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."

AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JULY 15, 2026 at 6:00 P.M.
ZOOM MEETING LINK:
https://us02web.zoom.us/j/83019915801?pwd=4kLSwVQNYuUzQtj61DEzdOrSbdZp1s.1
one Tap Mobile: 1-253-215-8782 or 1-346-248-7799
Meeting ID: 830 1991 5801
Passcode: 404415

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) **Approval of the Minutes:**
      1) Special Session – June 17, 2026 at 5:00 p.m. Pg. 5
      2) Regular Session (Public Portion) June 17, 2026 at 6:00 p.m. Pg. 7

   b) **Set Next Meeting, Date and Time:**
      1) Work Session – July 29, 2026 at 5:00 p.m.
      2) Regular Session – August 5, 2026 at 5:00 p.m.
      3) Regular Session – August 19, 2026 at 6:00 p.m. - Cancelled
      4) Regular Session – September 2, 2026 at 6:00 p.m.
      5) Regular Session – September 16, 2026 at 6:00 p.m.

   c) **Action to accept the Town Manager's resignation effective immediately, and to approve a separation agreement with six months' severance pursuant to the terms of the Town Manager's employment agreement and authorize the Mayor to execute the agreement in final form approved by the Town Attorney.** Staff Resource: Town Attorney Jon Paladini. Pg. 15

5. **Call to the Public for items not on the Agenda. (Please complete Request to**

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

Arizona law prohibits any Town resource, including staff time, equipment, and anything of value to influence an election. This prohibition applies to Call to the Public at the Council meeting. You may discuss a Town issue but do not "advocate" for a specific candidate or ballot measure. Additionally, soliciting petition signatures or campaign contributions or distributing campaign materials is prohibited on Town property. The Town appreciates your efforts to help the Town comply with state law and avoid using taxpayer monies to influence an election.

6. **Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai-Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Sustaining Flows, Earth Day, Camp Verde School District, Friends of the Verde River and Verde Valley Housing Advisory Committee.

7. **Special Announcements and Presentations.** All presentations are limited to 15-minutes.

   - **Parks and Recreation Commission Q2 2026 Update.** Resource: Chair Candra Faulkner. Pg. 19

   - **Planning and Zoning Commission Q2 2026 Update.** Resource: Chair Bill Tippett. Pg. 23

   - **Presentation on administratively approved subdivisions from Q2 2026 in compliance with the Town's Ordinance 2025-A507 and House Bill 2447.** Staff Resource: Acting Senior Planner Cory Mulcaire. Pg. 27

8. **Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 12, Restaurant Liquor License for Agustina's Fogon, located at 396 S. Main Street, Camp Verde, Arizona, 86322.**
   Staff Resource: Town Clerk Leah Rhodes. Pg. 29
   Staff Comments
   Applicant Comments

Open Public Hearing
Close Public Hearing
Council Discussion

9. **Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 9, Liquor Store License for Smoke Express and Liquor, located at 348 S. Main Street #6B, Camp Verde, Arizona, 86322.** Staff Resource: Town Clerk Leah Rhodes. Pg. 57

Staff Comments
Applicant Comments
Open Public Hearing
Close Public Hearing
Council Discussion

10. **Public Hearing: Discussion, consideration, and approval of Resolution 2026-1216 for Use Permit #2025-0008, authorizing the operation of a Recreational Vehicle Park (Jackpot Ranch RV Park) with conditions, located at 2025 W. Reservation Loop Road, Camp Verde, Arizona, 86322 (APN 403-17-006L).** Staff Resource: Town Manager Miranda Fisher, Special Initiatives Manager Cliff Bryson & Development Services Director Christian Green. Pg. 77

Staff Comments
Applicant Comments
Open Public Hearing
Close Public Hearing
Council Discussion

11. **Discussion, consideration, and possible award of Bid No. 26-230 for the Verde Lakes Drive Sidewalk Improvements Project to Lincoln Constructors in the amount of $481,238.75, funded through the Federal Transportation Improvement Program Grant.** Staff Resource: CIP Manager Martin Smith. Pg. 269

12. **Discussion, consideration and possible approval of the proposed revisions and amendments to the Town's Personnel Manual.** Staff Resource: Human Resources Director Julia Kaiser and Town Manager Miranda Fisher. Pg. 311

13. **Discussion, consideration, and possible direction regarding the proposed Working Agreements for the Town Council, Boards, and Commissions to accompany the Town's Code of Conduct and Ethics Policy adopted by Resolution No. 2024-1159.** Staff Resource: Town Manager Miranda Fisher**.** Pg. 417

14. **Discussion and/or action regarding the selection of an Interim Town Manager.** Staff Resource: Town Attorney Jon Paladini. Pg. 427

15. **Adjournment**

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda

but only for the 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 July 9, 2026 at 6:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk

Agenda Item 4.a.1

DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JUNE 17, 2026 at 5:00 P.M.

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

1. **Call to Order**
   Mayor Moore called meeting to order at 5:00 p.m.

2. **Roll Call.** Council Members Brian Bolton, Robert Foreman, Robin Godwin, Jessie Murdock, Patricia Seybold, Vice Mayor Wendy Escoffier, and Mayor Marie Moore.

   Also Present
   Town Manager Miranda Fisher, Finance Director Michael Showers, Town Attorney Trish Stuhan

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

4. **Presentation, consideration, and possible approval of the proposed FY27 tentative budget.** Staff Resource: Town Manager Miranda Fisher & Finance Director Michael Showers.

   Town Manager Fisher provided an overview of the revisions to the tentative budget. Town Manager Fisher and Finance Director Showers responded to questions from the Council.

   On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Foreman, the Council **moved to approve** the FY 27 Proposed Tentative Budget and Capital Plan.

   Roll Call Vote:
   Councilor Bolton: aye
   Councilor Seybold: aye
   Councilor Foreman: aye
   Councilor Murdock: aye
   Councilor Godwin: aye
   Vice Mayor Escoffier: aye
   Mayor Moore: aye
   Motion Carried: 7-0

5. **Adjournment**
   Mayor Moore adjourned the meeting at 5:09 p.m.

Mayor Marie Moore

Attest: Leah Rhodes, Town Clerk

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on June 17, 2026. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2026.

_____

Leah Rhodes, Town Clerk

DRAFT

Agenda Item 4.a.2

DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JUNE 17, 2026 at 6:00 P.M.

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

1. Call to Order
Mayor Moore called the meeting to order at 6:00 p.m.

2. Roll Call. Council Members Brian Bolton, Robert Foreman, Robin Godwin, Jessie Murdock, Patricia Seybold, Vice Mayor Wendy Escoffier, and Mayor Marie Moore.

Also Present
Town Manager Miranda Fisher, Town Attorney Trish Stuhan and Town Clerk Leah Rhodes.

3. Pledge of Allegiance
Councilor Foreman led the Pledge.

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) Approval of the Minutes:
1) Special Session (Public Portion) – May 27, 2026 at 5:00 p.m.
2) Special Session – May 27, 2026 at 6:00 p.m.
3) Work Session – June 3, 2026 at 5:00 p.m.
4) Regular Session – June 3, 2026 at 6:00 p.m.

b) Set Next Meeting, Date and Time:
1) Regular Session – July 1, 2026 at 6:00 p.m.
2) Regular Session – July 15, 2026 at 6:00 p.m.
3) Regular Session – August 5, 2026 at 6:00 p.m.

c) **Consideration and possible approval of Resolution 2026-1219, designating Finance Director Michael Showers as the Town's Chief Fiscal Officer for the purpose of submitting the FY27 Expenditure Limitation Report to the Arizona Auditor General.** Staff Resource: Finance Director Michael Showers.

d) Consideration and possible approval of the Town of Camp Verde's Public

Safety Personnel Retirement System Pension Funding Policy. Staff Resource: Finance Director Michael Showers.

e) **Consideration and possible approval of the FY27 special assessment levy in the amount of $222,057 for annual debt service payments on Camp Verde Sanitary District WIFA Note 910175, and certification of the FY27 debt levy in the amount of $365,451 to Yavapai County, acting as Trustee of the Camp Verde Sanitary District.** Staff Resource: Finance Director Michael Showers.

f) **Consideration and possible approval of the Affiliate Library Agreement between the Yavapai County Free Library District and the Town of Camp Verde for FY27.** Staff Resource: Town Manager Miranda Fisher.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Foreman, the Council **moved to approve** the consent agenda with the change to Item 4.b. 3 for the August 5th meeting to start at 5:00 p.m.

Roll Call Vote:
Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye
Motion Carried: 7-0.

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

Public Comment:
Susan Huerta with Northern Healthcare provided update with the transition of the immediate care facility to an urgent care facility in Camp Verde. Ms. Huerta provided an overview of the engagement survey and Northern Healthcare ranked in the 86th percentile.

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

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The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai-Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Sustaining Flows, Earth Day, Camp Verde School District, Friends of the Verde River and Verde Valley Housing Advisory Committee.

The Mayor, Council and Town Manager reported on events they attended as well as upcoming events.

7. **Special Announcements and Presentations.** All presentations are limited to 15-minutes.

   - **Proclamation in memory of the Granite Mountain Hotshots.** Resource: Mayor Marie Moore.

     Mayor Moore proclaimed June 30, 2026, a day to remember all of the Granite Mountain Hotshots that gave their life in the line of duty.

8. **Discussion, consideration, and possible appointment of one applicant to the Parks and Recreation Commission, with a term ending January 1, 2028.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher reported that, due to the resignation of Zachary McKay, a vacant seat was open on the Parks and Recreation Commission. Town Manager Fisher stated that an interview committee met with the applicant on June 8, 2026. The interview committee recommended the appointment of Sylvia Strobel to fill the remainder of the term, which expires January 1, 2028.

On a **motion** made by Councilor Foreman seconded by Vice Mayor Escoffier, the Council **moved to approve** appointing Sylvia Strobel to the Parks & Recreation Commission with a term ending January 1, 2028.

Roll Call Vote:
Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye
Motion Carried: 7-0.

9. **Discussion, consideration, and possible appointment of two applicants to the Planning and Zoning Commission, with terms ending January 1, 2028.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher reported that, due to the resignation of Renee Hall and Peter Gutierrez, two vacant seats were open on the Planning and Zoning Commission. Town Manager Fisher stated that an interview committee met with the applicants on June 1, 2026. The interview committee recommended the appointment of Crisi Clark and Jane Whitmire to fill the remainder of the terms, which expire on January 1, 2028.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Seybold, the Council **moved to approve** appointing Crisi Clark and Jane Whitmire to the Planning & Zoning Commission with terms ending January 1, 2028.

Roll Call Vote:
Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye
Motion Carried: 7-0.

10. Discussion, consideration, and possible approval to release Request for Qualifications #2026-232 for a Town Magistrate for the Camp Verde Municipal Court. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher reported that, due to the resignation of Town Magistrate Gary Horton, staff has prepared a Request for Qualification (RFP) to solicit Statement of Qualifications from qualified legal professionals interested in serving in the role of Town Magistrate.

On a **motion** made by Councilor Murdock, seconded by Vice Mayor Escoffier, the Council **moved to approve** releasing Request for Qualifications #2026-232 for a Town Magistrate for the Camp Verde Municipal Courts.

Roll Call Vote:
Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye
Motion Carried: 7-0.

11. Discussion and possible direction regarding a request from the Artist Guild of Camp Verde to display artwork in the Town Council Chambers and/or utilize the Business Resource and Innovation Center for art-related activities. Staff Resource: Town Manager Miranda Fisher.

DRAFT

Town Manager Fisher explained that, at the request of the Artist Guild of Camp Verde, staff explored the possibility of displaying local artwork in the Council Chambers and Business Resource and Innovation Center (BRIC). Town Manager Fisher stated that the item was presented for Council discussion and direction regarding interest in displaying artwork, potential locations, and possible guidelines for such a program with the possibility of a display policy.

Town Attorney Trish Stuhan explained the general provisions and process of the Town adopting a display policy.

Town Manager Fisher responded to questions and concerns from the Council. Town Council supported displaying art in the Council Chambers but did not feel it was appropriate to do so in the BRIC at this time.

Town Manager Fisher recommended bringing back a draft policy for further discussion at a future Council meeting.

Public Comment: Sylvia Strobel thanked the Council for consideration of showcasing local artists' artwork from the Artist Guild Group.

12. Discussion, consideration, and possible approval of the revisions and amendments to the Town's Permanent Salary Range Table. Staff Resource: Human Resources Director Julia Kaiser.

Human Resources Director Julia Kaiser stated every year the Town reviews the salary ranges in comparison to the Arizona State minimum wages.

Town Manager Fisher highlighted the organizational assessment and the staffing changes that occured as a result of the assessment.

Human Resources Director Kaiser responded to questions from the Council.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Godwin, the Council **moved to approve** the revisions and amendments to the Town's Permanent Salary Range Table.

Roll Call Vote:
Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye
Motion Carried: 7-0.

13. Discussion, consideration, and possible direction regarding the proposed revisions and amendments to the Town's Personnel Manual. Staff Resource:

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Human Resources Director Julia Kaiser.

Human Resources Director Kaiser provided an overview of the proposed revisions of the Personnel Manual. Director Kaiser explained that the recommended amendments to the Holiday Leave and Bereavement Leave Policy are intended to align with current practices and enhance existing policies.

Town Manager Fisher responded to questions from the Council and stated the item will come back to Council at the July 1, 2026 Town Council meeting for a vote under Consent Agenda.

14. Discussion, consideration, and possible award of RFQ No. 26-229, Heritage Pool Renovations Design, to Landmark Aquatic, LLC in the amount of $48,000.00. Staff Resource: CIP Manager Martin Smith.

CIP Manager Smith stated he had issued a Request for Qualifications and received one bid from Landmark Aquatic for the Heritage Pool renovation design. Landmark Aquatic is prepared to move into the design build contract.

Town Attorney Trish Stuhan and CIP Manager Smith responded to questions regarding the bid process and design process from the Council.

Town Manager Fisher responded to questions regarding funding sources.

Public Comment: Ruthie Bondi thanked the Council for moving forward with the renovation of the Heritage Pool.

On a **motion** made by Councilor Godwin, seconded by Councilor Foreman, the Council **moved to award** RFQ No. 26-229, Heritage Pool Renovations Design, to Landmark Aquatic in the amount of $48,000.00.

Roll Call Vote:
Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye
Motion Carried: 7-0.

15. Discussion, consideration and possible direction amending Section 2-3 of the Town Code regarding Town Council agenda-setting procedures, including agenda item placement requests, agenda approval authority, and related amendments to Town Code and Council policies. Resource: Town Manager Miranda Fisher and Town Attorney Trish Stuhan.

Town Manager Fisher provided an overview of the current code Section 2-3 regarding the process for developing Council meeting agendas. Town Manager Fisher provided different options regarding the placement of agenda items for Council's consideration.

Town Attorney Trish Stuhan provided an overview of different practices and open meeting law risks for placement of agenda items on a Council agenda.

The Council spoke in favor of adding language at the end of an agenda to ask for future agenda items for discussion.

Town Manager Fisher and Town Attorney Stuhan responded to questions from the Council. Town Manager Fisher stated an Ordinance will be drafted for further consideration for Council approval.

Mayor Moore recessed the meeting for a break at 7:39 p.m. and reconvened the meeting at 7:48p.m.

16. Discussion, consideration, and possible direction regarding the establishment of requirements and procedures for virtual attendance and participation by Town Council, Board, and Commission members at public meetings. Resource: Town Manager Miranda Fisher and Town Attorney Trish Stuhan.

Town Manager Fisher stated she would like the Council's direction on the requirements and procedures for virtual attendance.

Town Manger Fisher and Town Attorney Stuhan provided an overview of the Town's Code, which references State law for attendance with the Town Council and Board and Commission members.

The Council provided direction to formalize a policy for virtual attendance and participation in public meetings.

Town Manager Fisher and Town Attorney Stuhan responded to questions from the Council.

Public Comment: Tanner Bryson spoke in favor of virtual participation.

Mayor Moore read items 17 and 18.

A **motion** was made by Councilor Bolton to go into Executive Session at 8:20 p.m. for Items 17 and 18. Councilor Foreman seconded the motion.

Roll Call Vote:
Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye

Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye
Motion Carried 7-0.

17. **An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney related to regulations regarding the carrying of firearms on Town property and facilities.** Resource: Town Attorney Trish Stuhan and Councilor Robert Foreman.

18. **An executive session pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the public body's position regarding contracts that are the subject of negotiations. The purpose of the executive session is to discuss dispatch services.** Staff Resource: Town Manager Miranda Fisher and Town Marshal Dan Jacobs.

Mayor Moore reconvened the Regular Session at 9:32 p.m.

Mayor Moore stated direction was given on Items 17 and 18.

19. **Adjournment**

Mayor Moore adjourned the meeting at 9:32 p.m.

_____ _____
Mayor Marie Moore Attest: Leah Rhodes, Town Clerk

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on June 17, 2026. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2026.

_____
Leah Rhodes, Town Clerk

DRAFT

Town Council
Agenda Information Memorandum

Meeting Date: July 15, 2026

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

Requesting Department: Town Council **Resource:** Town Attorney Jon Paladini

Agenda Title: Action to accept the Town Manager's resignation effective immediately, and to approve a separation agreement with six months' severance pursuant to the terms of the Town Manager's employment agreement and authorize the Mayor to execute the agreement in final form approved by the Town Attorney. Staff Resource: Town Attorney Jon Paladini.

Attached Documents:
Town Manager Resignation Letter

Estimated Presentation Time: 5 minutes **Estimated Discussion Time:** 5 minutes

Reviewed By:
☒ Town Manager ☒ Legal ☐ Risk Management ☐ Finance ☐ Other:

Financial Review (if applicable)**:** N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

Per discussions with the Town Council and Town Manager at the July 8, 2026, Special Session.

Connection to the FY25-FY30 Strategic Plan

N/A

Question(s) before the Council:

Does the Council have questions for the Town Attorney.

Proposed Motion:

I move to accept the Town Manager's resignation effective immediately, and to approve a separation agreement with six months' severance pursuant to the terms of the Town Manager's employment agreement and authorize the Mayor to execute the agreement in final form approved by the Town Attorney.

Or

I move to reject the Town Manager's resignation effective immediately, and do not approve a separation agreement.

MIRANDA FISHER

Town Manager

July 3, 2026

Dear Mayor and Council Members,

Please accept this letter as my formal notice of resignation from my position as Town Manager for the Town of Camp Verde, effective June 30, 2027.

This decision has not been made lightly. As I prepare for the next chapter of my personal and professional life, including the upcoming arrival of my first child and careful consideration of where my family intends to establish long-term roots, I believe it is appropriate to begin planning for a leadership transition.

Should the Town Council determine that an earlier separation is in the best interest of the Town, I am willing to accommodate that request, provided such separation is handled in accordance with the severance provisions contained in my Employment Agreement.

It has been a privilege to serve the Town of Camp Verde. I am especially grateful for the opportunity to work alongside such an exceptional team of dedicated employees whose professionalism, commitment, and passion for public service have made my time as Town Manager incredibly rewarding. I am proud of all that we have accomplished together and have every confidence that the organization will continue to thrive.

I am equally grateful for the opportunity to serve alongside the Town Council, community partners, and the residents of Camp Verde over the past two years. It has been an honor to work together to advance community initiatives and establish a shared vision for Camp Verde's future.

I remain committed to serving the Town with the same professionalism and dedication that has guided my tenure as Town Manager. Until my employment concludes, I will continue to fulfill my responsibilities, support the Town Council and staff, and work to ensure a smooth and orderly transition for the organization.

Thank you for the opportunity to serve as your Town Manager.

Sincerely,

Miranda Fisher
Town Manager

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Town Council
Agenda Information Memorandum

Meeting Date: July 15, 2026

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

Requesting Department: Parks & Recreation Commission
Resource: Parks & Recreation Commission Chair Candra Faulkner

Agenda Title: Parks & Recreation Commission Q2 2026 Update

Attached Documents: Q2 2026 Update

Estimated Presentation Time: 5 minutes **Estimated Discussion Time:** 5 minutes

Reviewed By:
☒ Town Manager ☒ Legal ☐ Risk Management ☐ Finance ☐ Other:

Financial Review (if applicable)**:** N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

Parks & Recreation Commission Chair Candra Faulkner will present an update on the Parks & Recreation Commission's activities from April – June 2026.

Connection to the FY25-FY30 Strategic Plan

Keeping the Town Council and community informed about the work of Boards and Commissions exemplifies Effective Governance.

Question(s) before the Council:

- Does the Council have any questions for Chair Faulkner?

Parks & Recreation Commission Quarterly Report
Second Quarter 2026 (April – June)

Good evening Mayor, Vice Mayor, Councilmembers, and Town Staff.

On behalf of the Parks & Recreation Commission, I am pleased to provide our report for the second quarter of 2026.

This quarter, the Commission remained focused on four primary areas: long-range planning, capital improvements, community engagement, and strengthening Parks and Recreation services for our residents.

Strategic Planning and Fiscal Stewardship

The Commission devoted significant time to understanding the Town's long-term direction and how Parks and Recreation supports the community's future.

We reviewed the FY27 Strategic Plan and Action Plan, the Council-approved 2026 General Plan, and the proposed Parks and Recreation Capital Improvement Program.

These discussions helped ensure that our recommendations remain aligned with the Town's vision while continuing to prioritize projects that provide the greatest long-term benefit to our residents.

The Commission also received a comprehensive presentation regarding municipal funding options for parks, recreation programs, and capital projects. We gained a greater understanding of the many funding tools available, including grants, user fees, development impact fees, capital improvement funding, and other revenue sources, which will help us make informed recommendations as future projects are considered.

Capital Projects and Facilities

Throughout the quarter, the Commission continued to monitor progress on several major community projects.

We received regular updates on improvements at the Camp Verde Sports Complex, including ADA-accessible parking, sidewalks, landscaping, utilities, concession facilities, and future phases of construction. We also reviewed the FY27 Capital Improvement Project priorities and provided feedback on projects that will continue enhancing recreational opportunities throughout Camp Verde.

Additional project updates included:

- Parks & Recreation Master Plan development
- Heritage Pool improvements
- Equestrian Center planning
- Verde Lakes Community Park

- See My Legacy initiative
- ActiveNet registration software implementation
- Perry Weather safety system implementation

Each of these projects represents continued investment in providing safe, accessible, and high-quality recreational amenities for our community.

Community Engagement
The Commission continued to support opportunities for community involvement throughout the quarter.

Commission members discussed hosting Corn Fest activities, attended community events, and continued working with staff to strengthen communication through the development of Working Agreements for Town Council, Boards, and Commissions.

The Commission also fulfilled one of its annual responsibilities by selecting the finalists for the Fort Verde Days Grand Marshal, allowing the community to participate in the final selection through public voting.

