



Town of Camp Verde Vision Statement

"Camp Verde is welcoming, a safe community, a vibrant economy, thoughtfully growing, and offering an exceptional quality of life."

**AMENDED AGENDA
TOWN OF CAMP VERDE
SPECIAL EXECUTIVE SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
THURSDAY, OCTOBER 23, 2025 at 6:00 P.M.
ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/84800890257?pwd=nRatru5BlIbxAzD5dGV9rqFGIfbzNe.1>

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

Meeting ID: 848 0089 0257

Passcode: 854599

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 Brian Bolton, Robert Foreman, Robin Godwin, Jessie Murdock, Patricia Seybold, Vice Mayor Wendy Escoffier, and Mayor Marie Moore.
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be approved by one motion 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) **Authorization for the Town Manager to enter into a separation agreement with Debra Martin.** Staff Resource: Town Manager Miranda Fisher.
5. **Discussion, consideration, and possible approval of the establishment of a Development Services Director position to integrate Community and Economic Development operations under a unified leadership structure.** Staff Resource: Town Manager Miranda Fisher.
6. **Discussion, consideration, and possible approval of changes to the Town's Permanent Salary Table.** Staff Resource: Town Manager Miranda Fisher.
7. **An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of employment of a public officer. The purpose of the executive session is to discuss Town Manager Miranda Fisher's upcoming six-month evaluation and allow for consideration of the process for the evaluation and goal setting for the Manager. Town Manager Fisher may also provide a self-evaluation to assist in her upcoming Council evaluation.** Staff Resource: Town Manager Miranda Fisher.
8. **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 October 22, 2025 at 5:55 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk



Town Council Agenda Information Memorandum

Meeting Date: October 23, 2025

Agenda Item Type:

- | | | |
|--|---|--|
| ☒ Consent Agenda | ☐ Informational Presentation | ☐ Discussion Item |
| ☐ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: CVMO

Staff Resource: Town Manager Manager Fisher

Agenda Title: Authorization for the Town Manager to enter into a separation agreement with Debra Martin.

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

- | | | | | |
|--|---|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☒ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|---|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

- Funding Source / GL Account Number: Salaries
- Approved in the FY26 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

The Town has been in discussions with Debra Martin regarding a mutual separation agreement. Because the total value of the agreement exceeds the Town Manager's approval authority, Miranda Fisher is requesting Council authorization to finalize the agreement with Mrs. Martin.

Proposed Motion:

I move to APPROVE the Town Manager entering into a separation agreement with Debra Martin.

OR

I move to DENY the Town Manager entering into a separation agreement with Debra Martin.

**Meeting Date:** October 21, 2025**Agenda Item Type:**

- | | | |
|--|---|--|
| ☐ Consent Agenda | ☐ Informational Presentation | ☐ Discussion Item |
| ☒ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Town Manager**Staff Resource:** Town Manager Miranda Fisher

Agenda Title: Discussion, consideration, and possible approval of the establishment of a Development Services Director position to integrate Community and Economic Development operations under a unified leadership structure.

Attached Documents:

- Development Services Director Job Description
- Development Services Department Recommended Organizational Structure

Estimated Presentation Time: 10 minutes**Estimated Discussion Time:** 10 minutes**Reviewed By:**

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

- Funding Source / GL Account Number: Funding for the position would come out to salaries split between the Community Development and Economic Development Departments.
- Approved in the FY26 Budget? ☒ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

The Town of Camp Verde has been without a Community Development Director for over a year, with Town Manager Miranda Fisher serving as the Interim Community Development Director during this period to maintain oversight of Planning, Building, and Code Compliance operations.

Most recently, Molly Davies, Economic Development Director, submitted her resignation, with her final day of service scheduled for November 7, 2025. In light of this forthcoming vacancy and the continued leadership gap within Community Development, staff has conducted a comprehensive review of both departments' functions and recommends a restructured and consolidated model through the creation of a Development Services Director position.

