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AGENDA
COUNCIL HEARS PLANNING & ZONING MATTERS
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, October 24, 2012
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**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Work Session - October 10, 2012
 - b) **Set Next Meeting, Date and Time:**
 - 1) October 26, 2012 at 8:00 a.m. – Work Session – CIP & PARA
 - 2) November 2, 2012 at 8:00 a.m. – Work Session - CIP
 - 3) November 7, 2012 at 6:30 p.m. - Regular Session
 - 4) November 9, 2012 at 8:00 a.m. – Work Session – CIP
 - 5) November 16, 2012 at 8:00 a.m. – Work Session - CIP
 - 6) November 21, 2012 at 6:30 p.m. – Regular Session
 - 7) November 28, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters
5. **Special Announcements & Presentations**
❖
6. **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.
7. **Call to the Public for items not on the agenda.**
8. **Discussion, consideration, and possible direction to staff to work with Arizona Department of Transportation (ADOT) and Northern Arizona Council of Governments (NACOG) to move forward with the funding, design and construction of either, Option A – a Roundabout, or Option B – a Signal: to provide enhanced traffic circulation, connectivity and pedestrian movement at the intersection at State Route 260 and Goswick Way/Industrial Drive. (Staff Resource: Ron Long)**
9. **Discussion, consideration, and possible approval of Resolution 2012-873 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring as a public record that certain document filed with the Town Clerk and entitled as 'Part 3 Section 306 Mobile/Manufactured Home Park Standards', an amendment to the Planning & Zoning Ordinance. Ordinance 2011-A374. (Staff Resource: Mike Jenkins)**

10. **Discussion, consideration, and possible approval of Ordinance 2012-A387 an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adding Text amendment changes to the Planning & Zoning Ordinance, Part 3 (General Regulation/Provisions), Section 306 (Mobile/Manufactured Home Standards and including Recreational Vehicle Park Standards).** (Staff Resource: Mike Jenkins)
11. **Discussion, consideration and possible approval of the placement of a Deputy Public Works Director position into the Town's Classification and Salary Plan, which will include the job description and salary range.** (Staff Resource: Ron Long)
12. **Call to the Public for items not on the agenda.**
13. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
14. **Adjournment**

Posted by: 

Date/Time: 10-18-12 1:45 pm

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

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

H. A. 1

**MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS - 473 S. Main Street, # 106
WEDNESDAY, OCTOBER 10, 2012
5:00 p.m.**

**Minutes are a summary of the actions taken. They are not verbatim.
Public Input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion**

1. Call to Order

Mayor Burnside called the meeting to order at 5:00 p.m.

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, and Councilors George and Whatley were present. Councilors Baker, German, and Jones were absent.

Also Present:

Finance Director Mike Showers, Town Clerk Deborah Barber, and Admin Assistant Stephanie Sunstrom

3. Pledge of Allegiance

Citizen David White led the Pledge.

4. Discussion, consideration, and possible direction to staff relative to amending Procedures and Operations Guide, Council Policies, Rules, and Procedures section to permit remote conferencing.

Staff Resource: Debbie Barber

Barber explained that the Attorney General had interpreted State Statues to allow attendance at remote conferencing with certain conditions, most notably that the conditions had to be approved by Council. She advised that Council has never formally approved a procedure for remote conferencing. Barber also advised Council that the live web streaming of meetings was approved in the budget process and that this was an opportune time to ensure that sound policies are in place. Barber reminded Council that this item was discussed at the last work session and members suggested a number of ideas to consider for a policy. Barber explained that she had prepared a 'menu' of options from which Council could select to include in the Council Policies, Rules and Procedures relative to permitting remote conferencing.

Council discussed the proposed procedures and Burnside relayed Councilor German's concerns about remote conferencing. Members generally agreed with the proposed addition of Section 3.9, with changes to the second #7, rewriting it to allow a quorum in attendance through remote conferencing only if there is an emergency Special Session that is called by both the Manager and the Mayor, and adding that remote conferencing at Executive Sessions is not permitted. Council members agreed that the sound system needed to be improved in the Council Chambers, not only for remote conferencing, but for the public in general.

5. Discussion and possible direction to staff regarding the Town of Camp Verde Financial Operation Guide and proposed revisions.

Showers explained that the proposed changes were before Council for consideration. Council had questions about requesting time off; project time allocation and tracking; weekly pickup of pool cash receipts; approval levels on page 20; contingency budget for employee termination payouts on page 20; approval process – purchase orders for contracts over \$30,000; contracts and agreements, page 21, Mayor to sign contract, amount lowered from \$50,000 to \$30,000; at least one live signature on checks, page 24; credit card purchases on pg. 26; donations, page 38, I.A.2 employees imposing restrictions on donations; restricted donation amounts, with Council to determine categories; budget amendment policy, page 41; capital improvements, page 42 – Town's master plan; short-term debt, page 45; comprehensive and understandable investment reporting, page 50; terminated employees, page 60; and holding employees

accountable to follow the policy.

6. **Adjournment**

On a motion by Kovacovich, seconded by Whatley, the meeting was adjourned at 7:26 p.m.

Bob Burnside, Mayor

Deborah Barber, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion and direction of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on October 10, 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

Deborah Barber, Town Clerk



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: October 24, 2012

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

Requesting Department: Public Works/ Streets Division

Staff Resource/Contact Person: Ron Long

Agenda Title (be exact): Discussion, consideration and possible direction to staff to work with Arizona Department of Transportation (ADOT) and Northern Arizona Council of Governments (NACOG) to move forward with the funding, design and construction of either, Option A - a Roundabout, or Option B - a Signal; to provide enhanced traffic circulation, connectivity and pedestrian movement at the intersection at SR-260 and Goswick Way/ Industrial Drive.

List Attached Documents: Section II staff report, cost estimates, and concept illustrations.

Estimated Presentation Time: 10 Minutes

Estimated Discussion Time: 20 Minutes

Reviews Completed by:

Department Head: Ron Long Town Attorney Comments: N/A

Finance Department

Fiscal Impact:

Budget Code: HURF Reserve **Amount Remaining:** \$550,000

Comments: We currently have \$550,000 in our HURF reserve that can be utilized to pay for this improvement.

Background Information: See Section II (Staff Report)

Recommended Action (Motion): Move to direct staff as to which intersection option to move forward on with ADOT and to prepare an Intergovernmental Agreement (IGA) for the design and construction of the selected intersection option at SR-260 and Goswick Way/Industrial Drive for council approval.

Instructions to the Clerk: Upon receipt of IGA reviewed by Town Attorney, obtain Mayor's signatures and forward original to ADOT

Agenda Item Submission Form – Section II (Staff Report)

Town of Camp Verde

Agenda Item Submission Form – Section II (Staff Report)

Department: Public Works

Staff Resource/Contact Person: Ron Long

Contact Information: Public Works: 928-567-0534

Background: October 5, 2011: ADOT awarded The Town a 2011-2012 Planning Assistance for Rural Areas (PARA) Grant. Jacobs was contracted to complete the study. The grant was awarded to analyze two congested intersections on Camp Verde's main business corridors; the SR-260 and Industrial Drive /Goswick Way intersection, and the Finnie Flat Rd., Main Street, and Montezuma Castle Highway "Y" intersection connecting these three arterial roads.

June 13, 2012 Council Work Session: Jacobs presented the specific issues which impede traffic flow, pedestrian movement and connectivity on the streets and intersection included in the PARA study. Jacobs' engineers explained that the purpose of the study will evaluate, prepare solutions, make recommendations, and develop conceptual schematics for the design phase of the improvement(s) that will carry the Town into the future over the next 5 to 20 years. Jacobs also discussed the two options for the SR-260 and Industrial Drive /Goswick Way intersection; either a signalized intersection or a roundabout.

July 24, 2012: Staff met with Jacobs and ADOT personnel to finalize the scope of the study. At that meeting ADOT's Traffic Engineering Group informed the participants that ADOT has already completed the warrant analyses of SR-260 from I-17 to Homestead Parkway and had found that the SR 260 and Industrial Drive/Goswick Way intersection needed improvement. Because of this development, further analysis of the SR-260 intersection was removed from the scope of the PARA study. ADOT intends to schedule the design work for either a roundabout or signal at the SR 260 and Industrial Drive/Goswick Way intersection for this fiscal year. Follow-up conversations between staff and ADOT resulted in an understanding that ADOT is requesting that the Town share a portion of the construction costs for the intersection option of the Town's choice. Current estimates calculate the Town's share of the cost for a signal to be \$175,000, and that the Town's share of the cost of a roundabout to be approximately \$450,000.

At the October 3, 2012 Regular Session Council meeting: Council requested staff to provide illustrations, financial analysis, and cost estimates for the two options and bring them back to council for further discussion and possible direction.

Statement of the Problem or Opportunity: The intersection of SR 260 and Industrial Dr. /Goswick Way is located near the intersection of I-17 & SR 260. Because of the intersection's proximity to I-17, restaurants, hotels, and a gas station a lot of tourists and travelers utilize this intersection to access the businesses along SR 260 and return to I-17.

The SR 260 and Industrial Dr. /Goswick Way intersection was designed to operate with "backage" roads on either side of SR 260 that direct traffic to the signalized intersection of SR 260 and Homestead Parkway to return to the Interstate. This system doesn't work because it requires traffic to drive east on the "backage" roads away from I-17 to get back onto SR 260 at the Homestead signal to return to I-17. This route does not appeal to drivers, even with additional directional signage, who prefer to drive the wrong way through the left turn break in the median that is intended for west bound SR 260 traffic leading to accidents and numerous near accidents.

Alternatives/Options/Solutions: ADOT has determined that the SR 260 and Industrial Dr. /Goswick Way intersection needs improvement. The two best options are to construct either a signalized intersection or a roundabout.