Closing
I would like to thank Town Council for your continued support of Parks and Recreation, as well as Town Manager Miranda Fisher, Parks & Recreation Manager Shawna Figy, and the entire Parks & Recreation staff for their professionalism and dedication. Their hard work continues to move many important projects forward.

Thank you for the opportunity to present this report. I would be happy to answer any questions.

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Town Council
Agenda Information Memorandum

Meeting Date: July 15, 2026

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

Requesting Department: Planning & Zoning Commission
Resource: Planning & Zoning Commission Chair Bill Tippett

Agenda Title: Planning & Zoning Commission Q2 2026 Update

Attached Documents: Q2 2026 Update

Estimated Presentation Time: 5 minutes **Estimated Discussion Time:** 5 minutes

Reviewed By:
☒ Town Manager ☒ Legal ☐ Risk Management ☐ Finance ☐ Other:

Financial Review (if applicable)**:** N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

Planning & Zoning Commission Chair Bill Tippett will present an update on the Planning & Zoning Commission's activities from April - June 2026.

Connection to the FY25-FY30 Strategic Plan

Keeping the Town Council and community informed about the work of Boards and Commissions exemplifies Effective Governance.

Question(s) before the Council:

- Does the Council have any questions for Chair Tippett?

TOWN OF CAMP VERDE – PLANNING & ZONING COMMISSION

Q2 2026 Update before Council:

THURSDAY APRIL 9, 2026, at 6:00 P.M. – Regular Session

- Continued public hearing amending the ordinance to adjust the setbacks for wireless communication facilities neighboring residential zones from 5,000 to 450 feet. After lengthy conversation regarding the limits of our purview and evolution of technology and public needs regarding communication towers commission voted 4-3 in favor.
- Dark Sky – lumens calculation presentation.
- Reviewed existing use permits and current statuses. Commission was somewhat in agreement that current permit holders should be allowed a reasonable amount of time to come into compliance if not already so, and better annual review process for use permit requirements needs to be established.

THURSDAY APRIL 23, 2026, at 6:00 P.M. – Regular Session – Cancelled

THURSDAY APRIL 30, 2026, at 6:00 P.M. – Regular Session

- Postponement of the public hearing for Use Permit to operate a recreational vehicle park at Jackpot Ranch.
- Presentation on administratively approved subdivisions from Q1 2026 in compliance with the Town's Ordinance 2025-A507 and House Bill 2447. Staff provided information on the Laurel Estates Subdivision.
- Director Green spoke to the Commission about the recently adopted FY 27 Council Strategic Plan and the areas that affected Development Services.

THURSDAY MAY 14, 2026, at 6:00 P.M. – Regular Session

- Discussed and considered recommendation of Use Permit application to operate a recreational vehicle park at Jackpot Ranch. Commission voted 6-0 to deny recommendation due to strain on town's existing resources and citizens concerns regarding location near residential.
- Discussed possible recommendation of approval of Ordinance No. 2026-A515 to the Mayor and Common Council amending the Town Code to adopt Article 17-6 through 17-20 related to Mandatory Adequate Water Supply Requirements, Water Conservation, Water Infrastructure, Metering, and Master Planning. Commission unanimously approved 6-0.

THURSDAY MAY 28, 2026, at 6:00 P.M. – Regular Session - Cancelled

THURSDAY JUNE 4, 2026, at 5:00 P.M. – Special Session – Cancelled/No Quorum

- Joint session with General Plan Technical Advisory Group—meeting proceeded as TAG meeting instead.
- Productive discussion regarding redevelopment of the use table as part of the comprehensive Planning & Zoning Ordinance update.

THURSDAY JUNE 11, 2026, at 6:00 P.M. – Regular Session – Cancelled

THURSDAY JUNE 25, 2026, at 6:00 P.M. – Regular Session – Cancelled

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Town Council
Agenda Information Memorandum

Meeting Date: July 15, 2026

Agenda Item Type:

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

Requesting Department: Development Services **Staff Resource:** Acting Senior Planner Cory Mulcaire

Agenda Title: Presentation on administratively approved subdivisions from Q2 2026 in compliance with the Town's Ordinance 2025-A507 and House Bill 2447.

Attached Documents: N/A

Estimated Presentation Time: 5 minutes **Estimated Discussion Time:** 5 minutes

Reviewed By:

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

Financial Review (if applicable)**:** N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

During Q2 2026, the Town Staff did not administratively approve any subdivision plat applications.

Town Staff is expecting one Final Plat for Laurel Estates to be approved in the 3rd quarter of 2026. This subdivision is located behind Bashas, off Finnie Flat Road on APN 403-23-102.

Question(s) before the Council:

- Does the Town Council have any questions for the Staff regarding subdivision applications or approvals?

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Town Council
Agenda Information Memorandum

Meeting Date: July 15, 2026

Agenda Item Type:

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

Requesting Department: Town Clerk **Staff Resource:** Town Clerk Leah Rhodes

Agenda Title: Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 12, Restaurant Liquor License for Agustina's Fogon, located at 396 S. Main Street, Camp Verde, Arizona, 86322.

Attached Documents: Liquor License Application

Estimated Presentation Time: 5 minutes **Estimated Discussion Time:** 10 minutes

Reviewed By:

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

Financial Review (if applicable)**:** N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

An application for a Series 12, Restaurant Liquor License, was submitted by Agent Teresa Sotelo for Agustina's Fogon, located at 396 S. Main Street. The non-transferable, on-sale retail privileges liquor license allows the holder of a restaurant license to sell and serve all types of spiritous liquor solely for consumption on the premises of an establishment that derives at least forty percent (40%) of its gross revenue from the sale of food. Failure to meet the forty percent (40%) food requirement may result in revocation of the license.

Ms. Sotelo has submitted all the necessary paperwork to the Town of Camp Verde and the Arizona Department of Liquor Licenses and Control. Ms. Sotelo has paid all fees associated with the application.

Per Arizona Revised Statute §4-201, the application and public notice were posted for 20 days in a conspicuous place on the subject property. No comments for or against the application were received.

A copy of the attached application was distributed to the necessary Town Departments for review. Town Staff has no objection to the license's approval.

Question(s) before the Council:

- Does Council have any questions for staff?
- Does Council have any questions for the applicant?

Proposed Motion:

Move to **APPROVE** submitting to the Arizona Department of Liquor License and Control a recommendation of approval for a Series 12, Restaurant Liquor License for Agustina's Fogon, located at 396 S. Main Street, Camp Verde, Arizona, 86322.

OR

Move to **DENY** submitting to the Arizona Department of Liquor License and Control a recommendation of approval.

State of Arizona
Department of Liquor Licenses and Control

Created 06/17/2026 @ 11:39:15 AM

Local Governing Body Report

LICENSE

Number:		Type:	012 RESTAURANT
Name:	AGUSTINA'S FOGON		
State:	Pending		
Issue Date:		Expiration Date:	
Original Issue Date:			
Location:	396 S MAIN STREET CAMP VERDE, AZ 86322 USA		
Mailing Address:	[redacted] USA		
Phone:	[redacted]		
Alt. Phone:	[redacted]		
Email:	[redacted]		

AGENT

Name:	TERESA SOTELO SOTELO
Gender:	Female
Correspondence Address:	365 S EL RANCHO BONITO ROAD CORNVILLE, AZ 86325 USA
Phone:	[redacted]
Alt. Phone:	
Email:	

OWNER

Name:	HYPERION ENTERPRISES LLC
Contact Name:	TERESA SOTELO SOTELO
Type:	LIMITED LIABILITY COMPANY
AZ CC File Number:	State of Incorporation:
Incorporation Date:	
Correspondence Address:	[redacted]
Phone:	
Alt. Phone:	
Email:	

Officers / Stockholders

60 day
7-16-26

Name:	Title:	% Interest:
JORGE SOTELO SANCHEZ	OWNER	100.00

HYPERION ENTERPRISES LLC - OWNER

Name: JORGE SOTELO SANCHEZ
Gender: Male
Correspondence Address: [redacted]
Phone:
Alt. Phone:
Email:

APPLICATION INFORMATION

Application Number: 399316
Application Type: New Application
Created Date: 05/05/2026

QUESTIONS & ANSWERS

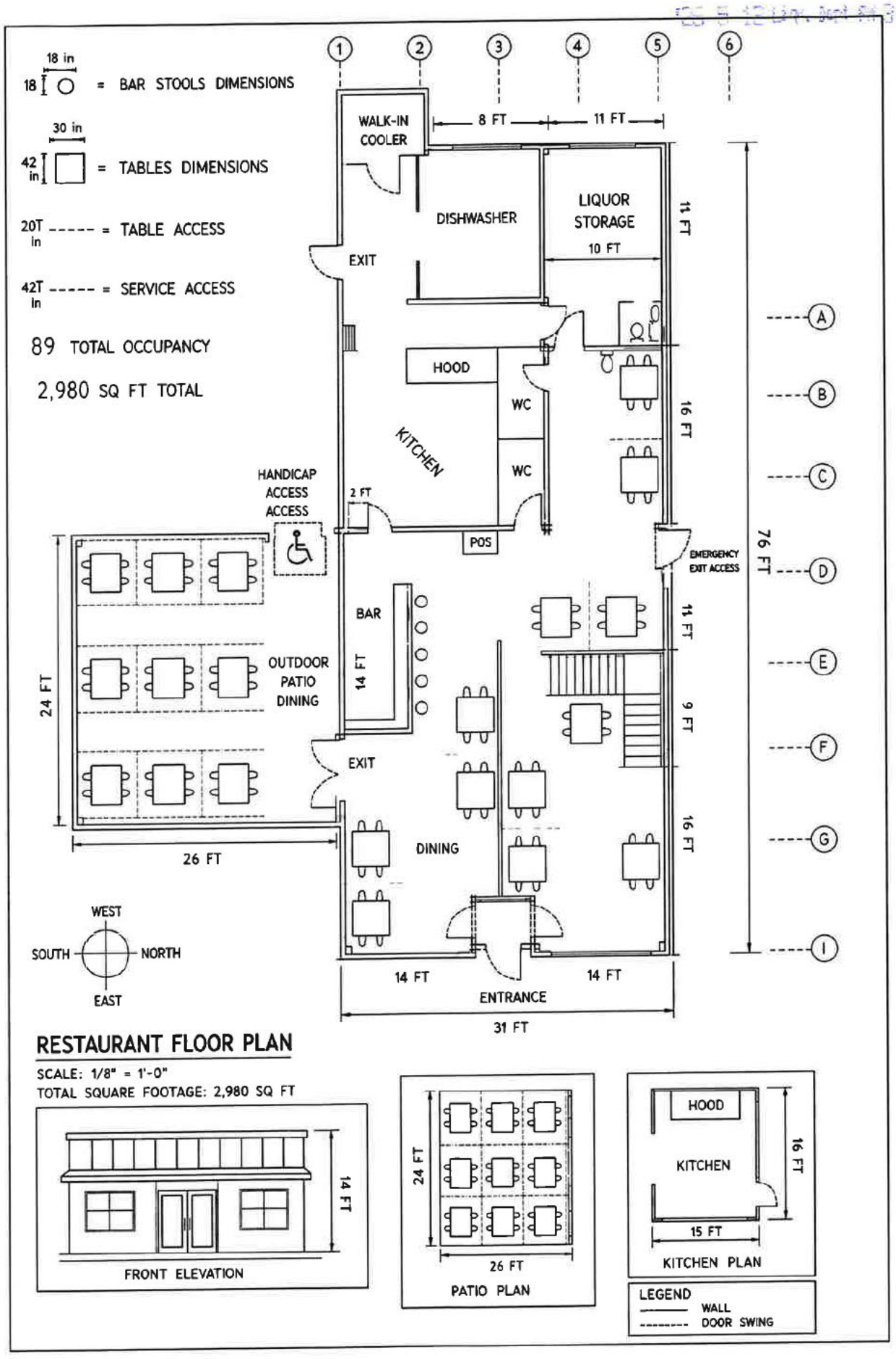
012 Restaurant

1) Are you applying for an Interim Permit (INP)?
   No
2) Are you one of the following? Please indicate below.
   Property Tenant
   Subtenant
   Property Owner
   Property Purchaser
   Property Management Company
   Property Tenant
3) Is there a penalty if lease is not fulfilled?
   Yes
   What is the penalty?
   (1)specific performance
   (2)judgment for rental due and owing
   (3)immediate possession
   (4)relet the demised premises
   (5)enforce liens on any property off lessee
   (6)attorneys fees and costs of any enforcement of any right under this lease
   (7)judgment for rent to be paid under remaining term of the lease.
4) Is the Business located within the incorporated limits of the city or town of which it is located?
   Yes
5) What is the total money borrowed for the business not including the lease?
   Please list each amount owed to lenders/individuals.
   None
6) Are there walk-up or drive-through windows on the premises?
   No

7) Does the establishment have a patio?
   Yes
   Is the patio contiguous or non-contiguous (within 30 feet)?
   Contiguous
8) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
   No
9) What type of business will this license be used for?
   Restaurant

DOCUMENTS

DOCUMENT TYPE	FILE NAME	UPLOADED DATE
DIAGRAM/FLOOR PLAN	Restaurant floor plan.pdf	05/09/2026
MENU	Drink menu.pdf	05/09/2026
MENU	Food menu.pdf	05/09/2026
QUESTIONNAIRE	Personal information questionnaire.pdf	05/09/2026
QUESTIONNAIRE	Title 4 certification .pdf	05/09/2026
RECORDS REQUIRED FOR AUDIT	Records require for audit .pdf	05/09/2026
RECORDS REQUIRED FOR AUDIT	Lease agreement .pdf	05/09/2026
DIAGRAM/FLOOR PLAN	Satellite screenshot.png	05/09/2026
RESTAURANT OPERATION PLAN	Food safety operation plan.pdf	05/09/2026
RESTAURANT OPERATION PLAN	Restaurant operation Plan.pdf	05/09/2026
	Alien status form.pdf	05/14/2026
	Audit_Records.pdf	05/14/2026
	DPS FINGERPRINTS .png	05/14/2026
	License application .pdf	05/14/2026
	Restaurant operation Plan.pdf	05/14/2026
	Personal information questionnaire.pdf	05/14/2026
	Employment Authorization .pdf	05/14/2026
	Back Employment Authorization .pdf	05/14/2026
	Driver license .pdf	05/14/2026
	Back driver license .pdf	05/14/2026
	Alien Status Form.pdf	05/18/2026



RESTAURANT FLOOR PLAN

SCALE: 1/8" = 1'-0"
TOTAL SQUARE FOOTAGE: 2,980 SQ FT


5:06
90°
AQI 55
Verde Valley Resale
Camp Verde Ace Hardware
The Flower Shop
Thanks A Latte
Verde Vapes
S MAIN ST
S WOODS ST
Voice of Oneness
Moscato Italian Restaurant
Integrity Massage
Verde Valley Farmers Market
W HOLLAMON ST
La Casita
396 S Main St
Ronda Aiuto Valley Accounting
S SECOND ST
S FIRST ST
S MAIN ST
Camp Verde Fire District Station 81
3D
W HEAD ST
Calvary Chapel of Camp Verde
396 S Main St
Address

'25 5 12 Dep. Dept. RM 3:54

Arizona Department of Liquor Licenses and Control
https://www.azliquor.gov
(602) 542-5141

DLLC USE ONLY	
Job #:	399316
Date Accepted:	
LC:	
License #:	

RESTAURANT OPERATION PLAN

RESTAURANT SERIES 12 AND HOTEL/MOTEL SERIES 11 ONLY

1. Name of restaurant (Please print): Agustina' s Fogón

2. Must indicate the equipment below by Make, Model, and Capacity:

LIST ONLY THE FOLLOWING - NO ATTACHMENTS	
Grill	Therma-tek TC36-36RB-NG 36" natural gas Charbroiler- 90,000 BTU
Oven	Royal Range RR-6G24 60" Gas 6 Burner,24" Griddle w/(2) Convection Ove
Freezer	True T-49F Reach-In Freezer-(Commercial 2 door freezer)
Refrigerator	Kolpak commercial Walk-In model(PC99MOP-2)
Sink	90" 3- Compartment stainless steel sink,16 gauge. (Kratos)
Dish Washing Facilities	American Dish AWS 24" 2 door dishwasher
Food Preparation Counter (Dimensions)	24" x60" 18 gauge 430 Stainless Steel Commercial table (Kratos)
Other	

3. Attach a copy of your FULL menu with pricing **INCLUDING NON-ALCOHOLIC BEVERAGES**

4. What percentage of your public premises is used primarily for restaurant dining?

(**Do not include kitchen, bar, hi-top tables, or game area.**) 80-90 %

5. Does your restaurant have a bar area that is distinct and separate from the dining area? ☑ YES ☐ No

(**If yes, what percentage of the public floor space does this area cover?**) 10-20 %

6. List the **seating capacity** for:

a) Restaurant dining area of your premises: **(DO NOT INCLUDE PATIO SEATING)** [48]

b) Bar area [+ 5]

TOTAL [= 53]

Individuals requiring ADA accommodations please call (602)542-2999

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7. What type of dinnerware is primarily used in your restaurant? ☑ Reusable ☐ Disposable ☐ Both

8. Does your restaurant contain any **games, televisions,** or **any other entertainment?** ☑ Yes ☐ No
If yes, specify what types and how many (examples: 4-TV's, 2-Pool Tables, 1-Video Game, etc.)

1-50" Smart TV (Roku)

9. Do you have live entertainment or dancing? ☐ Yes ☑ No
If yes, what type and how often (example: DJ-2 x a week, Karaoke-2 x a month, Live Band-1 x a month, etc.)

10. List number of employees for each position:

Position	How many
Cooks	4
Bartenders	2
Hostesses	1
Managers	1
Servers	3
Other (Dishwasher)	1
Other ( )	
Other ( )	

I, (Print Full Name) Jorge Sotelo Sanchez **, hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.**

Applicant Signature: _____

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Arizona Department of Liquor Licenses and Control
https://www.azliquor.gov
(602) 542-5141

DLLC USE ONLY	
Job #:	399316
Date Accepted:	
LC:	
License #:	

RECORDS REQUIRED FOR AUDIT
RESTAURANT/HOTEL/MOTEL

In the event of an audit, you will be asked to provide to the Department any documents necessary to determine Compliance with A.R.S. §4-205.02(G). Such documents requested may include however, are not limited to:

1. Name of restaurant (Please print): AGUSTINA' S FOGON
2. All invoices and receipts for the purchase of food and spirituous liquor for the licensed premises.
3. A list of ***all*** food and liquor vendors
4. The restaurant menu used during the audit period
5. A price list for alcoholic beverages during the audit period
6. Mark-up figures on food and alcoholic products during the audit period
7. A recent, ***accurate*** inventory of food and liquor (taken within two weeks of the Audit Interview Appointment)
8. Monthly Inventory Figures - beginning and ending figures for food and liquor
9. Chart of accounts (copy)
10. Financial Statements-Income Statements-Balance Sheets
11. **General Ledger**
    - A. Sales Journals/Monthly Sales Schedules
        1) Daily sales Reports (to include the name of each waitress/waiter, bartender, etc. with sales for that day)
        2) Daily Cash Register Tapes - Journal Tapes and Z-tapes
        3) Dated Guest Checks
        4) Coupons/Specials/Discounts
        5) Any other evidence to support income from food and liquor sales
    - B. Cash Receipts/Disbursement Journals
        1) Daily Bank Deposit Slips
        2) Bank Statements and canceled checks
12. **Tax Records**
    - A. Transaction Privilege Sales, Use and Severance Tax Return (copies)
    - B. Income Tax Return - city, state and federal (copies)
    - C. Any supporting books, records, schedules or documents used in preparation of tax returns

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13. **Payroll Records**

A. Copies of all reports required by the State and Federal Government

B. Employee Log (A.R.S. §4-119)

C. Employee time cards (actual document used to sign in and out each workday)

D. Payroll records for all employees showing hours worked each week and hourly wages

14. **Off-site Catering Records** (must be complete and separate from restaurant records)

A. All documents that support the income derived from the sale of food off the license premises.

B. All documents which support purchases made for food to be sold off the licensed premises.

C. All coupons/specials/discounts

The sophistication of record keeping varies from establishment to establishment. Regardless of each licensee's accounting methods, the amount of gross revenue derived from the sale of food and liquor must be substantially documented.

REVOCATION OF YOUR LIQUOR LICENSE MAY OCCUR IF YOU FAIL TO COMPLY WITH A.R.S. §4-210(A)7 AND A.R.S. §4-205.02(G).

A.R.S. §4-210(A) 7
The licensee fails to keep for two years and make available to the department upon reasonable request all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of spirituous liquors and, in the case of a restaurant or hotel-motel licensee, all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of food.

A.R.S. §4-205.02(M)
For the purpose of this section:

Restaurant: an establishment that derives **at least forty percent (40%)** of its gross revenue from the sale of food

Gross revenue: the revenue derived from all sales of food and spirituous liquor on the licensed premises regardless of whether the sales of spirituous liquor are made under a restaurant license issued pursuant to this section or under any other license that has been issued for the premises pursuant to this article.

Declaration:

I, (Print Name) Jorge Sotelo Sanchez, declare under penalty of perjury that I am authorized to submit this application. I have read the contents and to the best of my knowledge believe all statements made on this application to be true, correct, and complete.

