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**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MARCH 6, 2024 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/84001231601?pwd=ZlAyT0xDcU1vQml2SnIZMGNBNDVdMzZ09>

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

Meeting ID: 840 0123 1601

Passcode: 015600

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 Godwin, 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) February 21, 2024 - Special Session at 5:00 p.m.
 - 2) February 21, 2024 - Regular Session at 6:30 p.m.
 - b) **Set Next Meeting, Date and Time:**
 - 1) Special Session – Tuesday March 19, 2024 at 5:00 p.m.
 - 2) Regular Session – Wednesday March 20, 2024 at 6:30 p.m.
 - 3) Special Session – Wednesday March 27, 2024 at 5:30 p.m.
 - 4) Special Session – Wednesday April 3, 2024 at 5:00 p.m.
 - 5) Regular Session – Wednesday April 3, 2024 at 6:30 p.m.
 - c) **Possible Approval of Resolution 2024-1135, A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adjusting the Development Standards Review Fee – Commercial/Industrial for Fiscal Year 2023-24.** Staff Resource: Michael Showers
5. **Call to the Public For items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment

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

6. Special Announcements and Presentations:

- **Presentation of new Community Development Software.** Staff Resource: Roxanne Jasman

7. Discussion, consideration and possible approval of Resolution 2024-1134 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona proposing a permanent adjustment to the 1979-80 base expenditure limitation of the Town of Camp Verde. Staff resource: Michael Showers.

8. Discussion and possible selection of Hearing Officer for Code Enforcement Cases. Staff Resource: John Knight

9. Discussion and possible approval to ratify the purchase (2) ramadas from Exerplay in the amount of \$57,875.19 for the Grief Hill Trailhead grant project. Staff Resource: Martin Smith

10. Summary of Current Events. The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include 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.

11. 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 purpose of discussion or consultation for legal advice with the Town Attorney as permitted by A.R.S. § 38-431.03(A)(3). Any other executive sessions will be separately included on the agenda above if an executive session will be held at the meeting.

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. Pursuant to Town Code, Section 2-3-7.1 the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline of 10:00 p.m. 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 2-29-2024 at 4:00 p.m.

Virginia Jones

Virginia Jones, Acting Town Clerk

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DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 21, 2024 AT 5:00 P.M.

Note: Council may attend the meeting in person or by telephone or video conferencing.

1. Call to Order

2. Roll Call. Council Members Jackie Baker, Wendy Escoffier, Cris McPhail, Jessie Murdock, Robin Godwin, Vice Mayor Marie Moore, and Mayor Dee Jenkins

Also Present. Acting Town Manager Gayle Mabery, Water Attorney Steven Wene, Town Attorney Trish Stuhan, Utilities Director Jeff Low, Acting Deputy Clerk Jadie Edwards and Acting Town Clerk Virginia Jones.

3. Pledge of Allegiance

Councilor Baker led the Pledge of Allegiance

4. Discussion regarding the Town's Water Rights Claims and the Yavapai Apache Nation Water Settlement Agreement by Attorney Steve Wene, Moyes, Sellers & Hendricks. Note: The Council may convene in executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the attorney or attorneys of the public body; or pursuant to A.R.S. § 38-431.03(A)(6) for discussion, consultation or consideration for international and interstate negotiations or 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 or town.

On a motion by Councilor Escoffier, seconded by Councilor McPhail Council voted unanimously to adjourn to Executive Session for Discussion regarding regarding the Town's Water Rights Claims and the Yavapai Apache Nation Water Settlement Agreement by Attorney Steve Wene, Moyes, Sellers & Hendricks.

Roll Call Vote:

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

Council recessed into Executive Session at 5:01 p.m.

Council reconvened Open Session at 6:15 p.m.

5. Adjournment

Without objection Mayor Jenkins adjourned the meeting at 6:15 p.m.

Mayor Dee Jenkins

Acting Town Clerk Virginia Jones

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 February 21, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2024.

Virginia Jones, Acting Town Clerk

DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 21, 2024 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 Escoffier, Councilor Jackie Baker, Councilor Jesse Murdock, Councilor Robin Godwin and Councilor Cris McPhail are present.

Also Present

Acting Town Manager Gayle Mabery, Town Attorney Trish Stuhan, Town Attorney John Paladini, Water Attorney Steve Wene, Utilities Director Jeff Low, Deputy Town Clerk Virginia Jones, Acting Town Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Murdock 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) February 7, 2024 - Regular Session at 6:30 p.m.

b) Set Next Meeting, Date and Time:

1) Special Session – Wednesday March 6, 2024, at 5:00 p.m.

2) Regular Session – Wednesday March 6, 2024, at 6:30 p.m.

3) Special Session – Tuesday March 19, 2024, at 5:30 p.m.

4) Regular Session – Wednesday March 20, 2024, at 6:30 p.m.

c) Approval for the Mayor to Sign the Information Sharing Protocol Agreement Letter between the Yavapai Apache Nation and Town of Camp Verde. Staff Resource: Jeff Low

Motion was made by Vice Mayor Moore to accept the consent agenda as presented. Second was made by Councilor Godwin.

Roll Call Vote:

Councilor Baker: aye
Councilor McPhail: aye
Councilor Murdock: aye
Councilor Godwin: 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 it 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))

Jeff Noonan- would like to change the name of the Sports Complex to Camp Verde Veterans Memorial Park to honor those who have passed. He has collected signatures which he would like to present to the Council for consideration. Mayor Jenkins instructed him to turn it over to the Clerk's Office.

Donna Moody- would like the Council to consider putting in a walking trail or sidewalk and a bike lane down Verde Lakes Drive.

6. **Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include 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.

Councilor Godwin invited the public to attend the "Telescopes in (and out of) This World" Program by Dr. Jeffrey Hall in the Phillip England Center for the Performing Arts Auditorium. This is scheduled for Sunday, March 3rd at 3pm. Dr. Hall will be talking about the new Marley Foundation Astronomy Discovery Center that will be opening in November of this year. Doors open at 2:45pm and is free.

Councilor McPhail attended the Touch a Truck Event, Teen Game Night, and the Yavapai Apache Nation Tribal Council Meeting. She added the Tree Advisory Committee will be having a tree sale on the same day as the Fiber Festival. She also mentioned the Old Guys have been working on the disc golf course and should be completed soon.

Councilor Escoffier attended a MATFORCE Meeting.