Comparative Analysis: *As the topography at this location is mostly level with good site distance and that there is ample right of way at the intersection this is a good location for a roundabout. Although the initial cost of the signal is less; when long term expenses are considered for hardware, maintenance and electrical costs associated with signals the difference is eliminated. Studies from the National Highway Association (NHWA) and National Insurance Institute (NII) support the increased efficiency and safety of roundabouts when compared to signalized intersections. Reliable statistics from these agencies report a 62-74 percent reduction of vehicle delays which reduces fuel consumption and emissions. Roundabouts provide safety benefits: traffic approaching the roundabout slows and yields to traffic in the circle; slower moving vehicles reduce the number and severity of both property and personal injury. A roundabout will also provide a safe, designated pedestrian crossing.*

Fiscal Impact to the Town: *There is currently \$550,000 in the HURF reserve that could be utilized to pay for the improvements. Depending on which option council selects (Signal \$175,000 and Roundabout \$450,000) will determine how much funding is used from our HURF reserve account.*

Other Impacts: *None.*

Conclusion: *The intersection located at Industrial Dr. /Goswick Way does not function properly creating a dangerous situation for our residents and the visitors to Camp Verde that leaves a bad impression of our community to anyone driving through. This is an opportunity for the Town to partner with ADOT to fix a significant traffic problem within Camp Verde in a timely manner.*

Recommendation: *Direct staff as to which intersection option to move forward on with ADOT and to prepare an Intergovernmental Agreement (IGA) for the design and construction of the selected intersection option at SR-260 and Goswick Way/Industrial Drive for council approval.*

**ARIZONA DEPARTMENT OF TRANSPORTATION
INTERMODAL TRANSPORTATION DIVISION**

August 14, 2012

TO: ROBERT LAJEUNESSE, P.E., P820
Prescott District Engineer
JOHN LITTEER, P.E., P820
Regional Traffic Engineer, Western Region

FROM: STEPHANIE WILHARDT-SMITH, P.E., 063R
Transportation Engineer, Traffic Design

THROUGH: ARIF KAZMI, P.E., 063R 
Manager, Traffic Design, Western Region

RE: Traffic Signal and Roundabout Cost Comparison
SR 260 at Industrial Drive, Camp Verde

At your request, a Traffic Signal and Roundabout Cost Comparison has been conducted for the referenced location.

Questions about this estimate may be directed to Stephanie Wilhardt-Smith at (602) 712-7396.



Stephanie Wilhardt-Smith

DRAFT

TRAFFIC SIGNAL AND ROUNDABOUT COST COMPARISON

SR 260 at Industrial Drive, Camp Verde



ARIZONA DEPARTMENT OF TRANSPORTATION

Traffic Engineering Group

INTRODUCTION

This cost comparison is a follow up to the warrant analysis that was completed at the intersection of SR 260 and Industrial Drive, where Warrants 1, 2, and 3 were met. The initial and long term costs of a traffic signal versus a roundabout were considered.

COST COMPARISON AND EXPLANATION

	Description	Signal	Roundabout
1	Right of Way (based on area)	\$0	\$8,690
2	Clearing and Grubbing	\$0	\$2,000
3	Construction	\$350,000	\$900,000
4	Lighting and Signal Operation (per year)	\$720	\$840
5	Routine Electrical Maintenance (per year)	\$1,160	\$210
6	Pole Replacement (per year)	\$3,500	\$1,200
	INITIAL TOTAL (Items 1-3)	\$350,000	\$910,690
	LONG TERM TOTAL (Items 1-6) (Year 1)	\$355,380	\$912,940
	LONG TERM TOTAL (Items 1-6) (Year 15)	\$430,700	\$944,440

1,2: Based on the roundabout template overlay on SR 260, provided by Jacobs, it is believed that two parcels will be affected for construction of a roundabout. No additional right of way is believed to be needed for the traffic signal option. For the purpose of this comparison, square footage areas provided by Jacobs (total of 579.1sf for two partial parcels) were used to evaluate the right of way needed. The estimated right of way cost of \$15/sf was provided by the Right of Way Group. Clearing and Grubbing was estimated using historical data from previous projects in the Prescott District.

3: Construction costs based on estimate from SWTE study of similar roundabout and signal construction. Construction estimates include the cost of Utility Relocations/Adjustments.

4: A rough estimate of electrical operation information was provided by Traffic Operations.

5,6: Electrical maintenance and replacement information was obtain from Prescott Regional Traffic Signal and Lighting.

INITIAL COSTS

1,2,3: The initial cost of the intersection improvement includes construction, right of way, and clearing and grubbing.

LONG TERM COSTS

1-6: The long term cost of the signal and the roundabout consider the operation and maintenance of the signal and lighting at the intersections. The long term total can be calculated by considering the initial costs plus these maintenance costs over a time period.

OTHER CONSIDERATIONS:

PAVEMENT MAINTENANCE

Prescott District has observed that the pavement at roundabout intersections ruts more than at a signalized intersection. This rough estimate would be about a 25% increase in pavement maintenance costs. The cost of pavement marking maintenance would be very similar at both types of intersections and can be considered negligible.

SAFETY

Table 14-3 from the Highway Safety Manual (HSM) was used to quantify the potential crash reduction and safety improvement with the use of a roundabout. For a suburban location (Camp Verde is somewhere between urban and rural), the crash modification factor (CMF)= 0.33 to change a signal to a roundabout. This crash reduction factor (CRF)= $1 - \text{CMF} = 0.67$ so the crashes at an intersection are reduced by 67% when a signal becomes a roundabout. The cost of the crash can be assumed to be reduced proportionately by this amount too. The unit costs for crash severities are as follows: Fatality=\$5,800,000; Incapacitating Injury=\$402,000; Non-incapacitating Injury=\$80,000; Possible Injury=\$42,000; No Injury/ Personal Damage Only=\$4,000.

CHALLENGES

Prior to having an established project, to which ADOT staff is able to charge time, it is difficult for the different disciplines to provide detailed information. Only minimal research was able to be completed for right of way and utility work. Some information may change when the project is established and the design process begins.

When right of way is attained, severance damages may be paid to the existing land owners. Because the total effect of a signal or roundabout is not known at this stage, the severance paid is not known at this time.

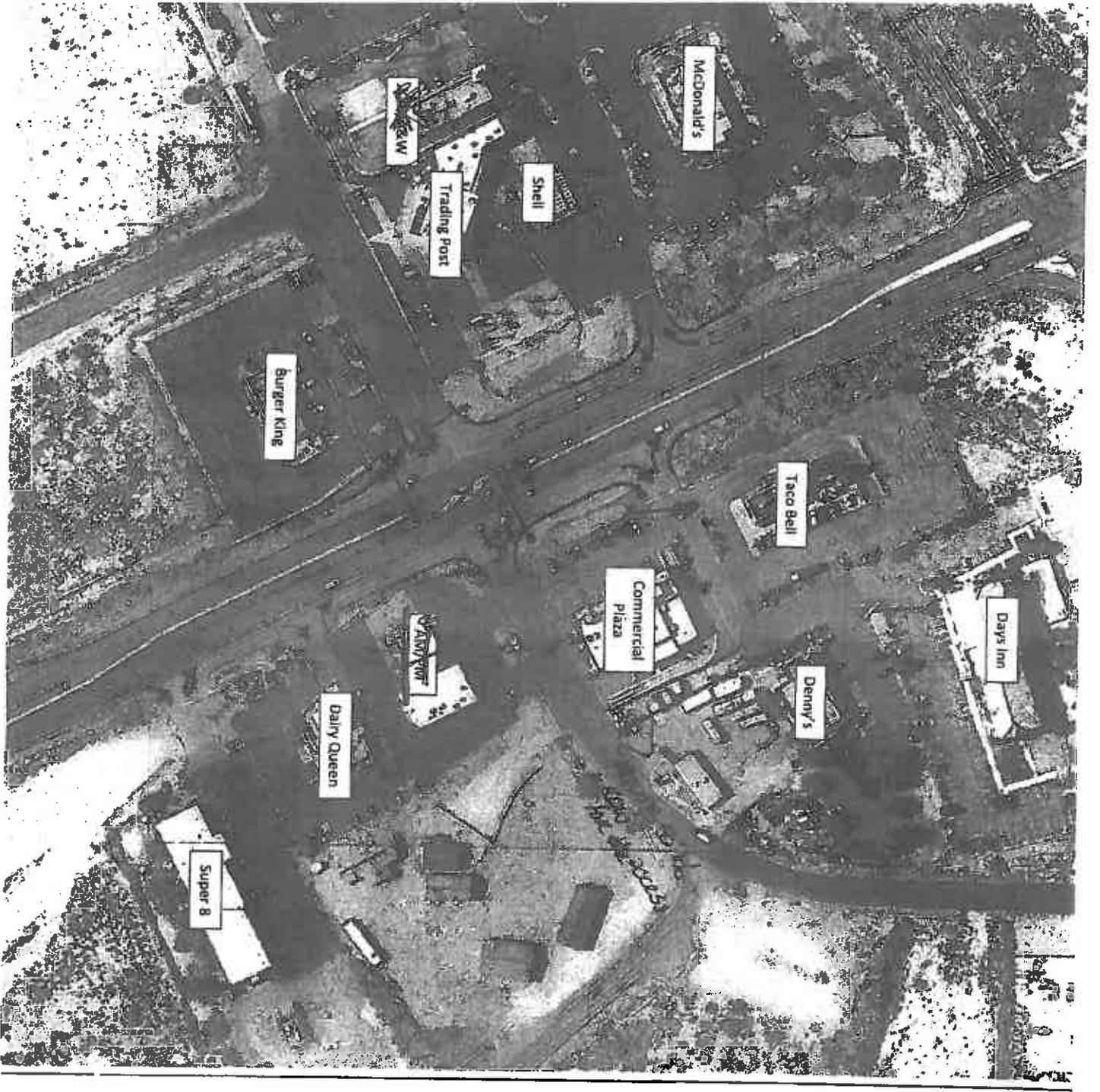
Without an in-depth safety study to consider the crash analysis of the intersection, the actual dollar savings that a roundabout, in place of a signal, will provide cannot be quantified. At a location with a high rate of accidents or at a location with a fatal accident, this safety cost savings has the potential to be a very large amount.