Combining Community Development and Economic Development functions under one leadership role will establish a more unified and strategic framework for how the Town manages growth, development, and investment. By integrating planning, building, code compliance, and economic development within a single department, the Town will be better positioned to align land use, infrastructure, and business priorities in a cohesive, consistent manner that supports community character and manageable growth. This structure will also enhance the customer experience for residents, developers, and business owners by simplifying the development process, improving coordination between divisions, and reducing delays. Additionally, the Development Services Director will serve as the bridge between regulatory and



Town Council

Agenda Information Memorandum

business development efforts, ensuring Town policies and practices encourage quality investment, foster economic vitality, and remain fully compliant with adopted plans, codes, and regulations.

While the Community Development Director position had recently been posted, staff recommends retracting that posting and instead proceeding with the creation of the Development Services Director role. All current applicants for the Community Development Director position will be promptly notified of this change. If approved by Council, the new position would be posted later this week, with interviews and candidate selection anticipated to occur in December 2025.

Financials

From a financial standpoint, no additional funding is required. The new position will be supported through the existing budget allocations for the vacant Community Development Director and Economic Development Director positions. Moreover, this change will result in cost savings, as it replaces two director-level positions with one, thereby reducing overall salary and benefit expenditures.

Why the Urgency

Timely action is important for two reasons. First, the City of Cottonwood is currently recruiting for a Community Development Director, and by moving forward now, Camp Verde can remain competitive in attracting a strong pool of qualified candidates for a comparable leadership role. Second, staff believes it is important to promptly notify current applicants for the Community Development Director position about this organizational change to ensure fairness and transparency in the recruitment process.

Connection to the [FY25-FY30 Strategic Plan](#)

This consolidation is a strategic and forward-thinking step that mirrors organizational structures in many comparable municipalities. It will not only improve coordination and efficiency across departments but also allow for a more focused and integrated approach to achieving the Town's long-term planning and economic development goals.

Question(s) before the Council:

- Does Council have any questions for staff?

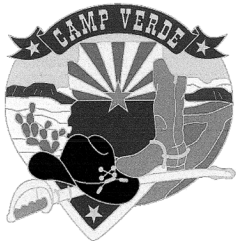
Proposed Motion:

I move to **APPROVE** the creation of the Development Services Director position.

OR

I move to **DENY** the creation of the Development Services Director position.

Job Description



DEVELOPMENT SERVICES DIRECTOR

Department:	Community Development	Revised Date:	October 2025
Reports to:	Town Manager	FLSA:	Exempt

GENERAL PURPOSE: Under general supervision, directs, oversees, and administers all functional areas within the Community and Economic Development Services divisions, including Planning, Building, Code Enforcement (inclusive of Animal Control), and Economic Development. Responsible for promoting balanced growth while ensuring the health, safety, and welfare of the public in the built environment. Serves as a key member of the Town's executive leadership team, providing strategic direction and collaboration across departments to ensure that public services and development activities align with the Town's General Plan, Strategic Plan objectives, and other guiding documents shaping the community's future.

Every Town Employee is expected to follow the Town Core Values by setting the P.A.C.E.

(Professionalism, Accountability, Community and Excellence).

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.*

- Exercises broad oversight and discretionary authority in managing all facets of Planning and Zoning, Building Safety, Code Compliance (including Animal Control), Economic Development, and related inspection functions for all horizontal and vertical construction and infrastructure within the Town of Camp Verde.
- Leads the development, implementation, and management of the Town's Economic Development and Tourism strategies, supporting both short- and long-range planning efforts, including the General Plan and other community development initiatives.
- Serves as the Town's Zoning Administrator and is responsible for performing all duties and responsibilities as outlined in the Town's Planning and Zoning Ordinance.
- Fosters partnerships with businesses, developers, community organizations, and regional agencies to advance economic development, tourism promotion, and business retention and expansion goals.
- Collaborates closely with the Utilities and Public Works departments to ensure coordinated and efficient planning and development review processes town-wide.
- Engages regularly with business leaders, property owners, and residents to identify community priorities, assess growth opportunities, and implement strategies that enhance Camp Verde's economic and community vitality.
- Identifies, evaluates, and promotes innovative development and redevelopment projects that align with the Town's vision and support long-term economic and tourism growth.
- Provides executive-level leadership in the preparation and administration of departmental budgets, policies, projects, and programs to ensure the effective delivery of high-quality, customer-oriented services.
- Collaborates with the Mayor, Town Council, Town Manager, and fellow department directors to analyze organizational and community needs and implement responsive strategies and actions.

