, stock pens, and arena space that are on those successful properties. She also had visual examples she showed to the Council and audience. Arena Del Loma space is sufficient
2. Continued Historical Use- This arena used to be a member only club that rode multiple times a week. It was used for a lot of uses; training and events. Things have changed since the conception of this arena. It actually gives back to the community.
3. Animal count- is currently hosting 30 horses & 50 head of cattle. Here's why:
 - i. Team roping and calf roping are two different events that require different types of cattle,
 - ii. Roping Events requires enough head cattle to rotate as to not over use the animals,
 - iii. boarding facilities require enough stalls to host a customer with an average of 2 horses each. With no other team roping facility in the Verde Valley that brings a lot more attention to Arena Del Loma.
 - iv. A training facility typically allows for 20-40 custom horses. This is outside the allotment of boarding.
 - v. Complaints- This community isn't a afraid to lodge complaints. The PAD provides each and every complain on file, even if it has already been addressed. The Town seems to lack the proper resources to keep up with or follow through with the abundance of files with the current NOD in place. The PAD will provide relief to the Town's staff.
4. RV Uses- every facility in Camp Verde, including the Camp Verde Equestrian Center, have multiple long term permanent RV's on site. Camp Verde Equestrian Center has no permit for them. With the style of business being operated, customers will require the ability to stay with their horses. She showed some visuals of three arenas.

She urges Council to consider the facts. This is not spot zoning. This is a happy medium for all neighbors. Look at the entire PAD application.

Jordy Weaver (also speaking on behalf of Tye Reddell and has 6 mins)- has learned a lot from using this arena. Kids are the biggest reason she loves going to the arena. This place is important for these kids: life skills are learned. People seek out places to go to get better training and it brings people to town. She attended a rodeo in California and that was in a multimillion dollar neighborhood. We can do it here in Camp Verde. This change allows us to do this. If Mr. Bryson leaves, the arena won't last. It will not function without a private entity there running it. The Community needs to embrace the change.

Vice Mayor Butner would like to take a break to be able to confer something that he feels needs addressed immediately with Councilors and the Town's attorney.

Meeting break: 7:32pm

Meeting Resume: 7:43pm

Vice Mayor Butner stated he spoke with the Town attorney about a particular matter of concern. Town Attorney Mr. Sims stated Vice Mayor noticed his name appeared on one of the affidavits in connection with 2016 NOD. He was worried that as a person who submitted an affidavit there might be a conflict. Mr. Sims assured him that simply because he provided factual information as part of the fact-finding measures relating to the 2016 NOD, does not rise to the level of conflict and he can participate in this discussion.

Gail Pate (also speaking on behalf of Janette Corbin and has 6mins)- She is a retired veterinarian and discussed densities: the number of horses per acre and stall spaces. This is considered inhumane. The animal densities that were adopted into town code in 1997 adopted in that were thought to be appropriate then as a blanket protection to protect residential areas. This has lasted 25 years and not being well enforced. She has owned &, worked with horses as well as being a veterinarian. She recommends the property be restricted to Town ordinance in regarding livestock densities immediately and any future uses of the property when it is long term keeping of same horses or cattle, such as boarding. The town code permits 9 head of cattle and or horses combined on 4.3 acres. And when the NOD was granted, it was already in violation of town code.

Paul Hawk- left early didn't get a chance to speak

John Bassous (also speaking on behalf of speak on behalf Rod Corbin, Debbie Roulette, and TC Noble and will have 12 mins)- one thing in common is he doesn't hear anyone that wants to get rid of the arena. The benefits are exposing kids to a western lifestyle. Neighbors should have been involved in keeping the western lifestyle; should've been collaborative. We are a community; dialog has been lost. There should be some sort of a middle ground, have honest and open dialog. Neighbors are concerned about RV's, animal counts, manure. He gave kudos to Mr. Bryson about having an event this past weekend and everything went smoothly. Mr. Bassous said there are other ways to pay for an arena. There are nonprofit organizations, donations, and there is a place for a small business. There is common ground. He would like everyone to come to the table and have dialog to see what's best for the community. He even would help look for ways to fund the arena. The neighbors are not here to squash the arena. They would like to participate but not at a level that would adversely affect the community.

Staff

Attorney Bill Sims said Town Code authorizes the Mayor to organize and conduct items on the agenda during the course of the agenda. At the beginning of the reading Resolution 4. The difference between Call to the Public and a Public Hearing, is a Public Hearing gives the property owner the ability to respond to comments. We have some members of the community who have filled out cards to speak on item #5. Attorney Sims is recommending go to Item #5 because they travel together, Item #4 is the procedural that proceeds Item #5, read Item #5, let the Clerk announce those members of the public who wish to comment, then following those comments, the applicant would have the opportunity to respond, then the Public Hearing would close then Council would act on Item #4 & #5 subsequently.

5. **DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF ORDINANCE 2022-A474, AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, FOR A ZONING MAP CHANGE, SUBJECT TO STIPULATIONS, FROM R1-70 (RESIDENTIAL: SINGLEFAMILY, 70,000 SQUARE FOOT MINIMUM LOT SIZE) TO R1-70/PAD (RESIDENTIAL: SINGLE-FAMILY, 70,000 SQUARE FOOT LOT SIZE/PLANNED AREA DEVELOPMENT) FOR 4.4 +/- ACRES LOCATED AT 1738 NORTH ARENA DEL LOMA ROAD, CAMP VERDE, AZ (APN 404-18-178Q).**

Attorney Bill Sims directed the Mayor that now would be the continuation of the Public Hearing that started on Item#4. Town Clerk Cindy Pemberton continued to call those who filled out cards to speak.

Terry Andrews (also speaking on behalf of Marcia Johns and will have 6 mins)- Doesn't support the PAD because they didn't discuss how it would affect the neighbors. They are doing too much on too little. He is also concerned with little research being done, the planned commercial facility and parking.

Charlotte Salsman- The arena is historical but it wasn't intended for late nights, lots of animals, lighting issues, and large vehicles.

Buck Buchanan- left before he had a chance to speak

Gail Pate (also speaking on behalf of Janette Corbin and will have 6mins)- continued with her concern about the animal count. The Code allows 2 animals per acre. Zoning changes a larger number of livestock. She participated in the past to organize events at this arena. It wasn't operated with permanent residences. Animal count of county.

Final Applicant Comments

Mr. Bryson stated he has been on the property for ten years and he's spent thousands of dollars trying to clean the place up. It is still a work in progress. He just got new fences with privacy panels. Community input is important. There was a public hearing for neighbors to give their input. He has a valid NOD; he doesn't have to do this PAD. This is his attempt to appease the neighbors. He took over for a nonprofit that had failed. Most neighbors come and enjoy the arena. Some people that are against the PAD, he has never seen in his life. His intention was to come to the negotiating table and do a good thing for the community. He won't go around with his hand out. It costs about \$60,000 to run the arena for a year.

Staff Comment

Council members discussed the RV's, septic system, parking, fencing, and manure. Mr. Bryson again stated:

1. RV's are only for a caretaker and instructors; it is not an RV park. It is not conducive for instructors to leave their horses on site.
2. Septic- still waiting to hear back from the County
3. Parking- there will be ample parking for events and training sessions
4. Manure- he has already gotten rid of a lot of manure already. He plans to build a block bunk and cover it with a tarp until it is a truck load.
5. Fencing- he is waiting for approval and to see how high it can be.
6. Animal Count- a barn can house up to 80 horses, a lower barn can house up to 40. There will be room for 30-50 cattle for roping. Horses will be in stalls; cattle will be in arena. Pens are estimated to be 12x20 in size.

Mr. Bryson is trying to get this laid out to stop going to town, and having to pay for an attorney. This arena was operating as a private arena since 1963.

Councilor Moore asked about the temporary use permit for the caretaker. Mr. Bryson has made arrangements with Town staff because they were working to resolve some of the problems with the neighbors. There was someone living on site in an RV. Mr. Bryson discussed the need to have someone there to take care of the animals with Mr. Knight. Mr. Knight agreed and he said the Town would suspend a notice of violation until we can get a PAD. One week before the meeting, he received another Notice of Violation for having a caretaker on the property. Secondly, the Town agreed to not to do any surprise inspections. They sent the Town Marshal over to verify if he had a caretaker there. He had to fire the caretaker and lost 3 animals; died.

Councilor Moore asked why he has a temporary Use Permit to house two permanent RV's on the property but he didn't sign it. Attorney Rose Winkler said there was a temporary Use Permit that is not the same one that Mr. Bryson signed but it wasn't included in packet. Ms. Winkler also wanted to clarify the letter received from that Town on July 2, 2021 lists each alleged violations and clarifies what has been cleaned up and it refers to the initial materials that were already included in the initial Notice of Violation.

Councilors are still concerned with animal count, shelters and shade for the summer. They also discussed Mr. Bryson's plans to come into compliance with the Dark Sky Ordinance. Councilors continued to discuss with Mr. Bryson, the size of the property verses what is planned for the property.

Vice Mayor Butner asked about drainage at the facility. Mr. Bryson said he has spent about \$20,000 on drainage; he is trying to fix drainage issues. He built a concrete barrier plus he lowered part of the property.

Councilor Baker agreed with the veterinarian; it doesn't appear that it will be humane treatment for the animals. Mr. Bryson said the horses that come in are expensive horses; he would not treat them inhumanly. Clients are not concerned.

Councilors again talked about the fact that he doesn't have to ask for the PAD, the 2016 NOD is still in place. Moving to the PAD helps him to so he can expand. They also discussed septic again and room for parking. The Final Site plan have all of that information on it in detail.

Commission Discussion

Councilor McPhail had some suggestions for revisions to the recommendations:

1. RV's- recommend two permanents for onsite caretakers; all other RV's be onsite for the duration of events only.
2. Septic system- be installed within an x amount of time for those two caretaker RVs.
3. Large Animals- max number large animals permanently housed will not exceed x. She suggests Council come up with a number. She would propose at least 12 animals; she is open to a different number, animals in excess may be on the property for event purposes. Instead of 115 Council could come up with a number.
4. She is also recommending upgrading animal facilities to provide shade.
5. Manure piles- must be contained in a structure covered with a tarp, she would add manure piles to be managed to mitigate odor.
6. Number of event attendees- shall be limited by the available onsite parking. The applicant shall provide parking of a ratio of one space for every three attendees. Events shall not exceed 150 attendance and hours of operation should be 7am-10pm.

Councilor Moore said a limit of twelve animals is not reasonable. Animals not to exceed 115 on property isn't unreasonable. Manure piles need to be maintained.

Vice Mayor Butner said it comes down to a neighborly setting. Mr. Bryson is trying to make the arena an asset to the community and neighborhood. He suggests the manure be transported out every 30 days.

Councilor Whatley called for the question. She doesn't think there is a compromise.

As to Item#4, **Motion** was made by Councilor Whatley to not approve Resolution 2022-1098, a Resolution of the Mayor and Common Council of the town of Camp Verde, Yavapai County, Arizona declaring as a public record a certain document filed with the Town Clerk and entitled "Arena del Loma Rezone – Letter of Intent, dated August 11, 2022, and Planned Area Development stipulations for density and intensity of use and required mitigation plans" for a zoning map change) for 4.4 +/- acres located at 1738 North Arena del Loma Road, Camp Verde, AZ (APN 404-18-178Q). **Motion** failed for a lack of 2nd.

On Item #4 Councilor Murdock needs clarification to know, in order to move from Item#4 to Item#5, do we need to read and approve the initial resolution then move to the ordinance. Mr. Sims said to do the resolution first. That will incorporate it into the public record. Then Item #4 would be a motion to adopt it into public record. Or Council can table Item#4 go to Item #5 and then go back to Item #4.

Motion was made by Councilor Murdock to table Item# 4 and to continue discussion and consideration and possible approval of Ordinance 202-A47 after discussion. Second was made by Vice Mayor Butner.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Whatley: nay
Councilor Moore: aye
Vice Mayor Butner: aye
Mayor Jenkins: aye

Motion passes 6-1.

Mayor Jenkins stated we will now move on to Item#5.

Council discussed the issue with parking. They don't want on street parking. Mr. Knight said the Final Site Plan will show parking.

Council discussed the issue with RVs.

Councilor Moore is frustrated that neighbors and the applicant should have had time to figure this out. She prefers to table this or send it back to Planning and Zoning Commission. She doesn't want the neighbors to not be heard.

Discussion occurred about ending the meeting at 10:00pm. Town Code says a meeting must end at 10:00pm.

Item #5-Motion was made by Councilor Murdock to table Item #5 discussion and consideration and possible approval of Ordinance 202-A47 until November 16th at 6:30pm. Second was made by Councilor Baker. Vice Mayor Butner is concerned that his term ends on that date, so that means he will not be hearing this item? Ms. Pemberton stated yes. There is a motion on the floor and called for the vote.

Roll Call Vote:

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

Motion passes 6-1.

6. Adjournment

Mayor Jenkins adjourned the meeting at 10:00 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 Session of the Town Council of Camp Verde, Arizona, held on November 9, 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
SPECIAL EXECUTIVE SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY NOVEMBER 16, 2022 AT 5:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/87618681151?pwd=d2xFeUR4ZnRXR0lveUQ1SmgxMW53Zz09>

One Tap Mobile: 1-719-359-4580 or 1-253-215-8782

Meeting ID: 876 1868 1151

Passcode: 613249

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, Marie Moore, Jessie Murdock, Robin Whatley, Vice-Mayor Joe Butner and Mayor Dee Jenkins

Others Present: Town Manager Russ Martin, Community Development Director John Knight, Town Clerk Cindy Pemberton, Deputy Clerk Virginia Jones as Recording Secretary.

3. Pledge of Allegiance

Councilor Moore led the Pledge of Allegiance.

4. Discussion, Consideration, and Consultation with the Town Attorney for legal advice regarding timing of issuing the Oath of Office and Planned Area Development Application. Note Council may, by majority vote, recess the special meeting, hold an executive session, and then reconvene the Special meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(3); (A)(4);

On a motion by Moore, seconded by Baker, Council voted to go into Executive Session for legal advice regarding timing of issuing the Oath of Office and Planned Area Development Application.

Roll Call Vote:

Mayor Jenkins-Aye

Councilor Moore-Aye

Councilor Murdock-Aye

Councilor McPhail-Aye

Councilor Baker-Aye

Councilor Whatley-Aye

Vice Mayor Butner-Aye

- **Recess into and hold Executive Session pursuant to A.R.S. §38.431.03 (A)(3);(A) (4).**

Council adjourned into Executive Session at 5:32 p.m.

- **Reconvene Open Session**

Council reconvened into Open Session at 6:18 p.m.

On a motion by Murdock, seconded by McPhail, Council voted to keep the agenda as stated no changes or revisions or changes to moving any of the item numbers out of order.

Roll Call Vote:

Mayor Jenkins-Yes

Vice Mayor Butner-Abstain

Councilor Baker-No

Councilor Whatley -No

Councilor Moore-Yes

Councilor Murdock-Yes

Councilor McPhail-Yes

Motion passed 4 yes, 2 nay, 1 abstention

5. Adjournment

Without objection the meeting was adjourned at 6:23 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 November 16, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2022

DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, NOVEMBER 16, 2022 at 6:30 P.M.

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

1. **Call to Order**-Mayor Jenkins called the meeting to order at 6:30.
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.
3. **Pledge of Allegiance**- The Pledge was led by Vice Mayor Butner.
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:**
None
 - b) **Set Next Meeting, Date and Time:**
 - 1) Special Executive – Session November 18, 2022 at 5:00 p.m.
 - 2) Regular Session – Wednesday December 7, 2022 at 6:30 p.m.
 - 3) Regular Session – Wednesday December 21, 2022 at 6:30 p.m.

Motion made by Councilor Moore to approve the consent agenda.
Seconded by Councilor McPhail.

Vote;

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

Motion passes 7-0

5. **CONTINUED DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF RESOLUTION 2022-1098, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA DECLARING AS A PUBLIC RECORD A CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED “ARENA DEL LOMA REZONE – LETTER OF INTENT, DATED AUGUST 11, 2022, AND PLANNED AREA DEVELOPMENT STIPULATIONS FOR DENSITY AND INTENSITY OF USE AND REQUIRED MITIGATION PLANS” FOR THE ZONING MAP CHANGE) FOR 4.4 +/- ACRES LOCATED AT 1738 NORTH ARENA DEL LOMA ROAD, CAMP VERDE, AZ (APN 404-18-178Q).** Staff Resource John Knight

See below transcription as Mayor Jenkins read agenda items #5 and #6 consecutively. Attorney Sims stated the Mayor read both agenda items consecutively were due to the substance of the discussion primarily relates to the 19 conditions that originally emanated from a continued discussion of the 19 conditions. By reading both the resolution and ordinance together, this will allow Council to immediately satisfy the requirements of a hearing. The hearing will be opened, then closed, including following up discussion with the applicant and satisfying the hearing requirements and application that was submitted.

6. **CONTINUED PUBLIC HEARING - DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF ORDINANCE 2022-A474, AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, FOR A ZONING MAP CHANGE, SUBJECT TO STIPULATIONS, FROM R1-70 (RESIDENTIAL: SINGLE-FAMILY, 70,000 SQUARE FOOT MINIMUM LOT SIZE) TO R1-70/PAD (RESIDENTIAL: SINGLE-FAMILY, 70,000 SQUARE FOOT LOT SIZE/PLANNED AREA DEVELOPMENT) FOR 4.4 +/- ACRES LOCATED AT 1738 NORTH ARENA DEL LOMA ROAD, CAMP VERDE, AZ (APN 404-18-178Q).** Staff Resource John Knight
- **Staff Comments**
 - **Public Hearing Open**
 - **Public Hearing Closed**
 - **Council Discussion**

Staff Comments-

Community Development Director John Knight gave an overview of the application, stating this is a continued item from the November 9th meeting.

There are two key issues regarding the application.

1. The 2016 Notice of Decision (NOD).
2. The difference between the 2016 NOD and the application for a PAD.

The applicant is requesting an equestrian arena with 20 RV spaces, equestrian events, 350 animals and set hours of operation. The details are outlined in the applicant's letter of intent and the Staff report. Town Staff recommendations remain the same regarding this issue.

Mr. Knight explained the 2016 NOD is a legal non-conforming use for the property, going back to 1968. The NOD is essentially a "grandfathered" use of the property as long as the property owner meets certain requirements regarding property use.

PAD zoning allows the property owner to address issues and concerns brought forward by the Town and surrounding neighbors. It also allows the applicant to expand his operation, including use and intensity.

The property is currently under a NOD designation from 2016. Under the existing NOD, there is no limit to the number of animals the property can have, hours of operation, or number of events.

The applicant has voluntarily agreed to some conditions such as limiting hours of operation. Staff recommends events to be over by 10pm. The applicant will adhere to "dark sky" lighting.

There will be several more steps for this project that will be included in a development schedule for Council. All further developments regarding this item will come before the Planning and Zoning Commission and Council according to the "development schedule". The applicant will have to demonstrate compliance for each phase. Mr. Knight explained tonight's decision is not the last step in this process.

Mayor Jenkins opened the Public Hearing at 6:45.

Public Hearing Open

Mayor Jenkins addressed the audience, stating Council has received and read all emails and communications sent by the community. She thanked everyone for coming.

The applicant, Tanner Bryson and his attorney, Rose Winkler, encouraged the Council to reexam the application/documentation that has been submitted.

Gail Pate (marked opposed on the blue card) yielded her speaking time to **Janette Corbin**.

Janette Corbin is opposed to this item.

Marsha Jones and Brenda Powell (both marked opposed to the item on the blue card) waived their time to Terry Andrews.

Terry Andrews is opposed to this item.

Bitia Ameen and Jody White (both are in favor of this item) yielded their time to **Christa Brunori**.

Christa Brunori is in favor of this item.

Jerry Martin, Eileen Martin, Janet Walther (opposed to this item per blue card), **David Hallum** (opposed to this item per blue card), and **Jeff Noonan** yielded their time to **John Bassous**.

John Bassous is opposed to this item.

Cheryle Eberhard is opposed to this item.

Lakota Wanaisie declined to speak but is in favor of this item.

Kelly Anderson is in favor of this item.

Clay Bryson is in favor of this item.

Shiril Cooley is opposed to this item.

Carol German is opposed to this item.

Cara Brunori is in favor of this item.

John K. Lacey is in favor of this item.

Kylynn Bryson is in favor of this item.

Chet Whitman is in favor of this item.

Justin Jarrot is in favor of this item.

Tye Reddell stated on the blue card he is in favor of this item.

Jordy Weaver (via zoom) is in favor of this item.

TC Noble is opposed to this item.

Adeni Ellisian is in favor of this item.

Mary Phelps spoke via zoom and is in favor of this item.

Daria Weir spoke via Zoom and is in favor of this item.

Cheri Wischmeyer is opposed to this item.

Applicant, Tanner Bryson spoke, giving an overview of the property and his voluntary efforts to rezone the facility to meet the neighbors halfway and give the Town some governance. The PAD will help define exactly what is allowed on the property and require the applicant to stay within those boundaries.

Tanner Bryson's Attorney, Rose Winkler spoke regarding legal issues concerning the property and the proposed improvements. She defined the "historical legal non-conforming use" of the property since its inception in the 1960s.

Mayor Jenkins closed the public hearing at 8:10 p.m.

Council Discussion

Councilor Moore handed out recommendations she prepared titled "Changes for Consideration Listed Under Recommended Conditions." She stated she did a great amount of research into this issue finding a similar equestrian arena in a residential neighborhood in Cave Creek called Dynamite Ranch. She gave an overview of the agenda item and Council's responsibilities regarding it.

Mayor Jenkins called a 15-minute break at 8:30 p.m.

The meeting resumed at 8:42.

Councilor McPhail appreciated the recommendations Councilor Moore compiled and handed out. She had some questions on a few of the items, which were explained by Councilor Moore.

Vice Mayor Butner stated the recommendations submitted by Councilor Moore were excellent. He gave an overview of what he had heard during the meetings regarding this item, and some of his personal experiences. He wishes to achieve a resolution to a difficult issue in a neighborhood.

Councilor Baker understands this is a difficult decision. She is familiar with the neighborhood where Arena Del Loma is located and some of the history behind it. Historically, she understands the property has not been a commercial enterprise, rather it was the work of a nonprofit, and it appeared to work very well. She would like to find a good compromise; however, she cannot support a PAD for the property.

Councilor Moore gave credit to the Mayor for her help with the recommendation document. She gave an overview of what Mr. Bryson (the applicant) will have to accomplish to make his property a nice facility.

Councilor McPhail stated if Council does not pass the PAD with the recommended conditions, the Town will have to default to the existing NOD, which is unworkable. She summarized the recommendations and how they might be applied.

Vice Mayor Butner explained the Town procedures concerning the agenized PAD. This is a Yes, or No item for Council. It is for Mr. Bryson to look at the suggestions made by Councilor Moore and agree to the amendments that have been made to the PAD. If he agrees to those, then Council can vote on that. If he does not agree, it is a No.

Councilor Murdock stated this is a difficult decision for Council. She summarized a recent visit she made to the facility and her observations. She would like more time, communication, and dialogue with the applicant and his lawyer prior to making a decision.

Mayor Jenkins stated the recommendations document is an excellent attempt to protect the citizens/neighbors. This item is a very difficult decision for Council. Council has worked hard on behalf of the citizens and applicant.

Mr. Bryson spoke, thanking the Council for their consideration in this matter. He would like the Council to vote on the PAD as presented. If the vote is no, he is willing to continue operating under the 2016 NOD.

Mayor Jenkins asked Mr. Sims for legal direction.

Mr. Sims replied, stating the applicant is fully aware of the amendment. If the applicant was receptive to the idea, it could be decided tonight, then the Town could

give the applicant the PAD, and with it all the rights it brings. The applicant has declined that option, which is his right. To impose the “new” (amended) PAD would require a rescission of the 2016 NOD and the applicant’s consent. If the applicant will not give his consent, then the action tonight would be to vote on the document which is in Councils’ packet. If that results in a denial, then that means the application has been denied.

Mayor Jenkins asked Mr. Sims if Council was voting on the items individually.

Mr. Simms replied, Council will be voting on the resolution first as written to incorporate the exhibit unmodified. Council would then vote on the ordinance. Council may want to pass the items with the amendments, but Council would decline to pass both because Council does not want to approve the conditions as written, therefore Council would decline to approve the resolution and thus the ordinance. Both would result in a denial if the applicant does not accept the amendments.

Councilor Murdock asked Mr. Knight for a clear, clean line version of the NOD.

Mr. Knight replied yes, on page 97. The summary letter is on page 97 and 98. Mr. Knight outlined three clear issues as written in the packet. Under the NOD they include;

1. Unlimited number of animals up to 500.
2. Unlimited number of RVs (stay less than 10 days).
3. No restrictions on noise, dust, event frequency or event hours.

He continued, stating the applicant has worked very hard with the Town to address numerous issues. What staff is proposing in the packet is better than the current NOD.

Mayor Jenkins made it clear; Council will be voting on what was presented in the packet.

Councilor Murdock requested further discussion. She does not find either option ideal. She is not ready to vote.

Mayor Jenkins requested Mr. Sims to explain the voting process.

Mr. Sims stated that the document presented by Councilor Moore advanced the case by recognizing the concerns of the neighbors, and the right of the applicant to improve his business. Because there has been sufficient protest, it requires five Council members to approve the agenda item. There are three options;

1. Approve unmodified, the conditions.
2. Vote to reject unmodified.

3. Council has heard the creative approach, and if five Council members are for it, the resolution could be approved, adding the exhibit prepared by Councilor Moore and direct the conditions be modified before filing with the Clerk. This will give time for the applicant and his attorney time to read the conditions. This will avoid terminating everything and disapproving what was approved by Planning and Zoning. It will also give the applicant time to examine the conditions and see if they are workable. If the conditions are not workable, the Town cannot file anything, and the applicant will continue to operate under the 2016 NOD. If the applicant declines the amendments/recommendations, then Council will vote to either approve as presented, or decline as presented.

Councilor Baker reiterated that the applicant wanted a vote on the application as presented, and if the vote was no, he would continue to operate under the existing 2016 NOD.

Mr. Bryson replied, stating the proposed changes are not workable for him. The animal count will put too much of a burden on him financially. The original application has been pared down to what it is now. He has tried three times with the Town to resolve this issue. He is willing to work his business under the 2016 NOD.

Councilor Moore asked Mr. Bryson if the animal count was the only issue he had with the recommendations.

Mr. Bryson replied No, the RV restrictions are unworkable for his business.

Councilor Moore stated that the applicant cannot improve his property under the NOD. Under the NOD, no structures can be built. Mr. Sims confirmed this. Councilor Moore understands that Mr. Bryson is trying to improve his business.

Mr. Bryson replied that was not his understanding. He was under the impression he could make improvements on the property under the NOD.

Mr. Bryson's attorney Rose Winkler spoke, stating the NOD recognizes the structures that exist. At this point, her understanding is that Mr. Bryson can build new barns through the Town permit process. The animal count is a substantive issue. Her client will not agree to any clause that relates revocation of the current zoning. Her understanding is that the Town cannot rezone the property because of citations.

Councilor Moore explained her reasoning behind her recommendations and asked Mr. Sims for advice.

Mr. Knight clarified the issues with the animal count and RVs. He has concerns about the request for the revocation clause. He feels that the Town needs to strike that. For example, the Town does not rezone R2 to R1 because of citations. He does not believe the Town has that authority under Town Ordinance or State Statute. He gave an overview of the two main issues with the recommendation.