ITEMIZED ESTIMATE
SR 89 / PERKINSVILLE ROAD

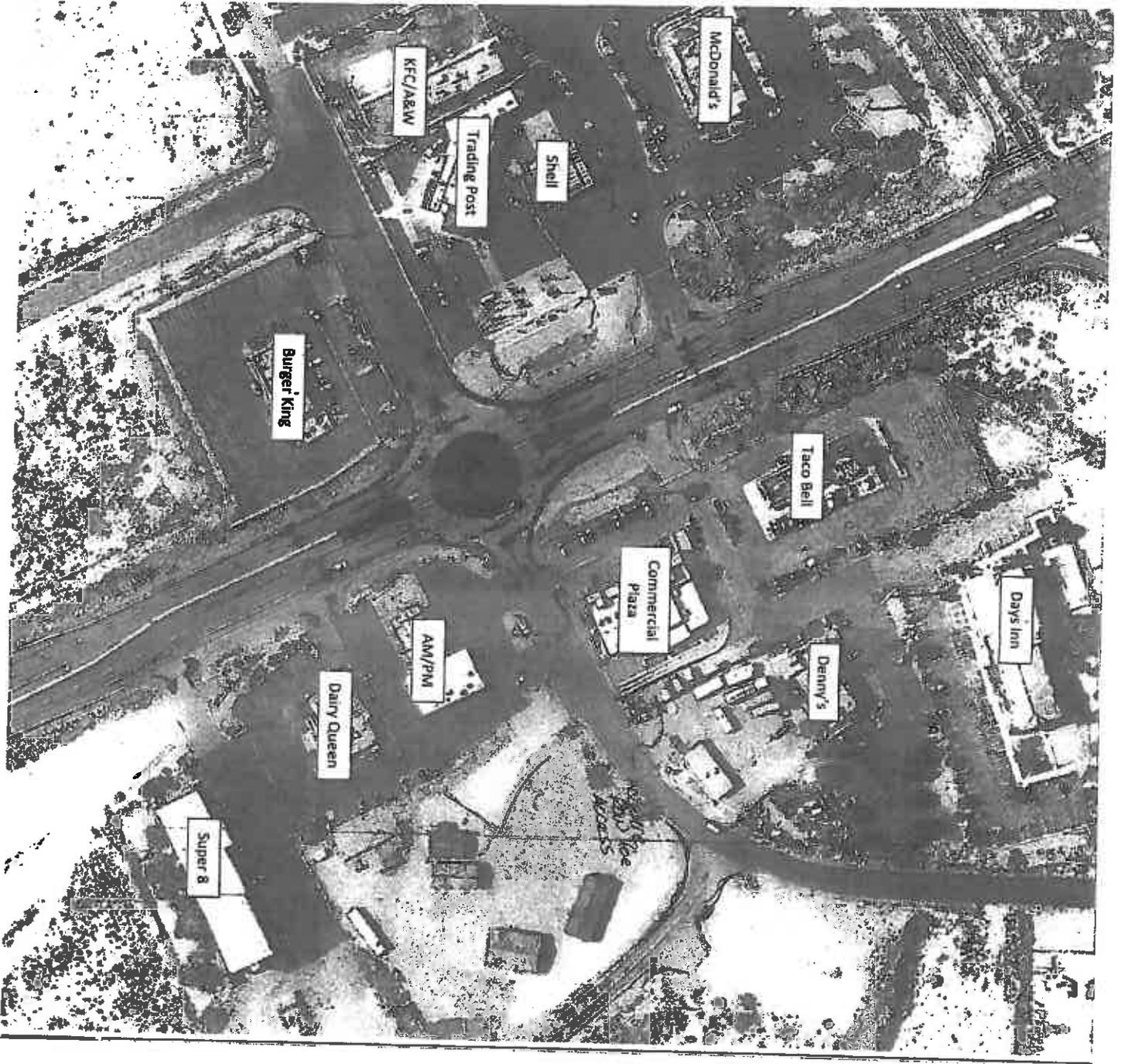
Item No.	Item Description	Unit	Quantity	Unit Price	Extended Amount
2010001	CLEARING AND GRUBBING	L.SUM	1	\$ 7,500.00	\$ 7,500
2020001	REMOVAL OF STRUCTURES AND OBSTRUCTIONS	L.SUM	1	\$ 10,000.00	\$ 10,000
2020021	REMOVAL OF CONCRETE CURB AND GUTTER	L.FT.	1,564	\$ 4.00	\$ 6,256
2020025	REMOVAL OF CONCRETE SIDEWALKS, DRIVEWAYS AND SLABS	SQ.FT.	554	\$ 2.00	\$ 1,108
2020029	REMOVAL OF ASPHALTIC CONCRETE PAVEMENT	SQ.YD.	8,546	\$ 2.25	\$ 19,229
2030201	EXCAVATION (ROADWAY AND DRAINAGE)	CU.YD.	4,364	\$ 8.00	\$ 34,912
3030022	AGGREGATE BASE, CLASS 2	CU.YD.	2,574	\$ 30.00	\$ 77,220
4010009	PORTLAND CEMENT CONCRETE PAVEMENT (9")	SQ.YD.	186	\$ 75.00	\$ 13,950
4040125	FOG COAT	TON	2.4	\$ 1,200.00	\$ 2,880
4090006	ASPHALTIC CONCRETE (MISCELLANEOUS STRUCTURAL) (SPECIAL MIX)	TON	2,979	\$ 90.00	\$ 268,110
5012524	STORM DRAIN PIPE, 24"	L.FT.	867	\$ 50.00	\$ 43,350
5014024	FLARED END SECTION, 24" (C-13.25)	EACH	3	\$ 380.00	\$ 1,140
5030029	CONCRETE CATCH BASIN (C-15.20) TWO 3.5' WINGS, H=8' OR LESS	EACH	2	\$ 3,000.00	\$ 6,000
5030030	CONCRETE CATCH BASIN (C-15.20) TWO 7.5' WINGS, H=8' OR LESS	EACH	3	\$ 4,500.00	\$ 13,500
5030141	CONCRETE CATCH BASIN (MEDIAN)	EACH	2	\$ 3,000.00	\$ 6,000
5050001	MANHOLE (C-18.10) (NO. 1) (FOR PIPES C" TO 36")	EACH	2	\$ 3,200.00	\$ 6,400
5050216	ABANDON (WELL)	EACH	1	\$ 15,000.00	\$ 15,000
6080101	MISCELLANEOUS WORK (SIGNS)	L.SUM	1	\$ 70,000.00	\$ 70,000
7041501	PAVEMENT MARKINGS	L.SUM	1	\$ 10,000.00	\$ 10,000
7310070	POLE (TYPE G) (STANDARD BASE)	EACH	9	\$ 1,300.00	\$ 11,700
7310197	BREAKAWAY BASE FOR LIGHTING POLE OR SIGNAL FLASHER	EACH	9	\$ 500.00	\$ 4,500
7310260	POLE FOUNDATION (TYPE G) (STANDARD BASE)	EACH	9	\$ 900.00	\$ 8,100
7310551	MAST ARM (20 FT.) (TAPERED)	EACH	9	\$ 725.00	\$ 6,525
7320050	ELECTRICAL CONDUIT (2") (PVC)	L.FT.	1,000	\$ 5.00	\$ 5,000
7320060	ELECTRICAL CONDUIT (2 1/2") (PVC)	L.FT.	20	\$ 8.00	\$ 160
7320070	ELECTRICAL CONDUIT (3") (PVC)	L.FT.	20	\$ 20.00	\$ 400
7320410	PULL BOX (NO. 5)	EACH	9	\$ 300.00	\$ 2,700
7320420	PULL BOX (NO. 7)	EACH	1	\$ 550.00	\$ 550
7320650	CONDUCTORS	L.SUM	1	\$ 10,000.00	\$ 10,000
7360030	LUMINAIRE (HORIZONTAL MOUNT) (HPS 250 WATT)	EACH	9	\$ 400.00	\$ 3,600
7360220	LOAD CENTER CABINET (TYPE II) (120/240 VOLT)	EACH	1	\$ 9,000.00	\$ 9,000
7360240	LOAD CENTER CABINET FOUNDATION	EACH	1	\$ 600.00	\$ 600
7370480	PROVIDE ELECTRICAL SERVICE	L.SUM	1	\$ 5,000.00	\$ 5,000
8030117	ROCK MULCH (SQ.YD.	4,588	\$ 5.00	\$ 22,940
8080562	PIPE (12")	L.FT.	382	\$ 35.00	\$ 13,374

ITEMIZED ESTIMATE
SR 89 / PERKINSVILLE ROAD

Item No.	Item Description	Unit	Quantity	Unit Price	Extended Amount
9020026	CHAIN LINK FENCE, TYPE 2 (72 INCH)	L.FT.	694	\$ 35.00	\$ 24,290
9080041	CONCRETE CURB (4 INCH SPECIAL)	L.FT.	305	\$ 22.00	\$ 6,710
9080084	CONCRETE CURB AND GUTTER (C-05.10) (TYPE G)(6")	L.FT.	2,460	\$ 18.00	\$ 44,280
9080109	CONCRETE SINGLE CURB (C-05.10) (TYPE G) (6")	L.FT.	1,187	\$ 16.00	\$ 18,992
9080150	CONCRETE MEDIAN PAVEMENT	SQ.FT.	405	\$ 5.00	\$ 2,025
9080201	CONCRETE SIDEWALK (C-05.20)	SQ.FT.	763	\$ 4.00	\$ 3,052
9080296	CONCRETE SIDEWALK RAMP (EACH	8	\$ 1,800.00	\$ 14,400
9080301	CONCRETE DRIVEWAY (C-05.20)	SQ.FT.	563	\$ 7.50	\$ 4,223
9080512	SCUPPER (EACH	3	\$ 2,200.00	\$ 6,600
9130001	RIPRAP (DUMPED)	CU.YD.	384	\$ 60.00	\$ 23,040
SUBTOTAL A (ROADWAY ITEMS):					\$ 864,315
2060001	FURNISH WATER SUPPLY	L.SUM	1	\$ 8,000	\$ 8,000
7010001	MAINTENANCE AND PROTECTION OF TRAFFIC	L.SUM	1	\$ 125,000	\$ 125,000
8101013	EROSION CONTROL (L.SUM	1	\$ 20,000	\$ 20,000
9010003	MOBILIZATION (L.SUM	1	\$ 121,004	\$ 121,004
9240170	CONTRACTOR QUALITY CONTROL	L.SUM	1	\$ 17,286	\$ 17,286
9250002	CONSTRUCTION SURVEYING AND LAYOUT (L.SUM	1	\$ 12,965	\$ 12,965
SUBTOTAL B (INCIDENTALS):					\$ 304,256
9999922	UNIDENTIFIED ITEMS (10% OF SUBTOTAL A + B)	L.SUM	1	\$ 116,857	\$ 116,857
SUBTOTAL C (SUBTOTAL A+B + UNIDENTIFIED ITEMS):					\$ 1,285,429
COMMUNITY RELATIONS (1%)		L.SUM	1	\$ 12,854	\$ 12,854
INDIRECT COST ALLOCATION (8.15%)		L.SUM	1	\$ 104,762	\$ 104,762
CONSTRUCTION ENGINEERING (15% OF SUBTOTAL C)		L.SUM	1	\$ 192,814	\$ 192,814
CONSTRUCTION CONTINGENCIES (5% OF SUBTOTAL C)		L.SUM	1	\$ 64,271	\$ 64,271
SUBTOTAL D (MISCELLANEOUS ITEMS):					\$ 374,703
TOTAL ESTIMATED CONSTRUCTION COST:					\$ 1,660,132
DPS TRAFFIC CONTROL		L.SUM	1.00	\$ 15,000	\$ 15,000
ROW TOTAL:		ACRES	0.64	\$ 60,000	\$ 38,214
PRIOR RIGHTS UTILITY TOTAL:		L.SUM	1	\$ 0	\$ 0
CONSULTANT DESIGN SERVICES (8% OF SUBTOTAL C)		L.SUM	1.00	\$ 103,000	\$ 103,000
TOTAL ESTIMATED PROJECT COST:					\$ 1,816,346