Mayor Jenkins attended the Touch a Truck Event and the other Mayor Meetings she regularly attends. She mentioned the opening of Rockin' River Ranch. It will be open on Fridays, Saturdays and Sundays 9am-5pm. Mayor also invited the public to "Western Night" at the Camp Verde Legion on 3rd Street. There will be Texas Two

Step Dance Lessons and optional potluck dinner. It starts this Saturday, February 24th and admission is simply a donation.

Acting Town Manager Gayle Mabery-

- Reminder the State Legislator held a Special Session and is changing the election dates this year. The new Primary Election date is July 30, 2024. This change pushes back the election dates to *May* in 2026.
- The Pecan and Wine Festival is coming up on March 16th & 17th,
- Town Manager Recruitment Process is under way:
 - March 4th is the application deadline.
 - March 6th Council will receive a report of how many applications were received,
 - March 19th Council will go over the interview processes & preliminary “stuff.”
 - April 4th & 5th will be finalist interviews.
- The Town of Camp Verde sponsored legislation, to try to get some changes to the States Municipal Improvement District Statutes was unsuccessful. They are still working with the League of Cities and Towns for opportunities to attach the Bill in a strike all amendments on another Bill.
- Camp Verde Marshal’s Office sent out a press release, announcing a new emergency notification system called “Camp Verde Alerts”. There is a link on the Town of Camp Verde website under the Marshal’s Office tab to sign up for the alerts.

7. Special Announcements and presentations-

- **Yavapai Apache Nation presentation of a check in the amount of \$8,481.29 to the Town of Camp Verde from gaming funds pursuant to Section 12 (d) of the Nation’s Gaming Compact.** Henry Smith, Yavapai Apache Council Member, will be making the presentation.

Yavapai Apache Nation Council Member Henry Smith thanked the Council for continuing to work together with the Nation; Unity is very powerful.

Mayor Jenkins, on behalf of the Town thanked Mr. Smith and the Yavapai Apache Nation and stated the Town received a check from the nation in the amount of \$8,481.29.

- **Proclamation Declaring February 2024 as National Teen Dating Violence Awareness and Prevention Month.** Tracey McConnell from VV Sanctuary will give a short presentation.

After a presentation from Jessie Johnson of the Verde Valley Sanctuary, Mayor Jenkins read the proclamation and declared it so.

8. Discussion, Consideration and Possible Adoption of a Notice of Intent to Adopt New/Increased Rates, Fees and Charges for Town Services. Staff Resource: Mike Showers

Finance Manager Mike Showers explained that the Council is not approving the new town fees tonight, but staff is looking to come to an agreement on where the town fees are. Per ARS 9-499.15 and 9-511.01 the Town must post a Notice of Intent on the Town website for at least 60 days before a public hearing on the possible increase in Town fees. If Council can agree on posting the Intent, the fees could be approved in May.

Council discussed a couple of different fees and Mr. Showers explained the differences. Some fees are listed as actual costs, while others have been overlooked for years and not adjusted. Council discussed the difference between “per hour” and “per sheet”. Mr. Jeff Low said some fees are new and they were calculated per hour instead of per sheet. Council also discussed NSF Fees. Mr. Showers explained he calculated the fee based on the highest bank’s costs.

Ms. Mabery explained there was a typo in one of the Community Development Department’s fees which will be fixed. Council should be seeing that come up on an agenda soon.

Motion made by Councilor Godwin to approve the Notice of Intent – Proposed Increase, Town Rates, Fees, or Services Charges as presented. Second was made by Councilor McPhail.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: aye

Councilor Escoffier: aye

Vice Mayor Moore: aye

Mayor Jenkins: aye

Motion carried 7-0

9. Discussion of a Development Agreement between the Town of Camp Verde and Boulder Creek Camp Verde, LLC, for the High View at Boulder Creek PAD

Amendment. Note: Council may go into Executive Session pursuant to A.R.S. 38431.03(A)(3) for discussion or consultation for legal advice with the attorney or attorneys of the public body; and A.R.S. 38-431.03(A)(4) for 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. Staff Resource: Trish Stuhan

Councilor Escoffier asked if it was the attorneys advice to go into an Executive Session. Ms. Trish Stuhan said yes. Ms. Mabery explained the Council could go into Executive Session for both Item 9 & 10 if it is referenced now in the motion.

Motion made by Councilor Escoffier to adjourn into Executive Session for Item 9 & 10. Second was made by Vice Mayor Moore.

Roll Call Vote:

Councilor Baker: aye

Councilor McPhail: aye

Councilor Murdock: aye

Councilor Godwin: aye

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

10. Discussion, Consideration and Possible Direction to Staff relating to the Town of Camp Verde Northbound Sewer Collection System Expansion

Easement Acquisitions. Note: Council may go into Executive Session pursuant to A.R.S. 38431.03(A)(3) for legal advice with the attorney or attorneys of the public body; A.R.S. 38-431.03(A)(4) for 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; and, .A.R.S. 38431.03(A)(7) discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property. Staff Resource: Jeff Low

Adjourn: 7:02 p.m.
Resume: 9:26 p.m.

11. Adjournment

Mayor Jenkins adjourned the meeting at 9:26 p.m.

Mayor Dee Jenkins

Attest: Acting Town Clerk Virginia Jones

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 21, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2024.

Virginia Jones, Acting Town Clerk

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Agenda Item Submission Form – Section I

Meeting Date: March 6th, 2024

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

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

Agenda Title (be exact): Possible approval of Resolution 2024-1135, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adjusting the Development Standards Review Fee – Commercial/Industrial for Fiscal Year 2023-24.

List Attached Documents: 1) Resolution 2024-1135, 2) FY24 Proposed Fee Adjustment

Estimated Presentation Time: None

Estimated Discussion Time: None

Reviews and Comments Completed by:

Town Manager: Molly Davies **Department Head:** Michael Showers and John Knight

Town Attorney Comments: _____

Risk Management: _____

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

Background Information: It is believed that this fee was listed in error as \$10 per square foot for amounts over 5,000 square feet and should only be \$0.10 per square foot for amounts over 5,000 square feet. This resolution will change this fee to the \$0.10 per square foot retro-actively to the original approved fee change date of September 1, 2023. This fee has NOT been utilized during this time so no refunds will be required.

Recommended Action (Motion): Move to approve Resolution 2024-1135, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adjusting the Development Standards Review Fee – Commercial/Industrial for Fiscal Year 2023-24.