Signature: _____

MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH RECORDS REQUIRED BY THE STATE

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AGUSTINA'S FOGON GRILL & SPIRITS

FOOD MENU

FOR THE TABLE

Agustina's Trio $15
Guacamole, queso dip, salsa, corn chips

White Queso Dip $11
Creamy perfectly smooth white cheese and corn chips

Guacamole Dip $12
Avocado, tomato, onion, jalapeño, cilantro, lime
corn chips

Street Corn (*) $10
Roasted corn, lime mayo, cotija, cilantro, tajin

Chicken Wings (8) $12
Buffalo or BBQ sauce, ranch, carrots, celery

Quesadilla (*) $12
Monterey jack, guacamole, pico de gallo.
Add protein: grilled chicken $6 | steak $7 |
pork carnitas $6 | shrimp $8

Cactus Fries $13
Creamy chipotle sauce

Chips & Salsa $5

SALADS & SOUPS

Add protein: chicken +$6 | mahi +$9 | shrimp +$8 (*) | salmon +$10

Montezuma Salad $17
Grilled chicken, guacamole, cilantro, tortilla strips,
chipotle ranch

Agustina's House Salad $14
Spring mix, elote, cherry tomatoes, pumpkin seed,
feta, honey lime

Caesar Salad $13
Romaine, croutons, Parmesan, caesar dressing

Red Pork Posole $13
Pork, cabbage, onions, cilantro, tostadas

Clam Chowder (*) $12
Potatoes, onions, celery, carrots, bacon

BURGERS & SANDWICHES

Montezuma Burger (*) $15
bacon, avocado, chipotle aioli

Cheese Burger $12
onions, tomatoes, pickles, fries

Chicken Sandwich (*) $13
bacon, chipotle aioli, lettuce, tomato

Pork BBQ Sandwich $12
Jack cheese, pickles, bbq sauce, fries

SOFT DRINKS

Soft drinks
Coke
Diet Coke
Lemonade
Fanta orange
Sprite
Dr pepper

$3

JARRITOS

Mandarin
Pineapple
Grapefruit
Fruit punch
Guava
Tamarind

$4

GRILLED SPECIALTIES

Ribeye 12oz $44
Whipped potatoes, asparagus, baby carrots, demi-glace

Skirt Steak 10oz $25
Whipped potatoes, asparagus, baby carrots, chimichurri

Pan Seared Salmon 8oz $24
Whipped potatoes, asparagus, roasted tomato-olive
tapenade, lemon-beurre blanc

Caramelize Scallops (*) $24
Five scallops, whipped potatoes,
asparagus, lemon-butter blanc

FAJITAS

Roasted peppers, onions, pico de gallo, guacamole,
tortillas, sour cream, rice & beans

Choose: Chicken | Steak | Shrimp (*) |
Grilled Salmon | Vegetarian $23

STREET TACOS

Three soft corn tortillas, rice & refried beans

Birria $19
Braised beef, chihuahua cheese, red onion,
cilantro, consomé broth

Baja Shrimp (*) $19
Beer battered shrimp, pickled chiles,
cabbage, chipotle crema

Carne Asada $19
Avocado salsa, cheese, onion, salsa verde, cilantro

Pork Carnitas $18
Avocado salsa, onions, cilantro

Grilled Chicken $18
Lettuce, pico de gallo, crema

Mahi Fish $19
Cabbage slaw, chipotle aioli

BURRITOS (*)

Burrito $17
Rice, beans, pico de gallo. Choose: chicken,
carne asada, pork carnitas, shrimp

DESSERTS

Churros $10
Mexican chocolate sauce, cajeta, caramel

Crème Brûlée (*) $10
Silky custard with caramelized sugar crust

EGGS (*) shellfish (*)
Consuming raw or undercooked meats, poultry, seafood or eggs may increase your risk of foodborne illness(*)

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DRINK MENU

MARGARITAS

Agustina's House Margarita $10
Blanco tequila, lime juice, agave, orange liqueur

Cadillac Margarita $15
Don Julio reposado, lime juice, agave, floated Grand Marnier

Fogón Prickly Pear Margarita $14
Blanco tequila, prickly pear purée, lime juice, floated mezcal

Jalapeño Margarita $13
Infused jalapeño tequila, orange liqueur, agave, lime juice

Delicious Fruity Margaritas $13
Blanco tequila, lime juice, purée, your flavor of choice

- Mango
- Peach
- Strawberry
- Passion Fruit
- Pomegranate

COCKTAILS

Paloma $13
Don Julio Blanco, orange liqueur, lime juice, grapefruit soda

Moctezuma's Cantarito $15
Casamigos Blanco, lime juice, orange juice, salt, grapefruit soda

Mojito $12
White rum, mint, lime, simple syrup

Mule $10
Vodka, lime, ginger beer

Piña Colada $11
Rum, coconut cream, pineapple juice, lime

Michelada $11
House mix, your choice of beer

Old Fashioned .....
Bourbon, sugar, bitters, orange peel

Negroni $12
Gin, Campari, sweet vermouth

Martini $12
Gin or vodka, dry vermouth, olive brine

MEZCAL

Espadín	$9
Del Maguey Vida Mezcal	$11
Casamigos Mezcal	$11

WHISKEY

Jack Daniel's	$7
Búfalo Trace Bourbon	$9
Glenlivet Scotch	$11

BEER

IMPORTED

Corona	$6
Modelo Especial	$6
Negra Modelo	$6
Corona NA	$5

DOMESTIC

Michelob Ultra	$5
Coors Light	$5

DRAFTS

XX Lager	$6
XX Amber	$6
Seasonal IPA	$6
Guinness	$6

WINES

WHITE

Chardonnay	$7
Sauvignon Blanc	$7
Pinot Grigio	$7

RED

Cabernet Sauvignon	$7
Merlot	$7
Pinot Noir	$7

SPARKLING

Prosecco	$10

SANGRIA

Sangria (Red or White)	$11

Wine, vodka, lime juice, orange juice, pineapple juice

APPLE CIDER

Apple Cider	$5

** Prices listed are glass*

TEQUILA SHOTS

DON JULIO

- Blanco $11
- Reposado $12
- Añejo $13

HORNITOS

- Blanco $9
- Reposado $10
- Añejo $11

CASAMIGOS

- Blanco $11
- Reposado $12
- Añejo $13

ESPOLÒN

- Blanco $8
- Reposado $9
- Añejo $10

1800

- Blanco $8
- Reposado $9
- Añejo $10

PATRÓN

- Blanco $10
- Reposado $11
- Añejo $12

EL TESORO

- Blanco $11
- Reposado $12
- Añejo $13

MAKE YOUR OWN MARGARITA +$4

PLEASE DRINK RESPONSIBLY.

Arizona Department of Liquor Licenses and Control
https://www.azliquor.gov
(602) 542-5141

Personal Information Questionnaire

DLLC USE ONLY	
Job #:	399316
Date Accepted:	
LC:	
License #	

ATTENTION APPLICANT: This is a legally binding document. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

THE COMPLETED QUESTIONNAIRE NEEDS TO BE SUBMITTED TO THE DEPARTMENT ALONG WITH A $22. FEE, AND FD-258 FINGERPRINT CARD, THAT HAS BEEN SEALED IN AN ENVELOPE, AND SIGNED OR INITIALED BY THE FINGERPRINT TECHNICIAN, MUST INCLUDE THE FINGERPRINT VERIFICATION FORM. MUST BE COMPLETED BY A RECOGNIZED FINGERPRINT SERVICE OR LAW ENFORCEMENT AGENCY.

FP- pending
A000932253

Agent: a person who is designated by an applicant or licensee to receive communications from the department and to file and sign documents submitted to the department on behalf of the applicant or licensee. An agent is not a manager.

A.R.S. §4-202(A).

Controlling Person: person directly or indirectly possessing control of an applicant or licensee.

A.R.S. §4-101(10).

Manager: An individual (not an entity) approved by the Department of Liquor who has the authority to organize, direct, carry out, control or to otherwise operate the day-to-day operations of a liquor-licensed business.

A.R.S. §4-101(22) and A.R.S. §4-202(C)

SECTION - 1 INDIVIDUAL INFORMATION

☑ AGENT ☐ CONTROLLING PERSON ☑ MANAGER

1. Name: Sotelo Sotelo (Last) Teresa (First)
2. Social Security #: [redacted] Birth Date: [redacted] (NOT a public record)
3. Driver's License: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 10 /10 /2015
6. Email address: [redacted]
7. Home Address: [redacted]
8. Daytime phone #: [redacted] Alternative phone #: [redacted]

SECTION 2 – LICENSED BUSINESS INFORMATION

1. License Number: ~~BL-CV-26-0021~~
2. Business Name (doing business as): AGUSTINA' S FOGON
3. Business Address: 396 South Main Street Camp Verde AZ 86322

'25 6 8 Liqr. Dept PM12:55

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations? ☑ Agent ☑ Controlling Person ☐ Manager

Name of persons who will be handling the day to day operations: Jorge Sotelo Sanchez

Teresa Sotelo Sotelo

SECTION 4 – BACKGROUND

If you answer "YES" to any Question 1 through 5 YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED

1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes ☐ No ☑
2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes ☐ No ☑
3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? *A.R.S.§4-202(D* Yes ☐ No ☑
4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets) Yes ☐ No ☑
   A.R.S.§4-202,4-210
   **Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license.*
5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes ☐ No ☑

SIGNATURE

I, (Print Full Name) Teresa Sotelo Sotelo hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature: _____ **Date:** 06/05/2026

'25 6 8 Liqr. Dept PM 4 06

Arizona Department of Liquor Licenses and Control
https://www.azliquor.gov
(602) 542-5141

ALIEN STATUS

DLLC USE ONLY	
Job #:	399316
Date Accepted:	
LC:	
License #:	

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrant, and certain aliens paroled into the United States are eligible to receive state, or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.

Submit this completed form and a copy of one or more document(s) from the attached "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" with your application for license or renewal. If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph. You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

SECTION I – APPLICANT INFORMATION

APPLICANT NAME (Print or type) Teresa Sotelo Sotelo

SECTION II – CITIZENSHIP OR NATIONAL STATUS

Are you a citizen or national of the United States? ☒ Yes ☐ No - If **yes**, indicate place of birth:

City Cottonwood State AZ **COUNTRY** USA

If you answered **Yes, 1)** Attach a legible copy of a document from the list below.

2) Name of document: Driver License

If you answered **No**, you must complete Sections III.

EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS

You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

Evidence showing authorized presence in the United State includes the following:

1. An Arizona driver license issued after 1996 or an Arizona non-operating identificationcard.
2. A driver license issued by a state that verifies lawful presence in the UnitedStates.
3. A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after Jan. 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time)
4. A United States certificate of birth abroad.
5. A United States passport. ***Passport must be signed***
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

SECTION III – QUALIFIED ALIEN

Applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of a document from the attached list or other document as evidence of your status.

_____

Name of document provided

Qualified Alien Status (8 U.S.C.§§ 1621(a)(1),-1641(b) and (c))

☐ 1.An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)

☐ 2.An alien who is granted asylum under Section 208 of the INA.

☐ 3.A refugee admitted to the United States under Section 207 of the INA.

☐ 4 An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.

☐ 5.An alien whose deportation is being withheld under Section 243(h) of the INA.

☐ 6.An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

☐ 7.An alien who is a Cuban/Haitian entrant.

☐ 8.An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C § 1101 et seq.] Non-immigrants are persons who have temporary status for a specific purpose. See 8 U.S.C § 1101(a)(15).

Alien Paroled into the United States for Less Than One Year (8 U.S.C. § 1621(a)(3))

10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C § 1621(c)(2)(A) and (C)

11. A nonimmigrant whose visa for entry is related to employment in the United States, or

12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia. 48 U.S.C. § 1901 *etseq*.];

13. A foreign national not physically present in the United States.

14. ***Otherwise Lawfully Present***

15. A person not described in categories 1-13 who is otherwise lawfully present in the United States.

PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. §

Teresa Sotelo Sotelo — **Print Name**

Signature

06/08/26 — **Date**

ARIZONA USA
The Grand Canyon State

DRIVER LICENSE

4d DLN [redacted]

4b EXP [redacted]

4a ISS 07/23/2025

3 DOB [redacted]

1 SOTELO SOTELO

2 TERESA



8 [redacted]

[redacted]

'25 6 8 Liv. Dept #1255

'26 6 8 Liq. Dept PM 2:55

You Must Report a Change of Address Within 10 Days

[redacted]

9 CLASS D - Operator

9a ENDORSEMENTS

NONE

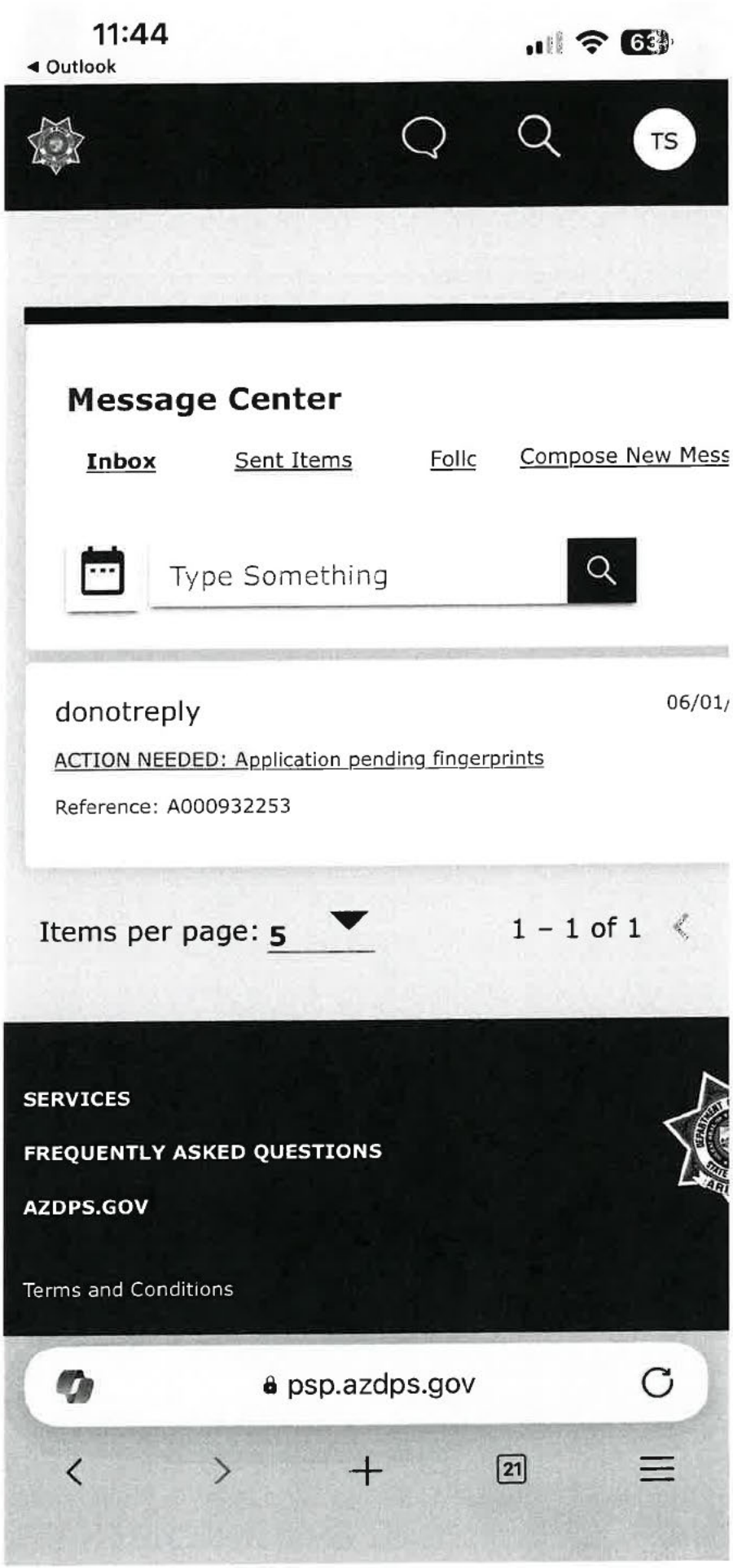
12 RESTRICTIONS

NONE

Rev:02/28/2023

48104097647

'26 6 8 Liq. Dept PM12:54



'26 6 8 Liqr. Dept PM12:55

Certificate #902235

- ☐ On-sale
- ☐ Off-sale
- ☒ On- and off-sale

Certificate of Completion For Title 4 **BASIC** Liquor Law Training

A Certificate of Completion must be on a form provided by the Arizona Department of Liquor. Certificates are completed by a state-approved training provider and, when issued, the Certificate is signed by the course participant.

The State requires BASIC Title 4 training only as a prerequisite for MANAGEMENT Title 4 training or as a result of a liquor law violation. Persons required to have BASIC Title 4 training are listed at the base of this Certificate. Licensees sometimes require BASIC Title 4 Training a condition of employment.

A replacement Certificate of Completion for Title 4 training must be available through the training provider for two years after the training completion date.

Student Information

DITAT DEUS

teresa sotelo sotelo
Full Name (please print)

Signature

06-05-2026
Training Completion Date

06-04-2029
Certificate Expiration Date
(three years from completion date)

Training Provider Information

Professional Server Certification Corporation (PSCC)
Company Name

P.O. Box 192, Madison, South Dakota 57042
Mailing Address

1- (800) 247-7737
Daytime Contact Phone Number

I, Robert Graham, certify that the above named individual did successfully complete
Instructor Name (please print)
Title 4 BASIC Training in accordance with A.R.S. §4-112(G)(2) and Arizona Administrative Code (A.A.C.)R19-1-103 using training course content and materials approved by the Arizona Department of Liquor Licenses and Control. I understand that misuse of this Certificate of Completion can result in the revocation of State-approval for the Title 4 Training Provider named in this section as provided by A.A.C. R19-1-103(E) and (F).

Robert V Graham
Instructor Signature

05 / 06 / 2026
Day Mo Year

Persons required to complete BASIC & MANAGEMENT Title 4 training: 1) owner(s) actively involved in the daily business operations of a liquor-licensed business of a series listed below
2) licensees, agents and managers actively involved in the daily business operations of a liquor-licensed business of a series listed below

In-state Microbrewery (series 3)	Government (series 5)	Bar (series 6)	Beer & Wine Bar (series 7)
Conveyance (series 8)	Liquor Store (series 9)	Private Club (series 14)	Hotel/Motel w/restaurant (series 11)
Restaurant (series 12)	In-state Farm Winery (series 13)		Beer & Wine Store (series 10)

Liquor license applications (initial and renewal) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.

The questionnaire (which designates a manager to a location) and the agent change form (which assigns a new agent to active liquor licenses) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.

July 11, 2013

'26 6 8 Liqr. Dept PM12:55

Certificate #902235

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For
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A replacement Certificate of Completion for Title 4 training must be available through the training provider for two years after the training completion date.

Student Information

teresa sotelo sotelo
Full Name (please print)

Signature

06-05-2026
Training Completion Date

06-04-2029
Certificate Expiration Date
(three years from completion date)

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Robert V Graham
Instructor Signature

05 / 06 / 2026
Day Mo Year

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July 11, 2013

'25 5 12 Liq. Dept PM 3:54

Arizona Department of Liquor Licenses and Control
https://www.azliquor.gov
(602) 542-5141

Personal Information Questionnaire

DLLC USE ONLY	
Job #:	399316
Date Accepted:	
LC:	
License #	

ATTENTION APPLICANT: This is a legally binding document. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

THE COMPLETED QUESTIONNAIRE NEEDS TO BE SUBMITTED TO THE DEPARTMENT ALONG WITH A $22. FEE, AND FD-258 FINGERPRINT CARD, THAT HAS BEEN SEALED IN AN ENVELOPE, AND SIGNED OR INITIALED BY THE FINGERPRINT TECHNICIAN, MUST INCLUDE THE FINGERPRINT VERIFICATION FORM. MUST BE COMPLETED BY A RECOGNIZED FINGERPRINT SERVICE OR LAW ENFORCEMENT AGENCY.

AC0040105035
4/26/28

Agent: a person who is designated by an applicant or licensee to receive communications from the department and to file and sign documents submitted to the department on behalf of the applicant or licensee. An agent is not a manager.

A.R.S. §4-202(A).

Controlling Person: person directly or indirectly possessing control of an applicant or licensee.

A.R.S. §4-101(10).

Manager: An individual (not an entity) approved by the Department of Liquor who has the authority to organize, direct, carry out, control or to otherwise operate the day-to-day operations of a liquor-licensed business.

A.R.S. §4-101(22) and A.R.S. §4-202(C)

SECTION - 1 INDIVIDUAL INFORMATION

~~☐ AGENT~~ ☑ CONTROLLING PERSON ☐ MANAGER

1. Name: Sotelo Sanchez (Last) Jorge (First)
2. Social Security #: [redacted] (NOT a public record) Birth Da[redacted] (NOT a public record)
3. Driver's License #[redacted] (NOT a public record) State Issued: Arizona
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 03 /01 /2005
6. Email address: j[redacted]
7. Home Address: [redacted]
8. Daytime phone #: [redacted] Alternative phone #:

SECTION 2 – LICENSED BUSINESS INFORMATION

1. License Number: ~~BL-CV-26-0021~~
2. Business Name (doing business as): Agustina' s Fogón
3. Business Address: 395 South Main Street Camp Verde AZ 86322

'25 5 12 Liq. Dept PM 3:54

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations? ☒ Agent ☑ Controlling Person ☐ Manager

Name of persons who will be handling the day to day operations: Jorge Sotelo Sánchez

SECTION 4 – BACKGROUND

If you answer "YES" to any Question 1 through 5 YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED

1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes ☐ No ☑
2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes ☐ No ☑
3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? *A.R.S.§4-202(D* Yes ☐ No ☑
4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets) Yes ☐ No ☑
   A.R.S.§4-202,4-210
   **Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license.*
5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes ☐ No ☑

SIGNATURE

I, (Print Full Name) Jorge Sotelo Sanchez hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature: _____ Date: 05/09/2026

'26 5 18 Liqr. Dept AM11:28

From: donotreply

Date: 04/23/2026

Reference: A000890835

Your application has been submitted. Your **Reference/Application Number** is **A000890835**. Please keep this number as you will need it for fingerprinting.

You have the option to submit fingerprints in two ways.

1. Electronic Fingerprinting - Fingerprints will be submitted to DPS from the electronic

SERVICES

FREQUENTLY ASKED QUESTIONS

AZDPS.GOV

Terms and Conditions

Chat

Contact Us

'26 6 8 Liqr. Dept PM12:55

Certificate #902182

- ☐ On-sale
- ☐ Off-sale
- ☒ On- and off-sale

Certificate of Completion For Title 4 **BASIC** Liquor Law Training

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Student Information

DITAT DEUS

Jorge Sotelo Sanchez
Full Name (please print)

Signature

06-05-2026
Training Completion Date

06-04-2029
Certificate Expiration Date
(three years from completion date)

Training Provider Information

Professional Server Certification Corporation (PSCC)
Company Name

P.O. Box 192, Madison, South Dakota 57042
Mailing Address

1- (800) 247-7737
Daytime Contact Phone Number

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Robert V Graham
Instructor Signature

05 / 06 / 2026
Day Mo Year

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July 11, 2013

'26 6 8 Liqr. Dept PM1255

Certificate #902182

Certificate of Completion
For
Title 4 **MANAGEMENT** Liquor Law Training

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Student Information

Jorge Sotelo Sanchez
Full Name (please print)

Signature

06-05-2026
Training Completion Date

06-04-2029
Certificate Expiration Date
(three years from completion date)

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Robert V Graham
Instructor Signature

05 / 06 / 2026
Day Mo Year

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July 11, 2013

Town Council
Agenda Information Memorandum

Meeting Date: July 15, 2026

Agenda Item Type:

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

Requesting Department: Town Clerk **Staff Resource:** Town Clerk Leah Rhodes

Agenda Title: Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 9, Liquor Store License for Smoke Express and Liquor, located at 348 S. Main Street #6B, Camp Verde, Arizona, 86322.