Job Description

- Builds and maintains strategic partnerships with community representatives, external agencies, and regional organizations to address emerging issues and represent the Town in intergovernmental and public forums.
- Ensures the department operates in full compliance with local, state, and federal laws, as well as Town policies, procedures, and adopted plans.
- Promotes a culture of excellence in customer service and continuous improvement by monitoring departmental performance, streamlining processes, and leveraging technology where appropriate.
- Oversees the comprehensive plan review and inspection process for residential, commercial, and public projects, identifying efficiencies and ensuring compliance with all applicable codes and standards.
- Conducts or oversees periodic economic and tourism impact analyses to inform policy decisions and measure progress toward strategic goals.
- Coordinates with regional tourism partners, business associations, and local events organizers to promote Camp Verde as a destination for recreation, heritage, and investment.
- Provides leadership and direction to departmental staff, including communication of goals and objectives, performance management, professional development, and recognition of achievements.
- Represents the Town at public meetings, legislative sessions, neighborhood association meetings, and community events; provides expert advice to elected officials, boards, and commissions.
- Prepares and coordinates agendas, reports, and packet materials for meetings to ensure timely and accurate delivery to appropriate parties.
- Performs other duties as assigned or required.

MANAGERIAL RESPONSIBILITIES:

Directly supervises managers and staff of the Community Development and Economic Development Divisions.

MINIMUM QUALIFICATIONS:

Education and Experience:

A Bachelor's Degree in Economic Development, Planning, Public Administration, or related field; AND five years' experience in community development or economic development program management; OR an equivalent combination of education and experience. Plus, ten (5) years of progressively responsible experience in the strategic leadership and management of the planning, economic development, municipal administration operations of a local government, or related work. Minimum of five (5) years of supervisory experience at a division or department head level.

Certified Economic Developer (CEcD) and/or American Institute of Certified Planners (AICP) highly desired.

Required Licenses or Certifications:

- Must possess a State of Arizona Driver's license.
- Professional certification through the American Institute of Certified Planners (AICP) is preferred; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

Required Knowledge of:

- Town policies and procedures.
- Town General Plan and strategic plan.
- Principles and practices of community development and its components such as planning, financing, site selection, business outreach and recruitment, existing business expansion and development entitlement assistance, and employment development.

Job Description

- Federal, State and local laws, rules, codes and regulations governing planning, zoning, building, safety, code enforcement, community planning and economic development.
- Town land use and development regulations, zoning codes, planning concepts and principles.
- Techniques and practices for efficient and cost-effective management of allocated resources.
- Occupational hazards and safety precautions.
- Record keeping and file maintenance principles and procedures.

Required Skill in:

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Interpreting and applying development standards and procedures, Federal and state rules and regulations, and Town policies and procedures.
- Assessing Town needs and developing and promoting effective solutions.
- Presenting and defending reports and information in a public speaking setting such as public hearings and neighborhood meetings.
- Reading and interpreting building plans and technical specifications, and checking details, estimates, plans, and specifications of projects.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

Physical Demands / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Sitting, verbal communication, hearing, and performing repetitive motions with hands/wrists/fingers
- Problem solving, conducting written communication, displaying interpersonal skills, and standing.
- Occasionally include walking, lifting, carrying, reaching, and hand/eye/foot coordination.
- Infrequently include bending; stooping; kneeling; reaching at, above, and below shoulder level with the right, left, and both shoulders; and lifting/carrying up to 24 pounds.
- Attending periodic evening meetings, work weekends and/or travel to attend meetings.

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

FLSA: Exempt



**Meeting Date:** October 21, 2025**Agenda Item Type:**

- | | | |
|--|---|--|
| ☐ Consent Agenda | ☐ Informational Presentation | ☐ Discussion Item |
| ☒ Action/Decision Item | ☐ Executive Session Request | ☐ Other: |

Requesting Department: Town Manager**Staff Resource:** Town Manager Miranda Fisher**Agenda Title:** Discussion, consideration and possible approval of changes to the Town's Permanent Salary Table.**Attached Documents:**

- Amended Salary Table

Estimated Presentation Time: 10 minutes**Estimated Discussion Time:** 10 minutes**Reviewed By:**

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| ☒ Town Manager | ☐ Legal | ☐ Risk Management | ☐ Finance | ☐ Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

- Funding Source / GL Account Number: Funding for the position would come out to salaries split between the Community Development and Economic Development Departments.
- Approved in the FY26 Budget? ☒ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

As outlined in the previous agenda item, Town staff are recommending the creation of a Development Services Director position. If approved, this position must be formally added to the Town's salary table. The updated salary table reflects the removal of the Economic Development Director and Community Development Director positions from Step 24, and the addition of the Development Services Director position at Step 26.