Instructions to the Clerk: Process the Resolution.



RESOLUTION 2024-1135

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL
OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
ADJUSTING THE DEVELOPMENT STANDARDS REVIEW – COMMERCIAL/INDUSTRIAL FEE
FOR FISCAL YEAR 2023-24**

WHEREAS, the Town Council is authorized by sections of the Town Code to set fees for business licenses (Section 9-1-5 and Section 9-3-7) and for use of public facilities (Section 13-1-2), to be adopted by resolution, and

WHEREAS, departments have submitted to Council a recommended fee reduction for services to the public as set forth in Town of Camp Verde FY24 Proposed Fee Adjustment Schedule incorporated herein by reference,

NOW THEREFORE THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE RESOLVE TO ADOPT THE FOLLOWING FEE ADJUSTMENT:

1. *Departmental Fees:* Development Standards Review – Commercial/Industrial fee as set forth in Town of Camp Verde FY24 Proposed Fee Adjustment Schedule is hereby adopted effective retro-actively to September 1, 2023.
2. *Prior Resolutions and Fee Schedules:* The prior fee for Development Standards Review – Commercial/Industrial established under the Town Code in Resolution 2023-1110 is hereby replaced.

PASSED AND APPROVED by majority vote of the Common Council at the regular meeting of March 6, 2024:

PASSED AND ADOPTED:

Mayor - Dee Jenkins

Date

Attest:

Approved as to Form:

Acting Town Clerk – Virginia Jones

Date

Town Attorney - Trish Stuhan

Date

Town of Camp Verde

FY24 Proposed Fee Adjustment

	2023-24	2024-25
	Approved 8/2/2023, Effective 9/1/23	Department Proposed Changes
Community Development		
Land Use Applications		
Development Standards Review - Commercial/Industrial	\$2,500 plus \$10 sq. ft. over 5000 sq. ft. (\$15k max) plus Fire Marshal Review Fee	\$2,500 plus \$0.10 sq. ft. over 5000 sq. ft. (\$15k max) plus Fire Marshal Review Fee

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Agenda Item Submission Form – Section I

Meeting Date: March 6, 2024

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Work Session

Requesting Department: *Community Development*

Staff Resource/Contact Person: Roxanne Jasman, Chief Building Official

Agenda Title (be exact): Presentation of New Community Development Software

List Attached Documents: none

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews and comments Completed by:

Town Manager: Molly Davies, Interim Town Manager Department Head: John Knight, CDD

Town Attorney Comments: _____

Risk Management: _____

Finance Department: Michael Showers, Finance Director

Fiscal Impact:

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

Comments:

Background Information: The Community Development Department is moving forward with the purchase of a new software solution that will increase efficiency and transparency in department operations. The software features four modules: Permits and Inspections, Planning & Zoning, Code Enforcement, and a Public Portal. Our current software program, iWorq, does not have a Planning & Zoning module and the Public Portal is not easy to use and does not provide the transparency that we would like.

While we had hoped to extend the useful life of our current permit management and code enforcement tracking software until the next budget year, we’ve reached a point where the data storage on the software system no longer allows us to upload any documents (plans, case files, etc.). This will cause us to shift resources within our department budget to cover the costs this fiscal year. However, this provides an opportunity to greatly increase efficiency, provide unlimited storage, and vastly improve transparency. This may also help reduce our call volume since users of the system are able to check the status of their permits electronically.

The implementation of this new system is in conformance with the draft values recently prepared as part of the strategic planning process. Specifically: Responsiveness, Collaboration, Integrity (accountability), and Transparency.

Key features include:

- Unlimited free customizations to meet the needs of our department and our citizens.
- Clean and easy to use citizen portal, that helps citizens access essential services online.
- User searches to view data on maps, such as permits, code violations, and projects, giving limited data to the citizen, such as the address and permit or violation type.
- Built in plan review software that will improve efficiency and streamline internal collaboration and communication with applicants.
- Software that can be accessed from anywhere on any device.
- Robust tracking, workflow, and notification features.
- Custom dashboards and reporting features, that allow you to effortlessly track key metrics.
- Map and route inspections.
- Customizable letters and other templates.

Also, it's important to note that some users of our permit system do not have access to high-speed internet or are not computer proficient. For those users, we will still offer our standard "over-the counter" services.

Recommended Action (Motion): N/A

Instructions to the Clerk: none



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: March 6th, 2024

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

Requesting Department: Finance

Staff Resource/Contact Person: Mike Showers

Agenda Title (be exact): Discussion, consideration & possible approval of Resolution 2024-1134, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, proposing a permanent adjustment to the 1979-80 base expenditure limitation of the Town of Camp Verde.

List Attached Documents: 1) Resolution 2024-1134, 2) History & Summary of Need, 3) Permanent Base Review

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

- Town Attorney Comments: Department Head: Budgeted Unbudgeted N/A

Fiscal Impact: This would not become effective until the FY26 budget process.

Comments: The town has grown significantly since the last permanent base adjustment was approved in 2020 for FY22. The expenditure limit restricts municipalities from expending current-year revenues and available fund balances beyond a set base limit, even when the Town has the cash available. It does not prevent municipalities from receiving grants or issuing debt in any amount as those items are excluded from the expenditure limit calculation. This effectively encourages municipalities to issue debt more often to cover needed expenses. The Town many times would prefer to use available cash for capital expenditures rather than seeking further debt issuance. An increase to our expenditure limit is not an approval to increase total Town expenses to that amount. The higher limit simply allows the Town to continue to spend current revenues and cash for needed capital and services without needing to utilize debt instruments. A permanent increase to the Base Expenditure Limit is the recommended course of action by the Acting Town Manager and Finance Director.

Background Information: Town voters approved the last permanent base limit increase in 2020, which became effective for the 2022 fiscal year.

Recommended Action (Motion): Approval of Resolution 2020-1046, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, proposing a permanent adjustment to the 1979-80 base expenditure limitation of the Town of Camp Verde.

Instructions to the Clerk: Get the resolution signed and continue with the PBA process.

Permanent Base Adjustment History and Summary of Need

Back in the 1979-80 fiscal years, the State set a new requirement on Cities and Towns to limit their annual spending possibilities. The state used the budgets of each municipality for that year to set their individual Base Expenditure Limitation, meaning the city from that point on, could never spend more than that amount regardless of what their revenues were. The State allowed two factors to be applied to this base amount: inflation and population. Our base was set when we incorporated back in the 1986-87 fiscal year at \$2,072,112. In 2022, that was increased by \$565,000 to \$2,637,112. For our current upcoming budget after the inflation and population factors are applied, the Annual Expenditure Limit is \$21,405,461.