Attached Documents: Liquor License Application

Estimated Presentation Time: 5 minutes **Estimated Discussion Time:** 10 minutes

Reviewed By:

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

Financial Review (if applicable)**:** N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

An application for a Series 9, Liquor Store License, was submitted by Agent Vipul Vinubhai Patel for Smoke Express and Liquor, located at 348 S. Main Street #6B. The transferable license is an "off sale" license authorizing the sale of all types of spirituous liquor (beer, wine, and distilled spirits) in their original, unbroken packages for consumption off the licensed premises. This license is essential for traditional liquor stores, package stores, and other retail establishments where customers purchase alcohol to take off the premises.

The agent has submitted all the necessary paperwork to the Town of Camp Verde and the Arizona Department of Liquor Licenses and Control. The agent has paid all fees associated with the application.

Per Arizona Revised Statute §4-201, the application and public notice were posted for 20 days in a conspicuous place on the subject property. No comments for or against the application were received.

A copy of the attached application was distributed to the necessary Town Departments for review. Town Staff has no objection to the license's approval.

Question(s) before the Council:

- Does Council have any questions for staff?
- Does Council have any questions for the applicant?

Proposed Motion:

Move to **APPROVE** submitting to the Arizona Department of Liquor License and Control a recommendation of approval for a Series 9, Liquor Store License for Smoke Express and Liquor, located at 348 S. Main Street #6B, Camp Verde, Arizona, 86322.

OR

Move to **DENY** submitting to the Arizona Department of Liquor License and Control a recommendation of approval.

State of Arizona
Department of Liquor Licenses and Control

Created 06/18/2026 @ 10:29:55 AM

Local Governing Body Report

LICENSE

Number:		Type:	009 LIQUOR STORE
Name:	SMOKE EXPRESS & LIQUOR		
State:	Pending		
Issue Date:		Expiration Date:	
Original Issue Date:			
Location:	348 S MAIN STREET #6B CAMP VERDE, AZ 86322 USA		
Mailing Address:	[redacted]		
Phone:			
Alt. Phone:			
Email:			

AGENT

Name:	VIPUL VINUBHAI PATEL
Gender:	Male
Correspondence Address:	[redacted]
Phone:	
Alt. Phone:	
Email:	

OWNER

Name:	OCTA GROUP INC		
Contact Name:	VIPUL VINUBHAI PATEL		
Type:	CORPORATION		
AZ CC File Number:	23881273	State of Incorporation:	AZ
Incorporation Date:	09/11/2025		
Correspondence Address:	[redacted]		
Phone:			
Alt. Phone:			
Email:			

60th Day-
8/17/26

Officers / Stockholders

Name:	Title:	% Interest:

ARPANABAHEN PATEL	President	100.00

OCTA GROUP INC - President

Name: ARPANABAHEN PATEL
Gender: Male
Correspondence Address: [redacted]
Phone: [redacted]
Alt. Phone:
Email: [redacted]

MANAGERS

Name: VIPUL VINUBHAI PATEL
Gender: Male
Correspondence Address: [redacted]
Phone: [redacted]
Alt. Phone:
Email: [redacted]

APPLICATION INFORMATION

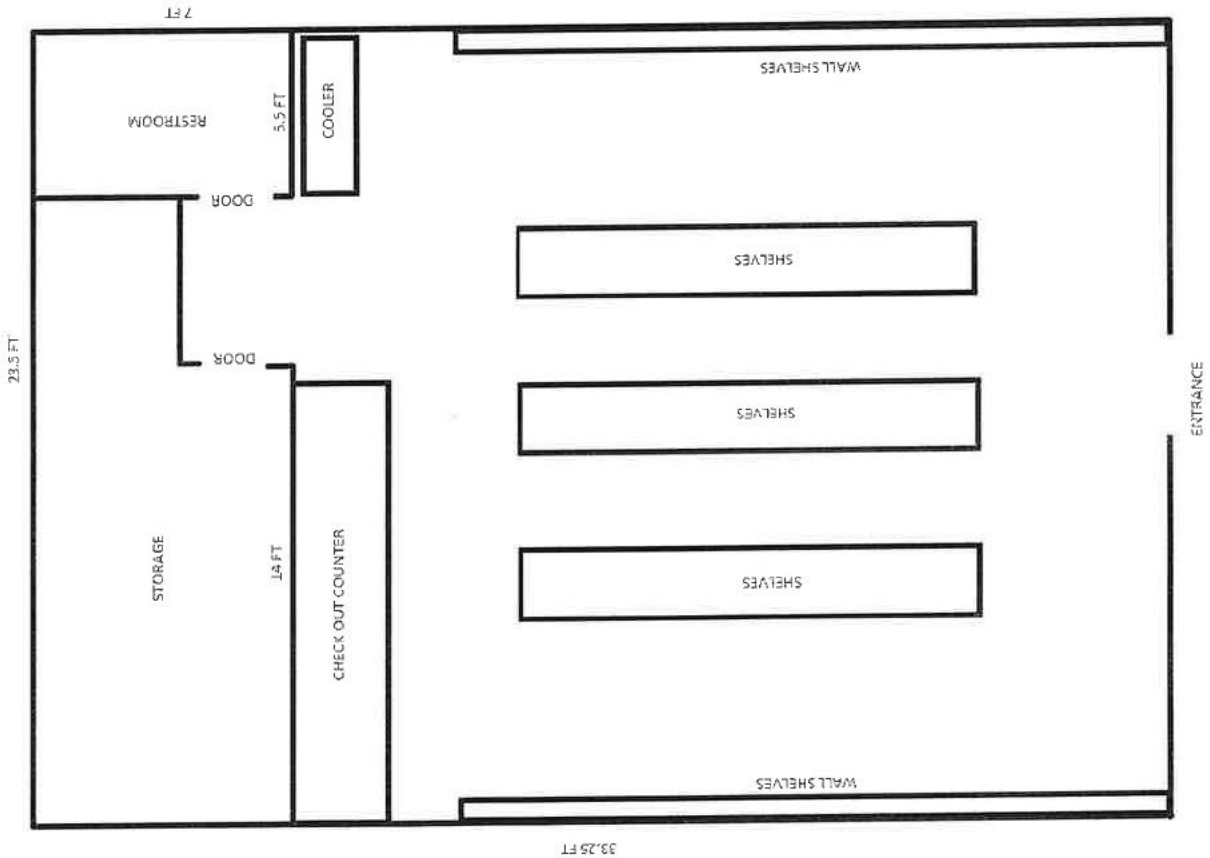
Application Number: 400945
Application Type: New Application
Created Date: 05/27/2026

QUESTIONS & ANSWERS

009 Liquor Store

1) Are you applying for an Interim Permit (INP)?
   No
2) Provide name, address, and distance of nearest school.
   (If less than one (1) mile note footage)
   ARIZONA JR/SR HIGH SCHOOL, 452 FINNIE FLAT RD, CAMP VERDE, AZ 86322, 2640 FT
3) Are you one of the following? Please indicate below.
   Property Tenant
   Subtenant
   Property Owner
   Property Purchaser
   Property Management Company
   SUBTENANT
4) Is there a penalty if lease is not fulfilled?
   Yes
   What is the penalty?
   $5000.00
5) Is the Business located within the incorporated limits of the city or town of which it is located?
   Yes
6) What is the total money borrowed for the business not including the lease?
   Please list each amount owed to lenders/individuals.
   0
7) Are there walk-up or drive-through windows on the premises?
   No
8) Does the establishment have a patio?
   No
9) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
   No

'26 MAY 27 PM 3:44 AZDLLC



328 S MAIN ST
SUITE 6B
CAMP VERDE, AZ 86322

TOTAL SQFT: 781

'26 6 11 Liqr. Dept PM 3:14

Arizona Department of Liquor Licenses and Control
https://www.azliquor.gov
(602) 542-5141

Personal Information Questionnaire

DLLC USE ONLY	
Job #:	400945
Date Accepted:	5/27/26
LC:	SH
License #	

ATTENTION APPLICANT: This is a legally binding document. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

THE COMPLETED QUESTIONNAIRE NEEDS TO BE SUBMITTED TO THE DEPARTMENT ALONG WITH A $22. FEE, AND FD-258 FINGERPRINT CARD, THAT HAS BEEN SEALED IN AN ENVELOPE, AND SIGNED OR INITIALED BY THE FINGERPRINT TECHNICIAN, MUST INCLUDE THE FINGERPRINT VERIFICATION FORM. MUST BE COMPLETED BY A RECOGNIZED FINGERPRINT SERVICE OR LAW ENFORCEMENT AGENCY.

FP 12/20/26

Agent: a person who is designated by an applicant or licensee to receive communications from the department and to file and sign documents submitted to the department on behalf of the applicant or licensee. An agent is not a manager.

A.R.S. §4-202(A).

Controlling Person: person directly or indirectly possessing control of an applicant or licensee.

A.R.S. §4-101(10).

Manager: An individual (not an entity) approved by the Department of Liquor who has the authority to organize, direct, carry out, control or to otherwise operate the day-to-day operations of a liquor-licensed business.

A.R.S. §4-101(22) and A.R.S. §4-202(C)

SECTION - 1 INDIVIDUAL INFORMATION

SH ☒ AGENT SH ☑ CONTROLLING PERSON ☐ MANAGER

1. Name: PATEL (Last) VIPUL (First) VINUBHAI (Middle)
2. Social Security #: [redacted] (NOT a public record) Birth Date: [redacted] (NOT a public record)
3. Driver's License #: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 07/30/2007
6. Email address: [redacted]
7. Home Address: [redacted]
8. Daytime phone #: 702-821-5502 Alternative phone #:

SECTION 2 – LICENSED BUSINESS INFORMATION

1. License Number: ~~LL2513090003~~ SH
2. Business Name (doing business as): SMOKE EXPRESS & LIQUOR
3. Business Address: 348 S MAIN STREET, STE 6B, CAMP VERDE, AZ 86324

'26 6 12 Liqr. Dept AM11:19

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations? ☑ Agent ☐ Controlling Person ☐ Manager

Name of persons who will be handling the day to day operations: VIPUL PATEL

SECTION 4 – BACKGROUND

If you answer "YES" to any Question 1 through 5 YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED

1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes ☑ No ☐
2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes ☐ No ☑
3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? *A.R.S.§4-202(D* Yes ☐ No ☑
4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets) Yes ☐ No ☑
   A.R.S.§4-202,4-210
   **Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license.*
5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes ☐ No ☑

SIGNATURE

I, (Print Full Name) VIPUL PATEL hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature: Patel **Date:** 6/12/26

'26 MAY 27 PM 3:45 AZDLLC

STATEMENT REGARDING PRIOR LIQUOR LICENSE INVOLVEMENT

I, Vipul Patel, state the following regarding my prior involvement with liquor-licensed entities within the past five years:

1. Entity Name: Krisha Inc. 10033219
   License Type: Arizona Series [Series 10] Liquor License
   Jurisdiction: State of Arizona
   Agency Involved: Arizona Department of Liquor Licenses and Control

2. My Role: Controlling Person

3. Dates of Involvement: March 2016 to Present

4. Disposition/Status:
   License currently active and in good standing. No disciplinary actions, suspensions, or revocations.

I certify that the above information is true and correct to the best of my knowledge.

Signed: _____

Name: Vipul Patel

Date: 5/27/26

'26 6 11 Liqr. Dept PM 3:14

Arizona Department of Liquor Licenses and Control
https://www.azliquor.gov
(602) 542-5141

ALIEN STATUS

DLLC USE ONLY	
Job #:	400945
Date Accepted:	5/27/26
LC:	SAA
License #:	

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrant, and certain aliens paroled into the United States are eligible to receive state, or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

Directions: All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.

Submit this completed form and a copy of one or more document(s) from the attached "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" with your application for license or renewal. If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph. You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

SECTION I – APPLICANT INFORMATION

APPLICANT NAME (Print or type) VIPUL PATEL

SECTION II – CITIZENSHIP OR NATIONAL STATUS

Are you a citizen or national of the United States? ☑ Yes ☐ No - If **yes**, indicate place of birth:

City PAMOL State GUJARAT **COUNTRY** INDIA

If you answered **Yes, 1)** Attach a legible copy of a document from the list below.

2) Nameof document: CITIZEN CERTIFICATE

If you answered **No**, you must complete Sections III.

'26 6 11 Liqr. Dept PM 3:14

EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS

You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

Evidence showing authorized presence in the United State includes the following:

1. An Arizona driver license issued after 1996 or an Arizona non-operating identificationcard.
2. A driver license issued by a state that verifies lawful presence in the UnitedStates.
3. A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after Jan. 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time)
4. A United States certificate of birth abroad.
5. A United States passport. ***Passport must be signed***
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

SECTION III – QUALIFIED ALIEN

Applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of a document from the attached list or other document as evidence of your status.

_____

Name of document provided

Qualified Alien Status (8 U.S.C.§§ 1621(a)(1),-1641(b) and (c))

☐ 1.An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)

☐ 2.An alien who is granted asylum under Section 208 of the INA.

☐ 3.A refugee admitted to the United States under Section 207 of the INA.

☐ 4 An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.

☐ 5.An alien whose deportation is being withheld under Section 243(h) of the INA.

☐ 6.An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.

☐ 7.An alien who is a Cuban/Haitian entrant.

☐ 8.An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States

Nonimmigrant Status (8 U.S.C. § 1621(a)(2))

9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C § 1101 et seq.] Non-immigrants are persons who have temporary status for a specific purpose. See 8 U.S.C § 1101(a)(15).

Alien Paroled into the United States for Less Than One Year (8 U.S.C. § 1621(a)(3))

10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

Other Persons (8 U.S.C § 1621(c)(2)(A) and (C)

11. A nonimmigrant whose visa for entry is related to employment in the United States, or

12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia. 48 U.S.C. § 1901 *etseq.*];

13. A foreign national not physically present in the United States.

14. ***Otherwise Lawfully Present***

15. A person not described in categories 1-13 who is otherwise lawfully present in the United States.

PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. §

VIPUL PATEL

Print Name | **Signature** | **Date**

5/5/2025

'26 MAY 27 PM 3:45 AZDLLC

THE UNITED STATES OF AMERICA

No. 37462507

CERTIFICATE OF NATURALIZATION

Personal description of holder as of date of naturalization:

Date of birth: **JULY 30, 1978**

Sex: **MALE**

Height: **5** *feet* **9** *inches*

Marital status: **MARRIED**

Country of former nationality: **INDIA**



USCIS Registration No. **A059520076**

I certify that the description given is true, and that the photograph affixed hereto is a likeness of me.

(Complete and true signature of holder)

Be it known that, pursuant to an application filed with the Secretary of Homeland Security

at: **PHOENIX, ARIZONA**

The Secretary having found that:

VIPUL VINUBHAI PATEL

residing at: **FLAGSTAFF, ARIZONA**

having complied in all respects with all of the applicable provisions of the naturalization laws of the United States, being entitled to be admitted as a citizen of the United States, and having taken the oath of allegiance at a ceremony conducted by

U.S. DISTRICT COURT FOR THE DISTRICT OF ARIZONA

at: **PHOENIX, ARIZONA** *on:* **MAY 15, 2015**

such person is admitted as a citizen of the United States of America.

U. S. Citizenship and Immigration Services

ALTERATION OR MISUSE OF THIS DOCUMENT IS A FEDERAL OFFENSE AND PUNISHABLE BY LAW

DEPARTMENT OF HOMELAND SECURITY

FORM N-550 (REV. 10/12)

Arizona DRIVER LICENSE USA



9 CLASS D
9a END NONE
12 REST NONE
1 PATEL
2 VIPUL VINUBHAI
8 [redacted]
4b EXP 05/24/2029
[redacted]



5 [redacted]

[redacted]



[redacted]

2026 MAY 27 PM 3:45 AZDL

'26 MAY 27 PM 3:45 AZDLLC

Certificate # On-line

- ☐ On-sale
- ☒ Off-sale
- ☐ On- and off-sale

Certificate of Completion
For
Title 4 **BASIC** Liquor Law Training

A Certificate of Completion must be on a form provided by the Arizona Department of Liquor. Certificates are completed by a state-approved training provider and, when issued, the Certificate is signed by the course participant.

The State requires BASIC Title 4 training only as a prerequisite for MANAGEMENT Title 4 training or as a result of a liquor law violation. Persons required to have BASIC Title 4 training are listed at the base of this Certificate. Licensees sometimes require BASIC Title 4 Training a condition of employment.

A replacement Certificate of Completion for Title 4 training must be available through the training provider for two years after the training completion date.

Student Information

Vipul Patel
Full Name (please print)

Signature

12/13/2024
Training Completion Date

12/31/2027
Certificate Expiration Date
(three years from completion date)

Training Provider Information

M Mereco Inc. - AAEC
Company Name

736 S. Longmore St Chandler AZ 85224
Mailing Address

602-738-1421
Daytime Contact Phone Number

I, Lauren Merrett, certify that the above named individual did successfully complete
Instructor Name (please print)
Title 4 BASIC Training in accordance with A.R.S. §4-112(G)(2) and Arizona Administrative Code (A.A.C.) R19-1-103 using training course content and materials approved by the Arizona Department of Liquor Licenses and Control. I understand that misuse of this Certificate of Completion can result in the revocation of State-approval for the Title 4 Training Provider named in this section as provided by A.A.C. R19-1-103(E) and (F).

Lauren Merrett — 12/13/2024
Instructor Signature

Persons required to complete BASIC & MANAGEMENT Title 4 training: 1) owner(s) actively involved in the daily business operations of a liquor-licensed business of a series listed below
2) licensees, agents and managers actively involved in the daily business operations of a liquor-licensed business of a series listed below

In-state Microbrewery (series 3)
Conveyance (series 8)
Restaurant (series 12)
Government (series 5)
Liquor Store (series 9)
In-state Farm Winery (series 13)
Bar (series 6)
Private Club (series 14)
Beer & Wine Bar (series 7)
Hotel/Motel w/restaurant (series 11)
Beer & Wine Store (series 10)

Liquor license applications (initial and renewal) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.

The questionnaire (which designates a manager to a location) and the agent change form (which assigns a new agent to active liquor licenses) are not complete until valid Certificates of Completion for all required persons have been submitted to the Department of Liquor.

July 11, 2013

'26 MAY 27 PM 3:45 AZDLLC

Arizona Department of Liquor Licenses and Control
https://www.azliquor.gov
(602) 542-5141

Personal Information Questionnaire

DLLC USE ONLY	
Job #:	400945
Date Accepted:	5-27-26
LC:	82
License #	

ATTENTION APPLICANT: This is a legally binding document. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

THE COMPLETED QUESTIONNAIRE NEEDS TO BE SUBMITTED TO THE DEPARTMENT ALONG WITH A $22. FEE, AND FD-258 FINGERPRINT CARD, THAT HAS BEEN SEALED IN AN ENVELOPE, AND SIGNED OR INITIALED BY THE FINGERPRINT TECHNICIAN, MUST INCLUDE THE FINGERPRINT VERIFICATION FORM. MUST BE COMPLETED BY A RECOGNIZED FINGERPRINT SERVICE OR LAW ENFORCEMENT AGENCY.

FP pending 805-839

Agent: a person who is designated by an applicant or licensee to receive communications from the department and to file and sign documents submitted to the department on behalf of the applicant or licensee. An agent is not a manager.

A.R.S. §4-202(A).

Controlling Person: person directly or indirectly possessing control of an applicant or licensee.

A.R.S. §4-101(10).

Manager: An individual (not an entity) approved by the Department of Liquor who has the authority to organize, direct, carry out, control or to otherwise operate the day-to-day operations of a liquor-licensed business.

A.R.S. §4-101(22) and A.R.S. §4-202(C)

SECTION - 1 INDIVIDUAL INFORMATION

☐ AGENT ☑ CONTROLLING PERSON ☐ MANAGER

1. Name: Patel (Last) Arpanabahen (First) (Middle)
2. Social Security [redacted] (NOT a public record) Birth Date: [redacted] (NOT a public record)
3. Driver's License #: [redacted] (NOT a public record) State Issued: ARIZONA
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 03 / 15 / 2015
6. Email address [redacted]
7. Home Address: [redacted]
8. Daytime phone #: [redacted] Alternative phone #:

SECTION 2 – LICENSED BUSINESS INFORMATION

1. License Number: LL2513090003
2. Business Name (doing business as): SMOKE EXPRESS & LIQUOR
3. Business Address: 348 S MAIN STREET, STE 6B, CAMP VERDE, AZ 86324

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations? ☑ Agent ☐ Controlling Person ☐ Manager

Name of persons who will be handling the day to day operations: VIPUL PATEL

SECTION 4 – BACKGROUND

AMENDMENT

If you answer "YES" to any Question 1 through 5 YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED

1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes ☐ No ☑
2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes ☐ No ☑
3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? *A.R.S.§4-202(D* Yes ☐ No ☑
4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets) Yes ☐ No ☑
   A.R.S.§4-202,4-210
   **Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license.*
5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes ☐ No ☑

SIGNATURE

I, (Print Full Name) ARPANABAHEN PATEL hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature: _____ **Date:** 05/21/2026

'26 MAY 27 PM 3:45 AZDLLC

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations? ☐ Agent ☑ Controlling Person ☐ Manager

Name of persons who will be handling the day to day operations: ARPANABAHEN PATEL

SECTION 4 – BACKGROUND

If you answer "YES" to any Question 1 through 5 YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED

1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes ☐ No ☑
2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes ☐ No ☑
3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? *A.R.S.§4-202(D* Yes ☐ No ☑
4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets) Yes ☐ No ☑
   A.R.S.§4-202,4-210
   **Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license.*
5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes ☐ No ☑

SIGNATURE

I, (Print Full Name) ARPANABAHEN PATEL hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Signature: Arpanaben Patel Date: 05/21/2026

'26 MAY 27 PM 3:45 AZDLLC

Arizona Department of Liquor Licenses and Control
https://www.azliquor.gov
(602) 542-5141

FINGERPRINT VERIFICATION

DLLC USE ONLY	
Job #:	400945
Date Accepted:	5-27-26
LC:	82
License #:	

ATTENTION FINGERPRINT TECHNICIAN:

Please follow the instructions below for fingerprinting this applicant.

1. Please fill out or ensure that the applicant has filled out all the required boxes on the fingerprint card prior to taking the fingerprints.
2. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and to the information on the fingerprint card.
3. Fill out the information in the boxes below. **Please print clearly**.
4. Once the prints have been taken, place the fingerprint card and this form into the envelope and seal it. Please write your name or identification across the edge of the seal. Return the sealed envelope to the applicant.
5. **Write applicants name on front of sealed envelope.**

Do not give the applicant the fingerprint card without first sealing it inside the envelope.