Mr. Sims replied to Councilor Moor's concerns. He stated there are essentially three options;

1. Move to reject what the Commission sent Council unmodified
2. Move to approve, requiring 5 votes.
3. Move to modify to address the RV and animal count issues.

Ms. Winkler asked Mr. Sims for clarification on option 3.

Mr. Simms replied he thought Councilor Moore asked Mr. Bryson what the outstanding issues were, and Mr. Bryson stated, animal count and RV spaces.

Councilor McPhail discussed further negotiations regarding the animal count and RV spaces. She cannot support the resolution as presented.

Councilor Moore reiterated that Mr. Bryson is asking Council to vote on the submitted application without modifications.

The applicant, Tanner Bryson requested Council vote on the PAD as proposed.

Mayor Jenkins asked for a Motion on item number 5.

Mayor Jenkins asked Town Attorney Mr. Sims for advice. Mr. Sims replied that if there is no motion or a second, the item dies.

Motion made by Vice Mayor Butner to APPROVE CONTINUED DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF RESOLUTION 2022-1098, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA DECLARING AS A PUBLIC RECORD A CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED "ARENA DEL LOMA REZONE – LETTER OF INTENT, DATED AUGUST 11, 2022, AND PLANNED AREA DEVELOPMENT STIPULATIONS FOR DENSITY AND INTENSITY OF USE AND REQUIRED MITIGATION PLANS" FOR THE ZONING MAP CHANGE) FOR 4.4 +/- ACRES LOCATED AT 1738 NORTH ARENA DEL LOMA ROAD, CAMP VERDE, AZ (APN 404-18-178Q).

No second to the above Motion.
Motion dies.

Mayor Jenkins stated per the Town Attorney, item 6 cannot be considered because Item 5 died. The ordinance cannot be passed without the resolution. The Council did not consider item 6 because item 5 died.

7. 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))

Item 7 tabled due to time.

8. Special Announcements and Presentations:

- **Public Works Quarterly Report** Staff Resource: Ken Krebbs
- **Economic Development Quarterly Report.** Staff Resource: Steve Ayers
- **Clerk's Office Quarterly Report.** Staff Resource: Cindy Pemberton

Item 8 tabled due to time.

9. Appreciation and Presentation to Vice Mayor Joe Butner for his years of service on Council. Staff Resource: Cindy Pemberton

Mayor Jenkins presented Vice Mayor Butner with a small gift and the Council's appreciation for his service on the Council.

10. Honorable Judge Gary Horton will administer Oaths of Office to the newly elected officials (Council Members: Wendy Escoffier, Marie Moore, Robin Whatley and Mayor Dee Jenkins followed by the seating of the new Council Members. Staff Resource: Cindy Pemberton

Town Clerk Cindy Pemberton administered Oaths of Office to the following Council Members and Mayor;

Mayor Jenkins took the Oath of Office for Office of Mayor for the Town of Camp Verde Arizona.

Wendy Escoffier took the Oath of Office as Council Member for the Town of Camp Verde Arizona.

Councilor Marie Moore took the Oath of Office as Council Member for the Town of Camp Verde.

Councilor Robin Whatley took the Oath of Office as Council Member for the Town of Camp Verde.

- 11. Roll Call.** Council Members Jackie Baker, Wendy Escoffier, Cris McPhail, Marie Moore, Jessie Murdock, Robin Whatley, and Mayor Dee Jenkins.

Roll call was read for the appointed Council Members.

- 12. Discussion, Consideration, and Possible Appointment of a Vice-Mayor for a two-year term.** Staff Resource: Cindy Pemberton

Town Clerk Cindy Pemberton referred Council to Town Code 2-2-2 for the duties of the Vice Mayor.

Motion made by Councilor Baker to appoint Councilor Moore as Vice Mayor.
Seconded by Councilor Whatley.

Vote;

Councilor Baker-aye
Councilor Murdock-aye
Councilor McPhail-aye
Councilor Escoffier-aye
Councilor Whatley-aye
Mayor Jenkins- aye

Motion passes 6-0

- 13. Discussion, Consideration and Possible Approval to establish an IT Department or Division consisting of adding an IT System Administrator and IT System Tech job descriptions and wage scale with funding from Town Manager's budget.** Staff Resource: Russ Martin

This item was postponed by Council.

- 14. Discussion, Consideration and Possible Approval of Resolution 2022-1099 A Resolution of the Town of Camp Verde, Arizona establishing a Parks and Recreation Commission.** Staff Resource: Russ Martin

Town Manager Russ Martin gave a summary of the resolution. He would like a vote on this item.

Councilor Escoffier requested two amendments/corrections to the resolution.

1. Five members instead of seven

2. Assist Town Council through Parks and Recreation Staff.

Motion made by Councilor Escoffier to approve Discussion, Consideration and Possible Approval of Resolution 2022-1099 A Resolution of the Town of Camp Verde, Arizona establishing a Parks and Recreation Commission with changes as presented.

Seconded by Councilor Baker.

Vote

Councilor Baker-aye
Councilor Moore-aye
Councilor Murdock-aye
Councilor McPhail-aye
Councilor Escoffier-aye
Councilor Whatley-aye
Mayor Jenkins- aye

Motion passes 7-0

- 15. 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))

None

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

Council had nothing to report.

- 17. Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action

on any such item, except that an individual Council member may request that the item be placed on a future agenda.

Town Manager Russ Martin told Council about “Staff Day” which went very well. Also “All Hands Day” where staff was trained on the AED.

Town Clerk Cindy Pemberton informed Council about committee appointments which will be brought before Council in December in addition there will be a mandatory meeting for Council the first week of December by the Arizona League of Cities and Towns with Executive Director Tom Belshe and League Attorney Nancy Davidson will be providing a training on Councils duties and responsibilities in their elected capacities. Councilor Murdock stated if Council was worried about daytime hours, she could be available during the day for the training.

18. Adjournment

The meeting was adjourned at 9:58.

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

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

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on February 17, 2021. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2021.

Cindy Pemberton, Town Clerk

DRAFT

[Page intentionally left blank]

**MINUTES
TOWN OF CAMP VERDE
SPECIAL/EXECUTIVE SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
CAMP VERDE, AZ
FRIDAY NOVEMBER 18, 2022, 5:00 PM**

1. **Call to Order.** Mayor Jenkins called the meeting to order at 5:02 pm

2. **Roll Call.** Council Members Jackie Baker, Wendy Escoffier Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins. Council member Robin Whatley was absent. Town Attorney Bill Sims joined the meeting via conference call.

3. **Pledge of Allegiance.** Councilor Escoffier led the Pledge.

Town Attorney Bill Sims joined the meeting via conference call at 5:05 pm and clarified how the minutes of the meeting would be taken. There was consensus of Council that the meeting would not be recorded. Mayor Jenkins stated that Vice Mayor Moore and Councilor Escoffier would take notes during the meeting and prepare the minutes.

4. **Discussion, consideration, and possible direction to the Town Attorney for legal advice concerning hiring an interim Town Manager and a permanent Town Manager. Note Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(1)(3) and (4) for discussion, consultation with and direction to the Town Attorney regarding contracts for an Interim Town Manager and a permanent Town Manager. No evaluation of any current employee will be conducted. Staff Resource: Bill Sims.**

Attorney Sims advised the Council to recess into executive session, as noticed in the agenda.

Motion by Councilor McPhail: Move to recess into executive session (pursuant to ARS § 38-431.03(A)(1)(3) and (4) to discuss, consider, and give direction to the town attorney regarding personnel matters, legal advice and contract negotiations and settlement).
Second Made by Councilor Baker.

Vote:

Councilor Baker: Aye

Councilor Escoffier: Aye

Councilor Murdock: Aye

Councilor McPhail: Aye
Councilor Whatley: Absent
Vice Mayor Moore: Aye
Mayor Jenkins: Aye
Motion passed 6-0

Councilor Murdock posted Executive Session signs on the outside of the doors.

Mayor Jenkins recessed the special session at 5:08 pm

Mayor Jenkins reconvened the open session at 6:47 pm and directed that the doors to the meeting room be opened to allow any public to enter.

5. Adjournment:

There being no further business, Mayor Jenkins adjourned the meeting at 6:47 pm.

I hereby state that the forgoing minutes are a true and accurate accounting of the discussion by the Mayor and Common Council of the Town of Camp Verde during the Executive Session of the Town Council of Camp Verde, AZ conducted on November 18, 2022.

Dated this 20th day of November 2022



Mayor Dee Jenkins



Prepared by Councilor Escoffier

**DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL EXECUTIVE SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY NOVEMBER 23, 2022 AT 5:00 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/83097675056?pwd=eWNMVmxEQkxLYWxTbWZ3bE40OXlnZz09>

Phone: 1-669-900-9128 or 1-719-359-4580

Meeting ID: 830 9767 5056

Passcode: 264974

This will be a zoom meeting only. No in person meeting required

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.** Council Members Jackie Baker, Wendy Escoffier, Cris McPhail, Jessie Murdock (arrived at 5:09 p.m.), Robin Whatley via Zoom, Vice Mayor Marie Moore and Mayor Dee Jenkins were present

Also Present: Town Clerk Cindy Pemberton, Risk Manager Heather Vinson Town Marshal Corey Rowley, Town Attorney Bill Sims and Deputy Clerk Virginia Jones as Recording Secretary

3. Pledge of Allegiance

Councilor Jackie Baker led the Pledge of Allegiance.

- 4. Ratification of prior action and consideration, and possible direction to the Town Attorney for legal advice concerning hiring an interim Town Manager. Note Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) and (4) for discussion, consultation with and direction to the Town Attorney regarding a contract for an interim Town Manager. Staff Resource: Bill Sims**

Vice-Mayor Moore indicated that Councilor Murdock was on her way to the meeting, Mayor Jenkins advised Vice-Mayor they would wait one moment before the proceed to allow Councilor Murdock time to arrive.

Councilor Whatley (via Zoom) questioned if it was even appropriate for her to be attending the meeting since she did not, and was not able to attend the prior Executive Session and has not seen that Executive Session. Town Attorney Sims replied to Councilor Whatley that she is on the Council and she is allowed to review the minutes that were taken during that meeting because she is on the Council. Mr. Sims stated

she has every right to attend this meeting even though she was not at the previous meeting and he will recap what Council did then and discuss what the next steps are.

Mayor Jenkins questioned if Councilor Whatley wanted to stay via Zoom, indicating Councilor Murdock was having issues with Zoom and they are waiting for her to arrive, and advised Councilor Whatley that all other Council members are present in the Chambers. Councilor Whatley indicated she was on Zoom because she was not feeling well, and Council is waiting for Councilor Murdock.

Attorney Sims agreed to wait until Councilor Murdock arrived.

Councilor Murdock arrived at 5:09 p.m. Councilor Murdock inquired why the meeting was on Zoom but everyone is in person. Town Clerk Cindy Pemberton stated she chose Zoom because of the short one-day notice to get the meeting to Council and because of the holidays. Staff is operating on a skeleton crew and did not know what vacation looked like for Council or if any Council members were on the road, due to the holidays. Ms. Pemberton stated she was not aware that everyone was going to be in person as she was only notified by two Council Members. Everyone has a cell phone and they could have used the phones if they wanted. Murdock stated Zoom only does not mean in person. Ms. Pemberton stated it said was not required, and anyone can attend in person.

On a motion by Councilor McPhail, seconded by Vice-Mayor Moore Council voted to go into Executive Session for legal advice concerning hiring an interim Town Manager.

Roll Call Vote:

Mayor Jenkins-yes

Vice Mayor Moore-yes

Councilor Murdock-yes

Councilor McPhail-yes

Councilor Baker-yes

Councilor Whatley-yes

Councilor Escoffier-yes

Council Adjourned into Executive Session at 5:10 p.m.

Council reconvened Special Session at 5:45 p.m.

Attorney Sims stated he would like to review and for the public that may be viewing. Last week Council considered options regarding entering into a contract with a consultant to locate an interim manager while you search for a permanent one. That consultant, Interim Public Management does that service, for cities and towns across the entire state. Council held an Executive session so Council could give direction as to what would be included in the contract. During the Executive Session it was discovered there are two steps involved with Interim Public Management. 1) The contract had to be entered into immediately, before Interim Public Management would begin exploring options before they find candidates for Council to review. When this

item was agendized previously it was not agendized for action. Mr. Sims stated he advised Council at that time, as the Town Attorney because 1) the amount at issue was \$1,500.00, well below the \$50,000.00 amount that requires Council approval. The Mayor could with direction given to her, exercise her authority as Mayor to sign documents, as allowed by the Town Code, and she did. That left the implication that in fact, what were the views of the rest of the Council, and why didn't the Council vote, Sims indicated he was explaining to the public, the reason Council did not vote at the previous meeting was it was not agendized the item for action because the Town did not know a contract would be necessary. Now that Council knows a contract is necessary, Council has had a few days, we have agendized this item so there could be an action to affirm what the Mayor did and let the public know the extent to which there is Council support for that action, and that was the purpose of tonight's meeting.

On a motion by Councilor Escoffier, seconded by Councilor Baker, Council voted unanimously to affirm the Mayor's previous action related to signing and approval of a retainer letter to IPM (Interim Public Management) for Interim Manager Services and authorize the Manager to take steps to implement the Letter.

Roll Call Vote:

Mayor Jenkins-yes

Vice Mayor Moore-yes

Councilor Murdock-yes

Councilor McPhail-yes

Councilor Baker-yes

Councilor Whatley-absent

Councilor Escoffier-yes

5. Adjournment

Without Objection, Mayor Jenkins adjourned the meeting at 5:50 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 November 23, 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, DECEMBER 7, 2022 at 6:30 P.M.

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

1. Call to Order

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

2. Roll Call

Mayor Dee Jenkins, Vice Mayor Marie Moore, Councilor Wendy Escoffer, Councilor Robin Whatley, Councilor Jesse Murdock, and Councilor Cris McPhail are all present.

Also Present

Deputy Town Clerk Virginia Jones, Town Clerk Cindy Pemberton, Administrative Clerk Jadie Edwards 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) Work Session – September 14, 2022 at 5:00 p.m.
- 2) Special Session – September 28, 2022 at 5:30 p.m.
- 3) Work Session – October 12, 2022 at 5:30 p.m.
- 4) Regular Session – October 19, 2022 at 6:30 p.m.
- 5) Work Session – October 26, 2022 at 5:30 p.m.
- 6) Work Session Retreat – November 1, 2022 at 5:00 p.m.

b) Set Next Meeting, Date and Time:

- 1) Regular Session - Wednesday, December 21, 2022, at 6:30 p.m.

c) Possible Approval of Resolution 2022-1100 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring and adopting the results of the Regular Election held on November 8, 2022. Staff Resource: Cindy Pemberton

Mayor Jenkins asked Council for their availability to schedule an Executive Session for next week. Council will need to add an Executive Session on Wednesday, December 14, 2022 at 5pm to start interviews for the Interim Manager Position.

Motion made by Vice Mayor Moore to approve the consent agenda including the additional Executive Session Meeting set for Wednesday at 5:00 p.m. Second was made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Whatley: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye

Motion carried 7-0.

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

No public commented.

6. **Special Announcements and presentations**

• **Public Works Quarterly Report Staff Resource: Ken Krebs**

Public Works Staff gave each of their division's Quarterly Report. Staff members include Dorie Blair, Jeff Kobel, Troy Odell, Jeff Lowe, and Shawna Figy.

• **Economic Development Quarterly Report. Staff Resource: Steve Ayers**

Economic Development Staff gave each of their Division's Quarterly Reports. Staff members include Director Steve Ayers, Specialist Crisi Clark and Specialist Sean Brooks.

• **Clerk's Office Quarterly Report. Staff Resource: Cindy Pemberton**

Town Clerk Cindy Pemberton reviewed the Clerk's Office Quarterly Report. Ms. Pemberton also informed the Council that Maricopa County Superior Court has issued by Court Order a recount for Yavapai County. This does not affect the Town directly; it only affects the AZ Attorney General and AZ Superintendent of Public Instruction races.

7. **Discussion, Consideration and Possible Appointment of one (1) member to serve on the Planning & Zoning Commission for a term that Expires 2026. One applicant, Andrew Faiella. Staff Resource: Cindy Pemberton**

Town Clerk Cindy Pemberton said Council received one application for the Planning and Zoning vacancy. This member will serve a three (3) year term that will begin on January 1st.

Andrew Faiella introduced himself and restated his commitment to the Commission. He is currently serving on the Commission now.

Motion made by Vice Mayor Moore to appoint Andrew Faiella to the Planning and Zoning Commission for a term that expires 2026. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye

Councilor Whatley: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye
Motion carried 7-0.

8. Discussion, Consideration and Possible Appointment of one (1) member to serve on the Board of Adjustments for a term that Expires 2026. Two applicants Rodney Corbin and Nancy Higginbotham. Staff Resource: Cindy Pemberton

Town Clerk Cindy Pemberton said the Board of Adjustments has one vacancy. Her office received two applications: Rodney Corbin and Nancy Higginbotham. The 3-year term will expire January 2026.

Rodney Corbin introduced himself and reviewed his previous Board experiences.

Nancy Higginbotham introduced herself and said that she is currently serving on the Board of Adjustments; her term is expiring.

Motion made by Councilor Baker to appoint Rodney Corbin to the Board of Adjustments for a term that expires 2026. Second was made by Councilor Escoffier.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Whatley: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye
Motion carried 7-0.

9. Discussion, Consideration and Possible Approval of the FY24 Budget Calendar. Staff Resource: Mike Showers

Finance Director Mike Showers reviewed the FY24 Budget Calendar and the detailed budget timeline. He is hoping to get everything done in June.

Vice Mayor Moore would like to add a Work Session to talk about town fees. After some discussion, Mr. Showers will bring back fee suggestions to Council at a future Council Meeting.

Councilor Baker said that citizens do not appreciate daytime meetings because they have day jobs and cannot attend the meetings to give their input.

Councilor Escoffier would like to know what the departments submits verses what the Manager recommends for CIP projects.

Councilors discussed different day and time options to add more meetings.

Mr. Showers will change the suggested Friday meetings to Wednesdays and coordinate the calendar with the Town Clerk, plus add a new Work Session to review Town Fees. He will remove the February 10th meeting, but Council needs to look at their calendars, specifically at the Friday meetings that could possibly change to Wednesday; make sure they aren't out on

vacation. Meetings will start about 5pm. He could possibly add a couple hours each day; potentially to the Thursday meetings.

Motion made by Vice Mayor Moore to direct staff to bring back a revised calendar as per the discussion. Second was made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Whatley: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0.

Mayor Jenkins would like to move Item 17 after Item 10 to keep the Community Development Department items together.

Break: 8:20pm

Resume: 8:30pm

10. Presentation, Discussion and Possible Direction to staff on long-range planning projects as it relates to the Community Development Department. Staff Resource: BJ Ratlief

Town Planner BJ Ratlief gave an update on long range planning projects. These projects include Coding amendments, update to Sign Ordinance, Right to Farm Ordinance (not open discussion on the Animal Count), and Main Street Plan & General Plan Updates. The Right to Farm Ordinance has been set aside until Spring. Ms. Ratlief said the animal count needs to be addressed separately, not in the Right to Farm Ordinance discussion. Hobby verses commercial operation needs to be clarified.

Council is ok with keeping the animal count separate from the Right to Farm Ordinance discussion.

Direction to staff is to hear what the public has to say about the animal count but keep it separate from the Right to Farm conversations. The Right to Farm is not about the animal count. Also, it is ok to step back from the Main Street Area Plan and go to kick start the General Plan with a Joint Session with Council and Planning and Zoning Commission.

Motion made by Councilor Murdock to direct staff to continue forward with long range planning as presented and continue to work on the Right to Farm Ordinance with keeping the Animal Count separate and moving forward with the General Plan as stated. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Whatley: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0.

17. **DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF RESOLUTION 2022-1097, A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA APPROVING THREE (3) FINAL SITE PLANS FOR HIGH VIEW AT BOULDER CREEK PAD (PLANNED AREA DEVELOPMENT). EACH PARCEL IS ZONED C3-PAD (COMMERCIAL: HEAVY COMMERCIAL – PLANNED AREA DEVELOPMENT). SITE PLANS INCLUDE ZANE GREY MINI STORAGE ON PARCEL 403-15-009B, ZANE GREY RV AND BOAT STORAGE ON PARCEL 403-15-009A, AND DEAD HORSE RV REPAIR AND SALES ON PARCEL 403-15-009C.** Staff Resource: Cory Mulcaire

Town Planner Cory Mulcaire reviewed the background on this item. They are looking for Final Site Plan approval of (3) of the projects. Jeremy Bach is attending via ZOOM and was available for questions.

Motion made by Councilor Escoffier to approve Resolution 2022-1097, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving three (3) Final Site Plans for High View at Boulder Creek PAD (Planned Area Development). Each parcel is zoned C3-PAD (Commercial: Heavy Commercial – Planned Area Development). Site plans include Zane Grey Mini Storage on parcel 403-15-009B, Zane Grey RV and Boat Storage on parcel 403-15-009A, and Dead Horse RV Repair and Sales on parcel 403-15-009C as amended by staff. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Whatley: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye

Motion carried 7-0.

11. **Discussion, Consideration and Possible Approval of Ordinance 2022-A475, an Ordinance of the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona, Amending Section 2-3-7.1(B) Management of Meetings (Meetings will conclude at 10:00 p.m.).** Resource: Mayor Jenkins

Council Members were able to choose an option for amending Section 2-3-7.1 of Ordinance 2022-A475 Management of Meetings:

- **OPTION A-** Section 2-3-7.1 (B) Meetings will conclude at 10:00 p.m. with planned recesses during the meeting. (This completely removes the 10:00 p.m. from the Code)
- **OPTION B-** Meetings will conclude at 10:00 p.m., or prior to 10:00 p.m. the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline.
- **OPTION C-** Meetings will conclude at 10:00 p.m., or prior to 10:00 p.m. the Mayor, or in case the Vice Mayor or other Council member is presiding over the meeting, shall have the sole authority to announce the meeting will continue pass the 10:00 p.m.

Mayor Jenkins said Option C is not an option.

Motion made by Councilor Whatley to approve Ordinance 2022-A475, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County Arizona, amending Section 2-3-7.1(B) Management of Meetings using Option B. Second was made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Whatley: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0.

12. Discussion, Consideration and Possible Appointment of Council members as Town Representatives and alternates to various Boards, Committees and Organizations. Staff

Resource: Cindy Pemberton

Town Clerk Cindy Pemberton has left a handout with information for each Member. The list of assignments is as follows:

- Copper Canyon Fire & Medical District Liaison- Jenkins/Escoffier
- Yavapai College Governing Board- McPhail
- Yavapai Apache Nation Liaison- McPhail/Baker
- Intergovernmental Association Meetings- All Council
- NACOG Regional Council- Baker/Escoffier
- VVREO- Murdock
- League of Resolutions Committee- Jenkins
- AZ Municipal Risk Retention Pool- Elected Position
- Verde Valley Transportation ORG- Baker/McPhail
- Verde Valley Transit Committee- Baker
- VV Water Users Liaison- Moore
- Verde Valley Homeless Coalition- Steve Ayers will bring more information to Council
- Mental Health Coalition- Steve Ayers will bring more information to Council
- Verde Front- Moore/Jenkins
- Verde Valley Steering Committee of MATFORCE- Baker/Escoffier
- PSPRS Board Chairman- Jenkins
- Phillip England Center for the Performing Arts Foundation- Whaley/Baker
- Verde Valley Leaders- Jenkins
- County Co-op- Jenkins
- Friends of the Verde River- Escoffier/Baker
- School Board- Whatley/McPhail
- Sustaining Flows Meeting- Steve Ayers will bring more information to Council
- Truancy Committee- McPhail
- CV Dark Skies- Escoffier/Baker
- Earth Day- McPhail
- Welcome Home Vietnam Vets/Traveling Wall- Baker

Motion made by Councilor Whatley to approve Council Committee assignments as stated. Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Whatley: aye
Councilor Escoffier: nay
Vice Mayor Moore: aye
Mayor Jenkins: aye

Motion carried 6-1.

13. **Discussion, Consideration and Possible Approval to establish an IT Department or Division consisting of adding an IT System Administrator and IT System Tech job descriptions and wage scale with funding from Town Manager's budget.** Staff Resource: Russ Martin
This item was tabled.

14. **Discussion, Consideration and Possible Approval of a career ladder, job descriptions, and new pay ranges for the positions of Permit Technician I, II and III.** Staff Resource: Roxanne Jasman

Community Development Director John Knight reviewed the positions, descriptions and pay ranges. This information has been discussed with HR.

Vice Mayor Moore would like the Permit Technician Career Ladder to say, "*for at least (1) year OR have met all the requirements*". You might be limiting yourself, one year is a long time. Mr. Knight explained they are trying to create a career ladder that is specific to those positions.

Motion made by Vice Mayor Moore to approve the career ladder, job descriptions and new pay ranges for the positions of Permit Technician I, II, and III with the change in description to read, "to qualify for the Permit Technician position all candidates must possess a high school diploma or GED, have a Permit Technician Certificate, worked as a Permit Technician for at least (1) year or have met all the requirements of the Permit Technician Career Ladder". Second was made by Councilor Baker.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Whatley: aye
Councilor Escoffier: aye
Vice Mayor Moore: aye
Mayor Jenkins: aye

Motion carried 7-0.

15. **Discussion, Consideration and Possible Approval to accept or reject the FIRST AMMENDMENT TO LEASE AGREEMENT Between the Town of Camp Verde and Verde Lakes Recreation Corporation 2022 for Parcel 404-15-257C.** Staff Resource: Kathy Hellman

This item was tabled.

16. **Consideration, Discussion and Possible Approval to accept the Arizona State Library, Archives and Public Records States Grants-in-Aid Construction 2022 grant to build the canopy for the automated library branch (Parcel 404-15-257C-Verde Lakes) in the amount**

of \$50,000.00 and allocating \$50,000.00 in matching funds from the general fund. Staff Resource: Kathy Hellman

This item was tabled.

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

Sheila Stubler, Fort Verde State Park- wanted to thank Council for sponsoring the Candle Light Tours on Saturday, December 10th, free admission from 5:00 p.m. to 8:00 p.m. She would also like help from the community to spread the word that the park is open even with the road closures for the light parade. Ms. Stubler presented the traditional wreath to Town Manager Russ Martin from the Fort Verde State Park.

- 19. 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 a production of the Nutcracker and she informed Council that on December 18th at 3pm, the Cottonwood Community Band will be in the Multi-Use Center playing Christmas music.

Councilor McPhail attended Game Con, Tribal Council Meetings, JAG Induction Ceremony at the High School, Verde Valley Regional Transportation Planning Organization, Teen Game Night, and the bricks are starting to go in Hallett Plaza. She also mentioned the Casino has an ice-skating rink that is open to the public and a need for a County-wide advocacy group for transportation.

Vice Mayor Moore attended the JAG Induction. She also added the Parks and Rec Commission applications are out; we need a good turnout for this. Council needs to come up with a list of questions.

Councilor Escoffier toured the Public Works Department.

Mayor Jenkins attended the JAG Induction, met with Frame Tech to get an update, met with Northern Arizona Healthcare Josh Tinkle and received a letter with his goals for the facility, and met with the representatives from the Verde Valley Sanctuary.