In addition to this structural update, a few other adjustments are proposed for clarification and organizational alignment:

- The Public Works Analyst title has been revised to Utilities Analyst, as this position provides direct support to the Utilities Department. The Utilities Analyst will also assume supervisory responsibility for the Utilities Clerk position (Step 10).
- The Public Works/Utilities Administrative Support Manager title has been simplified to Administrative Support Manager. This change provides greater flexibility, allowing the Town to assign this support manager role to any department where operational needs warrant it (Step 14).



Town Council Agenda Information Memorandum

Connection to the [FY25-FY30 Strategic Plan](#)

Updating position titles and classifications supports effective workforce management, promotes internal efficiency, and ensures the Town can attract and retain qualified professionals to advance strategic priorities.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

I move to **APPROVE** the amended Permanent Salary Table as presented.

OR

I move to **APPROVE** the amended Permanent Salary Table **with the following changes...**

OR

I move to **DENY** the amended Permanent Salary Table.

Town of Camp Verde
Permanent Salary Range Table Effective 10/21/25

New Salary Range	Minimum (Annual/Hourly)		Midpoint (Annual/Hourly)		Maximum (Annual/Hourly)		Job Classifications
	\$ 30,576	\$ 14.70	\$37,456	\$ 18.01	\$44,335	\$ 21.32	Arizona State Minimum Wage
1	\$32,656	\$ 15.70	\$40,004	\$ 19.23	\$47,351	\$ 22.77	Janitor Library Clerk Visitor Center Ambassador
2	\$34,289	\$ 16.49	\$42,004	\$ 20.19	\$49,719	\$ 23.90	Library Clerk, Senior
3	\$36,003	\$ 17.31	\$44,104	\$ 21.20	\$52,205	\$ 25.10	Parks & Rec Leader I
4	\$37,803	\$ 18.17	\$46,309	\$ 22.26	\$54,815	\$ 26.35	
5	\$39,694	\$ 19.08	\$48,625	\$ 23.38	\$57,556	\$ 27.67	Grounds Maintenance Worker I Building Maintenance Worker I Parks & Rec Leader II Administrative Assistant Administrative Clerk Utilities Clerk Trainee Library Specialist I
6	\$41,678	\$ 20.04	\$51,056	\$ 24.55	\$60,433	\$ 29.05	Spanish Outreach Library Specialist Animal Control Officer Senior Recreation Leader Records Specialist I Library Specialist II Court Specialist I Quartermaster Finance Clerk Property & Evidence Custodian Grounds Maintenance Worker II Building Maintenance Worker II Streets Maintenance Worker Water Operator Trainee Wastewater Operator Trainee Permit Technician I Utilities Clerk I
7	\$43,762	\$ 21.04	\$53,609	\$ 25.77	\$63,455	\$ 30.51	Permit Technician II Records Specialist II Water Operator I Wastewater Operator I Equipment Operator Court Specialist II Utilities Clerk II
8	\$45,950	\$ 22.09	\$56,289	\$ 27.06	\$66,628	\$ 32.03	Parks & Rec Coordinator Court Specialist III Utilities Clerk III Permit Technician III Stormwater Specialist Equipment Operator, Senior Water Operator II Wastewater Operator II
9	\$48,248	\$ 23.20	\$59,104	\$ 28.42	\$69,959	\$ 33.63	Youth Services Supervisor Grounds Maintenance Lead Building Maintenance Lead Court Security Officer Dispatcher Trainee Water Operator III Wastewater Operator III Building Inspector I Code Enforcement Officer I Plans Examiner I
10	\$50,660	\$ 24.36	\$62,059	\$ 29.84	\$73,457	\$ 35.32	Public Works Analyst Utilities Analyst Code Enforcement II Plans Examiner II