DO NOT FOLD FINGERPRINT CARDS

Please print in the following fields:

Date	Name of Applicant:
5/21/26	Arpan abahen Patel
Name of Fingerprint Technician: Jennifer Shafer	
Fingerprint technician's Signature: JmShafer	
Fingerprint technician's Agency/company Name: AZ Live Scan / UPS Store 1854	**Phone Number:** 928-526-4653

Type of Photo ID Provided (check one):

☒ Driver's License ☐ Passport ☐ Other (Please specify)

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Meeting Date: July 15, 2026

Agenda Item Type:

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

Requesting Department: Development Services Department
Staff Resource: Town Manager Miranda Fisher, Special Initiatives Manager Cliff Bryson, Development Services Director Christian Green

Agenda Title Public Hearing: Discussion, consideration, and possible approval of Resolution 2026-1216, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for a Use Permit #2025-0008, to operate a Recreational Vehicle Park called Jackpot Ranch RV Park with conditions, located at 2025 W. Reservation Loop Road, Camp Verde, Arizona, 86322 Assessor's Parcel Number (APN) 403-17-006L.

Attached Documents:

- Resolution 2026-1216
- Use Permit #25-0008 Recommended Conditions
- Use Permit Application / TRCM Application
- Letter of Intent
- Site Plan and Grading/Drainage Plan
- Parcel Area Maps
- Neighborhood Meeting Documents and Public Notice Documents
- Resolution 2009-771 and 2014-919
- Relevant Zoning Ordinance Sections
- Relevant Planning & Zoning Sections
- Relevant 2016 General Plan Section(s)
- Use Permit Comments from Town Staff, Copper Canyon Fire and Medical, and Yavapai County
- Public Hearing Comments & Applicant Response
- Public Hearing Notices
- Planning and Zoning meeting minutes from May 14, 2026 (click here for the meeting minutes:
- Applicant Presentation
- Proposed RV Park Rules
- Town Council Public Notice Documents

Estimated Presentation Time: 20 minutes **Estimated Discussion Time:** 60 minutes

Reviewed By:

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

Financial Review (if applicable)**:** N/A

- Funding Source / GL Account Number: N/A
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

PROJECT INFORMATION:

- **Project Name**
  - Jackpot Ranch RV Park Use Permit
- **Site Location**
  - 2025 W. Reservation Loop Road, Camp Verde, Arizona, 86322
- **Current Zoning**
  - Parcel 403-17-006L, Zoned Rural Residential (RR-2A)
- **General Plan Designation**
  - Middle Verde Character Area
- **Surrounding Zoning Designations**
  - **North Zoning:** RR-2A District (Rural Residential, Developed)
  - **East Zoning:** RR-2A District (Rural Residential, Developed), R1-70 (Residential-Single Family, Developed)
  - **South Zoning:** RR-2A (Rural Residential, Undeveloped)
  - **West Zoning:** Yavapai-Apache Zoning (Agricultural and Residential Single-Family)
- **Acreage**
  - 72.12 total acreage

PROPERTY BACKGROUND:

The proposed project site is currently under an approved Use Permit with conditions that were first adopted by Town Council on May 27, 2009 under Resolution 2009-771 for parcel 403-17-006K to allow for private groups activities such as corporate, spiritual, and governmental retreats; horse motel with bed & breakfast availability for owners, and other miscellaneous group activities that could include weddings, family reunions, group picnics, youth retreats, charitable & civic events, and horsemanship clinics.

On May 28, 2014, the Town Council approved Use Permit 2014-0060 superseding the previous Use Permit, and adopted Resolution 2014-919 with conditions for Jackpot Ranch parcel 403-17-006K, 403-18-001H and 403-18-107C allowing for the same approved uses under Resolution 2009-771 with the added uses such as equestrian events, ice skating rink and mobile western town located on 2025 W. Reservation Loop Road, and meeting facility with kitchen & outdoor assembly area located on 1879 W. Cimmaron Drive.

The proposed project is a request by Mark Kite, designated agent for Jackpot Ranch, owned and operated by the Shuster Foundation LTD (Gary Shuster, Cindi Eagleton, Brent Shuster, and Marla Worth). The applicant is seeking approval for Use Permit #2025-0008 to operate a Recreational Vehicle Park (RV Park) under subsections 203.H.3 and 601.C of the Planning and Zoning Ordinance. The applicant submitted the Use Permit application on Thursday, April 3, 2025, to establish a Recreational Vehicle Park with 60 RV spaces, including 2 spaces designated for Park Models, but later reduced the total to 56 RV spaces. Of the 56 spaces, the applicant is seeking approval for 44 spaces under the RV Park Use Permit, which would allow stays to exceed 10 days. The remaining 12 spaces would be limited to 10 days or less, which is permitted in the Town's Planning and Zoning Ordinance (Section 302.A.3.b) for all zones, and as such, would not need to be included in the RV Park Use Permit total.
The requested Use Permit #2025-0008 for the Recreational Vehicle Park is distinct and separate from the existing approved use permits for Jackpot Ranch as this request applies only to specific areas within the larger Jackpot Ranch property, rather than the site as a whole, and includes detailed operational

standards and restrictions specific to RV park use. It is also important to note that parcels 403-17-006K, 403-18-001H, and 403-18-107C, referenced in resolution 2014-919, were combined by the property owner or representative in 2024 to create parcel 403-17-006L.

Additionally, the proposed RV Park is located within a residential zoning district. Ordinance 2025-205A prohibits RV Parks in residential zones; however, the Ordinance did not become effective until June 7th, 2025. The Jackpot Ranch RV Park Use Permit application (#2025-0008) was submitted on May 7th, 2025, which was before the Ordinance effective date. Accordingly, the application must be reviewed and evaluated under the prior RV Park regulations that were in effect at the time of submittal.

SITE DESCRIPTION AND PRESENT USE:

The proposed project site parcel 403-17-006L is off West Reservation Loop Road at 3,141,547.2 square feet (72.12 total acres). The proposed project site can be accessed from two (2) points off of West Reservation Loop Road, approximately 385.5 feet apart. There is another possible access point to the proposed project site off West Cimarron Drive. All three (3) access points are gated. The roadway surface within the proposed project site is composed of hard, compacted dirt and/or gravel, with a roadway width of approximately 25 feet. A white picket fence lines the northernmost area of the site, with additional interior and exterior fencing throughout the remainder of the site, including a 6 x 70 concrete retaining wall. Much of the southernmost part of the proposed project site consists of pastureland used for horse grazing along with a dirt roadway, structure, and playground equipment located at the rear of the property nearest the Verde River.

Much of the property's interior consists of several structures, buildings, equestrian and agricultural-related equipment, animal and livestock areas, and storage areas consisting of the following:

- (1) Bunkhouse
- (1) Barn with a Barn Loft
- (1) Hay Barn
- (1) Gameroom Structure 24 x 60
- (2) Park Models
- (1) Residential Homestead house
- (1) Ramada Area
- (1) Residential Structure
- (1) Garden Area
- (1) Workshop Structure with downstairs and upstairs apartments
- (1) Event Center Structure 50 x 100
- (1) Dorm Building
- (1) Meeting Room Structure (Cimarron Building), (1) Kitchen Building (Cimarron Kitchen)
- (1) Animal Area/Petting Zoo
- (1) Concession Stand
- (1) Covered Equestrian Area
- (1) Mare Motel Structure 60 x 180
- (1) Container-Type Announcer stand
- (1) Bathroom House
- (1) Picnic Area
- (1) Treehouse

To the East of the property (Northernmost), there are two (2) shipping containers with one (1) shipping container on parcel 403-18-098, and several farming, construction-type equipment, and vehicles. The proposed site contains two (2) large equestrian arenas, one with installed exterior sports lighting, one (1) small equestrian arena, two (2) covered horse stalls, and horse pen areas. The proposed site currently contains existing RV spaces with pedestals, as well as RV park model units that were placed on the property prior to the submission of the use permit application. The majority of the existing RV spaces with pedestals are located near the equestrian center and arena area. The southern area of the property consists mainly of agricultural and pastureland, RV spots, and a picnic area closest to the property's south boundary.

It is important to note that, under the current Planning and Zoning Ordinance (Section 302.A.3.b), RVs may be temporarily located on a parcel for up to 10 days without a use permit. Current, there are two RV park model units on this site, which are more permanent in nature given their connection to septic. As such, they require a use permit for ongoing occupancy, in addition to proper permitting for associated infrastructure, including sewer, electrical connections, and pedestals. Although initially installed without permits, the electrical connections and pedestals have since been inspected and finalized. The units are also connected to a septic system and were also installed without a permit. However, Yavapai County has since issued the proper permitting for these connections.

Jackpot Ranch also has 22 RV spots on site with electrical connection and pedestals, which have not been permitted or approved yet. Town staff are in communication with the applicant about the need for proper permitting and inspection for those sites.

Jackpot Ranch does have additional notices of violations that are not specific to the RV related uses, which they are actively working through as well. These include:

- The addition of a laundry and bathroom facility in the Game Room space.
    - All rough inspections have been completed and the applicant is moving forward with final inspections.
- The workshop was converted to a residential use with apartments both upstairs and downstairs without permits.
    - The Town has received preliminary plans and is awaiting final construction plans.
- Fire sprinklers were required at the Event Center.
    - Plans for the tanks have been received and are awaiting Fire Marshal approval.
- Arena lights were installed without permits or lumen calculation data.
    - The Town is awaiting construction plans. Code enforcement will be doing an onsite visit to assess if the current arena lights meet the Town's lumen count and are considered dark sky compliant.

SURROUNDING PROPERTIES AND NEIGHBORHOOD:

The surrounding area from the proposed site comprises agricultural, commercial, and residential uses. To the North, approximately 0.01 miles of the proposed site is a 17.66-acre private commercial operation called Rainbow Acres, which is a private-pay assisted living community offering various programs for adults

with disabilities. To the East of the proposed site are established residential lots with livable structures. These residential lots are either located in the Two Ponds Estates Subdivision, Verde River Estates Plat 1 Subdivision, Verde River Estates Plat 2 Subdivision, Verde River Estates Plat 3 Subdivision, Verde River Estates Plat 4 Subdivision or not part of a subdivision (North Easternmost area) and all zoned either RR-2A (Rural Residential) or R1-70 (Residential-Single Family), These residential parcels range from approximately 0.13 Acres to 2.31 Acres in size. To the South and adjacent to the proposed site is undeveloped vacant land with its natural vegetation, and the Verde River flows through each undeveloped lot. To the West and adjacent to the proposed site, there are already developed residential properties (northwesternmost) and sections of the lot used for agricultural purposes by the Yavapai-Apache Nation.

HISTORY:

- **March 11, 2025:** The applicant attended the required Technical Review Committee Meeting.
- **March 24, 2025**: The Technical Review Committee Meeting staff letter with preliminary comments emailed to the applicant.
- **April 3, 2025**: The applicant applied for a Use Permit.
- **April 29, 2025**: Town staff sent a review and request for comments for the Use Permit proposal.
- **May 26, 2025**: The applicant notified adjacent neighbors within 300 feet of the applicant's parcel by mailing the required neighborhood meeting notice.
- **June 18, 2025**: The applicant completed the neighborhood meeting per the Planning & Zoning Ordinance and Arizona State Statutes. The applicant and Town staff also completed the required posting as required by the Planning & Zoning Ordinance and Arizona State Statutes.
- **June 18, 2025:** Town staff met with the applicant regarding use permit procedures and additional documents required.
- **June 25, 2025**: The Planning & Zoning public hearing notice request was emailed to the Verde Valley Independent & Camp Verde Bugle to be noticed in the newspaper.
- **July 2, 2025**: The Town staff mailed a letter providing notice of the Planning & Zoning public hearing and proposed Use Permit to all parcels within 300 feet of the applicant's parcel.
- **July 3, 2025**: The Planning & Zoning public hearing notice was posted at the property per state law.
- **July 10, 2025**: The Planning & Zoning public hearing for July 24, 2025, was canceled due to additional documentation needed.
- **March 4, 2026**: The applicant posted the required neighborhood meeting posting at the proposed site.
- **March 19, 2026**: The applicant completed the neighborhood meeting per the Planning & Zoning Ordinance and Arizona State Statutes.
- **April 6, 2026**: The Planning & Zoning public hearing notice request was emailed to the Verde Valley Independent & Camp Verde Bugle to be noticed in the newspaper.
- **April 8, 2026:** The Town staff mailed a letter providing notice of the Planning & Zoning public hearing and proposed Use Permit for April 30, 2026, to all parcels within 300 feet of the applicant's parcel.
- **April 9, 2026:** The Planning & Zoning public hearing notice for April 30, 2026, was posted at the property per state law.
- **April 21, 2026:** The April 30, 2026, Public Hearing was rescheduled to May 14th due to Town staff identifying inconsistencies within the application that required clarification prior to Commission review.
- **April 21, 2026:** Letters notifying the residents within 300 feet of the date change from April 30, 2026, to May 14, 2026, were mailed. The property was also posted with the date change.

- **April 30, 2026:** The Commission approved the public hearing postponement to May 14, 2026.
- **May 14, 2026:** Planning and Zoning Commission meeting held and recommended denial of the application with six votes for and no votes against.
- **June 22, 2026:** The Town Council public hearing notice request was emailed to the Verde Valley Independent & Camp Verde Bugle to be noticed in the newspaper.
- **June 23, 2026:** The Town staff mailed a letter providing notice for the Town Council public hearing and proposed Use Permit for July 15, 2026, to all parcels within 300 feet of the applicant's parcel.
- **June 24, 2026:** The Town Council public hearing notice for July 15, 2026, was posted at the property per state law.

PUBLIC PARTICIPATION:

*NOTE: For the purpose of this AIM, Town staff comments will be addressed in **red**. The applicant's comments will be noted in **green**. All outside agency comments will be noted in **blue**.*

The applicant held a Neighborhood Meeting on June 18, 2025, with seven (7) community members in attendance, and on March 19th, 2026, with eleven (11) community members in attendance. It should be noted that the applicant was required to complete the second neighborhood meeting due to the lapse and the time elapsed since the first neighborhood meeting, prior to the cancellation of the first scheduled public hearing. The applicant addressed concerns regarding the following items:

June 18, 2025, Neighborhood Meeting Comments

1. One (1) attendee asked where the RV spaces would be located.
    - **Applicant Comment(s):** The applicant noted that the RV spaces would be located in specific areas of the property, as depicted in the site plan provided at the neighborhood meeting.
    - **Town Staff Comments:** The proposed site plan does provide the location of the RV spaces and park models that will be on the proposed site. The applicant stated that there would be fewer RV spaces near the equestrian arena, not reflected on the site plan, as shown during the neighborhood meeting. All RV spots will need to be noted on the site plan.
        - *NOTE: Since this neighborhood meeting, all spots are clearly designated on the site plan.*

2. One (1) attendee expressed concerns about other RV parks in the Town referring to the recently approved Arena Del Loma RV Park.
    - **Applicant response(s):** The applicant stated that this RV park will not be like Arena Del Loma and that there was a lot of negativities surrounding it.
    - **Staff Comments:** No Comments

3. One (1) attendee expressed concerns about the current lighting (Event Lighting) and how bright the lights are on the property.
    - **Applicant Comment(s):** The applicant stated that the lighting would decrease.
    - **Town Staff comment(s):** With the sports lighting and any additional lighting that could be added to the lot, the applicant will need to ensure that all combined exterior lighting complies with the current lighting provisions under the Planning & Zoning Ordinance.

4. One (1) attendees asked about animal care.
    - **Applicant Comment(s)**: The applicant stated that the proper animal care will be adhered to and animals with not be neglected.
    - **Staff Comment(s):** The Town does have provisions for animal care under Town Code subsection 6-1-11 as it relates to care requirements for dogs and/or cats. The Town has provisions related to manure maintenance, livestock area maintenance, and runoff management under Section 305.1 of the Planning & Zoning Ordinance, as it pertains to livestock.

5. One (1) attendee asked about the applicant's animal count and if the animal would be increased.
    - **Applicant Comment(s):** The applicant stated that they would not increase the number of animals that are currently on the property.
    - **Staff Comment(s):** The Town does have provisions under section 305.1 of the Planning & Zoning Ordinance regulating the number of livestock a parcel can have based on the species and point count.

6. One (1) attendee asked if the applicant was going to erect fencing adjacent to their residence. Specifically, they were wondering about if a visitor brings dogs and the dogs start barking or happen to run off in the open area towards their residence.
    - **Applicant Comment(s):** The applicant stated that there is a requirement for buffering that they will need to complete. The applicant indicated that at this time, there are no plans to place fencing where the resident was asking about. The applicant stated that the two (2) RV spots will be at a distance from their residential location.
    - **Staff Comment(s):** The Town does have provisions in the Planning & Zoning ordinance that require the applicant to have a strip of land at least 20 feet in width that shall be maintained as a landscaped area abutting all recreational vehicle park property lines.

7. One (1) attendee asked if the applicant would use the park models as affordable or attainable housing units.
    - **Applicant Response(s):** The applicant stated that there was no desire to have the park models as housing units. The applicant stated they use the bunkhouse for their workers.
    - **Staff Comments:** No Comments

8. Outside Public Comments/Out Agency Comments.
    - **Staff Comment(s):** Town staff received no other public comments or outside agency comments for this Use Permit.

March 19, 2026, Neighborhood Meeting Comments:

- One (1) attendee had concerns about noise from events.
    - **Applicant Comment(s):** The applicant stated that they let residents know that they have a very strict 10 PM shutoff, which they maintain rigorously. Also, asked residents to please reach out to them if they have any issues. The ranch phone number was

provided.

- **Staff Comments:** The subject site will have to abide by the adopted noise provisions as outlined under section 11-1-5 of the Town Code (Noise), and if approved, the Use Permit #25-0008 recommended conditions related to noise.

- Light Discussion
  - **Applicant Comments:** Mr. Kite initiated discussion. This was actually brought up by the Jackpot Ranch team in relation to the 10 PM shut-off time. We the group know that we have measured the light at the fence and made some initial adjustments. We looked at all of our lights on the property and have switched many of them out to meet dark sky regulations. Finally, we discussed if we needed to, we would do a light study, but did not have plans for this at this time.
  - **Staff Comments:** The applicant will need to ensure that all combined exterior lighting complies with the current lighting provisions under the Planning & Zoning Ordinance, which will be reviewed during the permitting process.

- One (1) attendee asked about moving the RVs to the other side of the field away from the fence.
  - **Applicant Comments:** The applicant stated that this is where the trucks come in and where there is heavy horse activity, so this wouldn't work.
  - **Staff Comments:** No Comments

- One (1) attendee had concerns about dry campers using generators, RV lighting that is not dark sky compliant, and obtrusive headlights when entering the area.
  - **Applicant Comments:** These items would be covered in the RV Park Rules and Regulations and strictly enforced by the onsite staff.
  - **Staff Comments:** The applicant will need to ensure that exterior lighting complies with the current lighting provisions under the Planning & Zoning Ordinance and to mitigate and address any nuisance-related concerns under any adopted park rules. The proposed recommended conditions also include a prohibition of dry camping and the use of generators.

- One (1) attendee discussed the need for better signage on the entry off of Middle Verde Road into the neighborhood, with large RVs ending up in the neighborhood, and can't turn around.
  - **Applicant Comments:** It is unclear if the people that ended up in the neighborhood were going to Jackpot Ranch, but we (Jackpot) agreed that additional signage would be good for everyone.
  - **Staff Comments:** The type, size, location, erection, review, and approval of all signs within the Town of Camp Verde are regulated under Section 404 – Signs of the Planning and Zoning Ordinance.

6. One (1) attendee asked about extending RVs or allowing RVs to use the field below the outdoor arena related to an incident that happened back in October, where ranch lowered berms to accommodate more RVs
   - **Applicant Comments:** We did do this last October for a junior rodeo; but have no intent to expand into sensitive areas. Focus remains on existing developed areas.

- **Staff Comments:** No Comments

- One (1) attendee asked if the Jackpot was on Town water.
  - **Applicant Comments:** No, we are on well water and we would need to dig a new well for the RV Park because we are at capacity now.
  - **Staff Comments:** Well regulations are managed by the Arizona Department of Water Resources (ADWR) and require filing a Notice of Intent (NOI) to drill, using a licensed driller, and adhering to construction standards. The applicant will need to submit proper permitting to ADWR and approvals to the Town of Camp Verde.

- One (1) attendee asked if Jackpot was contributing to cleaning up the ditch outside of our property.
  - **Applicant Comments:** The onsite team including myself (Mr. Kite) were unaware of this request but would be open to it now that we were made aware. Bill Moore from our corporate office said he thought he saw something about this when he received communication/billing regarding the ditch.
  - **Staff Comments:** General nuisances regulation are outlined under Article 10-2-1 of the Town Code. Illegal Dumping regulations are outlined under Article 10-2-9 of the Town Code.

- One (1) attendee stated they would like to know when larger events are coming, with the attendee further stating that it would be nice to let the whole neighborhood know.
  - **Applicant Comments:** We let everyone know that we will be coming out with a new website that will have a calendar showing large events.
  - **Staff Comments:** Per Resolution 2014-19, the property owner/applicant is permitted up to six large events annually, defined as events with 300 or more people. Notification must be provided to neighbors, the Development Services Department, Camp Verde Fire District (Copper Canyon Fire District), and the Town Marshal's Office, including the dates and times of any activity or event with 300 or more participants. The total number of events allowed per year depends on the number of visitors at each event, and the authorized events are cumulative within each calendar year. Additional provisions are outlined under this resolution.

- One (1) attendee stated there was a time when somebody drove through the fence with nine or ten cop cars after them.
  - **Applicant Comments:** I'm not sure why this came up or when it was. From what I could tell, it seems that it was fenced down near the river.
  - **Staff Comments:** No Comments

- Outside Public Comments/Out Agency comments
  - **Staff Comments:** Comments received after the applicant's second neighborhood meeting are provided later in this AIM.

- Community Comments
  - **Staff Comments:** Town staff received community comments from two community members in opposition of Use Permit 25-0008 via email dated April 21st, 2026, and April 20th, 2026. Both are attached to this AIM.

- The applicant provided a response to each community member, and those responses are attached to this AIM.

☐ March 19th, 2026 Neighborhood meeting clarification

- Staff Comments: During the neighborhood meeting, the applicant advised the present community members that the RV park would consist of a total of 60 RV sites. 50 of these RV spaces would be located in the parking pasture area (near the equestrian and arena area), and the remaining 10 would be located throughout the property, while maintaining the two park model spots in the same location on the property. The proposed expansion, explained during the meeting, was from 30 RV spots to 60, with stay duration limits for the 50 RV spaces in the parking pasture (May 1 – Sept 30, up to 30 days; October 1 – April 30, up to 180 days).

  At that time, the applicant believed the total number of RV spots was suited to the needs of the project and the community. However, during the planning phase, while working with the applicant's engineer to further evaluate the proposed project, the applicant believed the project needed additional redevelopment to address additional needs. As indicated in the letter of intent, the applicant advised a reduction in the number of total RV spots from 60 to 56, with 44 of the RV spots located in the parking pasture area (near the equestrian and arena area). The stay duration limits for the 44 RV spots remain the same as previously proposed for the 50 RV spots, with stay duration limits of 10 days or less on the remaining 12.