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

Town Manager Russ Martin-

- Jeff Lowe shared his concerns about the water company. He is working on getting two (2) more employees. Waste water fees may be increasing. Mr. Lowe will give updates when a study happens but he is moving forward with that.
- Marshall Rowley is on a police scene tonight; Mr. Martin will update as he gets

information.

- Tim Wiggle passed away the Sunday after thanksgiving. He has given about 6,000 hours to our community. A Celebration of Life is planned for Spring. Mr. Martin would like to possibly honor him with a road named after him.
- An Active Shooter Training is planned for this weekend in Sedona. Mr. Martin will send out exact details to each Council Member.

21. **Discussion, Consideration, Consultation and Direction to staff regarding the purchase of real property. Note Council may, by majority vote, recess the meeting, hold an executive session with staff and then reconvene for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(7).** Staff Resource: Steve Ayers and Heather Vinson

This item was tabled.

22. **Adjournment**

Mayor Jenkins adjourned the meeting at 9:54 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 December 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



Agenda Item Submission Form – Section I

Meeting Date *January 4, 2023*

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Pre-Session Agenda

Requesting Department: *Clerk’s Office*

Staff Resource/Contact Person: *Town Clerk Cindy Pemberton*

Agenda Title (be exact): ***Approval of Resolution 2022-1102, A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2023 Meeting Dates and Times for meetings of the Council and all Commission/Committees, and superseding Resolution 2021-1081.***

List Attached Documents

Estimated Presentation Time:

Estimated Discussion Time:

Reviews Completed by:

Department Head: _____ Town Attorney Comments:

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

Background Information:

Recommended Action (Motion):

Approve of Resolution 2022-1102, A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2023 Meeting Dates and Times for meetings of the Council and all Commission/Committees, and superseding Resolution 2021-1081.

Instructions to the Clerk:



RESOLUTION 2022-1102

A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona setting the 2023 Meeting Dates and Times for meetings of the Council and all Commission/Committees, and superseding Resolution 2021-1081

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

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

Mayor and Council, Board, and Commission Meeting Schedule

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

Mayor and Common Council of the Town of Camp Verde 2023 Meeting Schedule		
Regular Session	January 4, 2023	6:30 p.m.
Regular Session	January 18, 2023	6:30 p.m.
Regular Session	February 1, 2023	6:30 p.m.
Regular Session	February 15, 2023	6:30 p.m.
Regular Session	March 1, 2023	6:30 p.m.
Regular Session	March 15, 2023	6:30 p.m.
Regular Session	April 5, 2023	6:30 p.m.
Regular Session	April 19, 2023	6:30 p.m.
Regular Session	May 3, 2023	6:30 p.m.
Regular Session	May 17, 2023	6:30 p.m.
Regular Session	June 7, 2023	6:30 p.m.
Regular Session	June 21, 2023	6:30 p.m.
Regular Session	July 5, 2023	6:30 p.m.
Regular Session	July 19, 2023	6:30 p.m.
Regular Session	August 2, 2023	6:30 p.m.
Regular Session	August 16, 2023	6:30 p.m.
Regular Session	September 6, 2023	6:30 p.m.
Regular Session	September 20, 2023	6:30 p.m.
Regular Session	October 4, 2023	6:30 p.m.
Regular Session	October 18, 2023	6:30 p.m.
Regular Session	November 1, 2023	6:30 p.m.
Regular Session	November 15, 2023	6:30 p.m.
Regular Session	December 6, 2023	6:30 p.m.
Regular Session	December 20, 2023	6:30 p.m.

Regular Meetings of the Planning & Zoning Commission

Notice is hereby given to the members of the Planning & Zoning Commission and to the general public that the Planning & Zoning Commission of the Town of Camp Verde will hold **Regular Meetings on the second and fourth Thursday of every month beginning in January 2023. Additionally, Special Session meetings may be scheduled and held as when needed. All regular meetings will start at 6pm.**

Planning & Zoning Commission of the Town of Camp Verde 2023 Meeting Schedule		
Regular Session	January 12, 2023	6:00 p.m.
Regular Session (as needed)	January 26, 2023	6:00 p.m.
Regular Session	February 9, 2023	6:00 p.m.
Regular Session (as needed)	February 23, 2023	6:00 p.m.
Regular Session	March 9, 2023	6:00 p.m.
Regular Session (as needed)	March 23, 2023	6:00 p.m.
First Quarterly Report for Period January 2023 through March 2023 will be heard at the first April 2023 Council Meeting.		
Regular Session	April 13, 2023	6:00 p.m.
Regular Session (as needed)	April 27, 2023	6:00 p.m.
Regular Session	May 11, 2023	6:00 p.m.
Regular Session (as needed)	May 25, 2023	6:00 p.m.
Regular Session	June 8, 2023	6:00 p.m.
Regular Session (as needed)	June 22, 2023	6:00 p.m.
Second Quarterly Report for Period April 2023 through June 2023 will be heard at the first July 2023 Council Meeting.		
Regular Session	July 13, 2023	6:00 p.m.
Regular Session (as needed)	July 27, 2023	6:00 p.m.
Regular Session	August 10, 2023	6:00 p.m.
Regular Session (as needed)	August 24, 2023	6:00 p.m.
Regular Session	September 14, 2023	6:00 p.m.
Regular Session (as needed)	September 28, 2023	6:00 p.m.
Third Quarterly Report for Period July 2023 through September 2023 will be heard at the first October 2023 Council Meeting.		
Regular Session	October 12, 2023	6:00 p.m.
Regular Session (as needed)	October 26, 2023	6:00 p.m.
Regular Session	November 9, 2023	6:00 p.m.
Regular Session (as needed)	November 23, 2023 Cancelled, Thanksgiving Holiday	6:00 p.m.
Regular Session	December 14, 2023	6:00 p.m.
Regular Session (as needed)	December 28, 2023	6:00 p.m.
Fourth Quarterly Report for Period October 2023 through December 2023 will be heard at the first January 2024 Council Meeting.		

Regular Meetings of the Board of Adjustments

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

Board of Adjustments of the Town of Camp Verde 2023 Meeting Schedule		
1. Regular Session (as needed)	January 10, 2023	3:00 p.m.
2. Regular Session (as needed)	February 14, 2023	3:00 p.m.
3. Regular Session (as needed)	March 14, 2023	3:00 p.m.
First Quarterly Report for Period January 2023 through March 2023 Will be heard at the first April 2023 Council Meeting.		
4. Regular Session (as needed)	April 11, 2023	3:00 p.m.
5. Regular Session (as needed)	May 9, 2023	3:00 p.m.
6. Regular Session (as needed)	June 13, 2023	3:00 p.m.
Second Quarterly Report for Period April 2023 through June 2023 will be heard at the first July 2023 Council Meeting.		
7. Regular Session (as needed)	July 11, 2023	3:00 p.m.
8. Regular Session (as needed)	August 8, 2023	3:00 p.m.
9. Regular Session (as needed)	September 12, 2023	3:00 p.m.
Third Quarterly Report for Period July 2023 through September 2023 will be heard at the first October 2023 Council Meeting.		
10. Regular Session (as needed)	October 10, 2023	3:00 p.m.
11. Regular Session (as needed)	November 14, 2023	3:00 p.m.
12. Regular Session (as needed)	December 12, 2023	3:00 p.m.
Fourth Quarterly Report for Period October 2023 through December 2023 will be heard at the first January 2024 Council Meeting.		

Regular Meetings of the Parks & Recreation Commission

Notice is hereby given to the members of the Parks & Recreation Commission and to the general public that the Parks & Recreation Commission of the Town of Camp Verde will hold Regular Meetings on the first Monday of every month at 6:30 p.m.

Parks & Recreation Commission 2023 Schedule		
Regular Session	January 2, 2023 -Cancelled	6:30 p.m.
Regular Session	February 6, 2023	6:30 p.m.
Regular Session	March 6, 2023	6:30 p.m.
First Quarterly Report for Period January 2023 through March 2023 will be heard at the first April 2023 Council Meeting.		
Regular Session	April 3, 2023	6:30 p.m.
Regular Session	May 1, 2023	6:30 p.m.
Regular Session	June 5, 2023	6:30 p.m.
Second Quarterly Report for Period April 2023 through June 2023 will be heard at the first July 2023 Council Meeting.		
Regular Session	July 3, 2023	6:30 p.m.
Regular Session	August 7, 2023	6:30 p.m.
Regular Session	September 4, 2023	6:30 p.m.
Third Quarterly Report for Period July 2023 through September 2023 will be heard at the first October 2023 Council Meeting.		
Regular Session	October 2, 2023	6:30 p.m.
Regular Session	November 6, 2023	6:30 p.m.
Regular Session	December 4, 2023	6:30 p.m.

**Fourth Quarterly Report for Period October 2023 through December 2023
will be heard at the first January 2024 Council Meeting.**

Passed and approved by a majority vote of the Common Council at the Regular meeting of January 4, 2023.

Dee Jenkins – Mayor

Attest:

Approved as to form:

Cindy Pemberton, Town Clerk

William Sims, Town Attorney



Agenda Item Submission Form – Section I

Meeting Date: January 5, 2023

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Pre-Session Agenda

Requesting Department: Town Council

Staff Resource/Contact Person:

Agenda Title: Approval and possible adoption of 2023 policy statement that authorizes the Mayor, as the Town Chief Elected Official to support or oppose bills introduced during Legislative Sessions when they affect the Town’s interest and require an immediate response. (Town Code Section 2-2-4F)

List Attached Documents:

Estimated Presentation Time:

Estimated Discussion Time:

Reviews Completed by:

Department Head: _____

Town Attorney Comments: N/A

Finance Department N/A

Fiscal Impact: None

Budget Code: N/A Amount Remaining: _____

Comments:

Background Information:

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

Recommended Action (Motion):

Move to adopt the 2023 policy statement that authorizes the Mayor, as the Town Chief Elected Official to support of oppose Legislative Bills introduced during Legislative Sessions when they affect the Town’s interest and require an immediate response. (Town Code Section 2-2-4F).

Instructions to the Clerk: None

[Page intentionally left blank]



Agenda Report Form – Section I

Meeting Date: Town Council, Wednesday, January 4, 2023

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

Requesting Department: Community Development

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

Agenda Title: Discussion, consideration, and possible approval of Ordinance 2022-A470, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, to amend Zoning Ordinance Section 203 – Use Districts to include a new overlay district. This district will provide flexibility in the areas of height, density, and intensity for an associated highway interchange location. **Staff Resource:** John Knight, Director

Attached Documents:

- A. Ordinance 2022-A470 with Overlay District Map
- B. Public Notice
- C. Neighborhood Meeting Notes
- D. Comments received from public
- E. DRAFT Planning and Zoning Commission Public Hearing Minutes, excerpted
- F. Town Council Minutes, excerpted April and September 2022

Estimated Presentation Time: 10

Estimated Discussion Time: 15

Executive Summary: If passed, a new overlay zoning district will be created in the area of junction area of Interstate 17 and State Route 260. This new overlay district will allow buildings of greater height than the currently permitted 40-foot height. Commercial buildings would be permitted to be upwards of 55-65 feet. Additionally, creation of this new district sets the stage for a future area plan for this unique area of the Town.

Staff Recommendation: Staff recommends approval and passage of the Ordinance creating this new Overlay Zone.

Planning and Zoning Commission Recommendation: Commission voted 5-1 to recommend approval of this new Overlay District for the I-17/SR260 interchange area.

Staff Discussion: Note – this item was tabled (continued) at the December 21, 2022 Council meeting. This proposal began in March and April of this year. On April 06, 2022, Council heard a proposal for a new hotel on a vacant parcel in the area of the I-17/SR260 interchange. The developers of this hotel requested a text amendment to allow heights greater than the 40 foot which is the current height limit for commercial buildings. Council directed staff to initiate this text amendment.

Initially, this amendment began as a text amendment only for parcels zoned C2 within the interchange area. This initial proposed amendment failed to pass at the August 2022 Planning and Zoning Commission Public Hearing. Comments from both Commissioners and the public indicated the initial proposal was not inclusive enough as it only allowed an increased height on parcels zoned C2. Additionally, in discussion with the Town Attorney, Bill Sims, staff was advised a text amendment affecting only C2 parcels in a portion of the Town (in this instance the highway interchange area) would open the Town to a legal challenge. Arizona Revised Statutes, Section 9-462.01 states “*All zoning regulations shall be uniform for each class or kind of building or use of land throughout each zone...*”

September 7, 2022, staff updated Council of these proceedings. The Council voted 4-0 to approve a motion to send this proposed amendment back to the Commission as an overlay district which would allow for a maximum height not to exceed 65 feet. Therefore, staff retooled the proposed amendment to a full Overlay Zoning District which is before Council this evening.

Staff, in coordination with the Town Attorney, drafted text for this new I-17/SR 260 Overlay District and scheduled it for public hearing with the Planning and Zoning Commission. Initially scheduled for public hearing for November 3rd, 2022 it was postponed by the Commission due to a schedule overload.

Thursday, December 01, 2022 the Planning and Zoning Commission held the public hearing on this proposed new Overlay District. One citizen, William “Ed” Davidson, spoke in opposition of this new Overlay District. He testified he believes this new district will devalue his residential property located in the area, but outside the district. The Commission voted 5-1 to recommend this proposed Overlay District be approved by the Mayor and Common Council for the Town of Camp Verde.

The following have been completed:

- December 21, 2022 - Town Council Meeting (Tabled until January 4, 2023)
- December 01, 2022 - Public Hearing, Planning and Zoning Commission
 - 5-1 recommendation to Town Council for approval
- November 21, 2022 - Meeting agendas posted Town Hall and Bashas
- November 13 and 16, 2022 - Notice of public hearing published in Verde Independent News Paper
- November 07, 2022 – Updated notice letter direct mailed to property owners within boundary of proposed district and to owners within 300’ outside of proposed district
- October 27, 2022 – Meeting agendas posted Town Hall and Bashas
- October 20, 2022 – Neighborhood meeting held at Town Hall
 - Attended by one citizen, William “Ed” Davidson (opposed)
- October 16 and 19, 2022 – Notice of public hearing published in Verde Independent News Paper
- October 4, 2022 – Notice letter direct mailed to property owners within boundary of proposed district and to owners within 300’ outside of proposed district
- September 7, 2022 – Staff update Town Council; vote 4-0 to send amendment back to staff and Planning and Zoning Commission

August 08, 2022 - Public Hearing, Planning and Zoning Commission
- Failed to be recommend for approval due to being limited only to C2 parcels
April 6, 2022 – Council initiated amendment of Zoning Ordinance to permit greater height of buildings in the area of I-17 and SR 260

Recommended Action (Motion): Motion to approve Ordinance 2022-A470, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, to amend Zoning Ordinance Section 203 – use districts to include a new overlay district. This district will provide flexibility in the areas of height, density, and intensity for an associated highway interchange location.

Attachment A: Ordinance 2022-A470



ORDINANCE 2022-A470

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, TO AMEND ZONING ORDINANCE SECTION 203 – USE DISTRICTS TO INCLUDE A NEW OVERLAY DISTRICT. THIS DISTRICT WILL PROVIDE FLEXIBILITY IN THE AREAS OF HEIGHT, DENSITY, AND INTENSITY FOR AN ASSOCIATED HIGHWAY INTERCHANGE LOCATION.

WHEREAS, the Mayor and Common and Council desire to create an overlay district around the Interstate State 17 and Arizona State Highway 260 Interchange area within the Town of Camp Verde for the purpose of modifying existing zoning criteria in this unique area of the Town; and

WHEREAS, the Town of Camp Verde adopted the Planning and Zoning Ordinance 2011-A374, approved May 25, 2011; and

WHEREAS, Part 6, Section 600, C.1 of the Planning and Zoning Ordinance allows for the amendment, supplementation or change of zoning text regulations of the Planning & Zoning Ordinance by the Town Council; and

WHEREAS, the Town Council has an abiding interest in protecting the public health safety and welfare by establishing requirements for provisions of the Planning & Zoning Ordinance by including definitions and text amendments.

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

Section 1. The Town Council hereby finds as follows:

- A. Text Amendments may be initiated by the Planning & Zoning Commission, the Town Council, staff of the Town of Camp Verde or by application of a property owner per Part 6, Section 600, C.1 of the Planning and Zoning Ordinance. This Text Amendment was initiated by the Town Council.
- B. The Text Amendment was reviewed by the Planning and Zoning Commission on December 01, 2022, in a public hearing that was advertised and posted according to state law. A recommendation for approval was forwarded to the Town Council by the Planning and Zoning Commission on December 01, 2022.

- C. The proposed Text Amendment will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved.

Section 2.

The Zoning Map will be amended in accordance with the boundaries shown on Exhibit A and the following new Use District, Section 203.P. Interchange Overlay District (IO District), will be added to Part Two - Zoning Classifications, Regulations/Provisions of the Planning and Zoning Ordinance for the Town of Camp Verde:

SECTION 203 – Use Districts

P. Interchange Overlay District (IO District)

1. Purpose: The Interchange Overlay District is intended to establish specific criteria associated with the unique geographic, physical, and infrastructural aspects of this area of the Town of Camp Verde. This District is intended to provide flexibility associated with the unique character of a highway interchange area. This includes flexibility in the areas of height, density and intensity for an associated highway interchange location.
2. Permitted Uses and Uses Subject to a Use Permit: Those permitted by the underlying Zoning Use District.
3. Maximum Height: The maximum height allowed for habitable space is 55'. However, an additional height increase of 10' may be allowed with approval by the Community Development Director, pursuant to the requirements outlined in Section 400.
 - a. Exception to the height increase: When adjacent to residentially zoned property, the height shall be restricted to 40' within a distance of 40' of the boundary of any residentially zoned property.
4. Additional Height Exception: In this Interchange Overlay District, buildings may be approved for an additional 10' for a total height of 65 feet for the purpose of screening or other architectural features, this approval is pursuant to the requirements outlined in Section 400.
 - a. Application and approval for this additional 10' height increase may be requested through the Development Standard Review process under Section 400 and may only be approved by the Community Development Director.
 - b. Application Process: When submitting for Development Standard Review, an applicant is required to make specific request for this allowance for an additional 10' increase to structure(s). Additionally, when making application for this additional 10' height increase applicants are required to submit elevation views of all sides of the planned structure.
 - c. Approval of this increased 10' height allowance will be documented, in writing, via the final Development Review Standards final report. Subsequent modifications may be approved by submitting a written request to the Community Development Director for approval.

- d. Final approval of this height increase will also be documented as a special condition as part of the Zoning Clearance for the building(s) as part of the review and approval for building permit(s).
5. Approval for an Additional Height Exception will be based only upon the following criteria:
- a. The increase is for a parapet wall or similar architectural feature that provides screening for mechanical equipment, or otherwise provides architectural interest to the building.
 - b. The parapet wall or architectural feature is of similar colors and materials to the main building and will be compatible architecturally with the main building.
 - c. The parapet wall or architectural feature does not increase the habitable space.
 - d. The parapet wall or architectural feature is the minimum height necessary to accomplish the screening purpose for which it is intended.
6. PAD Overlay: This Overlay District may also be combined with a Planned Area Development (PAD) District. In the event a PAD District is established per Section 203, the uses, standards and requirements established through the PAD process will supersede the standards of this Interchange Overlay District.

Table 2-15: IO Dimensional Standards

<u>Zoning District</u>	<u>"IO District"</u>
<u>Minimum Lot Area (sq. ft.)</u>	<u>Per underlying district</u>
<u>Minimum Width OR Depth (feet)</u>	<u>Per underlying district</u>
<u>Maximum Bldg. Ht. (stories)</u>	<u>4</u>
<u>Maximum Building Height (feet)</u>	<u>55'</u> *
<u>Maximum Lot Coverage (%)</u>	<u>Per underlying district</u>
<u>Minimum Front Yard (feet)</u>	<u>Per underlying district</u>
<u>Minimum Rear Yard (feet)</u>	<u>Per underlying district</u>
<u>Minimum Side Yard Interior (feet)</u>	<u>Per underlying district</u>
<u>Minimum Side Yard Exterior (feet)</u>	<u>Per underlying district</u>
<u>* Note – refer to Section 203.P.4. and 5. above for additional provisions regarding height.</u>	

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

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

Section 5. This ordinance is effective upon the expiration of a thirty 30-day period following the adoption hereof and completion of publication and any posting as required by law.

PASSED AND APPROVED by a majority vote of the Town Council of the Town of Camp Verde, Arizona on this 4th DAY OF JANUARY 2023.

Dee Jenkins - Mayor

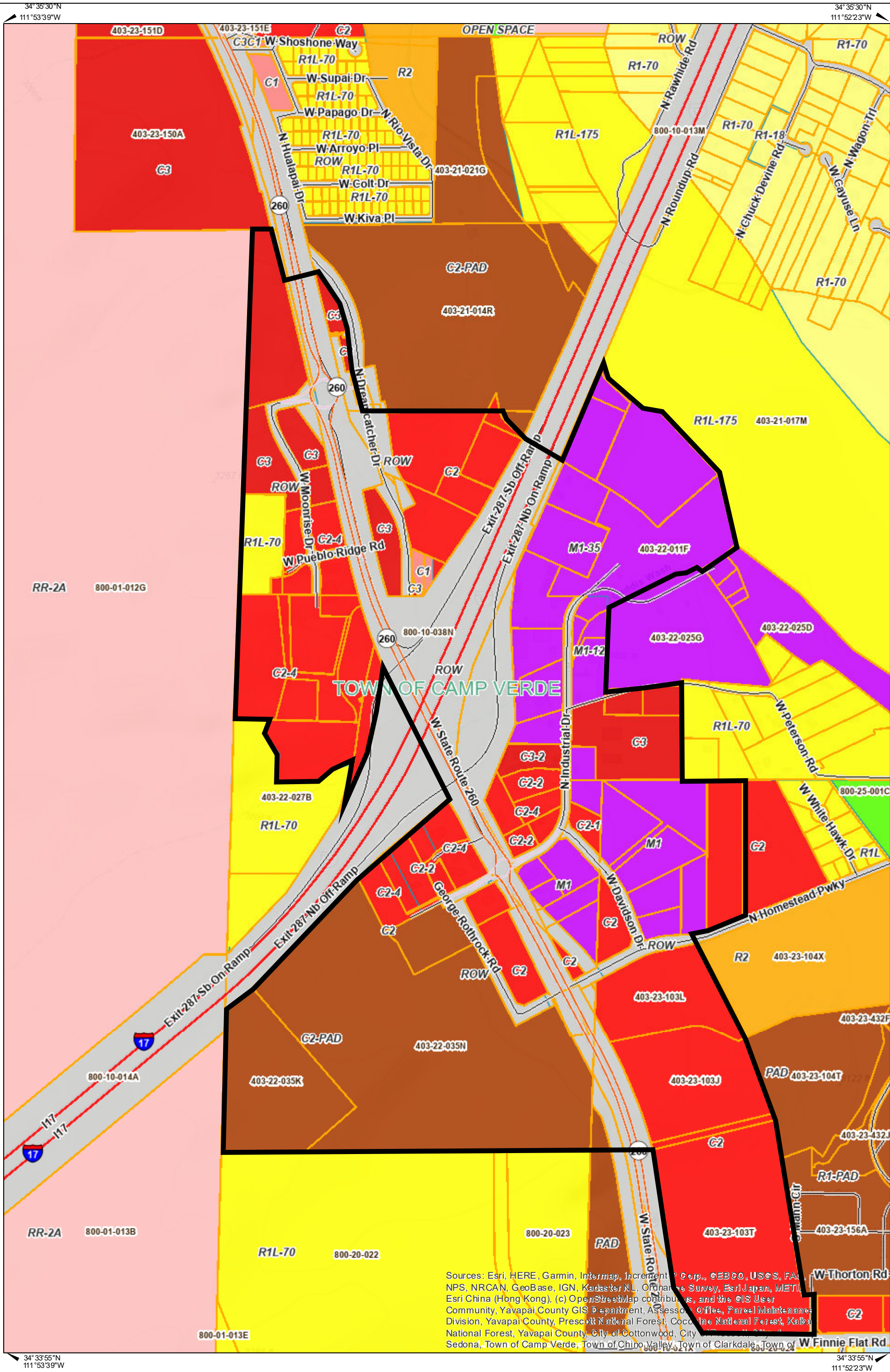
Date: _____

Approved as to form:

Attest: _____
Cindy Pemberton, Town Clerk

William Sims

Bill Sims - Town Attorney

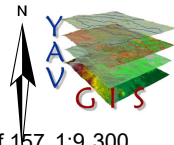
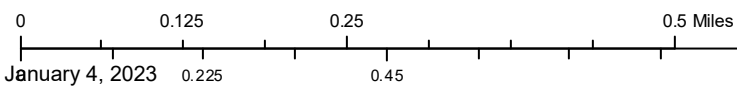


Sources: Esri, HERE, Garmin, Intermap, Increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, Yavapai County GIS Department, Assessor's Office, Parcel Maintenance Division, Yavapai County, Prescott National Forest, Coconino National Forest, Kaibab National Forest, Yavapai County, City of Cottonwood, City of Sedona, Town of Camp Verde, Town of Chino Valley, Town of Clarkdale, Town of



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

Council Regular Session



Attachment B: Public Notice

Public Notice to be published Sunday November 13 and Wednesday November 16, 2022; including on-line version(s): The Town of Camp Verde Planning and Zoning Commission will hold a public hearing on Thursday, December 1, 2022 at 6:30pm in the Town Council Chambers at 473 S. Main Street in Camp Verde, AZ. The purpose of the hearing is to consider several text amendments to the Town's Planning and Zoning Ordinance as well as the creation of a new Overlay Zoning District. Text amendments are anticipated to include, but are not limited to, fence-wall height exception for a public utility, fencing vacant land, fence height in residential zones, setbacks for accessory structures, land division, and scrivener errors. As well as the addition of an Overlay Zoning District around the I17/SR 260 Interchange. Interested parties may attend and provide comment. Copies of the draft amendments may be obtained by contacting Camp Verde Community Development at 928.554.0066 or cory.mulcaire@campverde.az.gov.

TAG: This notice is for Community Development Department

Attachment C:

Neighborhood Meeting Notice and Notes



◆928.567.6631 ◆

Town of Camp Verde

Community Development Department

◆ 473 S. Main Street, Suite 108 ◆ Camp Verde, Arizona 86322 ◆
◆ Telephone: 928.554.0050 ◆ www.campverde.az.gov ◆

November 7, 2022

Dear Landowner,

You are receiving this letter because you own property in the general vicinity of the Interstate 17 and State Route 260 highway interchange in Camp Verde, AZ.

The public hearing regarding this proposed Overlay Zoning District was originally scheduled on Thursday November 3, 2022, at 6:30pm. Due to time constraints, this agenda item was not heard and was motioned to be continued on December 1, 2022.

The Overlay Zoning District public hearing is rescheduled for December 1, 2022, at 6:30pm.

The Town of Camp Verde is considering the creation of an Overlay Zoning District in the Interstate 17 and State Highway 260 interchange area. The initial purpose of this Overlay District is for the purpose of increasing the allowed height of buildings, located on commercial or industrial parcels, from 40 feet to 55 feet.

Some of you may have received a similar letter this past August and October as the Town held a Public Hearing on September 8th regarding a similar matter whereby the Town proposed a text amendment to increase the permitted zoning height only for the C-2 commercial properties within the interchange area. However, from this public hearing, Town staff learned the initial proposal of a text amendment affecting only C-2 properties in this area was not extensive enough. The Planning and Zoning Commissioners requested a more comprehensive amendment to include all commercial and industrial parcels within the interchange. Hence, this proposed Overlay Zoning District, which now includes both commercial and industrial properties, within the interchange area.