Signalize
Intersection



Roundabout



Town of Camp Verde

Exhibit A - Agenda Item Submission Form - Section I

Meeting Date: October 24, 2012

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation

Requesting Department: Community Development

Staff Resource/Contact Person: Michael Jenkins, Community Development Director

Agenda Title (be exact): Discussion, Consideration and Possible approval of Resolution 2012-873. A Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring as a Public Record that certain Documents filed with the Town Clerk and entitled as "Part 3 Section 306 Mobile/Manufactured Home Park Standards", an amendment to the Planning & Zoning Ordinance. (Ordinance 2011-A374)

List Attached Documents: N/A

Estimated Presentation Time: 20 minutes

Estimated Discussion Time: 30 minutes

Reviews Completed by: Michael Jenkins, Community Development Director & Bill Sims, Town Attorney & Robert Foreman, Town Building Official

Department Head: Michael Jenkins Town Attorney Comments:

Finance Department

Fiscal Impact:

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

Comments:

Exhibit B – Agenda Item Submission Form – Section II (Staff Report)

Town of Camp Verde

Agenda Item Submission Form – Section II (Staff Report)

Department: Community Development

Staff Resource/Contact Person: Mike Jenkins – Community Development Director

Contact Information: (928) 554-0051 mike.jenkins@campverde.az.gov

Background: Since the Council adoption of the Camp Verde Planning and Zoning Ordinance in May of 2011, it was expected that we would find other items within the ordinance that would require some attention. Due to the fact that in Section 306, the title for the Office of Manufactured Housing needed to be updated to the STATE OF ARIZONA DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY; OFFICE OF MANUFACTURED HOUSING. Other text amendments included revisions to the standards for Mobile and Manufactured Homes and the addition of a Mobile/Manufactured Home Standards subsection for Mobile/Manufactured Homes outside of a Mobile/Manufactured Home Park. (This was an obscure oversight in the current P&Z Ordinance)

The revisions to the standards for Mobile and Manufactured Homes would have the following affect:

- Currently under Section 306, a Mobile Home that was previously outside of the Town Limits could be brought into the Town only after being rehabilitated and receiving a certificate of rehabilitation from the Town of Camp Verde and could only be placed in a Mobile/Manufactured Home Park. The proposed text amendments would no longer allow a Mobile Home that is outside of the Town Limits to be brought into the Town Limits under any condition. Also, the proposed text amendments places the requirement for the issuance of a Mobile Home Rehabilitation Permit and Placement of a Rehabilitation Sticker on the State of Arizona Department of Fire, Building and Life safety; Office of Manufactured Housing.
- Currently under section 306, a Manufactured Home could be brought in to the Town Limits or moved to another location within Town Limits if it was previously located within the Town with a Manufactured Home Installation permit . The proposed text amendments would no longer allow a Manufactured Home older than 20 years from the date of application from being brought in from outside the Town Limits and being installed. Manufactured Homes that are older than 20 years from the date of application and are currently inside the Town Limits must also have a current Certificate of Occupancy. (Meaning they were legally installed) The current and proposed text amendments will still allow for the storing of Manufactured Homes in lots allowing for the storage of Manufactured – Mobile Homes.

Background Information:

The following recommended Text Amendments are provided in track change format for Section 306 title and subsections A-C. The following is data provided by staff research of other communities:

COUNTY - MUNICIPALITY	AGE PROHIBITION
City of Yuma	Manufactured Home no older than 1985
Bullhead City	Not more than 7 years old prior to the year in which the permit is requested.
Snowflake	A maximum of 7 years old.
Apache Junction	No manufactured home having a manufacture date older than June 1976
La Paz County	No manufactured home older than 1980
Yavapai County	No manufactured or mobile home having a manufacture date older than June 1976

EXHIBIT "A"

SECTION 306 – MOBILE/MANUFACTURED HOME PARKS (MHP & RV PARKS) STANDARDS

A. Manufactured Home (MH) Installation and Maintenance Standards: (Installation and maintenance of (MH) on private tracts of land or lots outside of a Mobile/Manufactured Home Park:)

1. Permits: Permits shall be required for all manufactured homes installed, placed, kept or stored within the limits of Camp Verde (except for unoccupied units on sales lots or authorized storage facilities.)

2. Installation permits shall be issued only to those units that qualify under the current codes as a:
a. Manufactured Home with a manufacture date not greater than 20 years from the date of application except for existing manufactured homes that are currently located within the Town Limits and have a certificate of occupancy.

b. Manufactured Home that is proposed to be installed on a property within a Zoning District that allows for Manufactured Homes as a Principal Use.

3. Manufactured homes shall be used as dwelling units only.
a. Manufactured homes shall be installed in compliance with the standards prescribed by the Arizona Department of FIRE, Building and Life Safety, Office of Manufactured Housing, for ground level installation; installation of a fully skirted Manufactured home; or installation on a fully enclosed, permanent site-built foundation.
b. No manufactured home shall be placed on a property for use as an accessory structure or storage unit, nor shall be stored on the property unless zoned for such use.
c. Permits shall be required for the installation, alteration or repair of accessory structures, additions and service equipment for a manufactured home.
d. If the Town Building Official finds that the work described in the permit application conforms with the Town's codes and that the fees have been paid, a permit shall be issued to the applicant.

4. All existing and new manufactured home units, and all parts thereof shall be maintained in a safe and sanitary condition.
a. All devices or safeguards (including but not limited to smoke alarms and skirting) which are required by applicable codes or by the manufactured home standards to which it was installed shall be maintained in a safe and sanitary condition.
b. The exterior elements (including, but not limited to: eaves, awnings, stairs, porches, skirting and heating and cooling units) of the unit shall be painted and maintained in good condition.

B. A- Mobile/Manufactured Home and Recreational Vehicle Parks Placement Procedure:

1. **Permits:** Permits shall be required for all mobile and/or manufactured homes installed, placed, kept or stored within the limits of Camp Verde (except for unoccupied units on sales lots or authorized storage facilities). Permits shall be issued for the placement of mobile homes/manufactured homes within mobile/manufactured home parks.

- a. Permits shall be required for all buildings and structures within mobile/manufactured home or RV parks. It shall be unlawful for any person to construct, maintain or operate any mobile/manufactured home park or RV park within the limits of Camp Verde unless they hold a valid use permit and valid installation permits issued by the Community Development Department for each specific manufactured home, mobile home, or structure.

The fee for all permits shall be determined by Resolution of the Town Council. Issuance of permits shall be made by the Community Development Department and shall be contingent upon compliance with all health laws and regulations of the State of Arizona and the County of Yavapai and this Zoning Ordinance.

Permit applications shall be received and processed according to the current codes.

- b. Applications for permits to construct or enlarge mobile/manufactured home parks or RV parks shall be made in writing, signed by the applicant who shall file with the application proof of ownership of the premises or of a lease or written permission from the owner. The application shall contain a complete set of plans drawn to scale, showing the location of the proposed mobile/manufactured home park or RV park, and which shall include:

- 1) The areas and dimensions of the tract of land.
- 2) The maximum number, location and size of all mobile/manufactured home or RV spaces.
- 3) The location of any existing buildings and any proposed structures.
- 4) The location and width of access driveways, roadways, parking areas, walkways, and turn-arounds.
- 5) The location of electrical, water, storm drainage, and sewer lines and the sewage disposal systems.
- 6) The location and elevation of all flood hazard areas.
- 7) A contour map showing the proposed grading of the park.

2. Use Permit Required for Constructing/Enlarging Park

- a. The Use Permit process is required to construct or enlarge a mobile/manufactured home park or RV park by obtaining a recommendation from the Planning and Zoning Commission and approval from the Town Council.
- b. Before a Use Permit may be issued:

- 1) There must be a plan for park development or enlargement approved by the Town Council.
- 2) The Town Council may require a performance bond from the operator of the park to assure that the park is constructed in a satisfactory manner.
- 3) The Town Council may require any other improvements and facilities in the interest of public safety, health and welfare before approving the mobile/manufactured home park or RV park.
- 4) The Town Council may accept the proposed plan with recommended changes, or reject the plan.
- 5) Utility service shall not be provided to any unit or other building until approved by the Building Official.

C. B. Mobile/Manufactured Home and Recreational Vehicle Park Standards:

The following regulations shall apply with respect to mobile/manufactured home parks and all mobile or manufactured homes in a park:

1. Mobile/manufactured home and Recreational Vehicle parks shall be developed in accordance with the following:
 - a. Mobile/manufactured home and Recreational Vehicle parks shall provide for individual mobile/manufactured home or recreational vehicle spaces, access driveways, parking and open spaces for recreation.
 - b. Installation permits shall be issued only to those units that qualify under the current codes as a:
 - 1) Manufactured Home with a manufacture date not greater than 20 years from the date of application except for existing manufactured homes that are currently located within the Town Limits and have a current certificate of occupancy. (HUD label, Arizona Office of Manufactured Housing)
 - 2) Park models for placement in RV parks.
 - 3) Factory built building used as a dwelling unit.
 - 4) Mobile home. (Pre June 15, 1976 must have rehabilitation certification issued from BUILDING DEPARTMENT ARIZONA DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY, OFFICE OF MANUFACTURED HOUSING.)
 - c. A current valid permit is required before installation or placement of an approved unit on a lot subject to the following:
 - 1) Permanent piers, blocks, or foundations are required.
 - 2) Connections to utilities must be made.
 - 3) The exterior elements shall be installed in accordance with the current codes and maintained in good condition.
 - a) For the purpose of this section, skirting and retaining walls shall have an eighteen-inch by twenty-four inch (18" x 24") under floor area access.
 - b) Skirting shall be installed around the entire perimeter of the unit, prior to the issuance of a Certificate of Occupancy.