  The applicant informed staff that, as planning progressed, it became clear the dispersed layout was not optimal for fire protection or infrastructure, and the needed adjustments to improve the roadway and the required 20-foot buffer further revealed that a reduction in RV spacing was needed. The applicant provided additional explanation, noted in the submitted letter of intent attached to the AIM.

USE PERMIT REVIEW:

According to Section 601.C; Use Permit Approvals, of the Zoning Ordinance, all Use Permits are provided to ensure the orderly use of land in conformance with the General Plan and applicable Town standards where uses are proposed that may require special limitations or conditions to provide compatibility with other uses.

Town Staff Comments: An application for Use Permit approval applies to those uses specifically listed as "Uses and Structures Subject to a Use Permit" in each Zoning Use District under subsection 203, of the Planning and Zoning Ordinance. The use of a recreational vehicle park in the RR-2A (Rural-Residential) zoned was an allowable use with an approved Use Permit through Town Council prior to the adoption of Ordinance 2025-A502 approved by Town Council on May 7, 2025, and took effect on June 7, 2025. Ordinance 2025-A502 removed Recreational Vehicle Parks usage in all residential districts (R1, R2, RR, and RS) within the Town limits of Camp Verde, Arizona. However, since this application was submitted on May 7, 2025, it should still be considered despite being in a residential zone.

Under Section 601.C, Use permits may contain specific limitations on the scope, nature, and duration of the use, as deemed proper by the following criteria:

1. Any significant increase in vehicular or pedestrian traffic;
2. Nuisance arising from the emission of odor, dust, gas, noise, vibration, smoke, heat, or glare at a level exceeding that of ambient conditions;
3. Contribution to the deterioration of the neighborhood or to the downgrading of property values which, conflicts with goals, objectives, or policies of the General Plan;
4. Compatibility with existing surrounding structures and uses; and
5. Adequate control of disruptive behavior both inside or outside the premises, which may create a nuisance to the surrounding area or the general public.

The applicant shall bear the burden of proof to satisfy the above requirements. Refusing a Use Permit shall not be interpreted as denying a right, conditional or otherwise. The Use Permit is valid and operable only for the specific use as granted and subject to any specified time limit. No use may be modified, changed, altered, or increased in intensity in any manner that conflicts with the Use Permit and/or required conditions of approval without approval of a new Use Permit.

ANALYSIS:
*Town Staff Comments are in **red** below.*
*Outside Agency Comments in **blue** below.*

1. **General Plan:**
   The proposed development's General Plan Land Use Designation is the Middle Verde Character Area, with much of this character area classified as limited high-density residential or rural residential with properties that are agricultural in nature and two (2) acre minimum in size. The current adopted General Plan specifically identifies businesses such as agricultural, event venues, farms, group care facilities, guest ranches, home occupations, public facilities, and RV parks in the built environment, and categorizes these as business types in this character area. The proposed use, site plan, and use permit request are consistent with the Middle Verde Character Area Land Use Category, with exiting RV parks within the Middle Verde Character area. The site development, as proposed, is in alignment with the General Plan Goals & Implementation Strategies.

2. **Zoning Ordinance and Town Code:**
   The project site(s) is/are zoned RR (Residential-Rural).

   - Section 203B.2.c, (R-R District, Residential Rural)
     Prior to the effective date (June 7, 2025) of Ordinance 2025-A502, the R-R district use of a recreational vehicle park applied to the Use Permit and shall follow the requirements as set forth under section 306 of the Planning & Zoning Ordinance and any other provisions as set forth.

   - Section 203, Table 2-4 (Dimensional and Setback standards)
     The dimensional and setback standards apply to any structure and/or building the applicant wishes to erect on the property. These standards will be verified during the permitting and review process if any permit application is submitted for the erection or building of a structure.

   - Section 306 (Manufacture/Mobile Home/RV Park Standards)

- Section 306.B.1b does not apply to RV Parks.
- Section 306.B.2 does not apply to RV Parks.
- Section 306.B.4 requires all utilities to be placed underground and will be verified during the planning review and permitting process (Page 107 of the Planning & Zoning Ordinance).
- Section 306.B.6 requires street lighting to be provided along the RV park streets for the safety of pedestrians and will be verified during the Development Standards Review process.
- Section 306.B.7 requires a strip of land at twenty (20) feet in width to be maintained as a landscape area abutting all mobile/manufactured home and recreational vehicle park property lines.
- Section 306.B.8 does not apply to RV Parks.
- Section 306.B.8f does not apply to RV Parks as there is no proposed RV storage on the proposed site.
- Section 306.B.9 applies to all businesses, and the applicant must maintain a business license for the RV park.
- Section 306.C applies additional recreational vehicle park standards. Although a majority of the standards listed under section 306 of the Planning & Zoning Ordinance apply to mobile/manufactured home parks, they are inclusive of RV parks as well. The site plan submitted by the applicant meets or exceeds the Town standards for an RV park.

- Section 400 (Development Standards),

  The purposes under this section and subsections apply to the proposed RV Park. The requirement for the applicant to complete the planning review process is to ensure the proposed development follows the guidelines of the development standards, including but not limited to grading/drainage/detention, protection, and appearance, protective landscaping, lighting, etc.

  - Section 404 (Signs)

    This section applies to the development of the proposed RV park. The sign provisions intend to improve the effectiveness of signs by preventing their over-concentration, improper placement, excessive height, area, and bulk, and limiting their illumination and animation while recognizing free speech rights by regulating signs in a content-neutral manner. Current sign provisions allow for some developments, alternative standards, and flexibility in the established standards, which may enhance the aesthetic qualities of the development and the community. Approval of a Comprehensive Sign Plan allows for unified presentation of signage throughout a development site is allowed, in flexibility to provide for unique environments, and preapproval of designs and design elements, which helps make sign review more efficient and results in a cohesive design throughout a project. The applicant will be required to permit any/all signs requiring a permit through the Development Services Department.

  - Section 405 (Outdoor Lighting)

    This section applies to the applicant's request for a Use Permit if any new lighting is to be installed. The applicant will be required to submit a preliminary lighting plan. The preliminary lighting plan will need to show that the proposed lighting will comply with this section, with a final lighting plan (lumen calculation

sheet, manufacturer and lighting specifications, fixture design, light bulb color temperature) showing that the proposed development will remain compliant with the current outdoor lighting provisions. A final lighting site plan will need to be submitted for final review during the planning review and permitting process. The applicant was provided with information for a third-party lighting vendor to assess, update (as needed), and ensure that all lighting complies with the lighting provisions under Section 405 of the Planning & Zoning Ordinance.

- Section 601 (Zoning Decisions)
  The applicant has satisfied the requirements for a Use Permit.

- All applicable mechanical, electrical, plumbing, building codes, and engineering standards.
  The planning review and permitting process will address additional grading/drainage/detention and building construction requirements.

3. **Existing Use Permits**:
   The following is a list of approved Use Permits for RV Parks.
   - Distant Drums RV Park, parcel 404-17-032A, zoned C2-1.
   - Zane Grey RV Park, parcel 404-13-006B, zoned RR-2A.
   - Verde River RV Resort, parcel 403-19-205, zoned RR-2A.
   - Road Ranger RV Park, parcel 404-02-129A, zoned C3.
   - CloverLeaf RV Park, parcel 403-23-001Z, zoned RR-2A.
   - Wagon Wheel Trailer Park, parcel 404-19-017 and 404-19-164, zoned R1L-70
   - Krazy K RV Park, parcel 403-19-009, zoned RR-2A
   - Rancho Verde RV Park, parcel 403-19-013V, zoned RR-2A
   - Green Valley Mobile Home Park, parcel 404-19-008R, zoned R1-35
   - Marisopa RV Park, parcel 403-23-104T, zoned C2-PAD
   - Thunderbird RV Park, parcel 403-23-151D, zoned C3
   - Arena Del Loma, parcel 404-18-178Q, zoned R1-70

4. **Flood Zone:**
   The rear section of the project site is within the 100-year and/or 500-year flood zone. The proposed RV spots per the site plan submitted by the applicant do not show any of the proposed RV spots within the 100-year and/or 500-year flood zone, but do show within the Zone AE per FEMA. Any work that is proposed (if applicable) in the Flood (FEMA) zone are subject to design approval by the Yavapai County Flood Control.
   Please note that comments are directly from Yavapai County Flood Control District personnel:
   "I am pretty sure this is right here in the zone shaded x (See attached). At the time of submittal of the grading permit, we would like to see the FEMA floodplain lines on the plans. If I am wrong about the location and there is a portion in the Zone AE the engineer should address electrical pedestals as they relate to the RFE in the drainage report. The duration of the stays for the RVs is already compliant with RVs in the floodplain."
   I assume the Town Engineer will do the review of the actual grading and drainage unrelated to the FEMA floodplain as it relates to their requirements for detention, etc. and we are only being included for a FEMA review."
   The Town Engineer will complete a review of drainage and grading.

5. **Parking:**

The applicant, per subsection 306.C (Additional Recreational Vehicle Park Standards), shall provide for individual recreational vehicle space, access driveway, and parking. Each recreational vehicle space shall be at least 1,500 square feet in area, and at least 30 feet in width, and have a compacted gravel surface at least ten (10) feet in width and 20 feet in depth. The proposed project will need to consist of 1.5 parking spaces per RV space, verified through the planning review and permitting process.

6. **Building Elevations/Building Construction:**

The applicant is not proposing any new structures or buildings; however, all power pedestals for the RV spots and park models must be properly permitted by submitting an approved permit through the Development Services Department.

7. **Ingress/Egress Access:**

The site proposes the required two (2) two entry and exit points per subsection 306.B.3 of the Zoning Ordinance located on West Reservation Loop Road. The Copper Fire District provided its comments and review of this project, which is attached to this AIM. The Ingress/Egress access points, including the proper roadway widths and surface requirements, are provided in the Fire Review comments and will be confirmed during the planning review and inspections.

8. **Utilities (Water and Wastewater) Review:**

The Utilities Department reviewed the proposed project.

- This project is out of the wastewater service area of the Town of Camp Verde. The wastewater facility or septic shall be constructed and adequately maintained to the standards outlined under the provisions set forth by the Yavapai County Environmental (YCEU) and the Arizona Department of Environmental Quality (ADEQ). As noted, the regulatory agency for all installed septic systems/tanks will require approval from YCEU, which is granted regulatory authority by ADEQ.
- The proposed development is served by its own well and is outside the Town of Camp Verde's water service area. All new wells will need to be permitted through the Arizona Department of Water Resources (AWR), and a licensed well driller must be obtained to process and drill the new well.

Please note that these comments are directly from Yavapai County Environmental Unit:

- Wastewater system design flow will be above 3000 gallons per day (GPD) and will require sealed plans by an engineer and nitrogen loading calculations per AAC R18-9-E323. Application will be for a 4.23 General Permit with Yavapai County Development Services – Environmental Unit. Please call (928) 771-3214 for any questions.
- Ensure that any part of the onsite wastewater system is 100’ away from any wells (except monitor or piezometer wells) per AAC R12-15-818 and AAC R18-9-A312C. Well location called out on plan is within 100’ of RV spot 1.
- Ensure that the onsite wastewater system meets all setbacks applicable in AAC R18-9-A312C, including 5’ setback to any driveway.
- Ensure that RVs using bio-inhibitors are not allowed to connect to the onsite wastewater system, as they can kill the bacteria necessary for wastewater treatment within the onsite system.

- Design flow for an RV park is 100 GPD per RV space.
- Area of onsite wastewater system is within a FEMA flood zone, and may affect the design of the onsite wastewater system.

9. **Stormwater Review**
   - The Town's Stormwater Division noted that the applicant needs to institute measures to prevent pollution and mitigation measures to not pollute the Verde River during and after events.

10. **Copper Canyon Fire District Review:**

This project was reviewed by the Copper Canyon Fire District with the following comments:

- Fire Flow requirements are to be met per IFC 2018 Appendix B
- A water tank and Fire department connection will be constructed to meet those needs based on the 30 RV Units and additional Fire Flow requirements on the property.
- 20 ft Roadway widths are to be maintained along with a 75,000 lb. load-bearing roadway for fire apparatus.

It should be noted that additional standards may apply once the applicant submits full plans, which will be reviewed and verified during the planning review and permitting process.

STAFF APPLICATION REVIEW/ADDITIONAL COMMENTS:
Outlined below is additional information regarding the notations offered by staff, much of which will be verified during the planning and permitting process:

- **Planning and Zoning Division**
  - Per subsection 306.B.3 of the Planning & Zoning Ordinance, site plan needs to show a minimum of two vehicular entrances (One entrance may be kept closed to the general public if provision is made for emergency access.)
  - The RV space dimensions need to demonstrate that they meet the 1,500 SF requirement under Planning and Zoning Ordinance Section 306.C.
  - Section 405 - Outdoor lighting will govern lighting on property. Updated lumen calculation form or lighting plan will need to be provided showing that property is in compliance with outdoor Dark Sky lighting ordinance.
  - Per subsection 306.C, the site plan needs to show the following: (1) Recreational vehicle parks shall provide for individual recreational vehicle spaces, access driveways and parking. (2) A strip of land at least twenty feet in width shall be maintained as a landscaped area abutting all recreational vehicle park property lines.

ي **Engineering Division**
  - Provide Site Plan at full build-out and Include Floodplain Delineation on Site Plan.
  - Provide Traffic Statement for Full Build-Out and Include anticipated ADT and AM/PM Peak hour.
  - Provide discussion of Wastewater Treatment for Full Build-Out
  - Provide a discussion of the proposed provision of water at Full Build-Out.
  - Provide internal Traffic & Fire Circulation Plan at Full Build-Out ·

- The applicant will need to provide sealed plans by an Electrical Engineer required for power to RV sites

ي **Building & Safety Division**

- Any existing unpermitted plumbing or electrical systems (if any) will require as-built plans.
- All new construction, grading, electrical, mechanical, or plumbing work will require permits with the Town.
- A Special Structural Inspection Certificate (attached) is required to document the third-party inspections (referred to as observations in the civil plans). Please have the engineer in responsible charge complete and seal the certificate. The owner or their authorized designee must also review and sign the bottom portion of the form prior to submittal, acknowledging responsibility for coordinating the required third-party inspections and submitting the associated documentation to our office.
- All work proposed in FEMA regulated flood zones are subject to design approval by Yavapai County Flood Control. If any structures are being proposed within the RV/PM spaces in ZONE AE, engineered foundations will be required. All construction materials must meet FEMA requirements. Permit applications will be submitted to Yavapai County Flood as a part of the review process.

PLANNING AND ZONING RECOMMENDATION

On May 14, 2026, Use Permit #25-0008 was brought before the Planning and Zoning Commission by Town staff during a regular meeting. The applicant, Mark Kite, was also present and provided a short presentation. During the presentation, staff clarified a few points to the commissioners regarding the reduction of the number of RV spaces the applicant was first seeking to be approved and the submission and completeness of the application prior to the adoption of Ordinance 2025-205A on May 7, 2025 that took effect on June 7, 2025, which removed RV park use permits in all residential zoning districts.

After staff was completed with their presentation, staff clarified additional questions that the Planning and Zoning Commission had regarding: number of RVs they can bring in during an event and the length of time, compliance concerns regarding previous code violations, changes made to the letter of Intent, maximum number of RV spaces the applicant is seeking, the application completeness, and the length of time it has taken from application to the public hearing meeting date, the reasoning for the long delay to the meeting, properly noticed neighborhood meeting, and whether the substantial revised proposal should be treated as a new application.

Once the applicant completed his presentation, Mr. Kite advised that reducing the number of RV spaces and not being so dispersed would allow for better management of the RV Park with regard to fire protection, access to water, utility usage, the internal loop of the RV spaces, and access. Mr. Kite mentioned that as the buffers increased, the spots started shrinking because when they started pulling in the 20-foot buffer requirement, the RV park started losing spaces. Mr. Kite advised that they had many conversations with neighbors, discussed their concerns, and tried to incorporate them not only into the design but also into the rules and regulations.

Mr. Kite was also willing to work with the Town on the recommended conditions that were verbally presented to him during the meeting, such as:

- Notifying local neighbors by mail about events at Jackpot and not just posting it on

the internet calendar.
- Annual Dark Sky Study.
- Mitigate dust by watering roadways during events (Mr. Kite noted that Jackpot is lowering the speed limit within the property).
- Moving all RV rental spaces less than 30 days.

The Planning and Zoning Commission heard public comments from two residents during the public comment period, who opposed Use Permit #25-0008.

The Planning and Zoning Commission voted unanimously to recommend denial of Use Permit #25-0008 to the Mayor and Common Council but provide no additional information as to why. The Commission did not officially state on the record all of their respective concerns and whether there were any mitigating circumstances to address those concerns.

Town Staff Comments regarding the Planning & Zoning Commission Meeting

Given the lack of a clear record supporting the Planning and Zoning Commission's recommendation, Town staff recommend that the Council return the application to the Commission for an additional public hearing and discussion. This would provide the Commission with an opportunity to clearly articulate the basis for its unanimous recommendation of denial, including why it determined that no reasonable conditions could adequately address the concerns raised during its review as well as an overview of what the concerns were since not every Commission member voiced those.

Staff believe this additional record is important to assist the Council in its deliberations. As the Commission's discussion did not clearly identify how the application failed to satisfy the applicable requirements of the Planning and Zoning Ordinance or why conditions of approval were not considered sufficient, remanding the application would provide the Council with a more complete factual and legal basis upon which to make its decision.

If the Town Council elects to remand the application, Town staff recommend that the Planning and Zoning Commission reconsider the matter as a public hearing during their regular meeting on August 13, 2026. Staff further recommend continuing the Town Council public hearing to October 21, 2026. The October meeting date, rather than September, accommodates the applicants' travel schedule while ensuring all noticing requirements can be met.

It is important to note that because the composition of the Planning and Zoning Commission has changed since the original hearing, the Commission's recommendation could differ upon reconsideration. Accordingly, staff recommend that the Commission conduct a new public hearing, consider the application and the existing record, receive any additional public testimony, and make a new recommendation to the Town Council. Town staff and the Town Attorney will provide guidance to ensure the Commission's deliberations clearly identify the basis for its recommendation, including any code-related concerns, whether conditions of approval could reasonably mitigate those concerns, and the rationale supporting the final vote.

STAFF RECOMMENDATION – USE PERMIT APPLICATION APPROVAL:

The Use Permit application for the proposed Recreational Vehicle Park has been reviewed for compliance with the Camp Verde Zoning Ordinance, Town Code, and General Plan.

According to Section 601.C of the Zoning Ordinance, Use Permits are intended to ensure the orderly use of land in accordance with the General Plan and applicable Town standards, particularly for uses that may require special conditions for compatibility with surrounding areas. The criteria outlined in the Town's ordinance provide an objective framework for evaluating Use Permit applications for a Recreational Vehicle Park, ensuring that approvals are based on compliance with established standards rather than subjective opinion.

Upon review, Town staff has determined that the applicant **has met the required criteria** for a Use Permit, as follows:

- The proposed use is consistent with the General Plan, specifically the Middle Verde Character Area, which recognizes recreational vehicle parks as an existing land use.
- The proposed site demonstrates compliance with ingress/egress, road standards, and fire safety requirements as reviewed by Copper Canyon Fire District and the Town Engineer.
- The proposed development meets the traffic and nuisance control criteria outlined in the Use Permit approval standards.
- The proposed use is compatible with surrounding uses, provided mitigation measures are implemented.

Question(s) before the Council:

- Does the Town Council have any questions for staff?
- Does the Town Council have any questions for the applicant?
- Does the Town Council want to add and/or change any of the Use Permit recommended conditions?
- Does Council support Town staff's recommendation to return the application back to the Planning and Zoning Commission for clarification on their vote?

Proposed Motion(s):

Motion to **approve** Resolution #2026-1216, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Use Permit #2025-0008 to operate a Recreational Vehicle Park (RV Park) for Jackpot Ranch, with the conditions as presented, located at 2025 W. Reservation Loop Road, Camp Verde, AZ, 86322 Assessor's Parcel Number (APN) 407-17-006L.

OR

Motion to **approve** Resolution #2016-1216, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Use Permit #2025-0008 to operate a Recreational Vehicle Park (RV Park) for Jackpot Ranch located at 2025 W. Reservation Loop Road, Camp Verde, AZ, 86322 Assessor's Parcel Number (APN) 407-17-006L **with the following additions and/or changes to the recommended conditions….**

OR

Motion to **Deny Resolution #2026-1216** of the Mayor and Common Council of the Town of Camp Verde,

Yavapai County, Arizona, for Use Permit #25-0008 to operate a Recreational Vehicle Park for Jackpot Ranch, located at 2025 W. Reservation Loop Road, Camp Verde, AZ, 86322, Assessor's Parcel Number (APN) 407-17-006L.

OR

Move to remand Use Permit Application UP25-0008 and Resolution No. 2026-1216 to the August 13, 2026 Planning and Zoning Commission regular session for further consideration and clarification of the basis for its recommendation of denial, and to continue the Town Council public hearing on the application to October 21, 2026.

RESOLUTION NO. 2026-1216

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING USE PERMIT 2026-008, WITH CONDITIONS, FOR JACKPOT RANCH (JACKPOT RANCH RV PARK) TO BE LOCATED AT 2025 W. RESERVATION LOOP ROAD, CAMP VERDE, ARIZONA, 86322 ASSESSOR'S PARCEL NUMBER (APN) 403-17-006L.

WHEREAS, the Planning & Zoning Ordinance and Subdivision Regulations, provide criteria under Section 601.C, Zoning Decisions, Use Permit Approvals, for the orderly use of the land in conformity with the General Plan and Town standards; and

WHEREAS, a request for approval of Use Permit 2026-0008 was filed by the applicant Mark Kite, designated agent for the owner of parcel 403-17-006L; and

WHEREAS, the purpose of the Use Permit is to allow the applicant and property owner in the RR-2A Zoning District to develop and operate a Recreational Vehicle Park; and

WHEREAS, the applicant filed a request by application for approval of Use Permit 26-0008 prior to Ordinance 2025-205A becoming affected on June 7, 2025, prohibiting RV Parks in residential zones; and

WHEREAS, the applicant held a neighborhood meeting on June 18, 2025, and March 19, 2026, that was advertised and posted according to state law; and

WHEREAS, a public hearing before the Planning and Zoning Commission was advertised and noticed according to state law; including a 300-foot notice mailed to property owners on April 21, 2026; a public hearing notice posted in the Verde Valley Independent & Camp Verde Bugle per state law; and posting of the site on April 21, 2026 for the change of the public hearing date from April 30, 2026 to May 14, 2026; and

WHEREAS, the Planning and Zoning Commission in a Regular Session on April 30, 2026, approved the postponement of the public hearing date to May 14, 2026; and

WHEREAS, the Planning and Zoning Commission considered the Use Permit Application UP25-0008 for the proposed RV Park (Jackpot Ranch), located at 2025 W. Reservation Loop Road, Camp Verde, Arizona 86322, Assessor's Parcel Number 403-17-006L during a regular session on May 14, 2026;

WHEREAS, the Planning and Zoning Commission approved a motion recommending denial of Use Permit Application UP25-0008 to the Mayor and Common Council by a vote of six (6) in favor and zero (0) opposed; and

WHEREAS, a public hearing before the Town Council was advertised and noticed according to state law; including a 300-foot notice mailed to property owners on June 23, 2026, a public hearing notice posted in the Verde Valley Independent & Camp Verde Bugle per state law; and posting of the site on July 15, 2026.