							Dispatcher Planner I Building Inspector II
11	\$53,193	\$ 25.57	\$65,162	\$ 31.33	\$77,130	\$ 37.08	Human Resources Specialist I Economic Development Specialist
12	\$55,853	\$ 26.85	\$68,420	\$ 32.89	\$80,987	\$ 38.94	Recreation Supervisor Accountant Human Resources Specialist II Planner II
13	\$58,645	\$ 28.19	\$71,841	\$ 34.54	\$85,036	\$ 40.88	Streets Maintenance Foreman Peace Officer Recruit Deputy Town Clerk Maintenance Foreman
14	\$61,578	\$ 29.60	\$75,433	\$ 36.27	\$89,288	\$ 42.93	Dispatch Supervisor Peace Officer PW/Utilities Admin Support Manager Public Safety Systems Administrator Economic Development Project Manager Special Initiatives Manager Court Supervisor
15	\$64,657	\$ 31.08	\$79,204	\$ 38.08	\$93,752	\$ 45.07	CAD Draftsman Wastewater Division Foreman Water Division Foreman Streets Supervisor
16	\$67,889	\$ 32.64	\$83,165	\$ 39.98	\$98,440	\$ 47.33	Accountant, Senior Senior Building Inspector Police Sergeant Planner, Senior
17	\$71,284	\$ 34.27	\$87,323	\$ 41.98	\$103,362	\$ 49.69	
18	\$74,848	\$ 35.98	\$91,689	\$ 44.08	\$108,530	\$ 52.18	Water Division Manager Wastewater Division Manager
19	\$78,591	\$ 37.78	\$96,273	\$ 46.29	\$113,956	\$ 54.79	Chief Building Official Library Manager Parks & Recreation Manager Court Administrator
20	\$82,520	\$ 39.67	\$101,087	\$ 48.60	\$119,654	\$ 57.53	CIP Project Manager Civil Engineer
21	\$86,646	\$ 41.66	\$106,141	\$ 51.03	\$125,637	\$ 60.40	
22	\$90,978	\$ 43.74	\$111,449	\$ 53.58	\$131,919	\$ 63.42	Public Works Deputy Director Town Engineer Town Clerk Lieutenant
23	\$95,527	\$ 45.93	\$117,021	\$ 56.26	\$138,515	\$ 66.59	Commander Civilian Commander
24	\$100,304	\$ 48.22	\$122,872	\$ 59.07	\$145,440	\$ 69.92	Economic Development Director Human Resources Director Parks & Rec Director Community Development Director
25	\$105,319	\$ 50.63	\$129,016	\$ 62.03	\$152,712	\$ 73.42	Finance Director Public Works Director Utilities Director
26	\$110,585	\$ 53.17	\$135,466	\$ 65.13	\$160,348	\$ 77.09	Development Services Director
27	\$116,114	\$ 55.82	\$142,240	\$ 68.38	\$168,365	\$ 80.94	Town Marshal
28	\$121,920	\$ 58.62	\$149,352	\$ 71.80	\$176,784	\$ 84.99	
29	\$128,016	\$ 61.55	\$156,819	\$ 75.39	\$185,623	\$ 89.24	
30	\$134,417	\$ 64.62	\$164,660	\$ 79.16	\$194,904	\$ 93.70	
31	\$141,137	\$ 67.85	\$172,893	\$ 83.12	\$204,649	\$ 98.39	
32	\$148,194	\$ 71.25	\$181,538	\$ 87.28	\$214,882	\$ 103.31	Town Manager
33	\$155,604	\$ 74.81	\$190,615	\$ 91.64	\$225,626	\$ 108.47	
34	\$163,384	\$ 78.55	\$200,146	\$ 96.22	\$236,907	\$ 113.90	

Differential	Width Max
5%	45%

Seasonal Staff Starting Wage

MW	Recreation Aide - Scorekeeper
MW	Recreation Aide - Camp Counselor Aide
MW	Pool Cashier
MW+\$1.00	Pool Lifeguard
MW+\$1.50	Head Pool Lifeguard
MW+\$1.00	Camp Counselor
MW+\$1.50	Head Camp Counselor
MW + \$2.50	Camp Supervisor
MW + \$2.50	Pool Supervisor
\$25.00-35.00	Recreation Aide- Sports Official