- b. A minimum of two vehicular entrances shall be provided for each mobile/manufactured home and recreational vehicle park. One entrance may be kept closed to the general public if provision is made for emergency access.
- c. All utility lines, cable TV, and electrical transmission lines shall be placed underground. Each mobile/manufactured home space shall be provided with water, sanitary facilities, electric lines, and telephone lines. Fire hydrants installed by the developer in compliance with applicable Town Ordinances.
- d. Refuse collection areas shall be centrally located and screened from public view.
- e. Street lighting shall be provided along the park streets for the safety of pedestrians.
- f. A strip of land at least twenty feet in width shall be maintained as landscaped area abutting all mobile/manufactured home and recreational vehicle park property lines.

2. Mobile/Manufactured Home Park: Installation and Maintenance Standards

- a. Mobile/manufactured homes shall be installed in compliance with the standards prescribed by the Arizona Department of **FIRE**, Building and **FIRE LIFE** Safety, Office of Manufactured Housing, for ground level installation; installation of a fully skirted mobile/manufactured home; or installation on a fully enclosed, permanent site-built foundation.
- b. No mobile home, previously located outside the Town limits (see Section 103 Definitions MOBILE HOME), may be moved into the Town of Camp Verde. ~~UNLESS IT HAS BEEN COMPLETELY REHABILITATED PURSUANT TO THE REQUIREMENTS OF THE ARIZONA OFFICE OF MANUFACTURED HOUSING. UPON COMPLETION OF ALL REHABILITATION WORK THE OWNER MUST OBTAIN A CERTIFICATE OF REHABILITATION ISSUED BY THE ARIZONA OFFICE OF MANUFACTURED HOUSING CERTIFYING THAT THE MOBILE/MANUFACTURED HOME WAS FOUND TO COMPLY FULLY WITH MOBILE HOME REHABILITATION STANDARDS PRESCRIBED BY THE ARIZONA DEPARTMENT OF MANUFACTURED HOUSING. THE CERTIFICATE AND INSIGNIA MUST THEN BE SUBMITTED TO THE TOWN OF CAMP VERDE FOR APPROVAL PRIOR TO ISSUANCE OF AN INSTALLATION PERMIT.~~
- c. Mobile homes existing within the Town limits to be moved from a private property or from one mobile/manufactured home park to another mobile/ manufactured home park must be completely rehabilitated prior to being moved from its present location pursuant to a rehabilitation permit issued by the ~~TOWN OF CAMP VERDE~~ ARIZONA DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY, OFFICE OF MANUFACTURED HOUSING and ~~Upon~~ completion of all rehabilitation work the owner must obtain a certificate of rehabilitation ~~ISSUED BY THE TOWN OF CAMP VERDE~~ certifying that the mobile home was inspected on (date) by (qualified inspector named) and found to comply fully with mobile home rehabilitation standards prescribed by ~~THAT DEPARTMENT~~ THE ARIZONA DEPARTMENT OF MANUFACTURED HOUSING AND TOWN OF CAMP VERDE.
- d. Mobile/manufactured homes shall be used as dwelling units only.
 - 1) No mobile/manufactured home or park model shall be placed on a property for use as an accessory structure or storage unit, nor shall be stored on the property unless zoned for such use.
 - 2) Permits shall be required for the installation, alteration or repair of accessory structures, additions and service equipment in a mobile/manufactured home or recreational vehicle park.

- 3) If the Town Building Official finds that the work described in the permit application conforms to the Town's codes and that the fees have been paid, a permit shall be issued to the applicant.
- e. All existing and new mobile/manufactured units and all parts thereof shall be maintained in a safe and sanitary condition.
 - 1) All devices or safeguards (including but not limited to smoke alarms and skirting) which are required by applicable codes or by the manufactured home standards to which it was installed shall be maintained in a safe and sanitary condition.
 - 2) The exterior elements (including, but not limited to: eaves, awnings, stairs, porches, skirting and heating and cooling units) of the unit shall be painted and maintained in good condition.
3. **Community Use Area** shall be at least ten percent of the total area. Such land may include all land devoted to recreation and service facilities, landscaping not included in individual mobile/manufactured home spaces and accessory parking areas. Such land shall not include recreational vehicle storage areas, private streets, boundary landscaping areas and refuse areas.
 - a. Mobile/manufactured home parks shall provide at least ten percent of their total area for recreation or other open space purposes.
 - b. Recreational vehicle storage areas:
 - 1) If provided, shall be at the minimum ratio of 50 square feet of land for each mobile/manufactured home space and shall be a dust-free surface with crushed rock or similar material.
 - 2) If no recreational vehicle storage is provided, recreational vehicles shall not be stored at mobile/manufactured home spaces.
4. **Parking Requirements:**
 - a. A minimum of two off-street parking spaces shall be provided for each mobile/manufactured home. The spaces and the drive shall be dust-proofed and surfaced with crushed rock or similar material.
 - b. Guest automobile parking shall be provided at a minimum ratio of one and one-half parking spaces for each five mobile/manufactured home spaces (See Section 404).
5. **Certificate of Compliance and Business Licenses:**
 - a. No certificate of compliance or business license for the park shall be issued unless and until thirty percent of the mobile/manufactured home spaces planned in any park, or ten such mobile/manufactured home spaces, whichever is greater, shall have been completely prepared, constructed and equipped for use in all respects.
 - b. No certificate shall be issued unless and until a like portion of the mobile/manufactured home park's community facilities such as driveways, laundry facilities, bath, wash and toilet rooms shall have been completely prepared, constructed and equipped for use in all respects.

D. G. Additional Recreational Vehicle Park Standards

In addition to the requirements of Section 306 B. The following regulations shall apply to all Recreational Vehicle Parks:

1. Recreational vehicle parks shall provide for individual recreational vehicle spaces, access driveways and parking.
2. Each recreational vehicle space shall be at least 1500 square feet in area, and at least thirty feet in width and have a compacted gravel surface at least ten feet in width and twenty feet in depth.
3. A strip of land at least twenty feet in width shall be maintained as a landscaped area abutting all recreational vehicle park property lines.
4. No certificate of compliance or business license for the park shall be issued unless and until all required improvements have been completely prepared, constructed and equipped for use in all respects.

Statement of the Problem or Opportunity: Aside from the benefit to health, safety and welfare the proposed standards amendments would immediately start improving the Manufactured Home inventory and a reduction to the amount of Mobile Homes within the Town of Camp Verde.

Alternatives/Options/Solutions: An alternative would be to leave out the 20 year age requirement for Manufactured Homes that are brought in from outside the Town and the requirement for those Manufactured Homes that were already within the Town of Camp Verde needing a Certificate of Occupancy to receive an installation permit when relocated.

Comparative Analysis: Without the proposed standards amendments, manufactured & mobile homes will continue to grow older and dilapidated raising concerns of safety even further.

Fiscal Impact to the Town: Based on conversations with other communities, there should be no Fiscal Impact to the Town.

Other Impacts: The one impact that could arise with the adoption of the proposed amendments is citizens within the community would have to rely on only Manufactured Homes that are no more than 20 years old and could no longer install Mobile Homes as an option for residences unless they had already been installed within the Town

Conclusion: Most of the proposed text amendments provide for an update to Planning and Zoning Ordinance that are absolutely needed. The standards amendment for Mobile/Manufactured housing is a step towards improving the safety and welfare of the citizens.

Recommendation by the Planning & Zoning Commission:

The Planning and Zoning Commission held public hearings for the proposed text amendments as follows:

- June 7th, 2012 (Continued)
- July 12th, 2012 (Continued)
- September 6th, 2012 (Continued)
- October 4th, 2012

October 4, 2012 meeting.

On a motion by Hough, seconded by Freeman, the Commission unanimously approved the following additional language to Section 306, on Page 2, Paragraph A.2.a., and Page 4, Paragraph C.1.b.1, as shown in underlined bold type: (In part), ".....except for existing manufactured homes that are currently located within the Town limits, **and have a current Certificate of Occupancy.**"

Recommended Motion:

Approval of Resolution 2012-873, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, Declaring as a public record that certain document filed with the Town Clerk and entitled as "PART 3 SECTION 306 MOBILE/MANUFACTURED HOME PARK STANDARDS", an Amendment to the Planning and Zoning Ordinance.

RESOLUTION 2012-873

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED AS "PART 3 SECTION 306 MOBILE/MANUFACTURED HOME PARK STANDARDS", AN AMENDMENT TO THE PLANNING & ZONING ORDINANCE. (ORDINANCE 2011-A374)

BE IT RESOLVED BY THE MAY AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA:

THAT certain document (attached hereto as Exhibit A), entitled "Part 3 Section 306 Mobile/Manufactured Home Park Standards", an amendment to the Planning & Zoning Ordinance, three copies of which are on file in the office of the Town Clerk, is hereby declared to be a public record, pursuant to ARS 9-802, and said copies are ordered to remain on file with the Town Clerk.

PASSED AND ADOPTED by a majority vote of the Town Council in an open meeting by the Town Council, Town of Camp Verde, Arizona on this 24th day of October 2012.

Approved as to form:

Town Attorney

Date: _____

Bob Burnside – Mayor

Attest:

Deborah Barber, Town Clerk

EXHIBIT "A"

SECTION 306 – MOBILE/MANUFACTURED HOME STANDARDS

A. Manufactured Home (MH) installation and Maintenance Standards: (Installation and maintenance of (MH) on private tracts of land or lots outside of a Mobile/Manufactured Home Park):

1. Permits: Permits shall be required for all manufactured homes installed, placed, kept or stored within the limits of Camp Verde (except for unoccupied units on sales lots or authorized storage facilities).
2. Installation permits shall be issued only to those units that qualify under the current codes as a:
 - a. Manufactured Home with a manufacture date not greater than 20 years from the date of application except for existing manufactured homes that are currently located within the Town Limits and have a current certificate of occupancy.
 - b. Manufactured Home that is proposed to be installed on a property within a Zoning District that allows for Manufactured Homes as a Principal Use.
3. Manufactured homes shall be used as dwelling units only.
 - a. Manufactured homes shall be installed in compliance with the standards prescribed by the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing, for ground level installation; installation of a fully skirted Manufactured home; or installation on a fully enclosed, permanent site-built foundation.
 - b. No manufactured home shall be placed on a property for use as an accessory structure or storage unit, nor shall be stored on the property unless zoned for such use.
 - c. Permits shall be required for the installation, alteration or repair of accessory structures, additions and service equipment for a manufactured home.
 - d. If the Town Building Official finds that the work described in the permit application conforms with the Town's codes and that the fees have been paid, a permit shall be issued to the applicant.
4. All existing and new manufactured home units, and all parts thereof shall be maintained in a safe and sanitary condition.
 - a. All devices or safeguards (including but not limited to smoke alarms and skirting) which are required by applicable codes or by the manufactured home standards to which it was installed shall be maintained in a safe and sanitary condition.
 - b. The exterior elements (including, but not limited to: eaves, awnings, stairs, porches, skirting and heating and cooling units) of the unit shall be painted and maintained in good condition.