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

A. The Council finds that the use covered by the Use Permit, the manner of its conduct, and any structure that is involved, will not be detrimental to persons residing or working in the vicinity of adjacent property, to the neighborhood, or the public welfare in general, and that the use will be in conformity with any conditions, requirements, or standards prescribed by the Town Code or Council.

B. The Council finds that the Use Permit is valid and operable for an indefinite period of time, with a review of the Use Permit to be completed 6 (six) months after the approval of the Use Permit and every 6 (six) months thereafter to ensure the development confirms to the Use Permit conditions, Zoning Ordinance and Town Code and that no use may be modified, changed, altered or increased in intensity, in any manner that conflicts with the Use Permit and/or required conditions of approval, without approval of a new Use Permit.

C. The proposed Use Permit is in conformity with the Town of Camp Verde General Plan and Planning and Zoning Ordinance and is hereby approved for an indefinite period of time and in accordance with the letter of intent shown in Exhibit A, the site plan shown in Exhibit B, and the conditions shown in Exhibit C.

PASSED AND APPROVED BY A MAJORITY OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ON THIS 15th DAY OF JULY 2026.

_____
Marie Moore, Mayor

ATTEST:

_____
Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

_____
Trish Stuhan, Town Attorney
Pierce Coleman, PLLC

USE PERMIT #25-0008 RECOMMENDED CONDITIONS

1. The applicant shall comply with the requirements contained in the letter of intent and site plan specific to the 44 RV spaces.

2. Any changes, modifications, or additions to this project at any time shall be submitted to the Town for review and approval through the Planning & Zoning Commission and Town Council.

3. This permit shall run with the land in perpetuity, unless the use is discontinued for a period of six (6) months, or the permit is voided according to procedures in the Town of Camp Verde Planning and Zoning Ordinance.

4. The use of generators shall be strictly prohibited, except in cases of emergency or in conjunction with a planned and approved event located on the subject site.

5. Unless modified by these conditions, or the narrative and application materials, the applicant shall comply with all Town Code, Zoning Ordinance, approved development standards review, Copper Canyon Fire and Medical standards, and all county, state, and federal agencies and laws and other laws and requirements. This includes obtaining building permits for all new improvements, as required by the Chief Building Official and Building Code.

6. No dry camping will be permitted in the approved RV spots. All vehicles must be connected to utilities.

7. The RV Park shall observe quiet hours between 10pm and 7am, Monday through Sunday. The applicant and/or on-site caretaker shall post a sign advising guests about the quiet hours.

8. The RV Park shall comply with all nuisance, noise, lighting, and refuse collection regulations as provided in the Planning and Zoning Ordinance and the Town Code and all county, state and federal agencies and Laws. All Lighting must be Dark Sky compliant.

9. If the Septic System exceeds 3000 gallons per day, an Engineer will be required to design an On-Site Wastewater Treatment System. This system shall meet the requirements of Arizona Administrative Code R18-9-E323 and the requirements of the Town of Camp Verde Engineering Department. The Town of Camp Verde shall review this system prior

to submitting any building permits and prior to submitting the design to Yavapai County.

10. Mechanical equipment, electrical meter and service components, and similar utility devices shall be screened and/or painted to blend in with adjacent landscaping.

11. Stormwater runoff generated by the RV park shall be managed on-site to prevent discharge onto adjacent properties or public rights-of-way. Responsibility is limited to runoff originating within the boundaries of the subject property. The applicant's stormwater management plan will be reviewed and approved during the Development Standards Review.

12. The RV park shall have an approved water supply capable of supplying the required fire flow for fire protection, which shall be provided to premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved onto or within the Copper Canyon Fire and Medical Department (CCFMD) per section 507 of the Fire Code.

13. The RV Park shall maintain at least one (1) on-site caretaker at all times to ensure compliance with the Zoning Ordinance, Town Code, and these Use Permit conditions.

14. Town staff shall be allowed to enter the property to investigate complaints received that are related to use of the property. These may include, but are not limited to, noise, odor, dust, insects, and other potential nuisances. Town inspections will only be performed to investigate potential violations of the use permit, Zoning ordinance, or other Town ordinances. Town staff shall provide advance notice to and coordinate with the property owner or manager to schedule inspections.

15. Staff shall review this use permit (6) six months after approval and every year thereafter to ensure the project conforms to the use permit conditions, Zoning ordinance, and Town Code. Staff will provide an update to the Town Council on the applicant's compliance with the Use Permit annually.

Town of Camp Verde
928.554.0050
www.campverde.az.gov

Community Development Department
473 S. Main Street, Suite 108
Camp Verde, Arizona 86322

Planning & Zoning Permits: #USE-25-0008

Overview

Type: Use Permit Application

Submitted: 04-03-25, 1:17pm MST

Address: 2025 W RESERVATION LOOP RD, CAMP VERDE 86322

Form Submission

Have you had a Technical Review Committee Meeting? : Yes

Pre-Application or Technical Review Committee Meeting Date: March 18, 2025

Technical Review Committee Meeting (TRMC) Record Number: #TRCM-25-0005 | Mark Kite | Submitted 3/11/25

Development/Project Name: Jackpot Ranch RV Park Use Permit

Address or Location: 2025 W RESERVATION LOOP RD, CAMP VERDE 86322

Assessor's Parcel No.: 403-17-006L

Gross Area (Acre/Sq Ft): 72.12

Current Zoning District: R1

Existing Use: Residential

Are you proposing a Zoning Change?: No

Are you proposing a change of use?: Yes

Proposed Use: RV Park

Indicate the type of Use Permit: Residential

Current General Plan Designation / Character Area: MV

Property Owner:

Cindi Eagleton
2200 N Central Ave
Suite 100
Phoenix AZ 85004
cindihe@gmail.com, (602) 400-0990

Applicant:

Mark Kite
2025 W Reservation Loop Rd
Camp Verde AZ 86322
mkite@jackpotranchaz.com, (770) 871-1059

Applicant Signature:



Planning & Zoning Public Hearing - Logged by Mark Kite at 04-03-25, 1:17pm

Link for Minutes: -

Link for Meeting Recording: -

Has email been sent to applicant with notification of Planning & Zoning Public Meeting date? : -

Notes:: -

Town Council Public Meeting - Logged by Mark Kite at 04-03-25, 1:17pm

Link for Minutes: -

Link for Meeting Recording: -

Has email been sent to applicant with notification of Planning & Zoning Public Meeting date?: -

Notes:: -

Town of Camp Verde
928.554.0050
www.campverde.az.gov



Community Development Department
473 S. Main Street, Suite 108
Camp Verde, Arizona 86322

Planning & Zoning Permits: #TRCM-25-0005

Overview

Type: Technical Review Committee Meeting

Submitted: 03-11-25, 1:52pm MST

Address: 2025 W RESERVATION LOOP RD, CAMP VERDE 86322

Form Submission

Applicant:

Mark Kite
2025 W Reservation Loop Rd.
Camp Verde AZ 86322
[redacted]

Property Owner:

Cindi Eagleton
2025 W Reservation Loop Rd.
Camp Verde AZ 86322
[redacted]

Applicant Representative:

Mark Kite

Address(es) or Location(s): 2025 W RESERVATION LOOP RD, CAMP VERDE 86322

Cross Streets / Major Intersections (if not addressed): 2025 W Reservation Loop Rd Camp Verde 86322

Project Name: Jackpot Ranch RV Park Use

Existing Use: Residential

Zoning District(s): R1

Character Area: Middle Verde

Acreage: 76.71

Subdivision: -

Parcel Number(s): 403-17-006L

Proposing a Zoning Map Change?: No

Proposing a Usage Change?: Yes

Is the subject property located in the Downtown character area?: No

Subject property have water connection?: No

Subject property have sewage connection?: No

Does the subject property have a power connection?: Yes

Existing structures currently on parcel?: Yes

Subject property is a vacant lot?: No

Subject property located within the Yavapai County Flood Zone?: Yes

Does the subject site have drainage issues?: No

Will you need any partners or collaborators?: Yes

Work with the Town on other projects?: Yes

What would you like to learn and discuss at the technical review meeting?: What will be needed and when?

Approve for/Schedule Meeting - Logged at 03-13-25, 4:34pm

Date of Meeting: March 18, 2025

Time of Meeting: 10:00 am

Address of Meeting: 385 Main St., Camp Verde, AZ, 86322

Hold Meeting - Logged at 03-24-25, 10:05am

The meeting has been held.: Yes

Notes: Meeting concluded.

JACKPOT RANCH
camp verde, arizona

Jackpot Ranch
2025 W Reservation Loop Rd
Camp Verde, AZ 86322

4/30/26

Town of Camp Verde
Community Development Department

Subject: Final Letter of Intent – Use Permit Application for RV Park at Jackpot Ranch

Dear Town of Camp Verde Representatives,

I am submitting this Letter of Intent in support of our Use Permit application for the proposed RV Park at Jackpot Ranch. This submittal reflects a refined plan developed through coordination with Town staff, engineering review, fire safety considerations, and site-specific constraints.

Throughout this process, our objective has not simply been to develop an RV Park, but to arrive at the best possible outcome for all stakeholders—guests, neighboring properties, and the Town of Camp Verde.

Project Overview

The proposed RV Park is designed as a seasonal, professionally managed lodging use, not a permanent residential community. It is intended to support Camp Verde's tourism economy while preserving the rural character of the area.

This approach allows the property to:

- Accommodate visitors in a controlled and well-managed environment
- Support local businesses and tourism
- Avoid adding permanent population or long-term strain on infrastructure

Final Proposed Plan

The current plan reflects the result of iterative refinement and represents the most balanced and workable configuration:

- Area 1 — 2 Park Models (≤10-day stays)
- Area 2 — 8 RV sites (≤10-day stays)
- **Area 3** — **44 sites within the defined RV Park Area (Seasonal Use)**
  - **May 1 – September 30: Maximum stay of 30 days**
  - **October 1 – April 30: Maximum stay of 180 days**
- Area 4 — 2 RV sites (≤10-day stays)

Total: 56 units

JACKPOT RANCH
camp verde, arizona

Clarification of Site Count History

Our initial site plan presented at the neighborhood meeting identified a total of sixty (60) RV sites across Areas 1, 2, 3, and 4. The Use Permit application specifically focuses on Area 3, which was originally shown with fifty (50) RV sites.

At that time, Jackpot Ranch was working with the Town of Camp Verde and our engineer to address planning issues identified during the review process. As the design evolved, required buffering, circulation improvements, and other site enhancements were incorporated in coordination with Town staff. These refinements resulted in a reduction of Area 3 to forty-four (44) RV sites, as reflected in the final site plan and this Letter of Intent.

Why This Plan Represents the Best Outcome

Earlier concepts were evaluated and refined through real-world constraints and coordination with Town requirements. The current plan reflects intentional decisions to balance competing priorities.

For Guests

- Clean, safe, and professionally managed accommodations
- Stay durations aligned with seasonal use patterns
- Improved layout and infrastructure

For Neighboring Properties

- Reduced density from earlier concepts
- Consolidated layout to minimize spread and visual impact
- Existing privacy wall, supplemented by additional setback distance, provides effective separation

For the Town of Camp Verde

- Supports tourism and local economic activity
- Avoids creating permanent housing or population increases
- Meets development standards and operational controls
- Creates a more serviceable and manageable site for fire and infrastructure needs

JACKPOT RANCH
camp verde, arizona

Project Refinement Process

The evolution of this plan has been a necessary and disciplined part of responsible development.

Key refinements were driven by:

- Fire safety and emergency access requirements
- Engineering feasibility and infrastructure constraints
- Town buffering and site design standards
- Operational considerations for long-term management and compliance

The current configuration is not an interim concept—it is the result of resolving these constraints into a cohesive and workable final design.

Compatibility with the Surrounding Area

The project has been specifically designed to integrate with the surrounding rural context:

- Low-intensity, seasonal use consistent with the area
- Existing privacy wall and additional setback distance provide meaningful separation from neighboring properties
- Managed internal circulation to limit external impacts

The seasonal nature of the use helps ensure compatibility without introducing long-term residential pressures.

Operational Commitments

Jackpot Ranch is committed to maintaining a high standard of operation:

- Clearly defined rules governing length of stay and site use
- Active on-site management and oversight
- A clean, orderly, and well-maintained environment
- Ongoing responsiveness to Town and community input

Conclusion

This proposal represents a thoughtful and refined plan that balances the needs of guests, neighbors, and the Town.

The changes made throughout this process were not shifts in direction, but deliberate steps toward achieving the most appropriate and sustainable outcome.

JACKPOT RANCH
camp verde, arizona

We believe this plan reflects the best possible balance of economic benefit, community compatibility, and responsible land use, and we respectfully request your consideration of this Use Permit application.

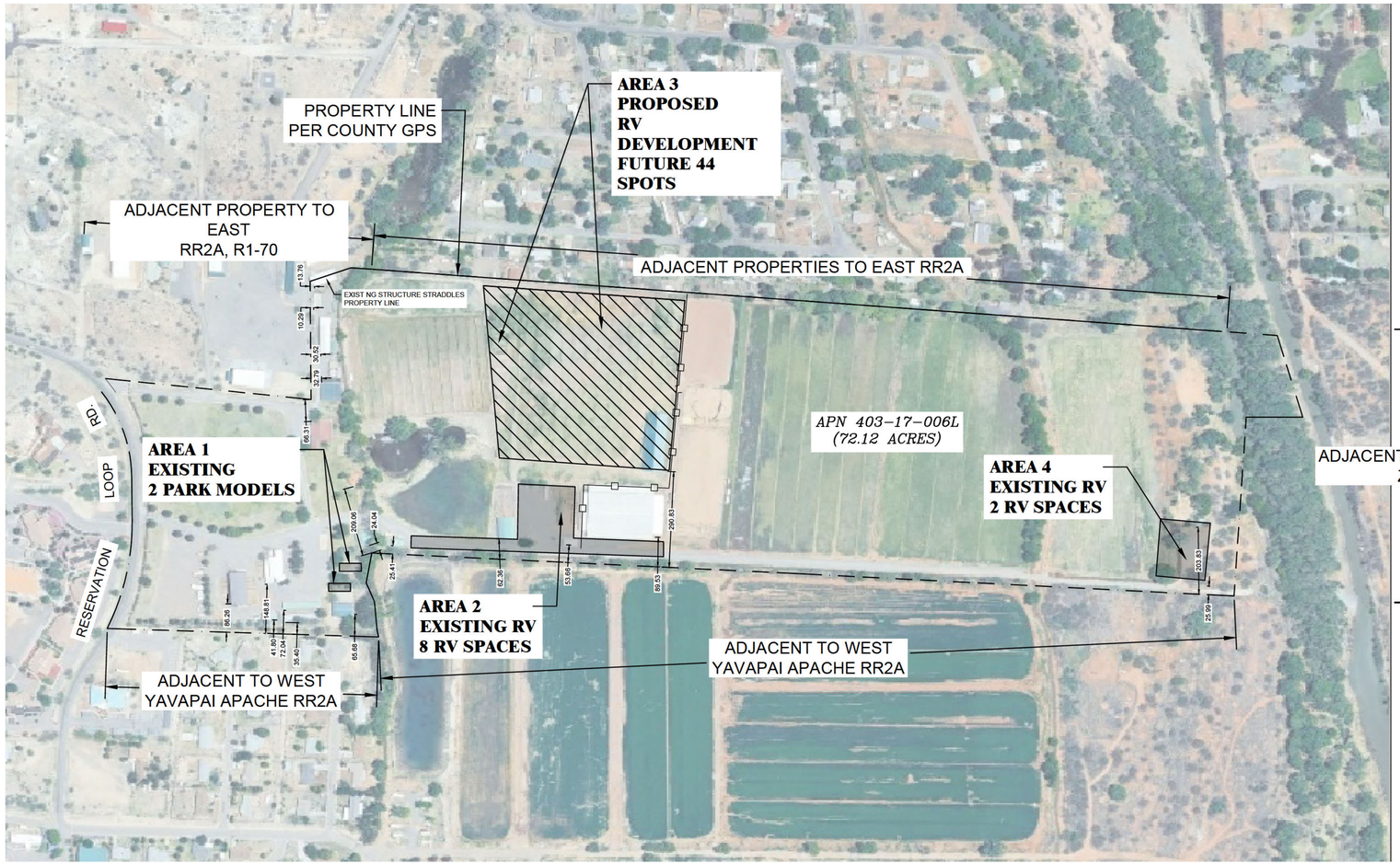
Thank you for your time and continued guidance throughout this process.

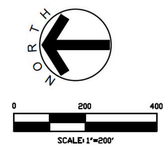
Sincerely,

Mark Kite
Jackpot Ranch

JACKPOT RANCH
PROPOSED & EXISTING RV LOCATION EXHIBIT

SITUATED IN APN 403-17-006L
2025 W. RESERVATION LOOP RD. CAMP VERDE AZ.
YAVAPAI COUNTY
(CURRENT ZONING: ROW, R1-70, RR2A, YAVAPAI APACHE)





NOTE:

1. PROPERTY BOUNDARY AND DIMENSIONS TO EXISTING STRUCTURES ARE APPROXIMATE PER YAVAPAI COUNTY GPS.



PRELIMINARY. NOT FOR CONSTRUCTION. FOR AGENCY REVIEW ONLY

JACKPOT RANCH
PROPOSED & EXISTING RV LOCATION EXHIBIT

SEC Inc.
825 COVE PARKWAY
COTTONWOOD, AZ 86326
(928) 282-7787

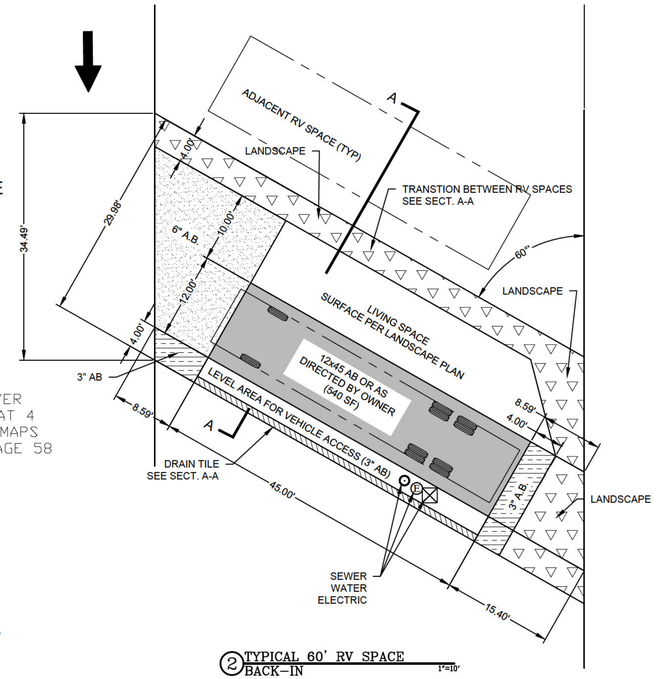
SITE EXHIBIT

DATE	DRAWN	SHEET
5/01/26	FD	1 OF 1
SCALE	CHECKED	PROJECT NO.
AS SHOWN	KG	25-1101CE

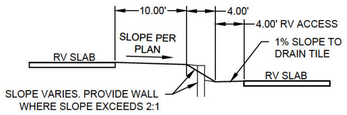
S:\LAND PROJECTS 2004 ENGINEERING\25-1101CE JACKPOT RANCH\XBBASE-25-1101CE-EXHIBIT.DWG

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525.00'
RV PARKING
30.00' (TYP.)
60.00' (TYP.)
60.00'
ROAD
R103.00
LANDSCAPE AREA
20.00' SETBACK
VERDE RIVER ESTATES PLAT 4 BOOK 14 OF MAPS AND PLATS, PAGE 58
583.22'
8.00' UTILITY EASEMENT
UTILITY EASEMENT (APS) INSTRUMENT 2014-0000263 (APPROXIMATE LOCATION)
145.788
S84° 48' 59"W
108.934
N82° 03' 06"W
L=110.47', R=72.00'
L=200.33', R=1716.46'
N69° 54' 44"E
164.521
ACCESS
25.00'
ADDITIONAL PARKING
R34.26
R79.52
L=65.02', R=77.00'
ROAD
R34.47
APN 403-17-006L
60.00'
25.00'
ACCESS
ADDITIONAL PARKING
233.491
S04° 07' 21"W
75.00'
N04° 13' 22"E
265.571
ACCESS
ROAD
EXISTING ROAD
COVERED ARENA
R39.11
LANDSCAPE AREA
R28.00
L=61.80', R=40.00'
S84° 14' 42"E
186.729
N84° 39' 43"E
117.852
L=102.03', R=77.32'
25.00'
ACCESS
ROAD
R103.00
20.00' SETBACK
60.00'
COVERED STABLES
FENCE
LANDSCAPE AREA
POND A
VERDE RIVER ESTATES PLAT 3 BOOK 11 OF MAPS AND PLATS, PAGE 85



② TYPICAL 60' RV SPACE BACK-IN 1"=10'



SECT A-A
TYPICAL RV PAD CROSS SECTION
NO SCALE

NOTE:
INSIDE CURVE RADII MUST BE 28' MIN. PER CAMP VERDE FIRE CODE

NORTH
0 40 80
SCALE: 1"=40'

SEE NOTE 3.1 PRIOR TO CONSTRUCTION

Registered Professional Engineer (Civil) CERTIFICATE NO. 49109 KRISHAN GEVINDA GINOE 4/22/26 DATE SIGNED ARIZONA, U.S.A.