Attached as page 3 of this letter is the proposed area for this Overlay Zoning District. If passed by the Town Council, this new Overlay Zoning District will permit a maximum height of 55' for any building(s) located on commercial or industrially zoned parcels. Additionally, we are proposing an additional 5-10' allowed height increase, approved administratively, if certain conditions are met.

Specifically, these conditions are for:

- Mechanical equipment, if set back from building edges and appropriately shielded, and
- Architectural features such as parapets or similar structures.

Written comments already received will be included in the packet for the meeting December 1. Additional written comments received by November 18th will be included in the formal presentation packet for the public hearing. Comments received after this date will be presented at the hearing.

Below are the details for the meeting:

Public Hearing, Planning and Zoning Commission:

Hearing Date & Time: Thursday, December 1, 2022, at 6:30pm
Hearing Location: Council Chambers, Suite 106, 473 S. Main Street, Camp Verde
Verde Application Type: Creation of Overlay Zoning District
Affected Properties: See attached map, but generally commercial (C1, C2, C3) and industrial (M1, M2) properties located within about 2,500' of the I-17/Highway 260 Interchange
Application Number: 20220541
Zoom Meeting: Meeting ID: 927 0548 1851 Passcode: 5540054
<https://us06web.zoom.us/j/92705481851?pwd=eFBLVXRscWJHdnlGL1ZXU111SlJLQT09>
Dial by your location: +1 719.359.4580 US or +1 253.215.8782 US (Tacoma)

The Agenda and accompanying presentation documentation for the Public Hearing will be available approximately 1-week prior to the hearing at this location:
<https://www.campverde.az.gov/departments/boards-commissions/planning-zoning-commission>

Please contact the Planning and Zoning Office with any questions, 928.554.0066 or emailing cory.mulcaire@campverde.az.gov.

Respectfully,



John Knight, Director
Community Development, Town of Camp Verde
John.Knight@CampVerde.az.gov or 928.554.0053

cc: Project File 20220541

Height Amendment Neighborhood Meeting:

Dan Rubenstein,

Phone call - Called office Thursday, 20 October 2022, about 1330 hrs; spoke via phone for approx. 45 min. explained previous attempt at text amendment which has led to this full overlay district.

He stated he is generally in favor of the new ordinance.

William "Ed" Davidson,

Mr. Davidson attended the Neighborhood Meeting held on Thursday, October 20, 2022. He spoke about owning residential property that adjoins the proposed overlay zone and how a 65 foot height is going to destroy his views, as well as he property value. He is concerned that the Town is growing faster than it can sustain and moving away from the rural community we claim to be.

He is opposed to this new ordinance.

Attachment D: Comments received from public

Proposed Interchange Overlay Zone I-17/Highway 260 neighborhood properties

Peter Andrew Groseta

Wed 10/26/2022 3:37 PM

To: John Knight <John.Knight@campverde.az.gov>

Cc: Steve Ayers <Steve.Ayers@campverde.az.gov>; Cory Mulcaire <cory.Mulcaire@campverde.az.gov>

John:

I am writing this email to you regarding the October 4, 2022 Notice that I received regarding the Town of Camp Verde proposing to increase the height up to 55' for any buildings located on commercial and industrial parcels in the area of I-17/Highway 260 interchange. In addition, according to the Notice, the Town Staff is recommending the allowance of an additional 5-10' increase for parapet walls and similar architectural features.

As you know we own the property located on the NW Corner of Wilshire Blvd and Highway 260 (APN 403-21-015K) and it is included in this proposed Overlay Zoning District.

We strongly support this proposal as presented in the October 4, 2022 Notice to Landowners.

I respectfully am asking that you to include this email which includes my support in the packets/notebooks for each Planning and Zoning Commissioner.

Please keep me posted regarding whether or not this proposal is approved or denied at the P/Z Commission Hearing on November 3, 2022.

If you have any questions, please contact

me. Thanks.
Andy Groseta

RECEIVED

OCT 25 2022

10/25/2022

Town of Camp Verde

Community Development Department

Re: Proposed Interchange Overlay Zone

As an adjoining R1L-70 property owner to the proposed overlay zone, I am opposed to the amendment for the following reasons.

1. Adjoining Property Owner;

Allowing structures of this height will drastically devalue any residential properties in close proximity to this zone. At 55 to 65 feet there is no way to have any type of screening for vision, noise, lighting, or privacy. There are very few types of vegetation/trees that grow in our area that will reach this height and takes a numerous number of years to do so. The current screening ordinance only requires a maximum of 8 feet. All vision of the surrounding area, most of the mountains and skyline will be lost.

Please ask yourself, would you like to look out the window of your home and see a 65 foot wall or office windows with people watching you. With lighting and signage we will have no night time or dark-skies. If this is not a concern, why has the C2 property been omitted that adjoins the White Hawk development at the end of Homestead? To protect residential property values, I would like to request that an overlay be considered to reduce the height of commercial and industrial structures adjoining residential property to a maximum of 20 feet.

If this Proposed Interchange Overlay Zone was to be allowed, is the town willing to compensate residential property owners for their loss in value?

2. As a resident of Camp Verde;

I believe this type of zoning destroys the very things in our community that we who live here enjoy and the things that most people move here for. The open spaces, scenic views, dark skies, less noise, clean air, quality of life will all be significantly affected. The ordinances for the town have not been updated to protect adjoining properties or the community. This type of overlay is only a copy of every other freeway interchange, Camp Verde is better than that. If approved at HWY 260 and I-17, how long before it spreads to all the other roundabouts in our town? The type of development that this zoning will allow is everlasting and our community will lose more than it will gain.

Thank you for time and consideration of this matter.

William E. Davidson

Attachment E:

DRAFT

Planning and Zoning Commission Public Hearing Minutes, excerpted

DRAFT MINUTES: Excerpted, December 1, 2022
Planning and Zoning Commission Meeting

6. **Public Hearing – Interchange Overlay (IO) Zone: Discussion, consideration, and possible recommendation to the Mayor and Common Council of the town of Camp Verde, Yavapai County, Arizona, to amend Zoning Ordinance Section 203 – use districts to include a new overlay district. This district will provide flexibility in the areas of height, density, and intensity for an associated highway interchange location.**

Staff Comments

Community Development Director John Knight said this item was continued from the November 3, 2022, Planning and Zoning Commission meeting. Staff provided additional notice via newspaper and direct mail. No new information had been received on this item and he reviewed the staff report. They are proposing the height increase go up to 55 feet in height. The current maximum height is 40 feet. The overlay also includes a provision to allow for an additional 10feet, if there are architectural features or parapet walls. This would bring the potential height up to 65 feet. Staff has received a comment from a residential neighbor who says this would have an adverse impact on residential properties. Staff has added some language for the Commission to consider to add to the suggested motion, *“when adjacent to residentially zoned property the height should be restricted to 40 feet within a distance of 40 feet of a boundary of a residentially zoned property.”* This would give a little bit of a buffer between residential property line and commercial property line. Staff did include a red line text of the document with the proposed changes.

Chairman Faiella asked for clarification of a parapet. Mr. Knight said a parapet is usually used to screen equipment on the building.

Public Hearing Open 6:50pm

Ed Davidson: 1391 Peterson Road- said he is a neighbor of the proposed hotel who is requesting the addition height and said a 40foot setback won't make a difference, it will still block the view and sun. He and his family were there before the industrial properties came in. He feels like you are forcing residential properties out. They do not want 65 foot buildings as neighbors.

Public Hearing Closed 6:55pm

Commission Discussion

Chairman Faiella asked if this overlay zone is just for this location or any location in the town. Mr. Knight this is only proposed for this area.

Mr. Knight also wanted to address the height and setback is required for the commercial/industrial building is now, today. You can build a 40foot tall commercial/industrial building directly on the property line if you are adjacent to another commercial/industrial property. However, if you are adjacent to a residential property you can build a 40-foot-tall building on the interior side yard 7 feet which is the set back that is required.

Commissioner Osses asked are we changing this because of one person or a bunch of people. Mr. Knight said this is the only one right now. Ms. Osses is worried about other applicants that could follow. Commissioners discussed residential area on the map.

Motion was made by Commissioner Blue to recommend to the Mayor and Common Council of the town of Camp Verde, Yavapai County, Arizona, to amend Zoning Ordinance Section 203 – use districts to include a new overlay district. This district will provide flexibility in the areas of

height, density, and intensity for an associated highway interchange location. Second was made Commissioner Scantlebury.

Commissioner Hough would have liked Commissioner Blue add to his motion, the language to add the 40-foot setback to protect the neighbors.

Roll Call:

Chairman Andrew Faiella: aye

Vice Chairman Todd Scantlebury: aye

Commissioner Greg Blue: aye

Commissioner Bill Tippett: nay

Commissioner Michael Hough: nay

Commissioner Ingrid Osses: nay

Motion failed 3-3.

Motion was made by Vice Chairman Scantlebury to recommend to the Mayor and Common Council of the town of Camp Verde, Yavapai County, Arizona, to amend Zoning Ordinance Section 203 – use districts to include a new overlay district. This district will provide flexibility in the areas of height, density, and intensity for an associated highway interchange location. When adjacent to residential zoned property the height shall be restricted to 40feet within a distance of 40 feet of the boundary of any residential zoned property. Second was made Commissioner Blue.

Roll Call:

Chairman Andrew Faiella: aye

Vice Chairman Todd Scantlebury: aye

Commissioner Greg Blue: aye

Commissioner Bill Tippett: nay

Commissioner Michael Hough: aye

Commissioner Ingrid Osses: aye

Motion passes 5-1.

Attachment F:

Town Council Minutes, excerpted April 6, 2022 and September 7, 2022

software.

Marshal Rowley stated that there were problems with timekeeping because the current system has officers put in their time after a two week period. Payroll has been experiencing several problems including double time entries that makes the payroll process cumbersome and sometimes over 5 hours in corrections for command staff. The new system would provide real time punching and communicate to the supervisor when a punch is missed. The Department is paying for the bulk of the expense out of their budget. The recommendation is to add the software for other Town departments. In order to qualify for the funds they have to pay their portion.

Mayor Jenkins commented that she was surprised the Town hadn't gone this route already. She remarked on several benefits including clerks getting hours electronically instead of waiting, getting away from manually entering times, legal issues if staff is not imputing their own time and the time savings of the system.

Motion by Vice Mayor Joe Butner to approve the budget adjustment of \$20,738, that is \$13000 from CVMO RICO fund \$7,738 from Human Resources fund for use towards purchasing a time keeping module known as Executime. Second was made by Councilor Jackie Baker

Roll Call Vote:

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

Motion carried 7-0.

11. Discussion, Consideration, and Possible Initiation of an ordinance amendment to adjust the maximum height limit for properties located near the State Route 260/Highway 17 Intersection. Staff Resource: John Knight

John Knight Community Development Director requested an initiation for an ordinance amendment. Council would not be committing to an amendment at this time. There is a hotel that is interested in adding a rooftop restaurant and bar with the height increase. The area impacted by this would be restricted to the 260/Highway 17 Intersection where the Department believes it would be appropriate.

Councilor Whatley remarked to Council that she believed in uniformity in code and that she the amendment should be for any business in that sector.

Motion by Vice Mayor Joe Butner to initiate an ordinance amendment to adjust the maximum height limit for properties located near the State Route 260/Highway 17

Intersection. Second was made by Councilor McPhail.

Roll Call Vote:

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

Motion carried 7-0.

12. Discussion, Consideration, and Possible Selection of a Field Lighting System Supplier from either Qualite for \$587,552 (installed price plus tax) or Musco for \$658,354 (installed price plus tax) to provide the field lighting system for the Camp Verde Sports Complex. Staff Resource: Ron Long

Ron Long discussed the two bids for lighting at the Sports Complex. The bid amounts need an additional estimate of 10% tax added to them. Qualite lights averaged 4000-6000 candela and Qualite is below 1000 candela. The candela impacts the amount of glare that is produced on the field. These two vendors were selected out of group for quality, pricing, and maintenance. Both systems provide a 25 year warranty. The Qualite bid included installation and Musco includes price for installation from Tierra Verde Builders. This Motion will be selection of a vendor and next council to be for award with specific numbers brought back to Council.

Councilor Moore noted that Musco meets International Dark Sky specifications and Qualite may not. She inquired if there was a hooding to make them qualify.

Mr. Long responded that the up light on both systems are shielded. The candela numbers are with shielded light. Qualite will do whatever they can to make the Town happy, but will not guarantee to meet International Dark Sky. Musco includes Dark Sky compliance in their contract.

Councilor Whatley commented that the price difference of \$70,802 was substantial and should be kept in the discussion.

Mike Marshal commented that the biggest concern was glare and light shielding. There is a significant difference between the systems. Glare from sports field lighting is one of the legitimate complaints from neighbors. If the price is broken down by year the difference between the two is less than \$3000. Mr. Marshall personally viewed the lighting options and makes a recommendation of Musco.

Tony Gioia presented to Council that he has had experience with Musco lighting and urges Council to choose them. The Dark Sky designation is extremely dear to his heart.

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 I-17 and Highway 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.

[Page intentionally left blank]



Agenda Item Submission Form – Section I

Meeting Date: January 4th, 2023

Consent Agenda *Decision Agenda* *Executive Session Requested*

Presentation Only *Action/Presentation* *Work Session*

Requesting Department: *Marshal's Office*

Staff Resource/Contact Person: *Corey Rowley / Heather Vincent*

Agenda Title (be exact): *approval of 2023 Camp Verde Unified School District school resource officer IGA*

List Attached Documents: *Agreement*

Estimated Presentation Time: *5 min*

Estimated Discussion Time: *5 min*

Reviews and comments Completed by:

Town Manager: *Included in Background* **Department Head:** _____

Town Attorney Comments: *N/A*

Risk Management: _____

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

Background Information: The Camp Verde Unified School District was awarded a federal grant for funding of a full time School Resource Officer. The district is requesting we supply an SRO under this grant that will pay a large portion of the wages for the SRO, Position to begin January 2023

Recommended Action (Motion): *Move to approve the IGA between Camp Verde Unified School District and the Camp Verde Marshals office for an SRO*

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28
AND
THE TOWN OF CAMP VERDE
FOR
SCHOOL RESOURCE OFFICER SERVICES**

THIS INTERGOVERNMENTAL AGREEMENT (this “Agreement”) is entered into as of December, 2022 between the Town of Camp Verde, an Arizona municipal corporation (the “Town”), and the Camp Verde Unified School District No. 28, an Arizona school district (the “District”).

RECITALS

A. The District has funding available through its Safe Schools Grant (the “Grant”) to fund school resource officer services (“SRO Services”) Camp Verde High School.

B. The Town and the District desire to enter into an agreement whereby the Town will provide sworn, certified police officers to serve as school resource officer (“SROs”) to provide SRO Services at Camp Verde High School.

C. The District is authorized to enter into this Agreement pursuant to ARIZ. REV. STAT. § 15-342 and ARIZ. REV. STAT. § 11-952.

D. The Town is authorized to enter into this Agreement pursuant to ARIZ. REV. STAT. § 11-952.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

SECTION I - OBLIGATIONS OF THE TOWN

1.1 Services to be Provided.

a. The Town shall provide SRO Services to the District at Camp Verde High School on an hourly basis from 6:45am to 3:30pm with a 45-minute lunch break, but not to exceed 40 hours per week.

b. The Town shall ensure that designated SRO’s attend annual training provided by the Arizona Department of Education.

c. The Camp Verde Marshal performing SRO Services shall fulfill his or her duties as a sworn law enforcement detective for the State of Arizona. The SRO must be present and

accessible on the school campus that he or she is assigned to by the Grant. Absent an emergency, the SRO shall not be called away from his or her designated school. If the SRO is called away on police business, including, but not limited to Town-mandated training, Town-mandated meetings, Town-related emergencies, etc., the District shall not be invoiced for that time, and the costs shall be borne by the Town. If the SRO is attending an SRO-related training or other activity mandated by the Grant, the District shall be invoiced as described in Section 2.1.

d. The Town shall ensure that the SRO completes 180 hours of Law Related Education (“LRE”), which shall consist of 80 hours of classroom instruction to ongoing cohort groups of students, and at least 100 hours of universal instruction.

e. The SRO will assist the High School Principal with preparation of an annual performance evaluation based upon requirements of the Arizona Department of Education (the “ADE”) and the District. The SRO shall also provide a monthly recap of LRE (as more fully described in Exhibit A hereto), law enforcement activity and time on campus to the Dean of Students.

f. When school is not in session, including all breaks, school-observed holidays, and school vacations, the Town shall have full discretion to assign the SRO responsibilities; provided, however, that the Town shall be responsible for 100% of the SRO’s costs when so assigned.

g. In addition to the provisions of Section 3.18, the Town shall, within ten (10) business days upon request by the District, provide verification to District of SRO’s successful criminal records check, e.g., a copy of current fingerprint clearance card, copy of successful criminal records report, etc.

h. The roles and responsibilities of the Town and the District with respect to the SRO Services shall be as set forth in the School Safety Program Guidance Manual, provided as part of the Grant, attached hereto as Exhibit A and incorporated herein by reference, and as set forth by the Camp Verde Marshal SRO Program, attached hereto as Exhibit B and incorporated herein by reference. In the event of a conflict between Exhibit A and Exhibit B, the provisions of Exhibit A shall control.

1.2 Accounting and Documentation. The SRO’s salary and employer-paid benefits rate shall be used to calculate the amount due from the District for SRO Services. Supporting documentation of these actual amounts must be on file with the District’s Grants Office prior to payment of any invoice to the Town.

SECTION II - OBLIGATIONS OF THE DISTRICT

2.1 Reimbursement to Town - Monthly. The District shall reimburse the Town monthly for the services it provides pursuant to Section I above.

a. The District shall pay 100% of the costs associated with SRO Services received on an hourly, per diem (hourly pay rate plus actual cost of employer-paid benefits) basis

for the remaining period of the school year; the Town shall pay 100% of the SRO's costs during the two-month summer break and any other school breaks or school observed holidays or vacations during which the Town assigns the SRO to Town related duties. The SRO's time spent at Camp Verde High School, including all overtime, must be substantiated by time cards and approved by the Camp Verde High School Principal. The District shall pay 100% of any SRO overtime worked on school related investigations. The SRO must seek approval from the appropriate Camp Verde Town Marshal (the "Department") supervisor before working on school related overtime. Overtime pay for extra-curricular activities will not be paid by Grant funds. Overtime hours performed for extra-curricular activities will be paid from the appropriate budget District funding source. The District will not pay for any SRO Services for week-long school breaks in December, January and March, nor for any personal vacations taken by an SRO nor for any sick leave incurred by an SRO. For an exact accounting of the charges incurred by the District pursuant to this section, please see the attached Exhibit C.

b. The District shall pay invoices from the Town within 30 days of receipt, assuming proper documentation is on file to support the charges.

2.2 Office Space. The District shall provide office space that provides privacy for the SRO to conduct confidential business. The office provided shall include the necessary equipment for the SRO to effectively perform his or her duties, including, without limitation, a telephone, desk, chair and filing cabinet.

2.3 SRO Related Expenses. The Grant shall provide \$50 towards the travel/mileage expenses incurred by the SRO providing SRO Services as the result of his or her participation in any mandatory training provided by the ADE. The District shall provide \$100 for supplies and expenses for the SRO as may be incurred throughout the school year.

2.4 Non-Interference by District. No District or Camp Verde High School administrator shall interfere with an SRO's sworn law enforcement duties. To the fullest extent permitted by law, the Town shall indemnify, and hold harmless the District, the District's agents, representatives, officers, officials and employees for, from and against all claims, damages, losses and expenses, including but not limited to attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from an SRO acting outside, or in excess, of District rules and policies regarding interviewing and searching students and/or the use of appropriate physical force on students.

2.5 Removal of SRO. The District may cause an SRO to remove himself from a school if the District determines that the SRO poses a danger to the children at that school or to District employees, provided that the District shall immediately contact the Town Marshal by telephone call or fax to describe the situation and to describe the District's concern for the safety of the children. Upon receipt of notice of the removal of an SRO from a school, and in accordance with the Department's internal policies, the Department shall immediately commence an investigation into the alleged wrongdoing. The District shall not be required to pay for the SRO during any time the SRO is reassigned to the Department pending resolution of a safety issue.

SECTION III - GENERAL TERMS AND CONDITIONS

3.1 Term; Recording. The term of this Agreement shall be for one year from October 13, 2022 until May 18, 2023 unless sooner terminated by the parties hereto pursuant to subsection 3.5 below.

3.2 Personnel. The Town represents that the SRO performing the SRO Services required in Section I of this Agreement shall be a sworn Camp Verde Deputy.

3.3 Independent Contractor. The Town acknowledges and agrees that the services provided under this Agreement are being provided as an independent contractor, not as an employee or agent of the District, Town, its employees, and subcontractors are not entitled to worker's compensation benefits from the District. The District does not have the authority to supervise or control the actual work of Town, its employees or subcontractors. The Town, and not the District, shall determine the time of its performance of the services provided under this Agreement so long as Town meets the requirements of its agreed scope of work as set forth in Section I above. District and Town do not intend to nor will they combine business operations under this Agreement.

3.4 Records. Both parties shall maintain the records required in this Agreement for a period of two years after the termination of this Agreement.

3.5 Termination. Either party may terminate this Agreement upon 30 days' written notice to the other party at the addresses indicated below. The Town may terminate this Agreement by giving 10 days' written notice to the District for failure to make reimbursements upon the dates as required in this Agreement and the District's failure to make such payments within five days of such notice. In any event, this Agreement shall be deemed terminated no later than the effective date of any resolution adopted by the Town to withdraw from this Agreement. At the time of termination, the Town shall invoice the District for all SRO Services provided to that date which invoices shall be paid within 30 days thereafter. The District has the right to terminate this Agreement immediately should the Grant funds become unavailable for any reason. Upon termination of this Agreement, the Town shall return to the District all property belonging to the District and the District shall return to the Town all property belonging to the Town.

3.6 Notices and Requests. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (i) delivered to the party at the address set forth below, (ii) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below, (iii) given to a recognized and reputable overnight delivery service, to the address set forth below or (iv) delivered by facsimile transmission to the number set forth below:

If to the Town: Town of Camp Verde
 473 S. Main Street, Suite 102
 Camp Verde, AZ 86322
 Attn: Corey Rowley, Town Marshal
 Phone: (928)-554-8301

If to the District: Camp Verde Unified School District
410 Camp Lincoln Road
Camp Verde, AZ 86322
Attn: Mr. Steve Hicks
Facsimile: (928) 567-8234

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to this Section. Notices shall be deemed received (i) when delivered to the party, (ii) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage, (iii) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day, or (iv) when received by facsimile transmission or e-mail during the normal business hours of the recipient, with proof of delivery. If a copy of a notice is also given to a party's counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a party shall mean and refer to the date on which the party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

3.7 Severability and Savings. If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement so long as the remainder of the Agreement is reasonably capable of completion without inequity to the parties.

3.8 Program Continuation Subject to Appropriation. The provisions of this Agreement for payment of funds by the District shall be effective when funds are appropriated for purposes of this Agreement and are actually available for payment. The District shall be the sole judge and authority in determining the availability of funds under this Agreement and the District shall keep the Town fully informed as to the availability of funds for its program. The obligation of the District to make any payment pursuant to this Agreement is a current expense of the District, payable exclusively from such annual appropriations, and is not a general obligation or indebtedness of the District. If the Board of the District fails to appropriate money sufficient to pay the reimbursements as set forth in this Agreement during any immediately succeeding fiscal year, this Agreement shall terminate at the end of then-current fiscal year and the Town and the District shall be relieved of any subsequent obligation under this Agreement.

3.9 Entire Agreement. This Agreement comprises the entire agreement of the parties and supersedes any and all other agreements or understandings, oral and written, whether previous to the execution hereof or contemporaneous herewith. Any amendments or modifications to this Agreement shall be made only in writing and signed by the parties to this Agreement.

3.10 Applicable Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.

3.11 Cancellation. The parties hereto acknowledge that this Agreement is subject to cancellation pursuant to ARIZ. REV. STAT. § 38-511.

3.12 Worker's Compensation. An employee of either party shall be deemed to be an "employee" of both public agencies while performing pursuant to this Agreement solely for purposes of ARIZ. REV. STAT. § 23-1022 and the Arizona Workers' Compensation laws. The primary employer The Town of Camp Verde shall be solely liable for any workers' compensation benefits, which may accrue. Each party shall post a notice pursuant to the provisions of ARIZ. REV. STAT. § 23-1022 in substantially the following form:

"All employees are hereby further notified that they may be required to work under the jurisdiction or control or within the jurisdictional boundaries of another public agency pursuant to an intergovernmental agreement or contract, and under such circumstances they are deemed by the laws of Arizona to be employees of both public agencies for the purposes of worker's compensation."

3.13 FERPA Compliance. Both parties will ensure that the dissemination and disposition of educational records complies at all times with the Family Educational Rights and Privacy Act of 1974 and any subsequent amendments thereto.

3.14 Non-Discrimination. Both parties agree to comply with all applicable provisions of state and federal laws and regulations, including the Americans with Disabilities Act and Executive Order 99-4, which is incorporated herein by reference, mandating non-discrimination and requiring that all persons, regardless of race, religion, sex, age, national origin or political affiliation shall have equal access to employment opportunity.

3.15 Disposition of Property upon Termination of the Agreement. The parties do not anticipate having to dispose of any property upon partial or complete termination of this Agreement. However, to the extent that such disposition is necessary, property shall be returned to its original owner.

3.17 E-Verify. To the extent applicable under ARIZ. REV. STAT. § 41-4401, the parties warrant compliance, on behalf of themselves and any and all subcontractors, with all federal immigration laws and regulation that relate to their employees and compliance with the E-Verify requirements under ARIZ. REV. STAT. § 23-214(A). The party's breach of the above-mentioned warranty shall be deemed a material breach of this Agreement and the non-breaching party may terminate this Agreement. The parties retain the legal right to inspect the papers of the other party to ensure that the party is complying with the above-mentioned warranty under this Agreement.

3.18 Fingerprinting Requirements. The parties shall comply with the fingerprinting requirements of ARIZ. REV. STAT. § 15- 512 unless otherwise exempted.

3.19 Coordination of Student Misconduct: The parties shall work together to identify and streamline any separate processes for investigating and responding to acts of student misconduct that may also implicate criminal misconduct.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Town and the District have executed this Agreement as of the date of the last signature set forth below.

“Town”

“District”

Town of Camp Verde, an Arizona
Municipal Corporation

CAMP VERDE UNIFIED SCHOOL
DISTRICT NO. 28, an Arizona school
District

By: _____
Mrs. Dee Jenkins, Mayor

By: _____
Mr. Steve Hicks

Date: _____

Date: _____

ATTEST:

Town of Camp Verde Clerk

I have reviewed the above referenced Intergovernmental Agreement between the TOWN OF CAMP VERDE, acting by and through its TOWN COUNCIL, and the CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28, an Agreement between public agencies which, has been reviewed pursuant to ARIZ. REV. STAT. § 11-951 through § 11-954 and declare this Agreement to be in proper form and within the powers and authority granted to the CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28 under the laws of the State of Arizona.

No opinion is expressed as to the authority of the TOWN to enter into this Agreement.

DATED this _____ day of _____, 2022.