B. Mobile/Manufactured Home and Recreational Vehicle Parks Placement Procedure:

1. Permits: Permits shall be required for all mobile and/or manufactured homes installed, placed, kept or stored within the limits of Camp Verde (except for unoccupied units on sales lots or authorized storage facilities). Permits shall be issued for the placement of mobile homes/manufactured homes within mobile/manufactured home parks.
 - a. Permits shall be required for all buildings and structures within mobile/manufactured home or RV parks. It shall be unlawful for any person to construct, maintain or operate any

mobile/manufactured home park or RV park within the limits of Camp Verde unless they hold a valid use permit and valid installation permits issued by the Community Development Department for each specific manufactured home, mobile home, or structure.

The fee for all permits shall be determined by Resolution of the Town Council. Issuance of permits shall be made by the Community Development Department and shall be contingent upon compliance with all health laws and regulations of the State of Arizona and the County of Yavapai and this Zoning Ordinance.

Permit applications shall be received and processed according to the current codes.

- b. Applications for permits to construct or enlarge mobile/manufactured home parks or RV parks shall be made in writing, signed by the applicant who shall file with the application proof of ownership of the premises or of a lease or written permission from the owner. The application shall contain a complete set of plans drawn to scale, showing the location of the proposed mobile/manufactured home park or RV park, and which shall include:
 - 1) The areas and dimensions of the tract of land.
 - 2) The maximum number, location and size of all mobile/manufactured home or RV spaces.
 - 3) The location of any existing buildings and any proposed structures.
 - 4) The location and width of access driveways, roadways, parking areas, walkways, and turn-arounds.
 - 5) The location of electrical, water, storm drainage, and sewer lines and the sewage disposal systems.
 - 6) The location and elevation of all flood hazard areas.
 - 7) A contour map showing the proposed grading of the park.

2. Use Permit Required for Constructing/Enlarging Park

- a. The Use Permit process is required to construct or enlarge a mobile/manufactured home park or RV park by obtaining a recommendation from the Planning and Zoning Commission and approval from the Town Council.
- b. Before a Use Permit may be issued:
 - 1) There must be a plan for park development or enlargement approved by the Town Council.
 - 2) The Town Council may require a performance bond from the operator of the park to assure that the park is constructed in a satisfactory manner.
 - 3) The Town Council may require any other improvements and facilities in the interest of public safety, health and welfare, before approving the mobile/manufactured home park or RV park.
 - 4) The Town Council may accept the proposed plan with recommended changes, or reject the plan.
 - 5) Utility service shall not be provided to any unit or other building until approved by the Building Official.

C. Mobile/Manufactured Home and Recreational Vehicle Park Standards:

The following regulations shall apply with respect to mobile/manufactured home parks and all mobile or manufactured homes in a park:

1. Mobile/manufactured home and Recreational Vehicle parks shall be developed in accordance with the following:
 - a. Mobile/manufactured home and Recreational Vehicle parks shall provide for individual mobile/manufactured home or recreational vehicle spaces, access driveways, parking and open spaces for recreation.
 - b. Installation permits shall be issued only to those units that qualify under the current codes as a:
 - 1) Manufactured Home with a manufacture date not greater than 20 years from the date of application except for existing manufactured homes that are currently located within the Town Limits and have a current certificate of occupancy. (HUD label, Arizona Office of Manufactured Housing)
 - 2) Park models for placement in RV parks.
 - 3) Factory built building used as a dwelling unit.
 - 4) Mobile Home. (Pre June 15, 1976 must have a rehabilitation certification issued from the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing.)
 - c. A current valid permit is required before installation or placement of an approved unit on a lot subject to the following:
 - 1) Permanent piers, blocks, or foundations are required.
 - 2) Connections to utilities must be made.
 - 3) The exterior elements shall be installed in accordance with the current codes and maintained in good condition.
 - a) For the purpose of this section, skirting and retaining walls shall have an eighteen-inch by twenty-four inch (18" x 24") under floor area access.
 - b) Skirting shall be installed around the entire perimeter of the unit, prior to the issuance of a Certificate of Occupancy.
 - b. A minimum of two vehicular entrances shall be provided for each mobile/manufactured home and Recreational Vehicle Park. One entrance may be kept closed to the general public if provision is made for emergency access.
 - c. All utility lines, cable TV, and electrical transmission lines shall be placed underground. Each mobile/manufactured home space shall be provided with water, sanitary facilities, electric lines, and telephone lines. Fire hydrants installed by the developer in compliance with applicable Town Ordinances.
 - d. Refuse collection areas shall be centrally located and screened from public view.
 - e. Street lighting shall be provided along the park streets for the safety of pedestrians.
 - f. A strip of land at least twenty feet in width shall be maintained as landscaped area abutting all mobile/manufactured home and recreational vehicle park property lines.

2. Mobile/Manufactured Home Park: Installation and Maintenance Standards

- a. Mobile/Manufactured homes shall be installed in compliance with the standards prescribed by the Arizona Department of Fire, Building and Life Safety Office of Manufactured Housing, for ground level installation; installation of a fully skirted mobile/manufactured home; or installation on a fully enclosed, permanent site-build foundation.
 - b. No mobile home, previously located outside the Town limits (see Section 103 Definitions Mobile Home), may be moved into the Town of Camp Verde.
 - c. Mobile homes existing within the Town limits to be moved from a private property or from one mobile/manufactured home park to another mobile/manufactured home park must be completely rehabilitated prior to being moved from its present location pursuant to a rehabilitation permit issued by the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing and upon completion of all rehabilitation work the owner must obtain a certificate of rehabilitation certifying that the mobile home was inspected on (date) by (qualified inspector named) and found to comply fully with mobile home rehabilitation standards prescribed by that Department.
 - d. Mobile/manufactured homes shall be used as dwelling units only.
 - 1) No mobile/manufactured home or park model shall be placed on a property for use as an accessory structure or storage unit, nor shall be stored on the property unless zoned for such use.
 - 2) Permits shall be required for the installation, alteration or repair of accessory structures, additions and service equipment in a mobile/manufactured home or recreational vehicle park.
 - 3) If the Town Building Official finds that the work described in the permit application conforms with the Town's codes and that the fees have been paid, a permit shall be issued to the applicant.
 - e. All existing and new mobile/manufactured units, and all parts thereof shall be maintained in a safe and sanitary condition.
 - 1) All devices or safeguards (including but not limited to smoke alarms and skirting) which are required by applicable codes or by the manufactured home standards to which it was installed shall be maintained in a safe and sanitary condition.
 - 2) The exterior elements (including, but not limited to: eaves, awnings, stairs, porches, skirting and heating and cooling units) of the unit shall be painted and maintained in good condition.
- 3. Community Use Area shall be at least ten percent of the total area. Such land may include all land devoted to recreation and service facilities, landscaping not included in individual mobile/manufactured home spaces and accessory parking areas. Such land shall not include recreational vehicle storage areas, private streets, boundary landscaping areas and refuse areas.**
- a. Mobile/manufactured home parks shall provide at least ten percent of their total area for recreation or other open space purposes.
 - b. Recreational vehicle storage areas:
 - 1) If provided, shall be at the minimum ratio of 50 square feet of land for each mobile/manufactured home space and shall be a dust-free surface with crushed rock or similar material.

- 2) If no recreational vehicle storage is provided, recreational vehicles shall not be stored at mobile/manufactured home spaces.

4. Parking Requirements:

- a. A minimum of two off-street parking spaces shall be provided for each mobile/manufactured home. The spaces and the drive shall be dust-proofed and surfaced with crushed rock or similar material.
- b. Guest automobile parking shall be provided at a minimum ratio of one and one-half parking spaces for each five mobile/manufactured home spaces (See Section 404).

5. Certificate of Compliance and Business Licenses:

- a. No certificate of compliance or business license for the park shall be issued unless and until thirty percent of the mobile/manufactured home spaces planned in any park, or ten such mobile/manufactured home spaces, whichever is greater, shall have been completely prepared, constructed and equipped for use in all respects.
- b. No certificate shall be issued unless and until a like portion of the mobile/manufactured home park's community facilities such as driveways, laundry facilities, bath, wash and toilet rooms shall have been completely prepared, constructed and equipped for use in all respects.

D. Additional Recreational Vehicle Park Standards

In addition to the requirements of Section 306 B, the following regulations shall apply to all Recreational Vehicle Parks:

1. Recreational vehicle parks shall provide for individual recreational vehicle spaces, access driveways and parking.
2. Each recreational vehicle space shall be at least 1500 square feet in area, and at least thirty feet in width and have a compacted gravel surface at least ten feet in width and twenty feet in depth.
3. A strip of land at least twenty feet in width shall be maintained as a landscaped area abutting all recreational vehicle park property lines.
4. No certificate of compliance or business license for the park shall be issued unless and until all required improvements have been completely prepared, constructed and equipped for use in all respects.

MINUTES DRAFT
Special Session
THE PLANNING AND ZONING COMMISSION
TOWN OF CAMP VERDE
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS SUITE #106
THURSDAY OCTOBER 4, 2012
6:30 PM

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Commission motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion

1. **Call to Order**
The meeting was called to order at 6:30 p.m.

2. **Roll Call**
Chairperson Butner, Vice Chairperson Blue, Commissioners Parrish, Norton, Freeman and Hough were present; Commissioner Hisrich was absent.

Also Present: Community Development Director Mike Jenkins, Building Official Robert Foreman, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**
The Pledge was led by Hough.

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 Commission so requests.
 - a. **Approval of Minutes:**
09-06-2012 Regular Session
 - b. **Set Next Meeting, Date and Time:**
11-01-2012 Regular SessionOn a motion by Blue, seconded by Parrish, the Consent Agenda was unanimously approved as presented.

5. **Call to the Public for Items not on the Agenda**
There was no public input.