The increase in 2022 was based on the need to increase our base limit due to the Town's taking on water & wastewater utilities after our base limit had already been set by the State. We would not have been able to operate the water company after its purchase without getting this base limit increase. The current issue now is Town growth. In FY21, The Town saw tremendous growth in its local tax revenues of nearly \$2 million (41%). The years that followed have seen 7%, 8% and currently 10% further increases to these numbers. Keeping up with the demand of a quickly growing Town has brought us to the point of budgeting right up to our current expenditure limitation. Without increasing the current expenditure limitation, the Town would be forced to incur debt on a much more regular basis (albeit very often short-term debt) to keep up with desired capital improvements even if the Town had the cash readily available. Debt is an exclusion to the expenditure limitation, however, using short-term debt when you already have the cash available to pay for items and projects is not always efficient or preferred.

That State has allowed for two processes to deal with this inequality: 1) A Home Rule Adjustment (which we are not covering tonight and is not recommended) and 2) A Permanent Base Adjustment. Through the Permanent Base Adjustment process, we are able to adjust our Base Expenditure Limitation, thereby changing our current Annual Expenditure Limitation. In this process, we will be petitioning the State, with the voters approval, to increase our Base Expenditure Limitation by \$730,000 (as recommended by the Finance Director and Acting Town Manager). Once the \$730,000 is added to our current Base Expenditure Limitation of \$2,637,112 and the corresponding factors are applied, our Annual Expenditure Limit for FY26 would increase from an estimated \$21,628,951 to instead, \$27,610,318. The increase of nearly \$6 million should reasonably cover potential increased needs for Town expenditures directly from funds on-hand arising from utilities, capital expenditures and general operations well into our future.

It is extremely important to understand, this is not an authorization by Council nor the Town's general population to actually spend another \$6.0M without purpose or the corresponding increase in revenues. Nor is it any authorization to increase revenues by raising rates or taxes. That is an entirely different process. It simply gives our Town the ability to grow, if and when local revenues grow, without fear of running over our State imposed limitation and losing State shared revenue resources (the State reserves the right to take away the majority of our State shared revenues if we spend over our Annual Expenditure Limitation).

Currently, 82 of Arizona's 91 Towns and Cities have already incorporated the Home Rule or Permanent Base Adjustment. 41 cities have utilized the Permanent Base Adjustment Process to date.

Town of Camp Verde
Permanent Base Review

	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Original Base	2,072,112	2,072,112	2,072,112	2,072,112	2,072,112	2,072,112	2,072,112	2,072,112	2,072,112
Perm Base Adjmnt					565,000				730,000
New Base					2,637,112	2,637,112	2,637,112	2,637,112	3,367,112
Exp Limitation Pre	11,897,122	12,235,344	12,562,105	12,847,345	12,892,644	14,829,166	16,211,706	16,819,351	16,991,318
Exp Limitation Post					16,408,064	18,872,615	20,632,130	21,405,461	27,610,318
Factor (COLA+Pop)	5.7415	5.9048	6.0625	6.2001	6.2220	7.1565	7.8238	8.1170	8.2000 *
General fund Revs	8,905,093	8,942,750	9,308,542	11,701,109	12,540,715	14,394,824	16,369,995		
Wastewater Revs	1,152,934	1,477,127	1,964,175	1,940,715	2,032,689	1,999,144	2,268,040		
Water Revs	N/A	N/A	N/A	N/A	168,954	1,660,850	1,720,900		
	10,058,027	10,419,877	11,272,717	13,641,824	14,742,358	18,054,818	20,358,935	0	0
General Fund Exps	7,100,094	7,621,616	7,993,993	8,754,876	10,077,458	11,476,469	14,069,755	15,500,000	17,050,000
Wastewater Exps	2,012,582	2,029,455	2,127,782	2,208,399	2,257,807	2,546,083	2,845,435	3,000,000	3,300,000
Water Exps	N/A	N/A	N/A	N/A	135,463	1,085,020	1,351,555	1,500,000	1,650,000
	9,112,676	9,651,071	10,121,775	10,963,275	12,470,728	15,107,572	18,266,745	20,000,000	22,000,000
Percent Growth		5.91%	4.88%	8.31%	13.75%	21.14%	20.91%	9.49%	10.00%
Percent of Limitation	76.60%	78.88%	80.57%	85.33%	76.00%	80.05%	88.54%	93.43%	79.68%

* - 8.2 is an estimate for FY26. The actual number will not be know until early 2025.



Agenda Item Submission Form – Section I

Meeting Date: March 6, 2024

- 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 (be exact): Selection of Hearing Officer for Code Enforcement Cases

List Attached Documents: Applications

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews and comments Completed by:

- Town Manager: Molly Davies, Interim Town Manager Department Head: John Knight, CDD
- Town Attorney Comments: _____
- Risk Management: _____
- Finance Department: Michael Showers, Finance Director
 Fiscal Impact: _____
 Budget Code: _____ Amount Remaining: _____
 Comments: _____

Background Information: In August of 2023, the Community Development Department staff presented the Council options for discussion to improve the code enforcement and compliance process. In December of 2023, the Council approved an amendment to the Town Code to Article 7-7, Enforcement Procedures for Violations of the Town Code. This updated section included provisions for the appointment of Hearing Officer.

Specifically, Section 7-7-4 B. states:

Appointment. The Hearing Officer shall be appointed by Town Council with recommendations provided from the Town Manager and after such successful advertisement has been completed. A secondary Hearing Officer may also be appointed in the event the primary Hearing Officer cannot serve or is unavailable to conduct hearings on a designated hearing date. The Council may also select additional Hearing Officers on an as needed basis.

The Town HR Department properly advertised the availability of the position and we received three (3) well-qualified candidates. On February 14, 2024, a subcommittee composed of three (3) council members – Jackie Baker, Cris McPhail, and Wendy Escoffier, interviewed the three candidates. The candidates are:

- Jeri Scott
- Michael Goimarac
- Theresa Coleman

All of the candidates are well qualified, and each have expertise in different areas. Given the broad nature of code enforcement cases, the subcommittee suggested contracting with all three (3) candidates. This will allow cases to be scheduled for the Hearing Officer that is most proficient in the area needed.