Attorney for the District

I have reviewed the above referenced Intergovernmental Agreement between the Town of Camp Verde acting by and through its TOWN COUNCIL, and the CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 214, an Agreement between public agencies which, has been reviewed pursuant to ARIZ. REV. STAT. § 11-951 through § 11-954 and declare this Agreement to be in proper form and within the powers and authority granted to the TOWN OF CAMP VERDE under the laws of the State of Arizona.

No opinion is expressed as to the authority of the DISTRICT to enter into this Agreement.

DATED this _____ day of _____, 2022.

Attorney for the Town

EXHIBIT A
TO
INTERGOVERNMENTAL AGREEMENT
BETWEEN
CAMP VERDE UNIFIED DISTRICT NO. 28
AND
THE TOWN OF CAMP VERDE
FOR
SCHOOL RESOURCE OFFICER SERVICES

[School Safety Program Guidance Manual]

See following pages.

EXHIBIT B
TO
INTERGOVERNMENTAL AGREEMENT
BETWEEN
CAMP VERDE UNIFIED SCHOOL DISTRICT NO. 28
AND
THE TOWN OF CAMP VERDE
FOR
SCHOOL RESOURCE OFFICER SERVICES

[Camp Verde Marshal's SRO Program]

See following pages.

TOWN OF CAMP VERDE MARSHAL'S SRO PROGRAM

I. Introduction.

The mission of the Camp Verde Marshal's SRO Program is to contribute to an orderly, purposeful atmosphere, which promotes the feeling of safety conducive to teaching and learning on school campuses in the Town of Camp Verde. This is accomplished by assigning the same Marshal to the same campus for an extended period of time. The SRO will first and foremost perform the duties of a police officer to include, criminal investigations, interviews, interrogations, case follow-up and arrests when necessary. The SRO will establish trusting lines of communication with students, parents and teachers. The SRO will serve as positive role models to instill good moral standards, good judgment, respect for others, and sincere concern for the school community. The SRO will promote citizen awareness of the law to enable students to become better-informed and effective citizens, while empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law. The SRO will serve as a confidential resource for administrators, teachers, and students concerning problems they face on the campus as well as providing information on community resources available to them.

II. Mission, Vision and Values.

Camp Verde Marshal SROs will follow the established Mission and Values of the Camp Verde Marshal's Office in the course of their duties at Camp Verde Schools. These Mission and Values set the tone and direction for Camp Verde Marshal employees to follow:

MISSION STATEMENT

“A Marshal's Office whose employees feel valued, working together in partnership with other law enforcement entities to be a model of excellence in policing; and embraces the community by delivering the highest level of professionalism.”

VISION

Our vision is to become a role model for other law enforcement agencies.

VALUES

The values represent the basis for Marshal's Office employees to follow. They define certain actions and expectations of employees.

ACCOUNTABILITY

All members of the Marshal's Office are accountable for their actions in accordance with the mission.

HONESTY

Employee integrity and honesty is an expectation of the Marshal's Office and is vital to gaining the respect of the citizens we serve.

EMPLOYEE INVOLVEMENT

Employees are encouraged and expected to be involved in the organizational decision making and research. Employees should feel comfortable providing their input and if they are unhappy with a process they should work to come up with a solution rather than complaining.

CUSTOMER SERVICE

We strive to exceed the expectations of our internal and external customers. This is accomplished, in part, through timely follow-up, courteous service, and having mutual respect and compassion for all those with whom we interact.

PROFESSIONALISM

We will strive to make the organization more professional, we recognize the importance of providing services in a professional manner. The manner in which we interact with others is professional, the work product is professional, and our appearance is professional.

TEAMWORK

There is no difference in terms of organizational importance regarding “sworn” or “civilian” positions. All members of the Marshal's Office will work to accomplish the same goals. We will support each other and work to reduce crime, educate the public and provide a synergy that creates an atmosphere of cohesiveness.

COMMUNICATION

Fostering an environment where there is an exchange of information between employees of the Marshal's Office and the citizens we serve. Communicating ways to improve processes rather than creating an atmosphere of dissension and negativity.

III. Goals.

A. To reduce incidents of school violence:

1. Enforce town code and state laws.
2. ZERO tolerance for drug offenses, weapons offenses, violent acts leading to serious injury and threats towards to students, staff or parents.
3. High visibility during peak times such as; morning, lunch and after school.

B. Reduction of criminal offenses committed by students.

1. Give 90 LRE (Law Related Education) presentations per semester.

2. Provide LRE counseling to students and parents to educate them regarding the law and consequences of violating the law.

C. Establish positive rapport with students and parents.

1. Be honest and professional in all interactions with parents and students.
2. Provide LRE counseling to students and parents to inform them of the law, their rights, expectations as citizens and consequences for violating the law.
3. Attend extra-curricular student activities when feasible.

D. Establish positive rapport with teachers, staff and administrators.

1. Be honest and professional in all interactions with teachers, staff and administrators.
2. Provide guidance and support on law related problems occurring on the campus.
3. Be responsive to questions and requests from school administrators when feasible and within the parameters of the law.

IV. Organizational Structure.

A. Supervision: The day-to-day operation and administrative control of the SRO Program will be the responsibility of the Camp Verde Marshal's Office. Responsibility for the conduct and performance of the SRO shall remain with the Camp Verde Marshal's Office. The Town of Camp Verde will provide supervisory personnel to oversee the program.

B. SRO Accountability: The Camp Verde High School principal or designees will provide a written evaluation of the SRO performance relating to the goals established in this Agreement once a semester. School staff shall contact the SRO Supervisor to report performance or conduct related complaints involving SRO's as soon as they become aware of it. It will be the responsibility of the Camp Verde Marshal's Office to investigate any misconduct allegations against an SRO.

V. Procedures.

The Town of Camp Verde SRO Program shall utilize procedures in accordance with State Law, The Arizona School Safety Program Manual, and in accordance with Camp Verde Marshal's Office policies and procedures.

- SROs are first and foremost police officers and shall be responsible for carrying out all duties and responsibilities of a deputy in the Town of Camp Verde and shall at all times remain under the command and control of the Camp Verde Marshal's Office.
- SROs shall not enforce any school or district rules.

- SROs are not disciplinarians and shall not assume this role under any circumstances.
- SROs report directly to a Camp Verde Marshal's Office Supervisor for all activities.
- SROs will not involve themselves with Camp Verde High School administrative matters that are not criminal offenses.
- SROs are not formal counselors, and will not act as such, however, they are to be used as a law related resource to assist students, staff and all persons involved with Camp Verde High School.
- SROs will present varied topics to students to better inform them of their rights and expectations as citizens as well as consequences for violating laws. The SROs' are not certified teachers and therefore should present in classrooms with a teacher present at all times.

VI. SRO Selection.

A. Recommended Qualifications:

- Desire to work with students, educators, and parents
- Willingness to teach law-related education
- Supportive of prevention strategies
- Satisfactory employment history with supporting documentation
- Demonstrated effectiveness in working with youth
- Oral and written communication skills
- Ability to effectively interact and communicate with diverse sets of individuals
- Supportive of the philosophy of the SRO Program
- Willingness to attend law-related education training to implement and maintain LRE programs to meet the needs of the students
- AZPOST certified general instructor

B. SRO Duties Include:

- Establish liaison with school administrators, staff, students, and parents.
- Inform students of their rights and responsibilities as lawful citizens through presentation of law-related education in the classroom.
- Network with community agencies that may or do provide services to the school.
- Act as a resource in the investigation of school related criminal activities
- Participate in the Parent-Teacher association as requested.
- Participate in campus activities, student organizations, and athletic events when feasible and appropriate.
- Provided a visible deterrence to crime while presenting a positive impression of a law enforcement officer.
- Investigate criminal offenses occurring on campus.

- Conduct follow-up of assigned criminal cases.
- Conduct interviews, interrogations and make arrests when necessary.
- Provide information when requested to students, parents, and staff in law-related situations.
- Maintain tracking system of statistical information required by supervisor and school administration.

VII. SRO Role.

The School Resource Officer has three basic roles:

A. Law Enforcement Officer:

1. The SRO is, first of all, a sworn law-enforcement officer. When necessary the SRO has the authority to intervene as a law-enforcement officer. This includes the investigation of criminal offenses, conducting interviews and interrogations. Following up on assigned cases and making necessary arrests.
2. Administrators should take the lead on school policy violations. The SRO should be involved when a student's conduct violates a law.
3. As partners in school safety, SRO and administrators shall work together to develop procedures for ongoing communication to ensure timely and uniform reporting of criminal activities.
4. An SRO assigned to a school with a juvenile probation officer (PO) is expected to work as a team. The SRO should know the role of the PO.
5. Serve on the School Safety Committee and collaborate on the development of the safe school plan.
6. Build a relationship with students, parents and staff that promote a positive image of law enforcement.

B. Law-Related Educator:

1. The SRO is expected to provide a minimum of 90 hours of classroom instruction in Law-Related Education (LRE) per semester (based upon a two-semester year). LRE does NOT consist of one-on-one or group counseling. The 90 hours of law-related education instruction, per semester, should be completed during the school day's regularly scheduled instruction periods. However, the building administrator has the discretion to approve the use of time spent before or after school on structured law-related instructional activities.
2. The SRO should collaborate with classroom teachers to engage teachers to integrate law-related education into their curriculum.

The teacher must be present in the classroom during LRE instruction.

3. The SRO must keep an activity log that tracks LRE classroom instruction hours and law enforcement or probation activity. Situations that take an officer off their assigned campus must be logged. This data must be shared with the school administrator and agency supervisor. The following data will be tracked and provided to Camp Verde High School Principal or designee:
 - a. Total hours of LRE classroom instruction
 - b. LRE topic and law enforcement
 - c. Teacher name and subject of each class where an LRE lesson is taught
 - d. Total hours of Law Enforcement/ Probation activity
 - e. Time spent per LRE lesson • Total time spent off campus

C. Positive Role Model:

1. The SRO should set limits being clear about what is acceptable and what is not; letting students know the consequences of unacceptable behavior and the rewards of acceptable behavior.
2. The SRO should set an example by modeling how to handle stress, resolve conflicts, celebrate successes, and how to be a friend.
3. The SRO should be honest by providing accurate information.
4. The SRO should be consistent with students, staff, and parents; in applying rules and regulations.
5. The SRO should encourage responsibility by helping students think through options and consequences of decisions, set personal goals, and develop plans to make desired changes.
6. The SRO should show respect by treating students with respect and expressing high expectations for them.
7. The SRO should always strive be a positive role model because students learn from every observation of or interaction with the SRO.

VIII. SRO Supervisor Role:

The SRO Supervisor's responsibilities include but may not be limited to:

1. Communicate to staff, and carry out the philosophy and goal of the Town of Camp Verde SRO Program.
2. Attend SRO Program management training for supervisors.
3. Conduct on-going visits to schools under their supervision.
4. Ensures the SRO keep an activity log that tracks LRE classroom instruction hours, the topic of each LRE class and law enforcement or

- probation activity and situations that take an officer off their assigned campus.
5. Motivate officers and provide positive reinforcement recognizing excellent performance.
 6. Review all investigations by assigned SROs for accuracy, thoroughness, and proper procedures.
 7. Supervise and monitor performance of SROs, including confronting performance deficiencies and providing documentation and plan for improvement.
 8. Thoroughly investigate and document allegations of SRO misconduct.
 9. Regularly brief Lieutenant on any unusual incidents at Camp Verde Schools.
 10. Ensure SROs conduct timely, professional and thorough investigations of criminal activity on school campuses.
 11. Conduct one supervisory follow-up of a criminal investigation per SRO per semester. Includes a written evaluation and assessment of the SROs performance.
 12. Meet collectively with SROs once a month for training, policy review, and collaboration.
 13. Provide School principal or designee with a monthly recap of SRO activities to include number of LRE hours, time off campus and law enforcement activity.
 14. Meet with or talk on the telephone with principal of schools that have SROs, once a month to discuss SRO performance and law enforcement related issues.

IX. School District Role:

The district administrator, site principal and teachers' support of the SRO Program is vital to the program's success.

A. District Level:

1. Supports and communicates the SRO Program philosophy to all site staff.
2. Understands the SRO Program requirements.
3. Develops and keeps open communication with local law enforcement.

B. Building Level Administration:

1. Supports and communicates the SRO program philosophy to all staff, students and parents on their campus.
2. Promotes the integration of law-related education into the classrooms.
3. Understands and agrees to the program guidelines.
4. Ensures a teacher is present in the classroom at all times during LRE instruction.

5. Introduces the officer to staff and students.
6. Develops a collaborative relationship with the SRO while allowing the officer to function independently. The officer serves as a resource to the students and staff.
7. Meets with the SRO before the first day of duty to review the Service Agreement, Operational Procedures and specifics of the program on campus.
8. Monitors the program's implementation process and meets with the SRO on a regular schedule.
9. Directs staff development of teachers and SRO involved in the delivery of LRE.
10. Provides a semi-annual evaluation of the SRO relating to their role as an SRO.

C. Teacher:

1. Supports and communicates information about the SRO Program in their classrooms to students and parents.
2. Understands and agrees to the program guidelines.
3. Teams with the SRO in planning and delivery of law-related education units in their classroom. A teacher must be present in the classroom at all times during LRE instruction.

X. The Performance Evaluation

A semi-annual performance evaluation shall be conducted by a school administrator and shared with the officer's supervisor. The evaluation is meant to assist the officer and his/her supervisor in meeting the intent of the SRO Program and carrying out their duties. It is not meant to supplant the official evaluation process used by the officer's department or agency. Only officers that have performed in a satisfactory manner should be considered for further service in the SRO Program. The following are recommended factors to consider:

1. Does the officer have a clear sense of his/her role?
2. Does the officer understand the operational policies and procedures of the school necessary to perform effectively in the position?
3. Has the officer attended or scheduled to take a law-related education class in the current year?
4. How does the officer relate to staff, students, and parents?
5. Does the officer work well independently?
6. Does the officer perform his/her duties effectively?
7. How effective is the officer with classroom presentations?

If a problem occurs, it should first be addressed at the site level between the officer and administration. If a resolution is not reached, the grievance should then move through the process as established by the officer's department and school's policy.

XI. Law Related Education (LRE)¹

A. LRE Defined. Law-Related Education is the teaching of rules, laws, and the legal system that actively involves students to prepare them for responsible citizenship. It also provides instructions in legal rights, responsibilities, and the role of the citizen and requires students to practice the application of LRE in potential real-life situations. *(Adopted by the Arizona Center for Law-Related Education from the Virginia Institute for Law and Citizenship Studies.)*

B. Possible Benefits. Law-Related Education is a component of the SRO Program because it:

1. Promotes critical, analytical and problem-solving skills.
2. Actively involves students, teachers and the community.
3. Increases students' knowledge base of the law, making them better informed citizens and consumers.
4. Demonstrates constructive ways to resolve conflict and can reduce violence and discipline problems in schools.
5. Discourages delinquent behavior and encourages positive behavior.
6. Promotes positive self-image in students.
7. Encourages students to respect rules, laws, and persons in authority when exposed to a "balanced" view of "democratic" society.

C. Process. The approach consists of high-interest content and interactive instructional strategies designed to provide students at all levels the following opportunities:

1. to explore and reflect on theirs and others' perspectives,
2. to express and defend their views, to listen to the views of others,
3. to develop arguments for both sides of an issue, to mediate, and
4. to formulate decisions and resolutions based on multiple and often conflicting concerns.

In primary grades, students might consider a rule they don't like, explore why it was made, examine the consequence for breaking it, and discover who acts as judge when the rule is broken. They might evaluate existing or hypothetical rules to determine whether or not they are clear, consistent, fair, and enforceable. They could listen to and analyze rules issues in stories and they could create and enforce their own set of classroom rules. Intermediate students might role-play as a law enforcement officer encountering a criminal dilemma. They might work in cooperative groups to offer solutions to problems that arise when a law is too general or vague. Older students might use the case study method of analysis to examine legal conflicts throughout history. Information from this exercise could then be applied to current dilemmas. Simulations of

¹ Modified from "Law-Related Education and Violence Prevention: Making the Connection" By: Robin Haskell McBee

trials, known as mock trials or moot court, legislative hearings, constitutional conventions, police procedures, role playing, conflict resolution, mediation, formal and informal debate, cooperative group problem-solving, outside speakers, from the legal community typify LRE classes at all levels.

Because rules and laws affect all aspects of life, all subject areas, and all ages, the content of LRE can be as varied as the students and teacher need it to be. The methods, however, are characteristically open-ended and participatory in nature. Although some LRE instructional materials have been written for specific topics or age groups, there is no single way to teach LRE and no set LRE curriculum. LRE is most commonly used in social studies to promote civic understanding; however, it regularly incorporates the use of reading, writing, and speaking skills. It has the potential for application in literature, math, science, technology, foreign language, physical education, sports, and other subject areas. It need not be limited to a particular grade, subject, or time frame. The LRE approach to instruction is flexible enough to be applied as a system-wide, on-going prevention strategy, and an added benefit of such a strategy is the increased likelihood that students will better understand the rules, laws, and legal processes that govern their lives.

One of the cornerstones of LRE is the use of outside resources: school safety officers, attorneys, and other legal professionals. These resource people visit classrooms regularly, provide insight into how and why the system operates the way it does, and develops on-going positive, non-adversarial relationships with students in the class. Though typically not individualized as in mentoring, these relationships often hold meaning for the students and provide an opportunity for them to develop bonds or attachment with representatives of “the system”.

Another feature of LRE is its relevance. It deals with issues that are meaningful to students and their views are valued. LRE provides students the opportunity to get involved and participate. The crux of LRE is problem solving, both as part of a group process and on an individual basis. Social conflict lies at the heart of legal issues. Therefore, all LRE is some form of conflict resolution or problem solving.

The regular inclusion of LRE in the course of instruction will provide steady opportunities to develop and practice the information processing steps that must be developed in aggressive students if they are to acquire non-aggressive social problem solving skills. Further, the conflicts that characteristically surround rules and laws offer good practice in content that is hypothetical in nature yet directly related to students’ lives. While not a panacea for violence prevention, LRE offers a promising strategy for schools to implement as part of their overall prevention plan. If that plan includes closer work with parents and the community, LRE might also be incorporated into before-school programs, community center programs for children and adolescents, and parent programs. In this way the approach lends itself to a close interface with home and community.

WEBSITES

Arizona Department of Education

www.ade.az.gov

Provides links to prevention sites, updates on funding opportunities and a calendar of conferences, trainings, and workshops.

Arizona Foundation for Legal Services and Education

<http://azbf.org/AZFLSE/lre/lre.cfm>

The site will provide up-to-date information about LRE research, links to other LRE related sites, professional development opportunities, publications, and articles.

Law For Kids

www.lawforkids.org Posts youth laws and information in a manner that kids can read quickly and understand easily. Also kids can get homework answers, access other links, listen to other kids' stories, and play computer games.

Arizona Prevention Resource Center (APRC)

<http://www.azprevention.org/>

APRC is Arizona's central source for prevention information and materials. It has an expanded section of school safety materials. Materials may be checked out at no cost.

Join Together ONLINE

<http://jointogether.org>

National resource center to reduce substance abuse and gun violence. Offers up-to-date information on legislation, funding opportunities, Action Kits, and resources guides.

Keep Schools Safe

www.keepschoolssafe.org

A collection of resources to help make schools safer.

National Association of School Resource Officers (NASRO)

www.nasro.org

Nonprofit training organization for district personnel and school resource officers. Sponsors an annual training conference as well as regional trainings. Lesson plans are available to download at no charge.

Arizona School Resource Officers Association (ASROA)

www.asroa.org

Nonprofit organization formed to promote law-related education. Sponsors an annual conference and various training opportunities.

National Clearinghouse for Alcohol and Drug Information

www.health.org

A comprehensive federal clearinghouse on alcohol and drug information.

National Dropout Prevention Center

www.dropoutprevention.org

Provides information on dropout prevention programs, educational strategies, technical assistance, training, and resources.

National Resource Center for Safe Schools

www.nwrel.org

Center works with schools and communities to create safe learning environments and prevent school violence.

National School Safety Center

www.nssc1.org

Clearinghouse for school safety information.

National Youth Gang Center

www.iir.com/nygc

Provides information about gangs and effective responses to them.

Partners Against Violence – PAVNET Online

www.pavent.org

Clearinghouse of information about violence and youth-at-risk.

Office of Juvenile Justice and Delinquency Prevention

www.ncjrs.org

Provides numerous links to juvenile justice-related resources, model programs and funding opportunities.

Constitutional Rights Foundation (CRF)

www.crf-usa.org

Offers programs and develops materials on law-related education. Web site contains ready-to-use lessons.

National Law-Related Education Resource Center (NLRC)

www.abanet.org

Facts on current model programs, curricula, print, and multimedia materials for all groups and age levels about the law.

Street Law, Inc

www.streetlaw.org

Offers program training and program development in law-related education.



Agenda Item Submission Form – Section I

Meeting Date: January 4, 2023

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

Requesting Department:

Staff Resource/Contact Person:

Agenda Title (be exact): Discussion, Consideration and Possible approval to establish an IT Department or Division consisting of adding an IT System Administrator and IT System Tech job descriptions and wage scale with funding from Town Manager's budget.

List Attached Documents: Job Descriptions

Estimated Presentation Time: 10 Minutes

Estimated Discussion Time:

Reviews Completed by:

Department Head: Numerous/Russ Martin Town Attorney Comments: N/A

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

Background Information: The Camp Verde Marshal's Office requires the use of several vital electronic platforms for daily operations of the department. These platforms also involve high levels of federal and state security access measures. AZDPS requires all individuals accessing our infrastructure and systems to be fingerprinted and background checked. Currently, we have been successful in obtaining the fingerprints of one Sunstate I.T. Tech. Since the departure of Sunstate's original SysAdmin, we have discovered the newly hired personnel are not familiar with our complex systems and security requirements when operating platforms such as Spillman, Tracs, NetMotion Mobility VPN, Command Central Vault, ArcGIS mapping, AVL (automatic vehicle locator) configuration, E-ticket scanner configurations, and the integration management knowledge between these systems. The lack of knowledge and remote Sysadmin services being performed outside the state of Arizona; by individuals with no knowledge of ACJIS (Arizona Criminal Justice Information System) requirements, Policies, and Procedures. This is resulting in our agency being in violation of mandated system security policies and functionality. By not having an onsite Sysadmin and tech, we have been experiencing significant downtime of equipment and resources; thus, leaving our community and personnel in a vulnerable state.

It takes IT people experienced with the complexity library's networking and software environment to maintain the required security and privacy at Camp Verde Community Library. On the networking side, the library runs three separate networks – the Town Network, the Library Network, and the Public Network with varying levels of Wi-Fi access on each network. For privacy and security reasons, devices on one network do not communicate with devices on another network. Additionally, we run devices on three distinct operating systems, Windows, iOS, and Linux. A connection to the Town Network arrives via the radio antennae on the building's roof. The server rack in the "IT

Room" is fed by a fiber line that runs along MCH. We are also "managed" by three IT entities. Yavapai County/Yavapai Library Network supplies IT support and upgrades to the library systems, we provide our own IT support to grant-funded circulating devices and/or to systems supported by contracts such as Useful and Canon, and the Town IT team (in this case, Sunstate) provides IT support to Town-provided computer systems. When the Town lost the onsite IT Tech who knew and understood the complexities at the library, we began to experience delays in resolution to problems due to lack of knowledge of the library IT needs. During upgrades like the County replacing servers, the YLN moving the ILS software support to SAAS, and the local replacement of the antenna, the library experiences unnecessary downtime since each new tech must be re-educated regarding the systems, devices, and networks at the library by people who don't really speak "IT" (i.e., librarians). At the library, we may have just enough knowledge to be dangerous as we don't always know the full consequences of what we are asking to do for ourselves when we grow impatient waiting for Sunstate to help us. Additionally, and understandably, Sunstate will not support devices that they have not specified and configured themselves due to liability. I do believe that Sunstate has greatly improved the IT infrastructure and security for the Town and in our experience their Techs have been professional, helpful, and willing so this is not about Sunstate. It's about the need to have people onsite who can provide the continuity of knowledge of the systems, networks, devices, etc. in use at the library and town offices. Adding onsite IT Systems people who can communicate with Sunstate, standardize policy and procedures for best IT practices, and communicate with non-IT people will resolve frustrations, improve efficiency, and reduce errors for both Sunstate and town employees.

In consideration of the comparisons for these positions:

Cottonwood IT Director posted range \$89,858-134,788; average FY 2021 salary \$105,861
Sedona IT Director posted range \$77,979-112,466; average FY 2021 salary \$105,334
Payson IT Director \$97,787-\$140,691
Kingman IT Network Administrator \$57,444-\$68,600
Flagstaff IT System Administrator \$65,556-68,833
Tucson IT Manager \$80,000-90,000

Cottonwood: posted IT Tech \$44,512-55,640 (\$21.40-26.75)
Cottonwood posted IT Tech for Public Safety level I \$47,652-59,571 (22.91-28.64)
Sedona Network Engineer \$67,371-97,157
Tucson IT Specialist \$44,865-55,640
Flagstaff IT Business Application Specialist \$57,148
Mesa IT Engineer \$73,451-89,000

Recommended Action (Motion):

Instructions to the Clerk:



IT Systems Administrator

Department	IT Department	Revised Date:	November 2022
Reports to	Town Manager	FLSA	Exempt

GENERAL PURPOSE: Receives direct supervision from the Town Manager or designee. Exercises direct supervision over assigned technical and administrative support personnel.

To plan, organize, manage, and coordinate the activities of the Information Technology Department including the development and implementation of Town computer resources and management of information systems and activities; to coordinate Information Technology activities with other divisions and departments; and to provide highly complex staff assistance to the Town Manager.

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.*

- Plan and oversee the installation and maintenance of computer systems, hardware, and networks while assisting the IT department with leading and training IT staff.
- Develop and implement policies related to network security, disaster recovery, and IT infrastructure. Analyze resource utilization and develop strategies to optimize performance. Establish, measure, and define IT goals and maintain an IT roadmap within the town structure.
- Monitor and analyze the success of IT initiatives and projects and continually develop and evaluate new technologies and tools for the town and direct the activities of the help desk to ensure the IT needs of staff, managers, directors, Town Manager, and Town Council are being met.
- Manage development projects to integrate new technologies into existing systems and perform ongoing support and maintenance of all hardware, software, and network components. Establish a security policy to protect company information and resources
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Town Manager and Town Council; prepare and present staff reports and other necessary correspondence.
- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve the complaints related to the IT Department.
- Plan, organize and manage Information Technology activities including business system support, applications development, maintenance and administration, database administration, Geographic Information Systems analysis, web application development, and Network Services.
- Prepare the Information Technology Department budget; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Review and evaluate hardware and software for use by Town staff.

- Recommend and implement policies regarding the acquisition and utilization of computer equipment and software.
- Manage, develop, and conduct training programs related to the use of computer hardware and software.
- Work with Town management to identify and implement business solutions.
- Research, recommend and oversee the work of contractors and vendors; manage IT related vendor contracts.
- Use formal project management techniques and tools to effectively manage the scope of work, project costs, technical resources, and maintain schedule integrity; utilize project management software; make modifications and adjustments as required to ensure projects are delivered on time and within budget.
- Develop and present special studies on the use of upgrading of information systems resources.
- Manage complex business changes in the implementation of emerging Information Technologies.
- Recommend measures to optimize system security, performance, and response.
- Electronically record Town Council meetings in various ways simultaneously and ensure meetings are archived appropriately on Town website.
- Oversee the implementation of practices, policies, and technologies to enforce data security, requirements. This includes the Department of Justice (DOJ) Criminal Justice Information Services (CJIS) Security Policy and National Institute of Standards and Technology (NIST) security recommendations.
- Perform other related duties as assigned.