6. **Public Hearing, Discussion and Possible Recommendation to Council for Text Amendments to the Town of Camp Verde Planning & Zoning Ordinance under Part Three, Section 306 title, and subsections A-D. To (1) change the agency responsible for issuing a Mobile Home Rehabilitation permit from the Town of Camp Verde to the Arizona Department of Fire, Building and Life Safety, Office of Manufactured Housing, (2) remove the allowance to transfer or install within Town limits, a Mobile Home previously outside the Town Limits, (3) remove the allowance to transfer or install within the Town limits, a Manufactured Home with a manufacture date greater than 20 years, from the date of application submittal, that was previously outside the Town of Camp Verde Town Limits, and (4) Changing Section 306 title to read "Mobile/Manufactured Home Standards" and including installation and maintenance standards for manufactured homes installed on private tracts**

of land or lots outside of a Mobile Manufactured Home Park. (Continued from 9/6/2012 Planning & Zoning Commission meeting)

On a motion by Hough, seconded by Freeman, the Commission unanimously approved the following additional language to Section 306, on Page 2, Paragraph A.2.a., and Page 4, Paragraph C.1.b.1, as shown in underlined bold type: (In part), ".....except for existing manufactured homes that are currently located within the Town limits, **and have a current Certificate of Occupancy.**"

Commissioner Hough opened the discussion with the suggestion to make the following amendments to the Planning & Zoning Ordinance under Part Three, Section 306, with the suggested amendments shown in underlined bold type, as follows: Page 2, Paragraph A.2.a. (in part) ".....except for existing **legally permitted** manufactured homes...." On Page 4, Paragraph C.1.b.1) (In part) ".....except for existing manufactured homes that are currently located and **legally permitted** within the Town limits."

Butner requested from Community Development Director Jenkins and Building Official Foreman clarification of what type of permit does "legally permitted" refer to. Foreman explained the factors involved in issuing a permit to set the manufactured home, which is the same as the installation permit, and finally the issuance of the Certificate of Occupancy. After further discussion the Commissioners arrived at a consensus for additional language, and action was taken accordingly.

7. Call to the Public for Items not on the Agenda

There was no public input.

8. Commission Informational Reports:

There were no Commission informational reports.

9. Staff

There was no staff report.

10. Adjournment

On a motion by Freeman, seconded by Norton, the meeting was adjourned at 6:48 p.m.

Joe Butner, Chairman

Planning & Zoning

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Planning & Zoning Commission of the Town of Camp Verde during the Special Session of the Planning & Zoning Commission of the Town of Camp Verde, Arizona, held on the 4th day of October 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

Margaret Harper, Recording Secretary



Town of Camp Verde

Exhibit A - Agenda Item Submission Form – Section I

Meeting Date:

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

Requesting Department: Community Development

Staff Resource/Contact Person: Mike Jenkins – Community Development Director

Agenda Title (be exact): Discussion, Consideration and Possible approval of Ordinance 2012-A387 An Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adding text amendment changes to the Planning & Zoning Ordinance, Part 3 (General Regulations/Provisions), Section 306 (Mobile/Manufactured Home Standards and including Recreational Vehicle Park Standards). This amends and supersedes, in its entirety, all of Section 306 of the Planning & Zoning Ordinance and is hereby incorporated by Resolution 2012-873.

List Attached Documents: Ordinance 2012-A387

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

Reviews Completed by:

Department Head: Mike Jenkins **Town Attorney Comments:**

Finance Department

Fiscal Impact:

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

Comments:

Background Information:

See Exhibit "A"

Recommended Action (Motion):

Approval of Ordinance 2012-A387 An Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adding text amendment changes to the Planning & Zoning Ordinance, Part 3 (General Regulations/Provisions), Section 306 (Mobile/Manufactured Home Standards and including Recreational Vehicle Park Standards). This amends and supersedes, in its entirety, all of Section 306 of the Planning & Zoning Ordinance and is hereby incorporated by Resolution 2012-873.

Instructions to the Clerk: None

ORDINANCE 2012-A387

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADDING TEXT AMENDMENT CHANGES TO THE PLANNING AND ZONING ORDINANCE, PART 3 (GENERAL REGULATION/PROVISIONS), SECTION 306 (MOBILE/MANUFACTURED HOME STANDARDS AND INCLUDING RECREATIONAL VEHICLE PARK STANDARDS)

The Town Council of the Town of Camp Verde hereby ordains:

Section 1. The Town Council hereby finds as follows:

- A. The Town Council adopted Ordinance 2011-A374, adopting the Town of Camp Verde Planning and Zoning Ordinance, which included Part 3 (General Regulation/Provisions), Section 306 A-C (MOBILE/MANUFACTURED HOME PARKS (MHP & RV PARKS) standards.
- B. It is in the Town’s best interest to provide for the health, safety, and general welfare of the citizens of Camp Verde and protect against mobile homes that were designed with substandard amenities that could become dangerous due to inadequate electrical wiring and sheeting attachment and older manufactured homes having depredated sheeting attachment causing possible detachment and allowing for wind born projectile of the sheeting and water leakage causing the growth of molds and mildew.

Section 2. Pursuant to A.R.S. Section 9-802 (as amended) the Town of Camp Verde hereby adopts for application and enforcement Part 3 Section 306 Mobile/Manufactured Homes Park Standards, that is declared a public record pursuant to Resolution 2012-873 and attached thereto.

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 standards adopted herein by reference, are hereby repealed, effective 30 days from the adoption 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.

The Town Council of the Town of Camp Verde hereby adopts this Section 306 of the Planning and Zoning Ordinance, which amends and supersedes, in its entirety, any prior Section 306 or any Mobil/Manufactured Home Standards or Mobile/Manufactured Home and Recreational Vehicle Park Standards by reference in Resolution 2012-873.

PASSED AND ADOPTED by a majority vote of the Town Council in an open meeting by the Town Council, Town of Camp Verde, Arizona, on this 24th day of October, 2012, to be effective 30 days from the Council’s adoption.

Bob Burnside– Mayor Date

Attest:

Approved As to Form:

Deborah Barber, Town Clerk

W. J. Sims, Town Attorney

Posted by _____ Date/Time _____

Effective Date: November 25, 2012



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: October 24, 2012

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

Requesting Department: Public Works/ Streets Division

Staff Resource/Contact Person: Ron Long

Agenda Title (be exact): Discussion, consideration and possible approval of the placement of a Public Works Deputy Director position into the Town's Classification and Salary Plan and discussion regarding the associated job description

List Attached Documents:

1. Proposed Job Description Draft
2. Current Salary Plan

Estimated Presentation Time: 10 Minutes

Estimated Discussion Time: 20 Minutes

Reviews Completed by:

Department Head: Ron Long

Finance Department

Fiscal Impact: There is no direct cost associated with the addition of the position of Public Works Deputy Director (Range 72) to the Town's Salary Plan. When the position is filled the Salary would be paid from the available funding from the vacant Public Works Project Manager Position (Range 59) plus the difference between the two ranges of approximately \$10,000 to \$15,000 depending on experience.

Budget Code: 20-000-20-600000 **Amount Remaining:** \$161,863.71

Comments: The Public Works Project Manager Position will remain in the Salary Plan but will not be filled at this time. The project management duties will be shared between the Public Works Director and Deputy Director positions in the interim.

Background Information: Since accepting the position as the Public Works Director it has been my goal to maintain our current infrastructure and provide a high level of service while planning for and completing public works projects that will improve our transportation, drainage and facilities. In order to accomplish all of these tasks I depend on a staff with various skills, education, and training.

This past year staff has made significant improvements to the Town grounds, facilities, and infrastructure. We have been able to complete two large grant-funded projects, apply for and obtain funding for two more grants, design and construct drainage projects in town and in the Verde Lakes subdivision; and we have made significant improvements to the Public Works Yard on Peterson Road. All of this progress has been possible because Council approved the funding to hire qualified, experienced employees, such as in May, 2010, when Council acknowledged the need for and approved the hire of a Project Manager. The commitment to providing another trained individual that oversaw and facilitated many of the daily tasks associated with regular, routine assignments and special projects has enabled Public Works to achieve more, increased morale and pulled the department together in these goals.

As you are aware we have lost Steve Burroughs, our Public Works Project Manager. Steve added much needed education and experience to the Public Works Department but was soon overloaded with the additional duties of being our Street Superintendent and Stormwater Manager, as well as our Project Manager. In an effort to better utilize Steve's talents we were moving forward with a reorganization plan to handle the work load of our daily operations and maintenance, upcoming projects, and the addition of the sewer utilities. The proposed organizational changes included a promotion for Steve to Public Works Deputy Director and the hiring of a Street Superintendent. The purpose of these staffing changes are to better distribute the current workload of the department in preparation for the addition of the Sewer District and to better manage our current and future Capital Improvement Projects. This position is necessary for the future of the Public Works Department and the Town. Understanding that much remains to be done and as the Town looks forward to an improving economic situation, we need to add the position of Public Works Deputy Director. The addition of the Deputy Director position will provide needed technical abilities to ready us for future growth and the associated responsibilities.

Current requirements of the Town's Employee Manual require that the Classification and Salary Plan be modified by Council and that positions of a full-time nature are to be advertised, this shall be true of this position once a decision is made to add it to the position classification and salary plan.

Recommended Action (Motion): Move to approve the placement of the position of Public Works Deputy Director as an amendment to the Classification and Salary Plan

Instructions to the Clerk: work with HR to include any changes to the Classification and Salary Plan



Public Works Deputy Director

Department:	Public Works	Revised Date: 8/28/12	August 2012
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GENERAL PURPOSE: Under the general direction of the Public Works Director, plans, manages, and oversees the activities and operations of the Streets, Stormwater, and Utilities Divisions of Public Works. Assists the Public Works Director with the direction and management of the Public Works Department through; effective planning, staff management and resource allocation; assures; the development and completion of capital improvement projects, the implementation of employee and job site safety, staff development, and compliance with State and Federal regulations, and Town policies and goals.

PRIMARY DUTIES AND RESPONSIBILITIES:

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

- Assistant/Acting Director; assists with the direction and management of the Public Works Department and assumes responsibility for the department as the Acting Public Works Director in the event of the Director's absence.
- Operations management; plans, coordinates, manages and oversees the activities and operations for assigned areas within the Public Works Department including; streets, stormwater, traffic control, and utilities; develops and manages maintenance and construction projects, bid procedures, proposals, and the contract award and administration process.
- Budget development and administration; participates in the development, administration, and oversight of department and division budgets.
- Assure regulatory compliance; ability to interpret and explain Federal, State, and local laws, rules, codes, and regulations pertaining to Public Works operations and facilities; develops, evaluates and implements department goals, objectives, policies and procedures; assures departmental activities are in compliance with all laws, policies, regulations, and goals.
- Department representative; Represents the department and the Town as assigned on regional and local boards, committees, and at meetings. Serves as the liaison for the department to other Town departments, elected officials, and outside agencies to coordinate strategies and integrate services.
- Plan and document review and approval; reviews technical documents for accuracy, completeness, and compliance with standards and practices; including contracts, agreements, plans and reports.
- Management and development of staff; implementation of goals, objectives, priorities, training, and policies for assigned staff; assigns tasks and projects; monitors work, develops staff skills, evaluates performance and recommends personnel actions per Town policy; meets regularly with assigned staff to discuss and resolve workload and technical issues.
- Performs other related duties as assigned or required.