Note that the Hearing Officers will be independent contractors and will not be part-time town employees.

Recommended Action (Motion): Direct the Town Manager to enter into contracts with all three (3) Hearing Officer candidates.

Instructions to the Clerk: none

77 - Contract Administrative Hearing Officer

Contact Information -- Person ID: 9781033

Name: Jeri N Scott Address: Prescott, Arizona 86301 US

Home Phone: Alternate Phone:

Text Messaging Mobile No: Email:

Notification Preference: Email Former Last Name:

Month and Day of Birth: 11/03

Personal Information

Driver's License: Yes, Arizona , , Class D

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Bachelor's Degree

Preferences

Minimum Compensation:

Are you willing to relocate?

If you will kindly contact me for interviews. I welcome the opportunity to answer any inquiries as to how I can contribute my skills to this position.

Types of positions you will accept:

Types of work you will accept:

Types of shifts you will accept:

Regular

Full Time , Part Time

Day , Evening , Rotating

Objective

To obtain a position in a legal environment requiring exceptional Communication and Research skills, excellent Public Relation skills, and that can utilize and further develop my abilities as a Paralegal, Legal Assistant, Judicial or Magistrate Support staff member.

Education**College/University**

Yavapai College
yc.edu
9/2009 - 5/2015
Clarkdale, Arizona

Did you graduate: Yes
Major/Minor: Paralegal
Degree Received: Associate's

College/University

Yavapai College
yc.edu
8/2009 - 7/2013
Clarkdale, Arizona

Did you graduate: Yes
Major/Minor: Associates General
Degree Received: Other

College/University

Arizona State University
ASU.edu
10/2016 - [Unspecified End]
Tempe, Arizona

Did you graduate: No
Major/Minor: Justice Studies
Degree Received: Other

Work Experience

Hearing Officer

3/2015 - Present

City of Cottonwood/Community Development
111 N. Main Street
Cottonwood, Arizona 86326

Hours worked per week: 2
Monthly Salary:
of Employees Supervised: 2
Name of Supervisor: Scott Ellis -
Community Development Manager
May we contact this employer? Yes

Duties

Preside over hearings with regard to Notice of Violation(s) occurring in Violation of City Municipal Codes and/or Planning and Zoning for the City of Cottonwood, Arizona.
Listen to and review Exhibits and testimony by opposing parties
Read and evaluate information from documents, pictures, and related.
Apply rules, codes and laws with regard to violations in order to reach judgments.
Make decisions/rulings, and instructions regarding cases, assess and impose fines where appropriate.

Reason for Leaving

N/A

Courts Housing Navigator

7/2022 - 10/2023

Yavapai County Superior Court
<https://courts.yavapaiaz.gov/superiorcourt/>
120 S. Cortez
Prescott, Arizona 86303

Hours worked per week: 40
Monthly Salary:
of Employees Supervised: 0
Name of Supervisor: Rolf Eckel -
Court Administrator
May we contact this employer? Yes

Duties

Eviction Diversion, Case Management, Research, outreach, Advocacy, assist in preparation of Legal Documents - Pleadings, Answers, Motions to Vacate. Review AJACS Court Documents, Attend Eviction Action Hearings, negotiate settlements, assist pro per Landlords with Navigating court documents and filings, as needed throughout Yavapai County Courts. Collaborate with Community Action Partners, and Agencies in assisting tenants with Rental Assistance applications. Work with various attorneys and their clients to attain the funds from Rental Assistance Programs on behalf of the tenants. Educate the public as to resources made available to them.

Reason for Leaving

Contract expired

A/R Collections Agent - Paralegal

9/2017 - 2/2022

Community Asset Management Co. (HOAMCO)
3205 Lakeside Dr

Hours worked per week: 40
Monthly Salary:
of Employees Supervised: 2
Name of Supervisor: Michelle
Martinez - AR/Collections
Supervisor
May we contact this employer? No

Duties

Researched and maintained a working knowledge of all applicable Federal, State and Local Statutes and Regulations pertaining to and enforcement of Governing documents and CC&R's Developed and maintained a professional relationship with HOA / COA Boards and Collections Attorneys on Foreclosure, Bankruptcy, Trustee, or Sheriffs Deed Sales proceedings and post-proceedings payments
trained new team members on scripts, company services, updating of residential files - inclusive of legal documents, property deeds, and all other relevant records, as well as collection strategies Recorded Lien Documents and Lien Releases as required regarding delinquent HOA customers' accounts as part of collections process

Reason for Leaving
Restructured position

Manager of Sales
3/2013 - 9/2017

Adventures Unlimited Books and Gifts
www.AdventuresUnlimitedBooks.com

Hours worked per week: 30
Monthly Salary:
of Employees Supervised: 2
Name of Supervisor: Ranney Moss - Owner
May we contact this employer? Yes

Duties

Maintained relationships with customers and found new ones by identifying needs and offering appropriate services
Organized promotional events and interacted with community to increase sales volume
Marketed and Maintained online presence through social media platforms and promotional email blasts
Tracked monthly sales to generate reports for business. Verified accuracy of inventory shipments and reported errors directly to vendor
Additionally, Inventory, Payroll, General Ledger Bookkeeping, Cash handling, Customer Service, Special Orders, Facebook/Social Media Coverage.

Reason for Leaving
Relocated to Prescott

Administrative Agent
9/2010 - 8/2014

GFT/EG Properties

Hours worked per week: 15
Monthly Salary:
of Employees Supervised: 0
Name of Supervisor: Ed Green - Owner
May we contact this employer? Yes

Duties

Representative for GFT in connection with matters involving the Arizona Department of Environmental Quality (ADEQ) and Solid Waste Inspections and Compliance Unit (SWICU). Represent the GFT in matters regarding these circumstances. Duties include but not limited to Correspondence, Research, Gathering and Release of related Information, Communications, Reports, proposals, itemized statements, copies, and other documentation, corrective measures and all other matters associated with the ADEQ inspection report and SWICU compliance.

Reason for Leaving
Owner Passed Away.