MANAGERIAL RESPONSIBILITIES:

Manages IT Department staff.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Computer Science, Information Technology, or Data processing. Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

Knowledge of:

- Knowledge of information systems, concepts, techniques, and operating principles. Knowledge of the capabilities, limitations and uses of computers and related equipment.
- Pertinent local, State and Federal laws, rules, and regulations related to Information Technology.
- Modern office procedures and computer equipment.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of organizational analysis and management.
- Principles and practices of supervision, training, and personnel management.
- Computer hardware, software, and utilization in the services and functions of local government agency and a law enforcement agency.
- Business issues related to implementing systems.
- Project management methodologies, including project estimating, planning, executing, and examining business or functional issues including technical, operational, and management concerns.
- Techniques for identifying, developing, and presenting comprehensive training programs and presentations.

- Techniques to communicate clearly and concisely, both orally and in writing.

Physical Requirements:

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

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

FLSA: Exempt
Salary Range: 20



IT Systems Technician

Department	IT Department	Revised Date:	November 2022
Reports to	IT Systems Administrator	FLSA	Non-Exempt

GENERAL PURPOSE: Under the general supervision of the IT Systems Administrator, performs complex professional work with computer hardware, software, and network systems. Installs and supports network servers including operating systems and applications software. Installs and supports personal computers, and network operations; provides hardware and software planning and evaluation; provides problem solving and training for end users; and ensures systems efficiency and integrity. Provides research and support for new technologies to be used in the Town environment.

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.*

- Serves as a liaison between department and vendors and works with business and systems analysts to understand end user requirements and translates those into pragmatic and effective technical solutions;
- Troubleshoots desktop, application and server issues, along with local area networks (LANs), wide area networks (WANs) and Internet systems;
- Researches capabilities and performance of new software and hardware technologies and prepares evaluations based on department operational needs;
- Assists in the planning, administering, and implementing enterprise level projects such as system replacement, software migrations, and upgrades;
- Manages and maintains daily system processes as well as documenting processing requirements and system functions;
- Collaborates with stakeholders to determine solutions for core and related system requirements and projects while applying proven communication, analytical, and problem-solving skills;
- Participates in the roll out of new software, features, fixes, and upgrades by coordinating with consultants and the IT department, issuing announcements, developing training guides and manuals and conducting training as necessary;
- Performs technical work maintaining police department public safety software systems, SQL databases, equipment and/or hardware in a complex multi-site enterprise environment.
- Develop documentation and standard operating procedures as they relate to assignment.
- Deploy and maintain mobile devices.
- Assist users with log-on authentication; instruct users in saving data and backing up systems.
- Perform research to resolve problems or refer to higher level staff.
- Order supplies and maintain and track inventory; assist in asset management of personal computers, laptops, and related peripheral equipment.

- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Video record all Town Council meetings and other meetings as assigned by department manager.
- Perform related work as required.

MANAGERIAL RESPONSIBILITIES:

None.

MINIMUM QUALIFICATIONS:

Education and Experience:

An Associate's degree in Computer Science, Information Technology, Management Information Systems, Networking or a closely related field is preferred. Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.

Knowledge of:

- Basic principles of computer, telecommunication, and peripheral equipment.
- Principles and practices of computer recordkeeping.
- Principles and techniques of a variety of desktop operating and data communications systems.
- Principles and techniques of installing, repairing, and maintaining desktop hardware and software.
- Principles and techniques of advanced troubleshooting for desktop computers and printers in network environment.
- Project management methodologies.

Ability to:

- Operate a variety of computer and office equipment including telephones, computers, printers, modems, and related software.
- Perform system installations, problem correction, and maintain and repair computer systems and network hardware and software.
- Explain department and City policies regarding use of computer and communications systems.
- Effectively troubleshoot, diagnose, and resolve hardware and software issues.
- Follow technical oral and written instructions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Physical Requirements:

Essential duties require the mental and/or physical ability to maintain physical and emotional conditioning to optimally perform in this position; manual dexterity sufficient to write, type, use telephone, two-way radio, computer, use and control of firearms; see well enough to drive vehicles, read small print on documents and maps, detect subtle shades of color; hearing sufficient to conduct in person and telephone and two-way radio conversations; speaking ability in an understandable voice with sufficient volume to be heard at fifty feet of distance, on the telephone and in addressing groups; physical agility to push/pull, climb, squat, twist, turn, bend, stoop, reach overhead, climb; physical mobility sufficient to move in a normal business office, to walk on uneven surfaces; physical strength to carry 30 pounds of equipment on the body for period of at least ten

hours per shift, occasionally lift more than 100 pounds, repetitively lift up to 50 pounds; physical stamina sufficient to sit at a computer terminal for prolonged periods of time; mental acuity and alertness to collect and interpret data, evaluate, reason, define problems, establish facts, draw rapid valid conclusions, make rapid valid judgments and decisions.

Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals.

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

FLSA: Exempt
Salary Range: 15



Agenda Item Submission Form – Section I

Meeting Date: January 4, 2023

- 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 / Commander Dan Jacobs

Agenda Title (be exact): discussion, consideration and possible approval of Body camera contract with LensLock

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:
Budget Code: Presented by Mike Showers _____ Amount Remaining: _____

Background Information: Current Body Camera contact with Mortorola has been terminated due to failure to deliver promised services. The current budget season will support the first-year contract with Lenslock. The next budget year will see an increase. 3 companies were contacted to provide contract pricing with Lenslock being awarded the contract

Recommended Action (Motion): Recommend the approval of contract for body worn cameras to be awarded to Lenslock, not to exceed \$9,500.00 this current budget season and to follow the contract pricing here after for the remainder of the contract.



LENSLOCK

Camp Verde Marshal's Office – AZ

LensLock Regional Manager

Sean O'Grady
(949) 690-6552
SOG@LensLock.com

13125 Danielson Street, Suite 112
Poway, CA 92064



LensLock Inc.
 "Securing Trust - One Incident at a Time"
 13125 Danielson St., Suite 112
 Poway, CA 92064 - U.S.A.
 Toll Free - 888-538-0589
 www.LensLock.com

Issued: November 1, 2022
 Proposal Valid for 90 Days
 Proposal Number: #22-826-AZ

Services: BWC Service
 Payment Terms: Net 30
 Length of Service: 60 Months
 Start Date: **12.01.2022**

ATTENTION:

SHIP TO:

SALES REPRESENTATIVE:

Camp Verde Marshal's Office
 646 S 1st St
 Camp Verde, AZ 86322
 Customer ID #22-826-AZ

Corey Rowley

Sean O'Grady
 Regional Manager
 Phone: (949) 690-6552
 Email: SOG@LensLock.com

Initial Prorated Annual Term

QTY	DESCRIPTION	UNIT PRICE	ANNUAL COST
20	Gen 12 Body Worn Camera Service - UNLIMITED Data Plan Deputies	*\$274.75	\$5,495.00
2	Gen 12 Body Worn Camera Service - UNLIMITED Data Plan Detectives	*\$174.75	\$349.50
2	Gen 12 Body Worn Camera Service - UNLIMITED Data Plan - Admin	*\$274.75	INCLUDED
	*((Prorated Initial 3 month Term (4.01-23 - 6.30.23))		
20	Bluetooth Integrated Technology System (BITS)	*\$74.75	\$1,495.00
	*((Prorated Initial 3 month Term (4.01-23 - 6.30.23))		
24	60-Month Hardware Guarantee	\$0.00	INCLUDED
24	New Body Worn Cameras Every 30 Months	\$0.00	INCLUDED
Unlimited	CAD Integration	\$0.00	INCLUDED
Unlimited	Migration & Hosting of Legacy Data	\$0.00	INCLUDED
Unlimited	LensLock FBI-CJIS Redaction Services	\$0.00	INCLUDED
Unlimited	24/7/365 Premier Customer Support	\$0.00	INCLUDED
Unlimited	LensLock Evidence Management Software Access	\$0.00	INCLUDED
Unlimited	District Attorney & Defense Based Software Licenses	\$0.00	INCLUDED
	SUBTOTAL		\$7,339.50
	SALES TAX (10.00%)		\$733.95
	ANNUAL TOTAL		\$8,073.45

Summary of Payments

Payment	Amount
Prorated Initial Term (4.01.23-6.30.23)	\$8,073.45
Year 1	\$25,715.80
Year 2	\$25,715.80
Year 3	\$25,715.80
Year 4	\$25,715.80
Year 5	\$25,715.80
Grand Total	\$136,652.45

DOCUMENTATION INSTRUCTIONS

The instructions listed below should be followed when completing the enclosed documentation. ***Please sign in blue ink and print on single sided paper only.*** Documentation completed improperly will delay funding. If you have any questions regarding the Conditions to Funding, instructions or the documentation, please call us at (858) 231-4061.

I. Attached Documentation

1. Government Obligation Contract

- + An authorized individual that is with the Obligor should sign on the first space provided. ***All original signatures are required for funding.***

2. Exhibit A - Description of Equipment

- + Review equipment description. Complete serial number/VIN if applicable.
- + List the location where the equipment will be located after delivery/installation.

3. Exhibit B - Payment Schedule

- + Sign and print name and title

4. Exhibit C - Certificate of Acceptance

- + Sign and print name and title

5. Exhibit D - Obligor Resolution

- + Type in the date of the meeting in which the purchase was approved.
- + Print or type the name and title of the individual(s) who is authorized to execute the Contract.
- + The board chairman or other authorized member of the Obligor's Governing Body must sign the Resolution where indicated.
- + The board secretary or board clerk of Obligor must attest the Resolution where indicated.

6. Exhibit E - Bank Qualified Certificate

- + Sign and print name and title

7. Notice of Assignment

- + Sign and print name and title.

8. Insurance Requirements

- + Complete insurance company contact information where indicated.

9. Debit Authorization - (Preferred)

- + Complete form and attach a voided check

10. 8038G IRS Form

- + Please read 8038 Review Form
- + In Box 2, type Employer Identification Number
- + Sign and print name and title

II. Additional Documentation Required

1. Insurance certificate as stated on the Insurance Requirements Form
2. Vendor Invoice for the amount to finance listing applicable SN/VIN, down payment, trade, etc.
3. Signed and completed Credit Application

III. Condition to Funding

If, for any reason: (i) the required documentation is not returned by March 3, 2023, is incomplete, or has unresolved issues relating thereto, or (ii) on, or prior to the return of the documentation, there is a change of circumstance, including but not limited to changes in the federal corporate income tax rate or reducing/capping the tax-exempt interest benefit, which adversely affects the expectations, rights or security of the Obligee or its assignees; then Obligee or its assignees reserve the right to withdraw/void its offer to fund this transaction in its entirety. *Neither KS StateBank nor Baystone Government Finance is acting as an advisor to the municipal entity/obligated person and neither owes a fiduciary duty pursuant to Section 15B of the Exchange Act of 1934.*

All documentation should be returned to:
 LensLock Inc.
 13125 Danielson Street, Suite 112
 Poway, California 92064

GOVERNMENT OBLIGATION CONTRACT

Obligor

Town of Camp Verde, Arizona
395 South Main Street
Camp Verde, Arizona 86322

Obligee

LensLock Inc.
13125 Danielson Street, Suite 112
Poway, California 92064

Dated as of December 1, 2022

This Government Obligation Contract dated as of the date listed above is between Obligee and Obligor listed directly above. Obligee desires to finance the purchase of the Equipment described in Exhibit A to Obligor and Obligor desires to have Obligee finance the purchase of the Equipment subject to the terms and conditions of this Contract which are set forth below.

I. Definitions

Section 1.01 Definitions. The following terms will have the meanings indicated below unless the context clearly requires otherwise:

- "Additional Schedule" refers to the proper execution of additional schedules to Exhibit A and Exhibit B, as well as other exhibits or documents that may be required by the Obligee all of which relate to the financing of additional Equipment.
- "Budget Year" means the Obligor's fiscal year.
- "Commencement Date" is the date when Obligor's obligation to pay Contract Payments begins.
- "Contract" means this Government Obligation Contract and all Exhibits attached hereto, all addenda, modifications, schedules, refinancings, guarantees and all documents relied upon by Obligee prior to execution of this Contract.
- "Contract Payments" means the payments Obligor is required to make under this Contract as set forth on Exhibit B.
- "Contract Term" means the Original Term and all Renewal Terms.
- "Exhibit" includes the Exhibits attached hereto, and any "Additional Schedule", whether now existing or subsequently created.
- "Equipment" means all of the items of Equipment listed on Exhibit A and any Additional Schedule, whether now existing or subsequently created, and all replacements, restorations, modifications and improvements.
- "Government" as used in the title hereof means a State or a political subdivision of the State within the meaning of Section 103(a) of the Internal Revenue Code of 1986, as amended ("Code"), or a constituted authority or district authorized to issue obligations on behalf of the State or political subdivision of the State within the meaning of Treasury Regulation 1.103-1(b), or a qualified volunteer fire company within the meaning of section 150(e)(1) of the Code.
- "Obligee" means the entity originally listed above as Obligee or any of its assignees.
- "Obligor" means the entity listed above as Obligor and which is financing the Equipment through Obligee under the provisions of this Contract.
- "Original Term" means the period from the Commencement Date until the end of the Budget Year of Obligor.
- "Renewal Term" means the annual term which begins at the end of the Original Term and which is simultaneous with Obligor's Budget Year and each succeeding Budget Year for the number of Budget Years necessary to comprise the Contract Term.
- "State" means the state which Obligor is located.

II. Obligor Warranties

Section 2.01 Obligor represents, warrants and covenants as follows for the benefit of Obligee or its assignees:

- (a) Obligor is an "issuer of tax exempt obligations" because Obligor is the State or a political subdivision of the State within the meaning of Section 103(a) of the Internal Revenue Code of 1986, as amended, (the "Code") or because Obligor is a constituted authority or district authorized to issue obligations on behalf of the State or political subdivision of the State within the meaning of Treasury Regulation 1.103-1(b), or a qualified volunteer fire company within the meaning of section 150(e)(1) of the Code.
- (b) Obligor has complied with any requirement for competitive bidding.
- (c) Obligor has complied with all statutory laws and regulations that may be applicable to the execution of this Contract; Obligor, and its officer executing this Contract, are authorized under the Constitution and laws of the State to enter into this Contract and have used and followed all proper procedures of its governing body in executing and delivering this Contract. The officer of Obligor executing this Contract has the authority to execute and deliver this Contract. This Contract constitutes a legal, valid, binding and enforceable obligation of the Obligor in accordance with its terms.
- (d) Obligor shall use the Equipment only for essential, traditional government purposes.
- (e) Should the IRS disallow the tax-exempt status of the interest portion of the Contract Payments as a result of the failure of the Obligor to use the Equipment for governmental purposes, or should the Obligor cease to be an issuer of tax exempt obligations, or should the obligation of Obligor created under this Contract cease to be a tax exempt obligation for any reason, then Obligor shall be required to pay additional sums to the Obligee or its assignees so as to bring the after tax yield on this Contract to the same level as the Obligee or its assignees would attain if the transaction continued to be tax-exempt.
- (f) Obligor has never non-appropriated funds under a contract similar to this Contract.
- (g) Obligor will submit to the Secretary of the Treasury an information reporting statement as required by the Code.
- (h) Upon request by Obligee, Obligor will provide Obligee with current financial statements, reports, budgets or other relevant fiscal information.
- (i) Obligor shall retain the Equipment free of any hazardous substances as defined in the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. 9601 et. seq. as amended and supplemented.
- (j) Obligor hereby warrants the General Fund of the Obligor is the primary source of funds or a backup source of funds from which the Contract Payments will be made.
- (k) Obligor presently intends to continue this Contract for the Original Term and all Renewal Terms as set forth on Exhibit B hereto. The official of Obligor responsible for budget preparation will include in the budget request for each Budget Year the Contract Payments to become due in such Budget Year, and will use all reasonable and lawful means available to secure the appropriation of money for such Budget Year sufficient to pay the Contract Payments coming due therein. Obligor reasonably believes that moneys can and will lawfully be appropriated and made available for this purpose.
- (l) Obligor has selected both the Equipment and the vendor(s) from whom the Equipment is to be purchased upon its own judgment and without reliance on any manufacturer, merchant, vendor or distributor, or agent thereof, of such equipment to the public.
- (m) Obligor owns the Equipment and any additional collateral free and clear of any liens, and Obligor has not and will not, during the Contract Term, create, permit, incur or assume any levies, liens or encumbrances of any kind with respect to the Equipment or any additional collateral except those created by this Contract.
- (n) Obligor warrants, as applicable, the purchase of any telecommunications and video surveillance services or equipment financed hereunder complies with 2 CFR § 200.216 and 2 CFR § 200.471.
- (o) Obligor warrants that it understands and has complied with 2 CFR § 200.322 in relation to domestic preferences for procurements, as applicable.

Section 2.02 Escrow Agreement. In the event both Obligee and Obligor mutually agree to utilize an Escrow Account, then immediately following the execution and delivery of this Contract, Obligee and Obligor agree to execute and deliver and to cause Escrow Agent to execute and deliver the Escrow Agreement. This Contract shall take effect only upon execution and delivery of the Escrow Agreement by the parties thereto. Obligee shall deposit or cause to be deposited with the Escrow Agent for credit to the Equipment Acquisition Fund the sum of N/A, which shall be held, invested and disbursed in accordance with the Escrow Agreement.

III. Acquisition of Equipment, Contract Payments and the Purchase Option Price

Section 3.01 Acquisition and Acceptance. Obligor shall be solely responsible for the ordering of the Equipment and for the delivery and installation of the Equipment. Execution of the Certificate of Acceptance or, alternatively, Payment Request and Equipment Acceptance Form, by a duly authorized representative of Obligor, shall constitute acceptance of the Equipment on behalf of the Obligor.

Section 3.02 Contract Payments. Obligor shall pay Contract Payments exclusively to Obligee or its assignees in lawful, legally available money of the United States of America. The Contract Payments shall be sent to the location specified by the Obligee or its assignees. The Contract Payments shall constitute a current expense of the Obligor and shall not constitute an indebtedness of the Obligor. The Contract Payments, payable without notice or demand, are due as set forth on Exhibit B. Obligee shall have the option to charge interest at the highest lawful rate on any Contract Payment received later than the due date for the number of days that the Contract Payment(s) were late, plus any additional accrual on the outstanding balance for the number of days that the Contract Payment(s) were late. Obligee shall also have the option, on monthly payments only, to charge a late fee of up to 10% of the monthly Contract Payment that is past due.

Furthermore, Obligor agrees to pay any fees associated with the use of a payment system other than check, wire transfer, or ACH. Once all amounts due Obligee hereunder have been received, Obligee will release any and all of its rights, title and interest in the Equipment.

SECTION 3.03 CONTRACT PAYMENTS UNCONDITIONAL. Except as provided under Section 4.01, THE OBLIGATIONS OF OBLIGOR TO MAKE CONTRACT PAYMENTS AND TO PERFORM AND OBSERVE THE OTHER COVENANTS CONTAINED IN THIS CONTRACT SHALL BE ABSOLUTE AND UNCONDITIONAL IN ALL EVENTS WITHOUT ABATEMENT, DIMINUTION, DEDUCTION, SET-OFF, OR SUBJECT TO DEFENSE OR COUNTERCLAIM.

Section 3.04 Purchase Option Price. Upon thirty (30) days written notice, Obligor shall have the option to pay, in addition to the Contract Payment, the corresponding Purchase Option Price which is listed on the same line on Exhibit B. This option is only available to the Obligor on the Contract Payment date and no partial prepayments are allowed. If Obligor chooses this option and pays the Purchase Option Price to Obligee then Obligee will transfer any and all of its rights, title and interest in the Equipment to Obligor.

Section 3.05 Contract Term. The Contract Term shall be the Original Term and all Renewal Terms until all the Contract Payments are paid as set forth on Exhibit B except as provided under Section 4.01 and Section 9.01 below. If, after the end of the budgeting process which occurs at the end of the Original Term or any Renewal Term, Obligor has not non-appropriated as provided for in this Contract then the Contract Term shall be extended into the next Renewal Term and the Obligor shall be obligated to make all the Contract Payments that come due during such Renewal Term.

Section 3.06 Disclaimer of Warranties. OBLIGEE MAKES NO WARRANTY OR REPRESENTATION, EITHER EXPRESS OR IMPLIED, AS TO THE VALUE, DESIGN, CONDITION, MERCHANTABILITY, FITNESS FOR PARTICULAR PURPOSE OR ANY OTHER WARRANTY WITH RESPECT TO THE EQUIPMENT. OBLIGEE IS NOT A MANUFACTURER, SELLER, VENDOR OR DISTRIBUTOR, OR AGENT THEREOF, OF SUCH EQUIPMENT; NOR IS OBLIGEE A MERCHANT OR IN THE BUSINESS OF DISTRIBUTING SUCH EQUIPMENT TO THE PUBLIC. OBLIGEE SHALL NOT BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGE ARISING OUT OF THE INSTALLATION, OPERATION, POSSESSION, STORAGE OR USE OF THE EQUIPMENT BY OBLIGOR.

IV. Non-Appropriation

Section 4.01 Non-Appropriation. If insufficient funds are available in Obligor's budget for the next Budget Year to make the Contract Payments for the next Renewal Term and the funds to make such Contract Payments are otherwise unavailable by any lawful means whatsoever, then Obligor may non-appropriate the funds to pay the Contract Payments for the next Renewal Term. Such non-appropriation shall be evidenced by the passage of an ordinance or resolution by the governing body of Obligor specifically prohibiting Obligor from performing its obligations under this Contract and from using any moneys to pay the Contract Payments due under this Contract for a designated Budget Year and all subsequent Budget Years. If Obligor non-appropriates, then all obligations of the Obligor under this Contract regarding Contract Payments for all remaining Renewal Terms shall be terminated at the end of the then current Original Term or Renewal Term without penalty or liability to the Obligor of any kind provided that if Obligor has not delivered possession of the Equipment to Obligee as provided herein and conveyed to Obligee or released its interest in the Equipment by the end of the last Budget Year for which Contract Payments were paid, the termination shall nevertheless be effective but Obligor shall be responsible for the payment of damages in an amount equal to the amount of the Contract Payments thereafter coming due under Exhibit B which are attributable to the number of days after such Budget Year during which Obligor fails to take such actions and for any other loss suffered by Obligee as a result of Obligor's failure to take such actions as required. Obligor shall immediately notify the Obligee as soon as the decision to non-appropriate is made. If such non-appropriation occurs, then Obligor shall deliver the Equipment to Obligee as provided below in Section 9.04. Obligor shall be liable for all damage to the Equipment other than normal wear and tear. If Obligor fails to deliver the Equipment to Obligee, then Obligee may enter the premises where the Equipment is located and take possession of the Equipment and charge Obligor for costs incurred.

V. Insurance, Damage, Insufficiency of Proceeds

Section 5.01 Insurance. Obligor shall maintain both property insurance and liability insurance at its own expense with respect to the Equipment. Obligor shall be solely responsible for selecting the insurer(s) and for making all premium payments and ensuring that all policies are continuously kept in effect during the period when Obligor is required to make Contract Payments. Obligor shall provide Obligee with a certificate of Insurance which lists the Obligee and/or assigns as a loss payee and an additional insured on the policies with respect to the Equipment.

- (a) Obligor shall insure the Equipment against any loss or damage by fire and all other risks covered by the standard extended coverage endorsement then in use in the State and any other risks reasonably required by Obligee in an amount at least equal to the then applicable Purchase Option Price of the Equipment. Alternatively, Obligor may insure the Equipment under a blanket insurance policy or policies.
- (b) The liability insurance shall insure Obligee from liability and property damage in any form and amount satisfactory to Obligee.
- (c) Obligor may self-insure against the casualty risks and liability risks described above. If Obligor chooses this option, Obligor must furnish Obligee with a certificate and/or other documents which evidences such coverage.
- (d) All insurance policies issued or affected by this Section shall be so written or endorsed such that the Obligee and its assignees are named additional insureds and loss payees and that all losses are payable to Obligor and Obligee or its assignees as their interests may appear. Each policy issued or affected by this Section shall contain a provision that the insurance company shall not cancel or materially modify the policy without first giving thirty (30) days advance notice to Obligee or its assignees. Obligor shall furnish to Obligee certificates evidencing such coverage throughout the Contract Term.

Section 5.02 Damage to or Destruction of Equipment. Obligor assumes the risk of loss or damage to the Equipment. If the Equipment or any portion thereof is lost, stolen, damaged, or destroyed by fire or other casualty, Obligor will immediately report all such losses to all possible insurers and take the proper procedures to obtain all insurance proceeds. At the option of Obligee, Obligor shall either (1) apply the Net Proceeds to replace, repair or restore the Equipment or (2) apply the Net Proceeds to the applicable Purchase Option Price. For purposes of this Section and Section 5.03, the term Net Proceeds shall mean the amount of insurance proceeds collected from all applicable insurance policies after deducting all expenses incurred in the collection thereof.

Section 5.03 Insufficiency of Net Proceeds. If there are no Net Proceeds for whatever reason or if the Net Proceeds are insufficient to pay in full the cost of any replacement, repair, restoration, modification or improvement of the Equipment, then Obligor shall, at the option of Obligee, either (1) complete such replacement, repair, restoration, modification or improvement and pay any costs thereof in excess of the amount of the Net Proceeds or (2) apply the Net Proceeds to the Purchase Option Price and pay the deficiency, if any, to the Obligee.

Section 5.04 Obligor Negligence. Obligor assumes all risks and liabilities, whether or not covered by insurance, for loss or damage to the Equipment and for injury to or death of any person or damage to any property whether such injury or death be with respect to agents or employees of Obligor or of third parties, and whether such property damage be to Obligor's property or the property of others (including, without limitation, liabilities for loss or damage related to the release or threatened release of hazardous substances under the Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act or similar or successor law or any State or local equivalent now existing or hereinafter enacted which in any manner arise out of or are incident to any possession, use, operation, condition or storage of any Equipment by Obligor), which is proximately caused by the negligent conduct of Obligor, its officers, employees and agents.

Section 5.05 Reimbursement. Obligor hereby assumes responsibility for and agrees to reimburse Obligee for all liabilities, obligations, losses, damages, penalties, claims, actions, costs and expenses (including reasonable attorneys' fees) of whatsoever kind and nature, imposed on, incurred by or asserted against Obligee that in any way relate to or arise out of a claim, suit or proceeding, based in whole or in part upon the negligent conduct of Obligor, its officers, employees and agents, or arose out of installation, operation, possession, storage or use of any item of the Equipment, to the maximum extent permitted by law.

VI. Title and Security Interest

Section 6.01 Title. To the extent permitted under State law, title to the Equipment shall vest in Obligor when Obligor acquires and accepts the Equipment. Title to the Equipment will automatically transfer to the Obligee in the event Obligor non-appropriates under Section 4.01 or in the event Obligor defaults under Section 9.01. In such event, Obligor shall execute and deliver to Obligee such documents as Obligee may request to evidence the passage of legal title to the Equipment to Obligee.