Job Description

MANAGERIAL RESPONSIBILITIES:

Directly supervises division managers and support staff as assigned, with the responsibility and authority to act as the Public Works Director in the event of the Director's absence.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Civil Engineering, Architecture, Construction Management, or related field and seven years of progressively responsible work experience in public works and/or utilities, preferably in the public sector; with at least five years of experience at a management or supervisory level.

Required Licenses or Certifications:

Incumbent must possess a valid State of Arizona Driver's license.

Required Knowledge of:

- Federal, State, and local laws and regulations governing; the construction, maintenance and operation of municipal public works and utility infrastructure; procurement and bid procedures, contracting, grant funding, and municipal government; safety and labor.
- Principles, practices, and standards associated with the design, engineering, construction, operation, traffic control, project management and maintenance of public works facilities.
- Methods, materials and equipment used in public works construction, operation, and maintenance.
- Principles and practices of personnel management and supervision, employee training, evaluation, promotion, and discipline.
- Principles and practices of public administration, including cost accounting, budgeting, purchasing and the maintenance of public records.
- Use a personal computer, engineering applications, data, and project management software.
- Principles, practices and procedures of transportation and mass transit planning.

Required Skill in:

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Using initiative and independent judgment within established procedural guidelines.
- Interpreting and applying engineering standards and Federal and state regulations and procedures.
- Developing and implementing procedures for cost effective management of allocated resources.
- Analyzing and evaluating technical engineering data and construction documentation.
- Interpreting technical instructions and analyzing complex variables.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.
- Effectively supervising and leading staff, and delegating tasks and authority.
- Assessing Town needs and developing and promoting effective solutions.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

- Work is performed in a standard office environment, and outdoors at Public Works job sites.

Town of Camp Verde
Salary Plan

Effective 01/01/09

Position	Range		Minimum	Midpoint	Maximum
Town Manager F	93	Annual	\$103,884.00	\$130,953.00	\$158,042.00
		Bi-weekly	\$3,994.77	\$5,036.85	\$6,078.54
		Hourly	\$49.93	\$62.96	\$75.98
Town Marshal/ HR Director E	82	Annual	\$79,160.00	\$99,805.00	\$120,451.00
		Bi-weekly	\$3,044.62	\$3,838.66	\$4,832.73
		Hourly	\$38.06	\$47.98	\$57.91
Public Works Director/ Town Engineer E	78	Annual	\$71,715.00	\$90,419.00	\$109,122.00
		Bi-weekly	\$2,758.27	\$3,477.65	\$4,197.00
		Hourly	\$34.48	\$43.47	\$52.46
Community Development Director E	77	Annual	\$69,966.00	\$88,213.00	\$108,461.00
		Bi-weekly	\$2,691.00	\$3,392.81	\$4,094.65
		Hourly	\$33.64	\$42.41	\$51.18
Finance Director F <i>ECON DEV DIRECTOR</i>	73	Annual	\$63,385.00	\$79,917.00	\$96,448.00
		Bi-weekly	\$2,437.88	\$3,073.73	\$3,709.54
		Hourly	\$30.47	\$38.42	\$46.37
Parks & Recreation Director E Lieutenant (Police) F	72	Annual	\$61,839.00	\$77,968.00	\$94,098.00
		Bi-weekly	\$2,378.42	\$2,998.77	\$3,619.08
		Hourly	\$29.73	\$37.48	\$45.24
Library Director E	69	Annual	\$57,424.00	\$72,401.00	\$87,377.00
		Bi-weekly	\$2,208.62	\$2,784.65	\$3,360.65
		Hourly	\$27.61	\$34.81	\$42.01
Special Projects Administrator E	68	Annual	\$56,023.00	\$70,635.00	\$85,246.00
		Bi-weekly	\$2,154.73	\$2,716.73	\$3,278.69
		Hourly	\$26.93	\$33.96	\$40.98
Town Clerk E	67	Annual	\$54,857.00	\$68,912.00	\$83,167.00
		Bi-weekly	\$2,102.19	\$2,650.46	\$3,198.73
		Hourly	\$26.28	\$33.13	\$39.88
Chief Building Official F	64	Annual	\$50,754.00	\$63,992.00	\$77,229.00
		Bi-weekly	\$1,952.08	\$2,461.23	\$2,970.36
		Hourly	\$24.40	\$30.77	\$37.13
Sergeant (Police)	62	Annual	\$48,309.00	\$60,908.00	\$73,508.00
		Bi-weekly	\$1,858.04	\$2,342.62	\$2,827.23
		Hourly	\$23.23	\$29.28	\$35.34
Senior Planner E <i>Public Works Project Manager</i>	59	Annual	\$44,860.00	\$56,559.00	\$68,259.00
		Bi-weekly	\$1,725.38	\$2,175.35	\$2,625.35
		Hourly	\$21.57	\$27.19	\$32.82
Streets Supervisor/ Inspector	56	Annual	\$41,657.00	\$52,521.00	\$63,385.00
		Bi-weekly	\$1,602.19	\$2,020.04	\$2,437.88
		Hourly	\$20.03	\$25.25	\$30.47
Senior Accountant	55	Annual	\$40,641.00	\$51,240.00	\$61,839.00
		Bi-weekly	\$1,563.12	\$1,970.77	\$2,378.42
		Hourly	\$19.54	\$24.63	\$29.73
Deputy (police officer)	53	Annual	\$38,682.00	\$48,771.00	\$58,860.00
		Bi-weekly	\$1,487.77	\$1,875.81	\$2,263.85
		Hourly	\$18.60	\$23.45	\$28.30
Streets Maintenance Foreman	52	Annual	\$37,739.00	\$47,581.00	\$57,424.00
		Bi-weekly	\$1,451.50	\$1,830.04	\$2,208.62
		Hourly	\$18.14	\$22.88	\$27.61
Court Supervisor	50	Annual	\$35,920.00	\$45,289.00	\$54,657.00
		Bi-weekly	\$1,381.54	\$1,741.88	\$2,102.19
		Hourly	\$17.27	\$21.77	\$26.28

Town of Camp Verde
Salary Plan

Effective 01/01/09

Position	Range	Minimum	Midpoint	Maximum	
Deputy Town Clerk; Children's Librarian I-; Recreation Supervisor; Building Inspector	49	Annual	\$35,044.00	\$44,184.00	\$53,324.00
		Bi-weekly	\$1,347.85	\$1,699.38	\$2,050.92
		Hourly	\$16.85	\$21.24	\$25.64
Admin Asst to Town Manager; Dispatch Supervisor; Maintenance Foreman	48	Annual	\$34,189.00	\$43,106.00	\$52,023.00
		Bi-weekly	\$1,314.96	\$1,657.92	\$2,000.88
		Hourly	\$16.44	\$20.72	\$25.01
Assistant Planner Accountant	46	Annual	\$32,542.00	\$41,029.00	\$49,517.00
		Bi-weekly	\$1,251.62	\$1,578.04	\$1,904.50
		Hourly	\$15.65	\$19.73	\$23.81
HR Specialist; Special Events Coordinator; Code Enforcement Officer	45	Annual	\$31,748.00	\$40,029.00	\$48,309.00
		Bi-weekly	\$1,221.08	\$1,539.58	\$1,858.04
		Hourly	\$15.26	\$19.24	\$23.23
Lead Maintenance Worker	44	Annual	\$30,974.00	\$39,052.00	\$47,131.00
		Bi-weekly	\$1,191.31	\$1,502.00	\$1,812.73
		Hourly	\$14.89	\$18.78	\$22.66
Dispatcher; Records Specialist; Senior Equipment Operator	43	Annual	\$30,219.00	\$38,100.00	\$45,981.00
		Bi-weekly	\$1,162.27	\$1,465.38	\$1,768.50
		Hourly	\$14.53	\$18.32	\$22.11
Administrative Assistant Permit Technician	42	Annual	\$29,481.00	\$37,170.00	\$44,860.00
		Bi-weekly	\$1,133.88	\$1,429.62	\$1,725.38
		Hourly	\$14.17	\$17.87	\$21.57
Court Clerk Finance Clerk	40	Annual	\$28,081.00	\$35,379.00	\$42,698.00
		Bi-weekly	\$1,079.27	\$1,360.73	\$1,642.23
		Hourly	\$13.49	\$17.01	\$20.53
Library Specialist Equipment Operator	39	Annual	\$27,376.00	\$34,517.00	\$41,657.00
		Bi-weekly	\$1,052.92	\$1,327.58	\$1,602.19
		Hourly	\$13.16	\$16.59	\$20.03
Animal Control Officer	38	Annual	\$26,709.00	\$33,675.00	\$40,641.00
		Bi-weekly	\$1,027.27	\$1,295.19	\$1,563.12
		Hourly	\$12.84	\$16.19	\$19.54
Records Clerk	37	Annual	\$26,057.00	\$32,853.00	\$39,649.00
		Bi-weekly	\$1,002.19	\$1,263.58	\$1,524.96
		Hourly	\$12.53	\$15.79	\$19.06
Animal Shelter Operator	36	Annual	\$25,422.00	\$32,052.00	\$38,682.00
		Bi-weekly	\$977.77	\$1,232.77	\$1,487.77
		Hourly	\$12.22	\$15.41	\$18.60
Maintenance Worker	34	Annual	\$24,197.00	\$30,508.00	\$36,818.00
		Bi-weekly	\$930.65	\$1,173.38	\$1,416.08
		Hourly	\$11.63	\$14.67	\$17.70
Senior Library Clerk Laborer	33	Annual	\$23,607.00	\$29,763.00	\$35,920.00
		Bi-weekly	\$907.96	\$1,144.73	\$1,381.54
		Hourly	\$11.35	\$14.31	\$17.27
Receptionist	32	Annual	\$23,031.00	\$29,038.00	\$35,044.00
		Bi-weekly	\$885.81	\$1,116.85	\$1,347.85
		Hourly	\$11.07	\$13.98	\$16.85
Library Clerk	29	Annual	\$21,386.00	\$26,964.00	\$32,542.00
		Bi-weekly	\$822.54	\$1,037.08	\$1,251.62
		Hourly	\$10.28	\$12.96	\$15.65
Janitor	28	Annual	\$20,865.00	\$26,307.00	\$31,748.00
		Bi-weekly	\$802.50	\$1,011.81	\$1,221.08
		Hourly	\$10.03	\$12.65	\$15.26