Certificates and Licenses

Type: e-CPR {Emotional -CPR/ de-escalation practices}

Number:

Issued by: Yavapai County Youth Advocate Program

Date Issued: 10 /2021 Date Expires:

Type: Level One Fingerprint Clearance

Number:

Issued by: AZ DPS

Date Issued: 10 /2021 Date Expires: 10 /2027

Skills

Office Skills

Typing: 45
Data Entry: 12500

Other Skills

- Research Expert - 20 years and 0 months
- Technological Intermediate - 20 years and 0 months
- Management Intermediate - 20 years and 0 months
- Communications Intermediate - 20 years and 0 months
- Parlegal Skills Intermediate - 13 years and 0 months

Additional Information

Volunteer Experience

Assistant Program Coordinator - Operation Prom 2010-present

Professional Associations

- NALA (Nat'l Assoc. of Legal Assists.)
- PAY (Paralegal Assoc. of Yavapai)

References

Professional

Thompson, Susi

Paralegal -Certified LDP

Professional

Harrison J.D., Ruth

Retired-Professor /Paralegal Program Director-Yavapai College

Professional

Papa, Christina

City of Prescott Airport Services Manager

Personal

Koolhoven, John

Technology Field Architect
Salt Lake City, Utah

Professional

Eckel, Rolf

Yavapai County Superior Courts - Court Administrator

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
JERI_N._SCOTT_Resume2024.pdf	JERI_N._SCOTT_Resume2024.pdf	Resume	Job Seeker

Agency-Wide Questions

- 1. Q: Have you worked for us before?
A: No

Supplemental Questions

- 1. Q: I acknowledge that my responses to the following supplemental questions must be clear and thorough to obtain credit. Responses such as "see attached resume, see application, etc." are not acceptable.

A: Yes

- 2. Q: What education or training have you had that makes you fit for this profession As Hearing Officer?

A: I am current residing Hearing Officer for City of Cottonwood, AZ for the past 8-1/2 years. I have the knowledge and experience to perform the duties assigned to this position. As well as a solid understanding of legal procedures, case management, and the application of codes, ordinances and statutory laws.

- 3. Q: What do you think is the most important thing that a hearing officer can do to ensure a fair hearing process?

A: The most important thing that a Hearing Officer can do is not have a prejudice or bias towards the cases presented, as well as to preside within the scope of the rules of procedure, as any judicial officer or party should.

- 4. Q: What do you expect from this job as Hearing Officer?

A: to be able to further improve the community's interests, best practices and development by participating in professional development activities. And to ensure that I can maintain the necessary skills and knowledge to effectively perform my duties as a hearing officer.

77 - Contract Administrative Hearing Officer

Contact Information -- Person ID: 27286100

Name: Michael Goimarac Address: Sedona, Arizona 86336 US

Home Phone: Alternate Phone:

Text Messaging Mobile No: Email:

Notification Preference: Email Former Last Name:

Month and Day of Birth: 07/02

Personal Information

Driver's License: Yes, Arizona , Class D

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Doctorate

Preferences

Minimum Compensation:

Are you willing to relocate? No
I would be able to commute from my current residence in order to be available for on-call or part-time work.

Types of positions you will accept: Temporary , Seasonal

Types of work you will accept: Part Time , Per Diem

Types of shifts you will accept: Day , Evening , Rotating , On Call (as needed)

Objective

To assist local municipalities such as Camp Verde in filling their needs for an administrative hearing officer.

Education

Professional Did you graduate: Yes
Arizona State University Major/Minor: Law
 8/1979 - 5/1981 Degree Received: Professional
 Tempe, Arizona

College/University Did you graduate: Yes
Brigham Young University Major/Minor: Business Management
 12/1975 - 5/1977 Degree Received: Other
 Provo, Utah

Work Experience

City Magistrate Hours worked per week: 30
 6/2017 - 8/2019 Monthly Salary:
 # of Employees Supervised: 4
 City of Sedona Name of Supervisor: Sandy Moriarty - Mayor
 sedonaaz.gov May we contact this employer? Yes
 102 Roadrunner Dr.
 Sedona, Arizona 86336

Duties

Adjudicating all misdemeanor criminal offenses committed within the Sedona City limits. Hearing requests for protective orders. Adjudicating civil traffic offenses occurring with the Sedona City limits. Administering the Magistrate Court Office. Preparing and administering the department's annual budget.

Reason for Leaving

Retired

Seasonal Judge Pro Tem

7/2015 - 6/2017

Yavapai County Superior Court
Prescott, Arizona

Hours worked per week: 4

Monthly Salary:

Name of Supervisor: Honorable David Mackey -
Presiding Judge

May we contact this employer? Yes

Duties

Retained by Yavapai County to assume the duties of a Superior Court Judge on an as-needed basis. My experience has been primarily on the criminal court bench. I have conducted change-of-plea proceedings, sentencings, and early-disposition conferences. I have also had the opportunity to preside over a felony jury trial and to preside in Family Court.

Reason for Leaving

Became the Sedona City Magistrate

City Attorney

10/1995 - 5/2015

City of Sedona Arizona
102 Roadrunner Dr.
Sedona, Arizona 86336

Hours worked per week: 40

Monthly Salary:

May we contact this employer? Yes

Duties

Responsibilities included all aspects of managing the City's legal department, including: providing legal advice to the City Council and all city departments; representing and defending the City in civil litigation, managing outside counsel, mediating and negotiating various disputes and claims against the City, drafting ordinances, resolutions, contracts and other legal documents, supervising other attorneys and employees, preparation and monitoring budgets, prosecution of criminal cases, and playing a major role in resolving personnel issues.

Reason for Leaving

Retired

Deputy County Attorney

11/1985 - 10/1995

Apache County Arizona
St. Johns, Arizona

Hours worked per week: 40

Monthly Salary:

May we contact this employer?

Duties

Responsibilities included prosecution of felony cases including homicide, sexual assault, child molestation, etc. Oversaw victim compensation program. Provided legal advice to the Board of Supervisors and Planning and Zoning Commission. Initiated numerous appeals to the Arizona Court of Appeals on a variety of civil and criminal cases. A partial list of reported cases I had direct responsibility for include: State v. Richey, 160 Ariz. 564, 774 P.2d 1354 (1989), Apache County v. Superior Court, 163 Ariz. 54, 785 P.2d 1242 (1989), State ex rel. Udall v. Superior Court, 163 Ariz. 462, 904 P.2d 1286 (1995) State v. Zaman, 187 Ariz. 81, 927 P.2d 347 (1996) State v. Superior Court (Pawlowicz) 195 Ariz. 555, 991 P.2d 258 (1999) Apache County v. Superior Court In and For County of Maricopa, 163 Ariz. 54, 785 P.2d 1242 (1989)

Reason for Leaving

Obtained employment with the City of Sedona

Certificates and Licenses

Type: Retired member of the Arizona State Bar.