Section 6.02 Security Interest. To secure the payment of all Obligor's obligations under this Contract, as well as all other obligations, debts and liabilities, plus interest thereon, whether now existing or subsequently created, Obligor hereby grants to Obligee a security interest under the Uniform Commercial Code constituting a first lien on the Equipment described more fully on Exhibit A. Furthermore, Obligor agrees that any other collateral securing any other obligation(s) to Obligee, whether offered prior to or subsequent hereto, also secures this obligation. The security interest established by this section includes not only all additions, attachments, repairs and replacements to the Equipment but also all proceeds therefrom. Obligor authorizes Obligee to prepare and record any Financing Statement required under the Uniform Commercial Code to perfect the security interest created hereunder. Obligor agrees that any Equipment listed on Exhibit A is and will remain personal property and will not be considered a fixture even if attached to real property.

VII. Assignment

Section 7.01 Assignment by Obligee. All of Obligee's rights, title and/or interest in and to this Contract may be assigned and reassigned in whole or in part to one or more assignees or sub-assignees by Obligee at any time without the consent of Obligor. No such assignment shall be effective as against Obligor until the assignor shall have filed with Obligor written notice of assignment identifying the assignee. Obligor shall pay all Contract Payments due hereunder relating to such Equipment to or at the direction of Obligee or the assignee named in the notice of assignment. Obligor shall keep a complete and accurate record of all such assignments.

Section 7.02 Assignment by Obligor. None of Obligor's right, title and interest under this Contract and in the Equipment may be assigned by Obligor unless Obligee approves of such assignment in writing before such assignment occurs and only after Obligor first obtains an opinion from nationally recognized counsel stating that such assignment will not jeopardize the tax-exempt status of the obligation.

VIII. Maintenance of Equipment

Section 8.01 Equipment. Obligor shall keep the Equipment in good repair and working order, and as required by manufacturer's and warranty specifications. If Equipment consists of copiers, Obligor is required to enter into a copier maintenance/service agreement. Obligee shall have no obligation to inspect, test, service, maintain, repair or make improvements or additions to the

Equipment under any circumstances. Obligor will be liable for all damage to the Equipment, other than normal wear and tear, caused by Obligor, its employees or its agents. Obligor shall pay for and obtain all permits, licenses and taxes related to the ownership, installation, operation, possession, storage or use of the Equipment. If the Equipment includes any titled vehicle(s), then Obligor is responsible for obtaining such title(s) from the State and also for ensuring that Oblige is listed as First Lienholder on all of the title(s). Obligor shall not use the Equipment to haul, convey or transport hazardous waste as defined in the Resource Conservation and Recovery Act, 42 U.S.C. 6901 et. seq. Obligor agrees that Oblige or its Assignee may execute any additional documents including financing statements, affidavits, notices, and similar instruments, for and on behalf of Obligor which Oblige deems necessary or appropriate to protect Oblige's interest in the Equipment and in this Contract. Obligor shall allow Oblige to examine and inspect the Equipment at all reasonable times.

IX. Default

Section 9.01 Events of Default defined. The following events shall constitute an "Event of Default" under this Contract:

- (a) Failure by Obligor to pay any Contract Payment listed on Exhibit B for fifteen (15) days after such payment is due according to the Payment Date listed on Exhibit B.
- (b) Failure to pay any other payment required to be paid under this Contract at the time specified herein and a continuation of said failure for a period of fifteen (15) days after written notice by Oblige that such payment must be made. If Obligor continues to fail to pay any payment after such period, then Oblige may, but will not be obligated to, make such payments and charge Obligor for all costs incurred plus interest at the highest lawful rate.
- (c) Failure by Obligor to observe and perform any warranty, covenant, condition, promise or duty under this Contract for a period of thirty (30) days after written notice specifying such failure is given to Obligor by Oblige, unless Oblige agrees in writing to an extension of time. Oblige will not unreasonably withhold its consent to an extension of time if corrective action is instituted by Obligor. Subsection (c) does not apply to Contract Payments and other payments discussed above.
- (d) Any statement, material omission, representation or warranty made by Obligor in or pursuant to this Contract which proves to be false, incorrect or misleading on the date when made regardless of Obligor's intent and which materially adversely affects the rights or security of Oblige under this Contract.
- (e) Any provision of this Contract which ceases to be valid for whatever reason and the loss of such provision would materially adversely affect the rights or security of Oblige.
- (f) Except as provided in Section 4.01 above, Obligor admits in writing its inability to pay its obligations.
- (g) Obligor defaults on one or more of its other obligations.
- (h) Obligor becomes insolvent, is unable to pay its debts as they become due, makes an assignment for the benefit of creditors, applies for or consents to the appointment of a receiver, trustee, conservator, custodian, or liquidator of Obligor, or all or substantially all of its assets, or a petition for relief is filed by Obligor under federal bankruptcy, insolvency or similar laws, or is filed against Obligor and is not dismissed within thirty (30) days thereafter.

Section 9.02 Remedies on Default. Whenever any Event of Default exists, Oblige shall have the right to take one or any combination of the following remedial steps:

- (a) With or without terminating this Contract, Oblige may declare all Contract Payments and other amounts payable by Obligor hereunder to the end of the then current Budget Year to be immediately due and payable.
- (b) With or without terminating this Contract, Oblige may require Obligor at Obligor's expense to redeliver any or all of the Equipment and any additional collateral to Oblige as provided below in Section 9.04. Such delivery shall take place within fifteen (15) days after the Event of Default occurs. If Obligor fails to deliver the Equipment and any additional collateral, Oblige may enter the premises where the Equipment and any additional collateral is located and take possession of the Equipment and any additional collateral and charge Obligor for costs incurred. Notwithstanding that Oblige has taken possession of the Equipment and any additional collateral, Obligor shall still be obligated to pay the remaining Contract Payments due up until the end of the then current Original Term or Renewal Term. Obligor will be liable for any damage to the Equipment and any additional collateral caused by Obligor or its employees or agents.
- (c) Oblige may take whatever action at law or in equity that may appear necessary or desirable to enforce its rights. Obligor shall be responsible to Oblige for all costs incurred by Oblige in the enforcement of its rights under this Contract including, but not limited to, reasonable attorney fees.

Section 9.03 No Remedy Exclusive. No remedy herein conferred upon or reserved to Oblige is intended to be exclusive and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Contract now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or shall be construed to be a waiver thereof.

Section 9.04 Return of Equipment and Storage.

- (a) Surrender: The Obligor shall, at its own expense, surrender the Equipment, any additional collateral and all required documentation to evidence transfer of title from Obligor to the Oblige in the event of a default or a non-appropriation by delivering the Equipment and any additional collateral to the Oblige to a location accessible by common carrier and designated by Oblige. In the case that any of the Equipment and any additional collateral consists of software, Obligor shall destroy all intangible items constituting such software and shall deliver to Oblige all tangible items constituting such software. At Oblige's request, Obligor shall also certify in a form acceptable to Oblige that Obligor has complied with the above software return provisions and that they will immediately cease using the software and that they shall permit Oblige and/or the vendor of the software to inspect Obligor's locations to verify compliance with the terms hereto.
- (b) Delivery: The Equipment and any additional collateral shall be delivered to the location designated by the Oblige by a common carrier unless the Oblige agrees in writing that a common carrier is not needed. When the Equipment and any additional collateral is delivered into the custody of a common carrier, the Obligor shall arrange for the shipping of the item and its insurance in transit in accordance with the Oblige's instructions and at the Obligor's sole expense. Obligor at its expense shall completely sever and disconnect the Equipment and any additional collateral or its component parts from the Obligor's property all without liability to the Oblige. Obligor shall pack or crate the Equipment and any additional collateral and all of the component parts of the Equipment and any additional collateral carefully and in accordance with any recommendations of the manufacturer. The Obligor shall deliver to the Oblige the plans, specifications, operation manuals or other warranties and documents furnished by the manufacturer or vendor on the Equipment and any additional collateral and such other documents in the Obligor's possession relating to the maintenance and methods of operation of such Equipment and any additional collateral.
- (c) Condition: When the Equipment is surrendered to the Oblige it shall be in the condition and repair required to be maintained under this Contract. It will also meet all legal regulatory conditions necessary for the Oblige to sell or lease it to a third party and be free of all liens. If Oblige reasonably determines that the Equipment or an item of the Equipment, once it is returned, is not in the condition required hereby, Oblige may cause the repair, service, upgrade, modification or overhaul of the Equipment or an item of the Equipment to achieve such condition and upon demand, Obligor shall promptly reimburse Oblige for all amounts reasonably expended in connection with the foregoing.
- (d) Storage: Upon written request by the Oblige, the Obligor shall provide free storage for the Equipment and any additional collateral for a period not to exceed 60 days after the expiration of the Contract Term before returning it to the Oblige. The Obligor shall arrange for the insurance described to continue in full force and effect with respect to such item during its storage period and the Oblige shall reimburse the Obligor on demand for the incremental premium cost of providing such insurance.

X. Miscellaneous

Section 10.01 Notices. All notices shall be sufficiently given and shall be deemed given when delivered or mailed by registered mail, postage prepaid, to the parties at their respective places of business as first set forth herein or as the parties shall designate hereafter in writing.

Section 10.02 Binding Effect. Obligor acknowledges this Contract is not binding upon the Oblige or its assignees unless the Conditions to Funding listed on the Documentation Instructions have been met to Oblige's satisfaction, and Oblige has executed the Contract. Thereafter, this Contract shall inure to the benefit of and shall be binding upon Oblige and Obligor and their respective successors and assigns.

Section 10.03 Severability. In the event any provision of this Contract shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 10.04 Amendments, Addenda, Changes or Modifications. This Contract may be amended, added to, changed or modified by written agreement duly executed by Oblige and Obligor. Furthermore, Oblige reserves the right to directly charge or amortize into the remaining balance due from Obligor, a reasonable fee, to be determined at that time, as compensation to Oblige for the additional administrative expense resulting from such amendment, addenda, change or modification requested by Obligor.

Section 10.05 Execution in Counterparts. This Contract may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 10.06 Captions. The captions or headings in this Contract do not define, limit or describe the scope or intent of any provisions or sections of this Contract.

Section 10.07 Master Contract. This Contract can be utilized as a Master Contract. This means that the Oblige and the Obligor may agree to the financing of additional Equipment under this Contract at some point in the future by executing one or more Additional Schedules to Exhibit A and Exhibit B, as well as other exhibits or documents that may be required by Oblige. Additional Schedules will be consecutively numbered on each of the exhibits which make up the Additional Schedule and all the terms and conditions of the Contract shall govern each Additional Schedule.

Section 10.08 Entire Writing. This Contract constitutes the entire writing between Oblige and Obligor. No waiver, consent, modification or change of terms of this Contract shall bind either party unless in writing and signed by both parties, and then such waiver, consent, modification or change shall be effective only in the specific instance and for the specific purpose given. There are no understandings, agreements, representations, conditions, or warranties, express or implied, which are not specified herein regarding this Contract, the Equipment or any additional collateral, financed hereunder. Any terms and conditions of any purchase order or other documents submitted by Obligor in connection with this Contract which are in addition to or inconsistent with the terms and conditions of this Contract will not be binding on Oblige and will not apply to this Contract.

Section 10.09 Cancellation for Conflict of Interest. In accordance with Arizona Revised Statutes Section 38-511, within three years after the execution of this Contract by a political subdivision, department, or agency, such Contract is subject to cancellation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Contract is, at any time while the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or a consultant to any other party to this Contract with respect to the subject matter of the Contract.

Section 10.10 Arizona Immigration Law Compliance. Obligee hereby represents and warrants that Obligee complies with the federal immigration laws and regulations that relate to their employees and with Arizona Revised Statutes Section 23-214(A). A breach of this warranty shall be deemed a material breach of this Contract, subject to penalties up to and including termination of this Contract by the Obligor, in its sole discretion. Subject to reasonable prior written notice, Obligor retains the legal right to inspect the papers of any Obligee or subcontractor employee who works on the Contract to ensure compliance with this warranty.

Section 10.11 Participation in Israel Boycott. In accordance with Arizona Revised Statutes Sections 35-393.01, Obligee certifies that Obligee does not participate in, and agrees not to participate in during the term of the Contract, a boycott of Israel.

Obligee and Obligor have caused this Contract to be executed in their names by their duly authorized representatives listed below.

Town of Camp Verde, Arizona

LensLock Inc.

Signature

Signature

Printed Name and Title

Printed Name and Title

EXHIBIT A
DESCRIPTION OF EQUIPMENT

RE: Government Obligation Contract dated as of December 1, 2022, between LensLock Inc. (Obligee) and Town of Camp Verde, Arizona (Obligor)

Below is a detailed description of all the items of Equipment including quantity, model number and serial number where applicable:

Twenty-Four (24) Gen-12 Body Worn Cameras and Accessories

Physical Address of Equipment after Delivery : 646 S. 1st, Camp Verde, AZ 86322

EXHIBIT B
PAYMENT SCHEDULE

RE: Government Obligation Contract dated as of December 1, 2022, between LensLock Inc. (Obligee) and Town of Camp Verde, Arizona (Obligor)

Date of First Payment:	April 1, 2023
Original Balance:	\$136,652.45
Total Number of Payments:	Six (6)
Number of Payments Per Year:	One (1)

Pmt	Due	Contract	Applied to	Applied to	*Purchase
No.	Date	Payment	Interest	Principal	Option Price
1	01-Apr-23	\$8,073.45	\$0.00	\$8,073.45	\$115,873.53
2	01-Jul-23	\$25,715.80	\$0.00	\$25,715.80	\$91,569.52
3	01-Jul-24	\$25,715.80	\$0.00	\$25,715.80	\$70,267.37
4	01-Jul-25	\$25,715.80	\$0.00	\$25,715.80	\$47,938.46
5	01-Jul-26	\$25,715.80	\$0.00	\$25,715.80	\$24,533.29
6	01-Jul-27	\$25,715.80	\$0.00	\$25,715.80	\$0.00

By signing below, Obligor acknowledges that its obligation to make the Contract Payments set forth in Exhibit B to the Contract includes repayment of the principal amount of \$136,652.45, together with interest at 0.000%.

Furthermore, the amount financed by Obligor is \$120,064.12 and such amount is the issue price of this Contract for federal income tax purposes. The difference between the principal amount of this Contract and the issue price is original issue discount, as defined in section 1288 of the Internal Revenue Code of 1986, as amended. The yield of this Contract for federal income tax purposes is 5.520%. Such issue price and yield will be stated in the applicable Form 8038-G.

Town of Camp Verde, Arizona

Signature

Printed Name and Title

*Assumes all Contract Payments due to date are paid

EXHIBIT C
CERTIFICATE OF ACCEPTANCE

RE: Government Obligation Contract dated as of December 1, 2022, between LensLock Inc. (Obligee) and Town of Camp Verde, Arizona (Obligor)

I, the undersigned, hereby certify that I am a duly qualified representative of Obligor and that I have been given the authority by the Governing Body of Obligor to sign this Certificate of Acceptance with respect to the above referenced Contract. I hereby certify that:

1. The Equipment described on Exhibit A has been delivered and installed in accordance with Obligor's specifications.
2. Obligor has conducted such inspection and/or testing of the Equipment as it deems necessary and appropriate and hereby acknowledges that it accepts the Equipment for all purposes.
3. Obligor has appropriated and/or taken other lawful actions necessary to provide moneys sufficient to pay all Contract Payments required to be paid under the Contract during the current Budget Year of Obligor, and such moneys will be applied in payment of all Contract Payments due and payable during such current Budget Year.
4. Obligor has obtained insurance coverage as required under the Contract from an insurer qualified to do business in the State.
5. No event or condition that constitutes or would constitute an Event of Default exists as of the date hereof.
6. The governing body of Obligor has approved the authorization, execution and delivery of this Contract on its behalf by the authorized representative of Obligor who signed the Contract.
7. Please list the Source of Funds (Fund Item in Budget) for the Contract Payments that come due under Exhibit B of this Contract.

Source _____ of _____ Funds _____ : _____ General _____ Fund _____
By signing below, Obligor hereby authorizes the General Fund of the Obligor as a backup source of funds from which the Contract Payments can be made.

Town of Camp Verde, Arizona

Signature

Printed Name and Title

EXHIBIT D
OBLIGOR RESOLUTION

RE: Government Obligation Contract dated as of December 1, 2022, between LensLock Inc. (Obligee) and Town of Camp Verde, Arizona (Obligor)

At a duly called meeting of the Governing Body of the Obligor (as defined in the Contract) held on _____ the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Obligor as follows:

- Determination of Need.** The Governing Body of Obligor has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of the Government Obligation Contract dated as of December 1, 2022, between Town of Camp Verde, Arizona (Obligor) and LensLock Inc. (Obligee).
- Approval and Authorization.** The Governing Body of Obligor has determined that the Contract, substantially in the form presented to this meeting, is in the best interests of the Obligor for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Contract by the Obligor and hereby designates and authorizes the following person(s) to execute and deliver the Contract on Obligor's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Contract.

Authorized Individual(s): _____
(Typed or Printed Name and Title of individual(s) authorized to execute the Contract)

- Adoption of Resolution.** The signatures below from the designated individuals from the Governing Body of the Obligor evidence the adoption by the Governing Body of this Resolution.

Signature: _____
(Signature of Board Chairman or other authorized member of the Obligor's Governing Body)

Printed Name & Title: _____
(Printed Name and Title of individual who signed directly above)

Attested By: _____
(Signature of Obligor's Board Secretary or Board Clerk)

Printed Name & Title: _____
(Printed Name of individual who signed directly above)

EXHIBIT E
BANK QUALIFIED CERTIFICATE

RE: Government Obligation Contract dated as of December 1, 2022, between LensLock Inc. (Obligee) and Town of Camp Verde, Arizona (Obligor)

Whereas, Obligor hereby represents that it is a "Bank Qualified" Issuer for the calendar year in which this Contract is executed by making the following designations with respect to Section 265 of the Internal Revenue Code of 1986, as amended (the "Code"). (A "Bank Qualified Issuer" is an issuer that issues less than ten million (\$10,000,000) dollars of tax-exempt obligations other than "private activity bonds" as defined in Section 141 of the Code, excluding certain "qualified 501(c)(3) bonds" as defined in Section 145 of the Code, during the calendar year).

Now, therefor, Obligor hereby designates this Contract as follows:

1. **Designation as Qualified Tax-Exempt Obligation.** Pursuant to Section 265(b)(3)(B)(i) of the Code, the Obligor hereby specifically designates the Contract as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Code. In compliance with Section 265(b)(3)(D) of the Code, the Obligor hereby represents that the Obligor will not designate more than \$10,000,000 of obligations issued by the Obligor in the calendar year during which the Contract is executed and delivered as such "qualified tax-exempt obligations".
2. **Issuance Limitation.** In compliance with the requirements of Section 265(b)(3)(C) of the Code, the Obligor hereby represents that the Obligor (including all subordinate entities of the Obligor within the meaning of Section 265(b)(3)(E) of the Code) reasonably anticipates not to issue in the calendar year during which the Contract is executed and delivered, obligations bearing interest exempt from federal income taxation under Section 103 of the Code (other than "private activity bonds" as defined in Section 141 of the Code and excluding certain "qualified 501(c)(3) bonds" as defined in Section 145 of the Code) in an amount greater than \$10,000,000.

Town of Camp Verde, Arizona

Signature

Printed Name and Title

NOTICE OF ASSIGNMENT

DECEMBER 1, 2022

LensLock Inc. (Obligee/Assignor) hereby gives notice of an Assignment between Obligee/Assignor and KS StateBank (Assignee) of the Government Obligation Contract (Contract) between Obligee/Assignor and Town of Camp Verde, Arizona, dated as of December 1, 2022.

All Contract Payments coming due pursuant to the Contract shall be made to:

KS StateBank
P.O. Box 69
Manhattan, Kansas 66505-0069

LensLock Inc., Obligee/Assignor

Signature

Printed Name and Title

ACKNOWLEDGEMENT OF AND CONSENT TO ASSIGNMENT

Town of Camp Verde, Arizona (Obligor) as party to a Government Obligation Contract dated as of December 1, 2022 between Obligor and LensLock Inc. (Obligee), hereby acknowledges receipt of a Notice of Assignment dated December 1, 2022 whereby Obligee gave notice of its assignment to KS StateBank of its right to receive all Contract Payments due from Obligor under the Contract and hereby consents to that Assignment. Pursuant to the Notice of Assignment from Obligee, Obligor agrees to deliver all Contract Payments coming due under the Contract to:

KS StateBank
P.O. Box 69
Manhattan, Kansas 66505-0069

Town of Camp Verde, Arizona

Signature

Printed Name and Title

INSURANCE REQUIREMENTS

Pursuant to Article V of the Government Obligation Contract, you have agreed to provide us evidence of insurance covering the Equipment.

A Certificate of Insurance listing the information stated below should be sent to us no later than the date on which the equipment is delivered.

Insured:

Town of Camp Verde, Arizona
395 South Main Street
Camp Verde, Arizona 86322

Certificate Holder:

KS StateBank
1010 Westloop, P.O. Box 69
Manhattan, Kansas 66505-0069

1. Equipment Description

- + Twenty-Four (24) Gen-12 Body Worn Cameras and Accessories
- + Please include all applicable VIN's, serial numbers, etc.

2. Deductible

- + The deductible amounts on the insurance policy should not exceed \$10,000.00.

3. Physical Damage

- + All risk coverage to guarantee proceeds of at least \$136,652.45.

4. Loss Payee

- + KS StateBank AOIA (and/or Its Assigns) MUST be listed as loss payee.

Please forward certificate as soon as possible to: Email: ajl@lenslock.com

Please complete the information below and return this form along with the Contract.

Town of Camp Verde, Arizona

Insurance Company: _____

Agent's Name: _____

Telephone #: _____

Fax #: _____

Address: _____

City, State Zip: _____

Email: _____

8038 REVIEW FORM

The 8038 form attached hereto is an important part of the documentation package and must be properly filled out and submitted to the Department of the Treasury in order for you to receive the lower tax-exempt rate. Unless you instruct us otherwise, we have engaged a Paid Preparer to assist in the filling out of this form. The Paid Preparer has filled out the relevant portions of this form based on the current understanding of what is required by the Department of the Treasury. The responses on this 8038 form are based on the dates and amounts which you have requested (structure of the transaction) and which are on the Payment Schedule.

1. Please review our responses for accuracy. If anything is inaccurate, please contact our office so that we can make proper revisions.
2. If the information provided to you on this form is accurate, please sign where indicated and return with the document package.
3. If there are any changes to the structure of the transaction that occur prior to funding which require a change to the 8038 form, we will make such changes and provide notification to you.
4. We will return to you a copy of the 8038 form that was mailed to the Department of the Treasury.

Important Note:

The IRS is now requesting information regarding tax-exempt issuers' and borrowers' written policies and procedures designed to monitor post-issuance compliance with the federal tax rules applicable to tax-exempt obligations (boxes 43 and 44). Do not check items 43 and 44 on the 8038 form unless you have established written procedures in accordance with the instructions referenced directly below. If you choose to "check" items 43 and/or 44, please be prepared to provide copies of such written procedures to the Paid Preparer or any representatives of the IRS upon request. Written procedures should contain certain key characteristics, including making provisions for:

- Due diligence review at regular intervals;
- Identifying the official or employee responsible for review;
- Training of the responsible official/employee;
- Retention of adequate records to substantiate compliance (e.g., records relating to expenditure of proceeds);
- Procedures reasonably expected to timely identify noncompliance; and
- Procedures ensuring that the issuer will take steps to timely correct noncompliance.

For additional guidance on this 8038 form, you can refer to the Documentation Instructions located on the following government website: <http://www.irs.gov/app/picklist/list/formsInstructions.html>, or contact your local IRS office.

Information Return for Tax-Exempt Governmental Obligations

Department of the Treasury
Internal Revenue Service

Under Internal Revenue Code section 149(e)
See separate instructions.
Caution: If the issue price is under \$100,000, use Form 8038-GC.

Part I Reporting Authority		If Amended Return, check here <input checked="" type="checkbox"/> D
1 Issuer's name Town of Camp Verde, Arizona	2 Issuer's employer identification number (EIN) 86-0573698	
3a Name of person (other than issuer) with whom the IRS may communicate about this return (see instructions)		3b Telephone number of other person shown on 3a
4 Number and street (or P.O. box if mail is not delivered to street address) 395 South Main Street	Room/suite	5 Report number (For IRS Use Only) 3
6 City, town, or post office, state, and ZIP code Camp Verde, Arizona 86322		7 Date of issue 12/01/2022
8 Name of issue Government Obligation Contract		9 CUSIP number None
10a Name and title of officer or other employee of the issuer whom the IRS may call for more information (see instructions) Mr. Cory Rowley, Marshal		10b Telephone number of officer or other employee shown on 10a (928) 554-8300

Part II Type of Issue (enter the issue price). See the instructions and attach schedule.			
11 Education		11	
12 Health and hospital		12	
13 Transportation		13	
14 Public safety		14	120,064 12
15 Environment (including sewage bonds)		15	
16 Housing		16	
17 Utilities		17	
18 Other. Describe <input checked="" type="checkbox"/>		18	
19 If obligations are TANs or RANs, check only box 19a <input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	D
If obligations are BANs, check only box 19b <input type="checkbox"/>		<input type="checkbox"/>	D
20 If obligations are in the form of a lease or installment sale, check box <input type="checkbox"/>		<input type="checkbox"/>	O

Part III Description of Obligations. Complete for the entire issue for which this form is being filed.					
	(a) Final maturity date	(b) Issue price	(c) Stated redemption price at maturity	(d) Weighted average maturity	(e) Yield
21	07/01/2027	\$ 120,064.12	N/A	4.580 years	5.520 %

Part IV Uses of Proceeds of Bond Issue (including underwriters' discount)					
22 Proceeds used for accrued interest				22	
23 Issue price of entire issue (enter amount from line 21, column (b))				23	
24 Proceeds used for bond issuance costs (including underwriters' discount)			24		
25 Proceeds used for credit enhancement			25		
26 Proceeds allocated to reasonably required reserve or replacement fund			26		
27 Proceeds used to refund prior tax-exempt bonds. Complete Part V.			27		
28 Proceeds used to refund prior taxable bonds. Complete Part V.			28		
29 Total (add lines 24 through 28)				29	
30 Nonrefunding proceeds of the issue (subtract line 29 from line 23 and enter amount here)				30	

Part V Description of Refunded Bonds. Complete this part only for refunding bonds.	
31 Enter the remaining weighted average maturity of the tax-exempt bonds to be refunded <input checked="" type="checkbox"/>	_____ years
32 Enter the remaining weighted average maturity of the taxable bonds to be refunded <input checked="" type="checkbox"/>	_____ years
33 Enter the last date on which the refunded tax-exempt bonds will be called (MM/DD/YYYY) <input checked="" type="checkbox"/>	_____
34 Enter the date(s) the refunded bonds were issued <input checked="" type="checkbox"/> (MM/DD/YYYY)	_____


For Paperwork Reduction Act Notice, see separate instructions.