Number:

Issued by:

Date Issued: 10 /1981 Date Expires: 12 /2020

Skills

Office Skills

Typing: 60

Data Entry: 0

Additional Information

Professional Associations

Member of the State Bar of Arizona

Professional Associations

State Bar of Arizona

Honors & Awards

1977 Graduated Cum Laude Brigham Young University.

Recipient of the Legal Education Award by the State Bar of Arizona

References

Professional

Freestone, Tom

Former Maricopa County Supervisor

P.O. Box 36

Personal

Hampton, David

Professional

Jernigan, Joseph

Sales Manager, Rema Tip Top

Sedona, Arizona 86336

Resume

Text Resume

Attachments

Agency-Wide Questions

1. Q: Have you worked for us before?

A: No

Supplemental Questions

1. Q: I acknowledge that my responses to the following supplemental questions must be clear and thorough to obtain credit. Responses such as "see attached resume, see application, etc." are not acceptable.

A: Yes

2. Q: What education or training have you had that makes you fit for this profession As Hearing Officer?

A: During my career as the Sedona City Attorney, I was intimately involved in numerous administrative hearings such as zoning hearings and personnel hearings. I have also gained extensive experience adjudicating matters as both a Superior Court Judge pro team and as the Sedona City Magistrate.

3. Q: What do you think is the most important thing that a hearing officer can do to ensure a fair hearing process?

A: Understand the facts and the law fully. Listen and understand the positions presented by both sides and make it clear to all the parties that they have been heard and understood. Then, when rendering a decision make your reasoning behind your decision clear to all sides and clear for the record so that if your decision is reviewed your reasoning is evident.

4. Q: What do you expect from this job as Hearing Officer?

A: I hope that I am utilized often. I look forward to working with the professional support staff at Camp Verde, and am confident that I will receive all the necessary logistical support that I need to fulfill this position.

77 - Contract Administrative Hearing Officer

Contact Information -- Person ID: 12080879

Name: THERESA L COLEMAN Address: FLAGSTAFF, Arizona 86002 US

Home Phone: Alternate Phone:

Text Messaging Mobile No: Email:

Notification Preference: Email Former Last Name:

Month and Day of Birth: 03/21

Personal Information

Driver's License: Yes, Arizona , D11422843 , Class D

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Master's Degree

Preferences

Minimum Compensation: Are you willing to relocate? Currently reside in Northern Arizona

Types of positions you will accept: Regular

Types of work you will accept:

Types of shifts you will accept: Day , Evening

Objective

Utilize my strengths (responsibility, deliberative, relator, learner, and belief) to support municipal government.

Education

College/University Did you graduate: Yes
Eastern University Major/Minor: MS Economic Development
 www.eastern.edu Degree Received: Other
 8/2004 - 5/2006
 St. Davids, Pennsylvania

College/University Did you graduate: Yes
North Central College Major/Minor: Recreation, Program
 [Unspecified Start] - [Unspecified End] Supervision
 Naperville , Illinois Degree Received: Bachelor's

Work Experience

City Manager Hours worked per week: 60
 7/2019 - 4/2021 Monthly Salary:
 # of Employees Supervised: 128
 City of Bisbee Name of Supervisor: Mayor and Council -
 www.bisbeeaz.gov Mayor and Council
 76 Erie Street May we contact this employer? Yes
 Bisbee, Arizona

Duties

Responsible for the management of City departments including Finance, Public Works, Library, Police, Fire, and Community Development; developed and monitored the annual budget; interpreted and assisted in the application and enforcement of the City Code and the Zoning

Code; provided staff support for Design Review Board and the Board of Appeal; managed contracts and agreements; represented the City and Its interests with community organizations, government agencies and members of the public. Applied Strategic Doing processes to develop a workforce housing initiative.

Reason for Leaving
Resignation

City Administrator
11/2015 - 7/2019

City of Kasson
cityofkasson.com

Hours worked per week: 60
Monthly Salary:
Name of Supervisor: Mayor and Council -
Mayor and Council
May we contact this employer? Yes

Duties

Managed departments to maintain smooth operations between a variety of functional areas including Public Utilities (water, sewer, electric), Parks and Recreation, Library, Finance, Police, Volunteer Fire Department and the City Clerk. Cultivated close working relationships with other municipalities and governmental agencies to achieve regional goals. Co-created the annual budget and submitted it to the City Council for review and approval. Pursued learning opportunities. Took on the responsibilities of the Community Development Director and provided staff support for the Planning Commission. Collaborated with members of City staff, public agencies and private consultants to develop a Comprehensive Plan.

Reason for Leaving
Opportunity with the City of Bisbee

Owner
1/2013 - 10/2015

Theresa Coleman; Public Administration Services

Hours worked per week: 40
Monthly Salary:
Name of Supervisor: Not Applicable - Not
Applicable
May we contact this employer? Yes

Duties

Provide municipal administrative services in compliance with City Ordinance, State requirements and Federal laws. Represented Cities and their interests with community organizations, government agencies and members of the public. Drafted and edited written materials including agendas for City Council meetings and prepared the meeting minutes.

Reason for Leaving
Opportunity with the City of Kasson

City Administrator/Clerk/Treasurer
4/2007 - 1/2013

City of Spring Grove, Minnesota
www.springgrovemn.com
P O Box 218
Spring Grove, Minnesota 55974

Hours worked per week: 60
Monthly Salary:
Name of Supervisor: Mayor and Council -
Mayor and Council
May we contact this employer? Yes

Duties

Created the annual budget and submitted it to Council for approval. Collaborated with City staff, public agencies and consultants to improve aging infrastructure. Researched and updated City Land Use Ordinance. Drafted and edited written materials including meeting agendas and minutes. Monitored and supported the bidding and proposal process. Responsible for all inquiries

from the general public.

Reason for Leaving

Newly elected City Council eliminated the City Administrator position

Certificates and Licenses

Type: Minnesota Certified Municipal Clerk

Number:

Issued by: Minnesota Clerks and Finance Officers Association

Date Issued: 8 /2010 Date Expires:

Type: Leave No Trace Master Trainer

Number:

Issued by: Leave No Trace Center for Outdoor Ethics

Date Issued: 9 /2002 Date Expires:

Type: National Incident Management System

Number: ICS-300

Issued by: Department of Homeland Security

Date Issued: 2 /2009 Date Expires:

Type: Futurist Camp - Certificate

Number:

Issued by: Rebecca Ryan//Next Generation Consulting, Inc.