Cat. No. 63773S

Form **8038-G** (Rev. 9-2011)

Part VI Miscellaneous

35 Enter the amount of the state volume cap allocated to the issue under section 141(b)(5).....	35		
36a Enter the amount of gross proceeds invested or to be invested in a guaranteed investment contract (GIC) (see instructions)	36a		
b Enter the final maturity date of the GIC (MM/DD/YYYY) _____			
c Enter the name of the GIC provider _____			
37 Pooled financings: Enter the amount of the proceeds of this issue that are to be used to make loans to other governmental units.....	37		
38a If this issue is a loan made from the proceeds of another tax-exempt issue, check box <input checked="" type="checkbox"/> D and enter the following information:			
b Enter the date of the master pool bond (MM/DD/YYYY) _____			
c Enter the EIN of the issuer of the master pool bond _____			
d Enter the name of the issuer of the master pool bond _____			
39 If the issuer has designated the issue under section 265(b)(3)(B)(i)(III) (small issuer exception), check box <input checked="" type="checkbox"/> O			
40 If the issuer has elected to pay a penalty in lieu of arbitrage rebate, check box <input checked="" type="checkbox"/> D			
41a If the issuer has identified a hedge, check here <input checked="" type="checkbox"/> D and enter the following information:			
b Name of hedge provider _____			
c Type of hedge _____			
d Term of hedge _____			
42 If the issuer has superintegrated the hedge, check box <input checked="" type="checkbox"/> D			
43 If the issuer has established written procedures to ensure that all nonqualified bonds of this issue are remediated according to the requirements under the Code and Regulations (see instructions), check box <input checked="" type="checkbox"/> D			
44 If the issuer has established written procedures to monitor the requirements of section 148, check box <input checked="" type="checkbox"/> D			
45a If some portion of the proceeds was used to reimburse expenditures, check here <input checked="" type="checkbox"/> D and enter the amount of reimbursement. _____			
b Enter the date the official intent was adopted (MM/DD/YYYY) _____			

Signature and Consent	Under penalties of perjury, I declare that I have examined this return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I further declare that I consent to the IRS's disclosure of the issuer's return information, as necessary to process this return, to the person that I have authorized above.				
	Signature of issuer's authorized representative _____	Date _____	Type or print name and title _____		
Paid Preparer Use Only	Print/Type preparer's name	Preparer's signature	Date	Check <input checked="" type="checkbox"/> if self-employed	PTIN
	H. Evan Howe		11/07/2022		P01438994
	Firm's Name <input checked="" type="checkbox"/>	Firm's EIN <input checked="" type="checkbox"/>			
	Baystone Financial LLC	48-1223987			
Firm's Address <input checked="" type="checkbox"/>	Phone no.				
10601 Mission Road, Suite 200, Leawood, KS 66206	(800) 752-3562				



Credit Application

Return completed application with required financial information.

Legal Name of Obligor: Camp Verde Marshal's Office		Fed. Tax ID #: 86-0573698	
Address: 646 S 1 st St		395 South Main Street	
City: Camp Verde	County:	State: AZ	Zip: 86322
Contact Person: Cory Rowley		Title: Town of Marshal	
Phone: (928) 554 - 8301		928 554-8300	
Fax: ()			
Email Address: cory.rowley@campverde.az.gov			
Alternative Contact Person:		Title:	
Phone: ()		Fax: ()	
Email Address:			
Date municipal entity was established:		Does the obligor self-insure for property & liability insurance?	
Total Cost of Equipment/Project: \$ 136,652.45		Term (years):5	
Delivery Date:		Payment Amount:	
Payments: <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual			
How will the contract payments be made? <input type="checkbox"/> P-Card *Addtl Fees Will Apply* <input type="checkbox"/> Check <input type="checkbox"/> ACH <input type="checkbox"/> Other (specify)			
What fund will the remaining contract payments be made from? <input type="checkbox"/> General <input type="checkbox"/> Special (specify)			
Equipment Description:			
Replacement Equipment: <input type="checkbox"/> Yes <input type="checkbox"/> No		Age of current equipment:	
		Year purchased:	
If not a replacement, why is the equipment needed?			
Describe the essential use of the equipment:			
Has the obligor ever defaulted or non-appropriated on a lease, bond, or legal obligation?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will the obligor issue more than \$10,000,000 in tax-exempt debt in this calendar year?		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Financial Information Required

- **Two (2) most recently completed audits**
- **For any unaudited fiscal year provide comprehensive financial statements to include a Balance Sheet with Debt Service Commitments and an Income Statement in place of the audits**

Completed By (signature):

Printed Name and Title:

Date:

- *Additional financial information may be requested if deemed necessary during credit review.*
- *By signing this application Obligor representative agrees to the following statement: "Everything stated in this application is correct to the best of my knowledge. I understand Obligee will retain this application whether or not it is approved. Obligee is authorized to verify any information on this application with an appropriate third party as necessary to complete the credit review process."*



Agenda Item Submission Form – Section I

Meeting Date: January 4, 2023

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Camp Verde Community Library

Staff Resource/Contact Person: Kathy Hellman

Agenda Title (be exact): Consideration, Discussion and Possible Approval to accept the Arizona State Library, Archives and Public Records States Grants-in-Aid Construction 2022 grant to build the canopy for the automated library branch in the amount of \$50,000.00 and allocating \$50,000.00 in matching funds from the general fund.

List Attached Documents:

- SGIAC 2022 Grant Application
- Quote for Canopy
- Spec Sheet – Envisionware 24-Hour Library
- Model 235 Quote 11.7.2022
- Model 340D Quote 11.7.2022

Estimated Presentation Time: 15 minutes

Estimated Discussion Time: 5 minutes

Reviews and comments Completed by:

Town Manager: _____ Department Head: Kathy D Hellman

Town Attorney Comments: _____

Risk Management: _____

Finance Department
Fiscal Impact:
Budget Code: _____ **Amount Remaining:** _____
Comments: Mike Showers suggests that the \$50,000 match come from the FY 2023 CIP funds

Background Information: In November 2021, Council supported the Library Director’s application for State Grants in Aid Construction 2022 funds for \$50,000 with a \$50,000 required match to build the shelter canopy for an automated library branch in Verde Lakes Estates. The project was expected be funded form Cares Act or ARPA funds which were intended to expand Town services and connectivity to under-served areas like the Verde Lakes community. After looking at various locations, staff has settled on Parcel 404-15-267C on S Hilltop Drive at Verde Lakes Ponds as the best option. At this point, to move forward we are looking at the following steps at a minimum:

- Land Use Permit Application
- Neighborhood notification and meetings
- Determine contract for canopy
- Build foundation and install canopy
- Pursue additional grant funding for automated library branch

A “yes” vote to accept the SGIA-C grant in the amount of \$50,000 with a \$50,000 match from the Town is a vote to continue with the necessary steps needed to put an automated library branch at Verde Lakes Ponds Parcel 404-15-267C. A “no” vote tells the Library Director that the Council cannot support moving forward with the project to put an automated library branch in the Verde Lakes community at this time.

Recommended Action (Motion): Move to accept the Arizona State Library, Archives and Public Records States Grants-in-Aid Construction 2022 grant to build the canopy for the automated library branch in the amount of \$50,000.00 and approve allocating \$50,000.00 in matching funds from the general fund.

Instructions to the Clerk: None

**Arizona State of Library, Archives and Public Records
State Grants-in-Aid
Construction Application**

Complete this form and upload it to your online SGIA Construction Application. If you have any questions about the application, email Jaime Ball at jball@azlibrary.gov.

Application Questions

1. Library Name: CAMP VERDE COMMUNITY LIBRARY

2. Project Name: AUTOMATED LIBRARY BRANCH

3. Funding Proposal

Brief description of overall project:

Build a ramada-style shelter to house an automated library branch at 3493 E Cactus Blossom Lane, Verde Lakes Estates in Camp Verde or 3021 S Verde

Local -- must be at least 50% of total project budget

Appropriated by local government/tribe:	\$90,450.00
Gifts:	\$0.00
Other:	\$0.00
Local Subtotal	\$90,450.00
State Grants in Aid	\$50,000.00
PROPOSED PROJECT FUNDING	\$140,450.00

4. Estimated Costs of Project

Site-Prep Preconstruction Work	\$55,000.00
Paving/Hardscapint/Lighting	\$43,450.00
Ramada/Shelter	\$40,000.00
Seating	\$2,000.00
TOTAL PROJECT COSTS	\$140,450.00

5. Construction Site

A. Does library/local government presently hold legal title to project construction site?

YES NO

B. If legal title is **not** held, does library/local government hold unconditional (lease, etc.) possession of project construction site? (Minimum 20 year lease)

YES NO

If yes, state terms of possession:

C. If answers to A & B above are both NO, please describe the current status of project construction site acquisition:



6. Type of Facility -- Check One

- County Library
- Local municipal library
- Branch library that is a member of a larger unit
- Library in multipurpose building not devoted exclusively to public library service
- Unincorporated
- Tribal library

7. Library Building Information. If doesn't apply, enter N/A

	Existing	Upon Completion
Floor area in square feet	n/a	1080
Volume capacity	n/a	340
Seating capacity		
Library study area	n/a	12
Meeting room	n/a	n/a
Population to be served		2500

8. Structural Planning

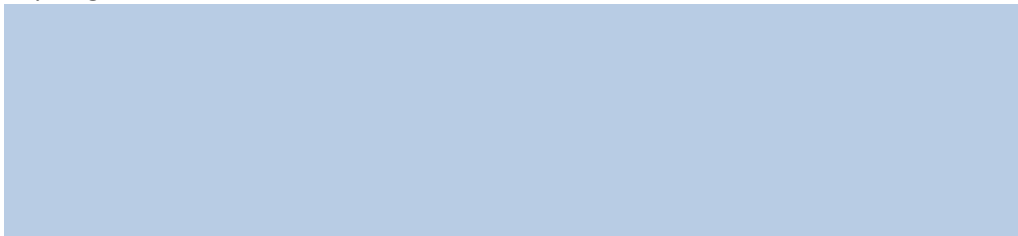
A. Is this construction for:

- New Building
- Addition
- Existing Building Improvement

B. Is an architect currently retained for this project?

YES NO

If yes, give name and address



C. Are plans for this project currently available?

YES NO

If YES, which plans are completed?

Using plans provided by Envisionware describing the requirements when building



D. Have any contracts for this project been let to date?

YES NO

If YES, please describe.

[Redacted]

E. Have any bids been sought or accepted for planning or construction on this project?

YES

NO

If YES, please describe.

[Redacted]

F. Has your project been approved for construction by local government?
(codes, zoning, etc.)

YES

NO

If NO, please explain:

Town of Camp Verde Council is 100% behind the idea and has approved the

[Redacted]

G. Identify local political subdivision that issues building permits and supervises inspection:

Name of Building Engineer/Inspector:

Building Inspector, Jon Rivero

Address: 473 S Main Street Suite 108, Camp Verde AZ 86322

H. Please indicate starting and completion dates for proposed construction. The project must be completed before June 30, 2023.

Start: 2/1/2022

End: 3/1/2023

9. Attachments to be Uploaded Online

A. Needs assessment, which may be part of the Library's long-range plan. Describe how the proposed project supports the local library's long-range plan. Tell what the project will do for the development of library service for the library's patrons. Give examples of new services and/or existing services to be improved and other information that would help indicate the need for the project. Include information regarding size, materials, architecture, function, technology accommodations, walkways, etc. Show how the building's flexibility will be able to adapt to changing service needs.

B. Detailed project timetable.

C. Brief sketch/drawing of proposed construction project indicating dimensions and major features.

D. Brief map/sketch of location of construction site indicating size, shape and immediate surrounding buildings/lots. Also indicate site access routes (driveways, streets, alleys, etc). Required for new construction/additions only.

PO Box 1160
 Cedar Crest NM 87008-1160
 Fax 505.281.0155
 Toll Free 800.457.5444
 www.exerplay.com



DATE 11/28/2022 NUMBER SS112822-1
 TERMS: Net 30

QUOTATION prepared for:
 Camp Verde, Town of

Please Issue Purchase Order to:
 Exerplay, Inc
 PO Box 1160, Cedar Crest, NM 87008
 fax to 505-281-0155 or
 email to: stefani@exerplay.com

ITEM	DESCRIPTION	QTY	COST	TOTAL
Project	AUTOMATED LIBRARY - RAMADA, INSTALLATION			
CRS	CLASSIC RECREATION SYSTEMS, INC. 15' X 28' Mesa, HR-36 roof, 4:12 roof pitch, 24 Ga. Trim Fascia, 8' Eave Height, 4 Surface Mount Columns, 3 Columns for Screens, Enclosed on 3.5 sides w/ perforated screens, framed & powder coated, TGIC Poly Powder Coat w/ Zinc Rich Primer (Standard colors only **Upcharge for custom colors) Provisions for 3 Lights & 3 Outlets, - NOTE - Lead time for Ramadas is approximately 10-12 months, anchor bolts and permits by others.	1	51,713.00	51,713.00
Disc - 1GPA	1GPA Contract Discount - Contract #18-04P-03		-5.00%	-2,585.65
CRS Struc...	Structural Calculations (Includes 3 sets - 24" x 36" copies) - NOTE - Lead time for Structural Calcs is approximately 3-4 weeks	1	1,250.00	1,250.00
Freight	Freight/Shipping Charges (122436)	1	1,690.00	1,690.00
Install	Installation of Ramada (07387) Permitting & Electrical Connections by others	1	12,616.00	12,616.00
Option	To Add: (4) Pier Footings up to 24"x84"	1	9,199.00	9,199.00
Option	To Add: Concrete Slab 17'x30'x6" broom finish on grade	1	10,083.00	10,083.00
Option	To Add: Line Location	1	1,308.00	1,308.00

-CONTINUED ON NEXT PAGE-

REP
 JG

Quote prepared by Stefani Schmuker
 stefani@exerplay.com

TOTAL

PO Box 1160
 Cedar Crest NM 87008-1160
 Fax 505.281.0155
 Toll Free 800.457.5444
 www.exerplay.com



DATE 11/28/2022 NUMBER SS112822-1
 TERMS: Net 30

QUOTATION prepared for:
 Camp Verde, Town of

Please Issue Purchase Order to:
 Exerplay, Inc
 PO Box 1160, Cedar Crest, NM 87008
 fax to 505-281-0155 or
 email to: stefani@exerplay.com

ITEM	DESCRIPTION	QTY	COST	TOTAL
Msg I	<p>Pricing is for the above listed material and installation only and does not include storage, security, site preparation, security fencing, prevailing wages, TERO wages, permitting, or bonds. Any necessary permits or special inspections are the responsibility of the General Contractor or End Owner. To obtain a performance/payment bond, please add 3.5%, plus appropriate tax, of the total to this quote.</p> <p>- NOTE - ExerPlay reserves the right to revise pricing if any portion of this quote is changed or removed and may result in a delay in ordering materials for this project.</p>			
Hard Dig	<p>Pricing and timeline are contingent on standard digging conditions. Should abnormal soil conditions, rock, caliche, subterranean water, utilities that aren't marked via standard One Call line locate or other reasonably unforeseen conditions be encountered that require a variance in the plans and specifications or performance of additional work, equipment or blasting then owner or general contractor agrees to execute a Change Order, which provides for the reimbursement of additional costs incurred by reason of such conditions and supervisory fee and for an extension of the time of completion.</p>			
Terms	<p>Billing and Payment Terms: Unless otherwise negotiated and agreed upon, ExerPlay's billing terms are Net 30 from the date of the invoice, with approved credit. ExerPlay's process is to bill the customer when their equipment ships. Installation is billed upon completion. Bonds are billed when ordered.</p> <p>*New Customers are required to pay a deposit on equipment at time of order. Deposit amount to be determined, based on credit. The remainder of that equipment, including freight, will be billed when it ships. Installation is billed upon completion. Bonds are billed when ordered.</p> <p>If paying by credit card, there will be a 3.5% fee added to the invoice.</p>			
JG	<p>For more information please contact Justin Galion at (928) 533-4224, or justin@exerplay.com</p> <p>- PRICING IS GOOD FOR 30 DAYS -</p>			

REP
 JG

Quote prepared by Stefani Schmuker
 stefani@exerplay.com

TOTAL	\$85,273.35
--------------	--------------------



FEATURES	24L-340D	24L-235
----------	----------	---------

Item Management

Total Items for Check Out	340	235
Standard Slot Dimensions (Imperial) (Metric)		12.5h x 8.25d x 1.6 Spine 318h x 210d x 42 Spine
Items in Standard Slots	268	188
Wide Slot Dimensions (Imperial) (Metric)		12.5h x 8.25d x 2.4 Spine 318h x 210d x 62 Spine
Items in Wide Slots	67	47
Hold Drawer Dimensions (Imperial) (Metric)	10.35d x 13.7w 1.9h 348.6w x 263.5d x 49h	N/A N/A
Items in Hold Drawers	5	N/A
Item Return Capacity	1000	600
Sorter Return Bins	14	9
RFID Item		Standard
Barcode Item		Standard

Patron Interfaces

Primary Screen Interface	17" High Brightness Resistive Industrial Color Touch Screen	
ADA Screen Interface	5.6" Standard Industrial Resistive Color Touch Screen	
Operating Systems	Windows 10 Professional	Window 10 Professional
Main System Computer	E5300 2.6Ghz Dual Core 4GB RAM, 10-RS232, 6-USB, 250GB SSD	J1900 2.6Ghz Quad Core 4GB RAM, 5-RS232, 8-USB, 120GB SSD
Right Display	43" 1000nit Infrared Touch Screen Display - Portrait	
Right Display Computer	J1900 2.6Ghz Dual Core 4GB RAM, 5-RS232, 8-USB, 120GB SSD	J1900 2.6Ghz Dual Core 4GB RAM, 5-RS232, 8-USB, 120GB SSD
Left Display	32" Touch Screen Display - Landscape	N/A
Left Display Computer	J1900 2.6Ghz Dual Core 4GB RAM, 5-RS232, 8-USB, 120GB SSD	N/A
RFID Patron Card	Standard	
Barcode Patron Card	1D/2D Smartphone-Ready Patron Card Barcode Reader	
Receipt	High Capacity 80mm	

24-HOUR LIBRARY™



FEATURES	24L-340D	24L-235
----------	----------	---------

Connectivity

ILS Connection	SIP2 Enhanced SIP2 for 24-Library*	
ILS Configuration	Remote Site: Branch Outside Library Building: Shelf Location	
System Ethernet Connection	RJ-45	
Library Device Support	Power Strip and Mounting Space for WAN Modem/Connect Device	
Router	2-Channel Wi-Fi LAN VPN Configurable Content Filtering	

Protection

DVR	30-day DVR - Remotely Accessible	
Security Cameras	5 Cameras	4 Cameras

Mechanical

Dimensions (Imperial)	13.23w x 7.5h x 5.68d	9.84w x 7.05h x 4.92d
(Metric)	4032w x 2286h x 1730d	3000w x 2149h x 1500
Overall Size Comparison	Model 235 is 55% of the size of Model 340D	
Weight	7055 lbs 3200kg	5380 lbs 2440kg
Temperature without Heat	-5° to 125°F -15° to 52°C	
with Heat	-20° to 125°F -29° to 52°C	

Power

Power For System	(1) 120V 20A Circuit	
Power For Heat Systems	(3) 120V 20A Circuits	
Power Consumption Without Heat	1200W	1000W
Power Consumption With Heat	7200W	7000W
Warranty	One Year Remote and Onsite 24x7x365 Support	
On-Site Maintenance After Year 1	Yes	

Options

Project Management, Installation and Training	Computer Management Client
Construction Guidance	Canopy for Standard Op Temps
API Integration	Uninterruptable Power Supply
Credit Card Payment Terminal	220V / 50Hz
Fine/Fee Payment Software	

Bill To

Kathy Hellman
 Camp Verde Community Library
 130 Black Bridge Loop Road
 Camp Verde AZ 86322
 United States

TOTAL	\$118,040.00
	Quote Expires: 2/5/2023
	Partner 71007 SirsiDynix

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	* 5 0 % D e p B a l - 3 0 Services-Accept	D'Alessandro, Ted

Quotation Title	Memo
24HR Library - 235	

Qty	Item / Description	Ship To	Unit Price	Amount
1	<p>24L-235</p> <p><i>24-Hour Library™ Main System - Delivers 24/7 library services including check out, return, item renewals, 43" portrait touch screen for program information/eBook/OPAC, 235-item shelving capacity, 600- item 9-bin sorter for returns</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> - Heating system - 1D/2D card/smartphone barcode scanner for patron cards and items - RFID and barcode detection for items and patron cards - Router with VPN support - Integrated 2-CH WiFi Access Point - Custom Sign Artwork/Design - Supplies - Delivery minimum 12 weeks after confirmation of site plan <p>*! REQUIREMENTS !*</p> <ul style="list-style-type: none"> - ILS: SIP2 interface with Booksort extensions (Millennium/Sierra requires optional SIP2 sorter API) - Internet Connection - 120V 20A Power for system (+120V 60A service for heater operation in cold climates) - Overhang or canopy. NOTE: Installation where an EnvisionWare canopy is NOT used requires written certification by Product Management. - Installation and Project Management required and not included - varies by requirements <p># OPTIONS #</p> <ul style="list-style-type: none"> - eCommerce Self Service and ECS Kiosk Terminal - Customer Central Management Control Licenses - Canopy (5-month lead time from date order is placed) 	Main	\$89,000.00	\$89,000.00



Qty	Item / Description	Ship To	Unit Price	Amount
1	CM Gateway ENVISIONWARE CENTRAL MANAGEMENT GATEWAY is a single license to create a broker service between the CM Clients on your network, your CM Controls, and EnvisionWare Support via the Internet. + Requires opening one port on your firewall to EnvisionWare's IP address range.	Main	\$165.00	\$165.00
1	CM Control ENVISIONWARE CENTRAL MANAGEMENT CONTROL LICENSES - For installation on network IT or staff computers. The Control License provides remote connectivity to CM Clients that are on host computers or OneStop stations. Staff can use a control license to remotely interact with patrons and update systems from a central location.	Main	\$125.00	\$125.00
2	CM Client ENVISIONWARE CENTRAL MANAGEMENT CLIENT - Install on OneStop computers or host systems. When a Control license is installed on a staff computer, staff can interact with patrons using self checkout or other computers running the CM Client. Staff can view station screens in stealth or alert mode and update systems.	Main	\$35.00	\$70.00
Subtotal				\$89,360.00
1	PS Rigging PROFESSIONAL RIGGING SERVICES for Remote Library Products Offload, place item and secure in place - Includes oversize forklift, equipment rental and labor team	Main	\$5,980.00	\$5,980.00
80	PS-HR-UM ENVISIONWARE PROFESSIONAL SERVICES - Consulting services at the hourly rate for customers under maintenance. - Quotations provide an estimate - actual time is billed. - The minimum charge is 1 hour. - The minimum for an onsite hourly project is 8 hours per day plus the actual first and additional flat fee expense charges.		\$150.00	\$12,000.00
2	PS-EXPPF-U 1st Day ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - First of Every Five Days Onsite. No partial days.		\$1,250.00	\$2,500.00



Qty	Item / Description	Ship To	Unit Price	Amount
8	PS-EXPPF-U Additional Day ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - Additional Days After First. Maximum (4) additional days before an additional First day is required.		\$400.00	\$3,200.00
SUBTOTAL EnvisionWare Software SUBTOTAL for EnvisionWare Software				\$23,680.00
Description Envisionware 24 hour library with installation, shipping, configuration and training.				

Subtotal	\$113,040.00
Discount	
Freight	\$5,000.00
Total Tax	\$0.00
PST-CA	
Total	\$118,040.00

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:
EMAIL: orders@envisionware.com | **FAX:** +1 678.382.6501

Standard terms and conditions apply: <http://system.envisionware.com/terms>



Bill To

Kathy Hellman
 Camp Verde Community Library
 130 Black Bridge Loop Road
 Camp Verde AZ 86322
 United States

TOTAL

\$180,025.00

Quote Expires: 2/5/2023
 Partner 71007 SirsiDynix

Federal EIN	Currency	Terms	Sales Rep
58-2424595	US Dollar	* 5 0 % D e p B a l - 3 0 Services-Accept	D'Alessandro, Ted
Quotation Title		Memo	
24HR Library - 340D			



Qty	Item / Description	Ship To	Unit Price	Amount
1	<p>24L-340D</p> <p><i>24-Hour Library™ Main System - 340 Item System Delivers 24/7 library services including check out, return, item renewals, (2) large touch screen displays for program information, OPAC, ebook downloads or other library services, (1) display for branding, (2) Channel Wi-Fi, 340-item shelving capacity, 1,000 item 14-bin sorter for returns</i></p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> - Heating system - 1D/2D card/smartphone barcode scanner for patron cards and items - RFID and barcode detection for items and patron cards - Router with VPN support - Integrated 2-CH WiFi Access Point - Custom Sign Artwork/Design - Shelving step, supplies - Delivery minimum 12 weeks after confirmation of site plan <p><i>*! REQUIREMENTS !*</i></p> <ul style="list-style-type: none"> - ILS: SIP2 interface with Booksort extensions (Millennium/Sierra requires optional SIP2 sorter API) - Internet Connection - 120V 20A Power for system (+120V 60A service for heater operation in cold climates) - Overhang or canopy NOTE: Installation where an EnvisionWare canopy is NOT used requires written certification by Product Management. - Installation and Project Management required and not included - varies by requirements <p><i># OPTIONS #</i></p> <ul style="list-style-type: none"> - eCommerce Self Service, Terminal, ECS Kiosk Terminal Bracket - Customer Central Management Control Licenses - Canopy (Important: 5 Month lead time from date order is placed) 	Main	\$149,900.00	\$149,900.00
1	<p>CM Gateway</p> <p><i>ENVISIONWARE CENTRAL MANAGEMENT GATEWAY is a single license to create a broker service between the CM Clients on your network, your CM Controls, and EnvisionWare Support via the Internet. + Requires opening one port on your firewall to EnvisionWare's IP address range.</i></p>	Main	\$165.00	\$165.00



Qty	Item / Description	Ship To	Unit Price	Amount
1	CM Control ENVISIONWARE CENTRAL MANAGEMENT CONTROL LICENSES - For installation on network IT or staff computers. The Control License provides remote connectivity to CM Clients that are on host computers or OneStop stations. Staff can use a control license to remotely interact with patrons and update systems from a central location.	Main	\$125.00	\$125.00
3	CM Client ENVISIONWARE CENTRAL MANAGEMENT CLIENT - Install on OneStop computers or host systems. When a Control license is installed on a staff computer, staff can interact with patrons using self checkout or other computers running the CM Client. Staff can view station screens in stealth or alert mode and update systems.	Main	\$35.00	\$105.00
Subtotal				\$150,295.00
87	PS-HR-UM ENVISIONWARE PROFESSIONAL SERVICES - Consulting services at the hourly rate for customers under maintenance. - Quotations provide an estimate - actual time is billed. - The minimum charge is 1 hour. - The minimum for an onsite hourly project is 8 hours per day plus the actual first and additional flat fee expense charges.		\$150.00	\$13,050.00
1	PS Rigging PROFESSIONAL RIGGING SERVICES for Remote Library Products Offload, place item and secure in place - Includes oversize forklift, equipment rental and labor team	Main	\$5,980.00	\$5,980.00
2	PS-EXPPF-U 1st Day ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - First of Every Five Days Onsite. No partial days.		\$1,250.00	\$2,500.00
8	PS-EXPPF-U Additional Day ENVISIONWARE PROFESSIONAL SERVICES - FLAT FEE FOR EXPENSES - Additional Days After First. Maximum (4) additional days before an additional First day is required.		\$400.00	\$3,200.00
SUBTOTAL Services				\$24,730.00
SUBTOTAL for EnvisionWare Professional Services				

Description

Envisionware 24 hour library with installation, shipping, configuration and training.



Subtotal	\$175,025.00
Discount	
Freight	\$5,000.00
Total Tax	\$0.00
PST-CA	
Total	\$180,025.00

Freight charges are estimated; actual charges will be billed.

Send your purchase order or email confirmation to:
EMAIL: orders@envisionware.com | **FAX:** +1 678.382.6501

Standard terms and conditions apply: <http://system.envisionware.com/terms>