Date Issued: 2 /2019 Date Expires:

Skills

Office Skills

Typing:

Data Entry:

Additional Information

References

Professional

Todd, David

City Administrator, City of Plainview

Professional

Ledbetter, Jim

Attorney

Ledbetter Law Firm

Professional

Smith, David

Owner, Associated Fire

Council Regular Session

March 6, 2024

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301 Cole Avenue
Bisbee, Arizona 85603

Professional
Stetson, Joya
Rochester, Minnesota 55901

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Theresa Coleman - References.pdf	Theresa Coleman - References.pdf	References	Job Seeker
Resume' 2024.pdf	Resume' 2024.pdf	Resume	Job Seeker
Contract Cover Letter.pdf	Contract Cover Letter.pdf	Cover Letter	Job Seeker

Agency-Wide Questions

- 1. Q: Have you worked for us before?
A: No

Supplemental Questions

- 1. Q: I acknowledge that my responses to the following supplemental questions must be clear and thorough to obtain credit. Responses such as "see attached resume, see application, etc." are not acceptable.
A: Yes

- 2. Q: What education or training have you had that makes you fit for this profession As Hearing Officer?
A: As a public administration professional, I have been responsible for the thorough, close reading, interpretation and application of municipal and state laws and regulations related to zoning, land use and municipal code. As a Clerk/Administrator, I facilitated orderly hearings, administered oaths, and supported municipal policies, procedures and plans. I reviewed zoning regulations for alignment with the comprehensive plan, reviewed applications for conditional use, variance, compliance with historic preservation guidelines, reviewed building permits for completeness and compliance with district guidelines. I completed Land Use training through the League of Minnesota Cities Loss Control department. The Minnesota Municipal Clerk certification program included records management and records retention in compliance with state statutes. As the acting Community Development Director, I reviewed applications, providing code compliance guidance, as needed.

- 3. Q: What do you think is the most important thing that a hearing officer can do to ensure a fair hearing process?
A: I believe that it is important for a hearing officer to demonstrate responsibility by being prepared and providing clear instructions; to be deliberative by giving careful consideration before issuing a final decision; to be a relator by showing respect for all parties and listening carefully; to be a learner willing to review the exhibits, testimony and codes; and, to embody belief in the systems that govern the hearing.

- 4. Q: What do you expect from this job as Hearing Officer?

A: As the Hearing Officer for the Town of Camp Verde, I anticipate utilizing my strengths: Responsibility, Deliberative, Relator, Learner and Belief, to serve the community. I would expect a professional working relationship with the Town Council, Employees and Citizens.



Agenda Item Submission Form – Section I

Meeting Date:

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

Requesting Department: Public Works

Staff Resource/Contact Person: Martin Smith, CIP Project Manager

Agenda Title (be exact): Discussion and possible approval to ratify the purchase (2) ramadas from Exerplay in the amount of \$57,875.19 for the Grief Hill Trailhead grant project..

List Attached Documents: Ramada cost proposal

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews and comments Completed by:

Town Manager: Gayle Mabery Department Head: Ken Krebbs

Town Attorney Comments: _____

Risk Management: _____

Finance Department
Fiscal Impact: _____
Budget Code: 06-801-20-713210 **Amount Remaining:** \$29,959
Comments: _____

Background Information: Town Council originally approved through Resolution 2020-1058 a partnership with Arizona State Parks and Trails for a grant to make improvements to the Grief Hill Trailhead. As part of this project, the Town is to purchase and install (2) ramadas at the trailhead. The forest service provided the specifications for the ramadas and provided the vendor from which they could be acquired. There is only one vendor that manufactures this type of ramada to the forest service's specification, so obtaining multiple quotes was not possible. The total cost of the ramadas, with installation, is \$57,875.19. Through the terms of the grant, the Town is responsible for 5.7% of this total (\$3,297.86). The ramadas have since been ordered, delivered, and installed. This should have been brought to Council before the ramadas were ordered but was overlooked.

Recommended Action (Motion): Move to ratify approval of the purchase of (2) ramadas from Exerplay in the amount of \$57,875.19 for the Grief Hill Trailhead grant project.

Instructions to the Clerk:

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



DATE: 9/1/2023
 NUMBER: SS090123-2
 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	GRIEF HILL TRAILHEAD - RAMADAS, INSTALLATION			
CRS	CLASSIC RECREATION SYSTEMS, INC. 17' X 20' Mesa, Mega-Rib Roof, 4:12 Roof Pitch, 24 Ga. Trim Fascia, 8' Eave Height, 4 Surface Mount to Top of Concrete Columns, 115 wind load, 20 snow load TGIC Poly Powder Coat w/ Zinc Rich Primer (Standard colors only **Upcharge for custom colors) - NOTE - Lead time for Ramadas is approximately 5-7 Months, anchor bolts and permits by others.	2	17,051.00	34,102.00T
Disc - 1...	1GPA Contract Discount - Contract #18-04P-03		-5.00%	-1,705.10T
CRS Str...	Structural Calculations (Includes 3 sets - 24" x 36" copies) - NOTE - Lead time for Structural Calcs is approximately 3-4 weeks	1	1,250.00	1,250.00T
Freight	Freight/Shipping Charges (122326 RV3)	1	1,796.00	1,796.00T
Install	Installation of (2) Ramadas (07095A-1), priced per hour Permitting, Concrete Columns/Slab, Footings, Surrounds, & Electrical Connections by others	63	250.00	15,750.00T
Option	To Add: Line Location Service, Please add \$1980.00 plus tax to the total of this quote			
Mobilizat...	Mobilization Fee (07095A-1)	1	3,150.00	3,150.00T
Msg I	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 any applicable 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. - 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.			

-CONTINUED ON NEXT PAGE-

REP: JG
 Quote prepared by Stefani Schmuker
 stefani@exerplay.com

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



DATE: 9/1/2023
 NUMBER: SS090123-2
 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
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. 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>			
	Sales Tax: CE-YAV-015-C		3,532.29	3,532.29

REP
 JG

Quote prepared by Stefani Schmuker
 stefani@exerplay.com

TOTAL \$57,875.19