PRELIMINARY

JACKPOT RANCH RV DEVELOPMENT
GRADING PLAN

SEC Inc.
825 COVE PARKWAY
COTTONWOOD, AZ 86326
(928) 282-7787

SITE PLAN LAYOUT 4

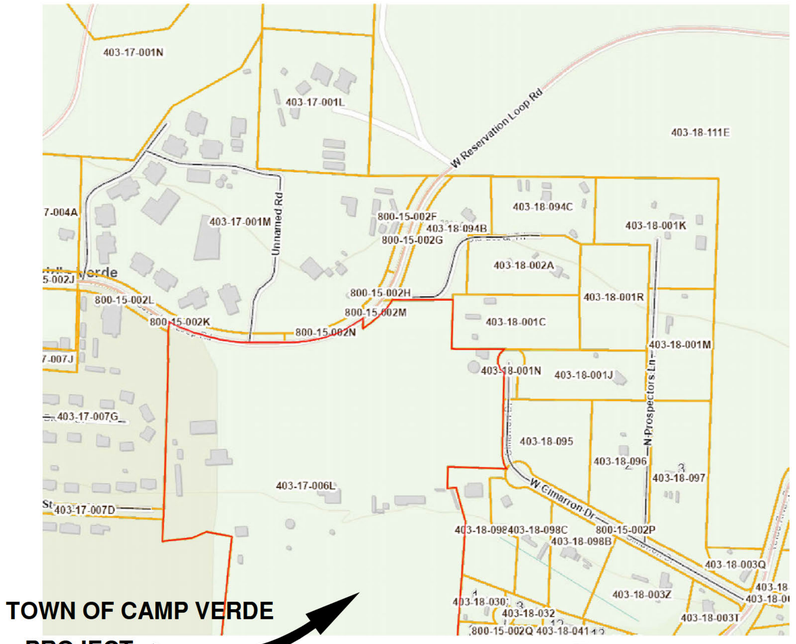
DATE	DRAWN	SHEET
4/22/26	FD	3 OF 6
SCALE	CHECKED	PROJECT NO.
AS SHOWN	KG	25-1101CE

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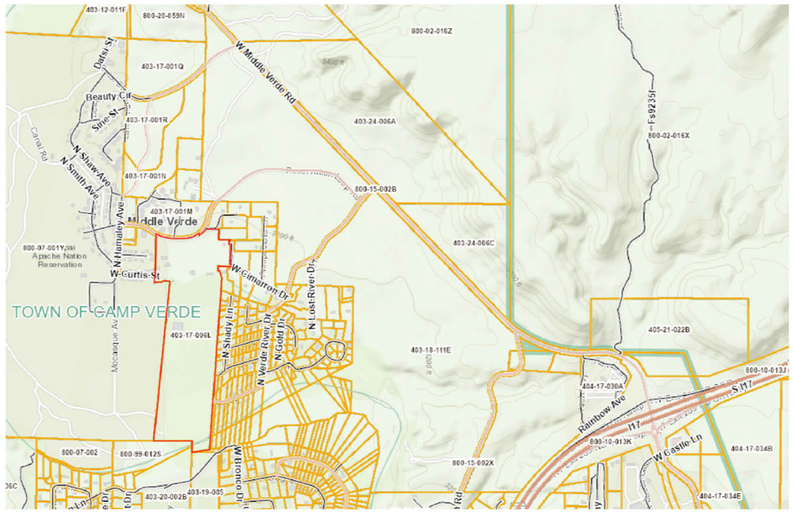
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JACKPOT RANCH RV DEVELOPMENT
GRADING PLAN

SITUATED IN APN 403-17-006L
2025 W. RESERVATION LOOP RD. CAMP VERDE AZ.
YAVAPAI COUNTY



VIVINITY MAP
NO SCALE



LOCATION MAP

OWNER/DEVELOPER
MARK KITE
770-871-1059
mkite@jackpotranch.org

LAND PLANNERS/ENGINEERS/SURVEYORS:
SEC, INC.
825 COVE PARKWAY
COTTONWOOD, ARIZONA 86326
(928) 282-7787 FAX: (928) 282-0731
REGISTRATION NUMBERS: P.E. 49109
R.L.S. 40829

UTILITIES FURNISHED BY:
ELECTRIC – ARIZONA PUBLIC SERVICE (800-253-9405)
GAS – NONE ON SITE.
EMERGENCY SERVICES – TOWN OF CAMP VERDE
WATER – WELL WATER (OWNER)
SEWER – SEPTIC (OWNER)

SHEET LIST TABLE

SHEET NUMBER	SHEET TITLE
1	COVER
2	NOTES
3	SITE PLAN
4	GRADING PLAN
5	SECTIONS
6	UTILITIES EXHIBIT

ESTIMATE OF QUANTITIES*

CUT	966.42 CY
FILL	421.00 CY
NET	542.42 CY CUT

*SEE GENERAL NOTES # 1.4

1. NO SHRINKAGE OR EXPANSION FACTORS APPLIED
2. QUANTITIES ARE TO FINISHED GRADE. EXCAVATIONS TO SUBGRADE, FOR FOOTINGS, FOUNDATIONS, TRENCHES AND OTHER BELOW GRADE EXCAVATIONS NOT INCLUDED.

NORTH
0 40 80
SCALE: 1"=40'

SEE NOTE 3.1 PRIOR TO CONSTRUCTION

Call at least two full working days before you begin excavation.
ARIZONA 811
Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)
In Maricopa County (602) 263-1100

Registered Professional Engineer
CERTIFICATE NO.
49109
KRISHAN GEVINDA GINGE
DATE SIGNED
4/21/26
ARIZONA, U.S.A.

JACKPOT RANCH RV DEVELOPMENT
GRADING PLAN

SEC Inc.
825 COVE PARKWAY
COTTONWOOD, AZ 86326
(928) 282-7787

COVER

DATE	DRAWN	SHEET
4/21/26	FD	1 OF 6
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AS SHOWN	KG	25-1101CE

S:\LAND PROJECTS 2004 ENGINEERING\25-1101CE JACKPOT RANCH\XBBASE-25-1101CE-LAYOUT 2.DWG

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1 GENERAL

1.1 ALL PAVING, GRADING PIPING AND UTILITY LINE CONSTRUCTION WORK WITHIN THE PUBLIC RIGHT-OF-WAY, ON PRIVATE STREETS, ACCESS WAYS, LOT GRADING, MATERIALS, AND WORKMANSHIP SHALL COMPLY WITH TOWN OF CAMP VERDE ENGINEERING STANDARDS AND SPECIFICATIONS, AND SHALL CONFORM TO THE LATEST MARICOPA ASSOCIATION OF GOVERNMENTS (MAG). GRADING WORK SHALL CONFORM TO MAG SPECS, THE SOILS REPORT (IF AVAILABLE) AND CHAPTER 70 ENTITLED "EXCAVATION AND GRADING" OF THE UNIFORM BUILDING CODE (UBC) LATEST EDITION, SUBSECTIONS 7001 TO 7005, 7009 TO 7013, FIGURES 70-1 AND 70-2 AND AS STATED THEREIN. LOCAL MUNICIPAL STANDARD DETAILS WILL CONTINUE TO APPLY WHERE NOT ADOPTED OR INCLUDED BY MAG. THE FOLLOWING NOTES AND SPECIFICATIONS ARE HEREBY MADE A PART OF THE CONTRACT DOCUMENTS AND PROJECT MANUAL. WHERE THERE EXISTS A CONFLICT BETWEEN THESE NOTES, MAG SPECS, UBC, THE SOILS REPORT OR THE PROJECT MANUAL, THE MORE STRINGENT OF THE REQUIREMENTS SHALL GOVERN UNLESS PRIOR CLARIFICATION FROM THE ENGINEER HAS BEEN GIVEN IN WRITING TO THE CONTRACTOR. THE CONTRACTOR AS STATED HEREIN SHALL MEAN THE GENERAL CONTRACTOR AND HIS ASSOCIATED SUBCONTRACTORS. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR THE COORDINATION AND PERFORMANCE OF THE WORK OF ALL OF HIS SUBCONTRACTORS AND SUPPLIERS.

1.2 ALL WORK SHALL BE BID AND INSTALLED BY THE CONTRACTOR COMPLETE AND OPERATIONAL TO LINES, GRADES AND FUNCTIONS INDICATED ON ALL PLANS AND SPECIFICATIONS. PROVIDE ALL LABOR, MATERIALS, EQUIPMENT AND SERVICES NECESSARY TO COMPLETE ALL PROJECT EARTHWORK AND SITE WORK INCLUDING BUT NOT LIMITED TO SITE CLEARING, GRUBBING, DEMOLITION, DEBRIS REMOVAL FROM THE SITE, IMPORT AND/OR EXPORT OF SOILS AND OTHER MATERIALS TO AND FROM THE SITE, BORROW MATERIALS, TEMPORARY SOILS MATERIAL STOCKPILING, BACKFILL OF ONSITE BORROW PITS, MOVING OF MATERIALS, CUT AND FILL, SLOPES, SOILS AND BANK STABILIZATION AND PROTECTION, BERMING ROADWAY EXCAVATIONS, RELOCATION'S, STRUCTURE EXCAVATIONS, TRENCHING, BACK FILLING, SITE GRADING, PAVING, PIPING, UTILITY LINE AND STORM DRAINAGE CONSTRUCTION, CURBS, SITE CONCRETE WORK AND OTHER MISCELLANEOUS SITE WORK STRUCTURES AND ITEMS INDICATED ON THE PLANS AND IN THE CONTRACT DOCUMENTS.

1.3 ALL OBSTRUCTIONS IN THE ROAD PRISM SHALL BE REMOVED BEFORE ANY CONSTRUCTION IS PERMITTED.

1.4 ANY QUANTITIES SHOWN ON PLANS ARE NOT VERIFIED BY THE ENGINEER. QUANTITIES ARE APPROXIMATE ONLY AND INTENDED AS A GUIDE FOR ESTIMATING PURPOSES. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING THEIR OWN QUANTITY TAKE-OFFS. THE CONTRACTOR SHALL VISIT THE SITE AND REVIEW THE SOILS CONDITIONS AND THE SOILS REPORT WITH THE PROJECT SOILS ENGINEER PRIOR TO BIDDING THIS PROJECT. ANY DISCREPANCIES IN SITE MATERIALS SHALL BE BROUGHT TO THE ATTENTION OF THE PROJECT ENGINEER 7 DAYS MINIMUM PRIOR TO BIDDING FOR REVIEW. ALL SHRINK OF EARTH MATERIAL OR EXCESS MATERIAL FROM UTILITY TRENCHES AND FOUNDATIONS SHALL BE INCLUDED IN THE CONTRACTOR'S BID.

1.5 THE ENGINEER MAY REQUIRE THE SUBMITTAL OF A "CERTIFICATE OF COMPLIANCE" AND/OR "MANUFACTURER'S GUIDELINES" FOR ANY MATERIALS USED IN THE WORK. MANUFACTURER'S GUIDELINES SHALL CONSISTS OF WRITTEN INSTRUCTIONS FOR SHIPPING, HANDLING, UNLOADING, CUTTING, JOINING, INSTALLATION, STORAGE, AND/OR ANY OTHER FACETS OF CONSTRUCTION

1.6 THE ENGINEER MAY REQUIRE ANY MATERIALS USED IN THE WORK TO BE TESTED ACCORDING TO AASHTO AND ASTM STANDARDS. THE CONTRACTOR SHALL, AT HIS EXPENSE, SUPPLY CERTIFICATES OR RESULTS OF TESTING.

1.7 ALL WORK AND MATERIALS NOT CONFORMING TO SPECIFICATIONS OR PERFORMED WITHOUT THE CONSENT OF THE OWNER OR HIS REPRESENTATIVE WILL BE SUBJECT TO REJECTION BY THE OWNER AND/OR ENGINEER AND REPLACED AT THE CONTRACTOR'S EXPENSE.

1.8 THE CONTRACTOR SHALL GUARD AGAINST DAMAGE DURING CONSTRUCTION TO ADJACENT PROPERTIES, FENCES, WALLS AND UTILITY EQUIPMENT. ANY ITEMS DAMAGED BY CONSTRUCTION SHALL BE REPLACED WITH SAME KIND OR BETTER AT CONTRACTOR'S EXPENSE.

1.9 NO CONSTRUCTION SHALL BEGIN UNTIL CONFLICTING UNDERGROUND UTILITY MITIGATING CONSTRUCTION IS COMPLETED, IF ANY.

1.10 NO EXISTING SURVEY MONUMENTATION SHALL BE REMOVED OR DISTURBED BY THE CONTRACTOR WITHOUT NOTIFICATION AND APPROVAL OF THE PROJECT SURVEYOR. THE CONTRACTOR SHALL CONTACT THE PROJECT SURVEYOR FOR THE SETTING OF REFERENCE POINTS 48 HOURS PRIOR TO DISTURBING OR REMOVING ANY MONUMENTS. THE CONTRACTOR SHALL BE FINANCIALLY RESPONSIBLE FOR COSTS TO REESTABLISH MONUMENTATION OR CONTROLS REMOVED WITHOUT PRIOR NOTICE AND APPROVAL.

1.11 TRAFFIC CONTROL SHALL CONFORM TO THE LOCAL MUNICIPAL ADOPTED STANDARDS.

1.12 BENCH MARK: ELEVATIONS ESTABLISHED WITH REFERENCE TO THE GOVERNMENTAL BENCH MARK AS INDICATED ON THE PROJECT CONTROL SHEET.

1.13 CONTRACTOR SHALL COORDINATE HIS WORK WITH THE DESIGN ENGINEER, OWNER, PUBLIC UTILITY COMPANIES AND OTHER ASSOCIATED TRADES ON AND ADJACENT TO THE PROJECT SITE. COORDINATE INSTALLATION OF ALL PUBLIC AND PRIVATE UNDERGROUND UTILITIES, PIPES, CONDUITS AND PIPE SLEEVE SIZES AND LOCATIONS PRIOR TO THEIR PLACEMENT. INSTALLATION: THE CONTRACTOR IS RESPONSIBLE FOR SETTING CAPPED SLEEVES AND PROVIDING TYPE 1 COMPACTION IN ALL BACKFILLED TRENCHES IN PAVED AREAS AND EASEMENTS. PROVIDE TRACER WIRE AND MARKER AT GRADE LEVEL FOR FUTURE LOCATING.

1.14 CONTRACTOR SHALL BE RESPONSIBLE FOR FINANCIAL REIMBURSEMENT TO THE OWNER AND ENGINEER FOR THE FOLLOWING ADDITIONAL ENGINEERING SERVICES SHOULD THEY OCCUR, AND SUCH A/E DESIGN SERVICES WILL BE DEDUCTED FROM CONTRACTOR'S FINAL PAYMENTS BY THE OWNER:

A. REOBSERVATION, COORDINATION AND EXTRA TESTING OR RETESTING COSTS INCURRED BECAUSE OF IMPROPER OR FAULTY CONSTRUCTION.
B. ADDITIONAL STAKING NOT INCLUDED IN CONTRACT OR RESTAKING REQUESTED BY CONTRACTOR.
C. CHANGES AND SUBSTITUTIONS IN MATERIALS CONSTRUCTION METHODS, REQUESTED BY THE CONTRACTOR, THAT MUST BE REVIEWED, RECALCULATED OR APPROVED BY ENGINEER.
D. ENGINEERING DESIGN SERVICES REQUESTED BY THE CONTRACTOR OR CAUSED BY ERRORS OR OMISSIONS BY THE CONTRACTOR.
E. ANY ENGINEERING DESIGN APPROVED BY OTHERS AND SUBMITTED FOR REVIEW. THESE SHALL BEAR THE SEAL OF AN ENGINEER REGISTERED IN ARIZONA.

1.15 ANY DIFFERENCE BETWEEN PLANS AND SPECIFICATIONS AND QUESTIONS AS TO THEIR MEANING SHALL BE DETERMINED PRIOR TO AWARD OF THE CONTRACT AND SHALL BE INTERPRETED BY THE ENGINEER. THE GENERAL INTENT AND MEANING OF THE PLANS AND SPECIFICATIONS WILL GOVERN AND SHALL NOT WARRANT ANY ADDITIONAL COMPENSATION TO THE CONTRACTOR. THE ENGINEER WILL PROVIDE FULL INSTRUCTIONS WHEN DISCREPANCIES ARE DISCOVERED IN THE DOCUMENTS.

1.16 THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LIMITS OF THE WORK AREA FOR ALL PHASES OF THE WORK PRIOR TO BEGINNING CONSTRUCTION OF THOSE PHASES. ALL CONSTRUCTION LIMITS, AREAS OF WORK, SETBACKS, PERIMETERS, ADJACENT PROPERTY LINES, BOUNDARIES, AND OTHER CRITERIA DEFINING THE LIMITS OF THE CONTRACTOR'S WORK AREA AND LIMITS, SHALL BE STAKED BY THE CONTRACTOR'S SURVEYOR PRIOR TO CONSTRUCTION OR CLEARING OF THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FAMILIARIZING HIMSELF WITH THE EXTENT OF WORK TO BE DONE IN EACH SEPARATE PHASE OF THE PROJECT, AND ANY WORK NECESSARY IN INACTIVE PHASES REQUIRED TO DEEM THE ACTIVE PHASES FINISHED, SAFE AND SERVICEABLE.

1.17 THE CONTRACTOR OR SUBCONTRACTORS SHALL NOT DEVIATE FROM THESE PLANS OR MAKE FIELD CHANGES WITHOUT REQUESTING THE ENGINEER IN WRITING FOR APPROVAL OF THESE MODIFICATIONS. ANY CHANGES MADE WITHOUT APPROVAL OF THE DESIGN ENGINEER ARE SUBJECT TO REMOVAL AT THE EXPENSE OF THE CONTRACTOR.

1.18 THE DESIGN ENGINEER RESERVES THE RIGHT TO MAKE MINOR FIELD MODIFICATIONS TO GRADES AND STRUCTURE DESIGNS TO ACCOMMODATE FIELD CONDITIONS FOUND ON SITE. THIS INCLUDES BUT IS NOT LIMITED TO MINOR MODIFICATIONS TO GRADE, ALIGNMENT, SLOPE OR STRUCTURE LOCATIONS. THE ENGINEER SHALL HAVE THE RIGHT TO MAKE SUCH CHANGES IN WRITING IN THE LOCATION AND QUANTITIES OF WORK AS MAY BE DEEMED ADVISABLE.

1.19 NO JOB WILL BE CONSIDERED COMPLETE UNTIL FINE GRADING IS COMPLETE AND ALL CURBS, PAVEMENT AND SIDEWALKS HAVE BEEN SWEPT CLEAN OF ALL DIRT AND DEBRIS. ALL SURVEY MONUMENTS ARE INSTALLED AND ALL VALVES, MANHOLES AND BOXES HAVE BEEN ADJUSTED ACCORDING TO THE PLANS AND STANDARD DETAILS.

1.20 EXISTING GRADES INDICATED ON PLANS ARE BASED ON PREGRADING CONDITIONS. LOSSES IN MATERIAL DUE TO SHRINKAGE OF MATERIAL, DEMOLITION OF EXISTING EXISTING SITE FEATURES, CLEARING AND GRUBBING OF THE SITE SHALL BE INCLUDED IN CONTRACTOR'S BID.

1.21 SHOP DRAWINGS SHALL BE PROVIDED BY THE CONTRACTOR PER MAG SECTION 105.2.

2 PERMITS

2.1 CONTRACTOR SHALL OBTAIN ALL PERMITS AT HIS OWN EXPENSE FROM LOCAL MUNICIPAL AND AIR POLLUTION CONTROL AUTHORITIES PRIOR TO BEGINNING CONSTRUCTION.

2.2 REQUIRED PERMITS SHALL BE SECURED BY THE CONTRACTOR FROM THE APPROPRIATE AGENCIES. FEDERAL PERMITS, UTILITY CO. AND OTHER PERMITS MAY BE REQUIRED. A RIGHT-OF-WAY PERMIT, ISSUED BY THE CITY, IS REQUIRED FOR ANY EXCAVATION OR GRADING (INCLUDING PLACEMENT OF FILL). PRIOR TO CONSTRUCTION THE APPROPRIATE AGENCIES SHALL BE NOTIFIED BY THE CONTRACTOR AS REQUIRED BY THE PERMITS.

2.3 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AT HIS OWN EXPENSE ALL APPROPRIATE INSURANCE FORMS FOR PERMIT REQUIREMENTS.

2.4 IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ARRANGE FOR THE RELOCATION AND RELOCATION COSTS, IF ANY, OF ALL UTILITIES, AND SUBMIT A UTILITY RELOCATION SCHEDULE TO THE MUNICIPALITY AND DESIGN ENGINEER PRIOR TO CONSTRUCTION. ALL PUBLIC UTILITY EQUIPMENT POLES, BOXES, STRUCTURES AND MUNICIPAL UTILITY COMPANY EQUIPMENT SHALL BE RELOCATED BY THE APPROPRIATE UTILITY COMPANY OR MUNICIPALITY BEFORE ANY WORK IS STARTED.

3 APPROVALS

3.1 THE CONTRACTOR IS TO USE ONLY THAT OFFICIAL CONSTRUCTION SET OF DRAWINGS WHICH CONTAINS THE APPROVAL OF THE GOVERNING AGENCY SIGNED ON THE COVER SHEET OF THE PLANS. THE CONTRACTOR SHALL NOT PLACE BIDS ON A SET OF DRAWINGS UNSIGNED BY THE GOVERNING AGENCY AND/OR MARKED "NOT FOR CONSTRUCTION".

4 RECORD DRAWINGS

4.1 IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE AND KEEP AN UPDATED RECORD SET OF PLAN DRAWINGS IN GOOD CONDITION ON THE JOB SITE AND PROVIDE THE DESIGN ENGINEER AT COMPLETION OF THE WORK, WITH THE RECORD SET SHOWING FIELD VERIFIED LOCATIONS OF ALL VALVES, BOXES, MANHOLES, UTILITY POLES, PIPE SLEEVES, UTILITY ENCASEMENT AND OTHER UTILITY LINES AND EQUIPMENT ABOVE AND BELOW GROUND WHICH THE CONTRACTOR ENCOUNTERS AND INSTALLS IN HIS AREA OF WORK.
4.2 ACCEPTANCE OF THE COMPLETED PAVING, GRADING OR UTILITY INSTALLATION WILL NOT BE GIVEN UNTIL REPRODUCIBLE AS-BUILT PLANS HAVE BEEN SUBMITTED BY THE ENGINEER AND APPROVED BY THE CITY.

5 OBSERVATION

5.1 ALL MATERIALS USED AND ALL WORK DONE BY THE CONTRACTOR SHALL BE SUBJECT AT ALL TIMES TO THE OBSERVATION, TESTING AND APPROVAL OF THE ENGINEER AND GOVERNING AGENCY.

5.2 THE CONTRACTOR SHALL CONTACT THE APPROPRIATE PUBLIC UTILITY COMPANIES FOR INSPECTION OF TRENCHING, BEDDING AND BACKFILLING DONE IN CONJUNCTION WITH INSTALLATION OF THOSE UTILITIES ON THIS PROJECT.

5.3 SUBMITTAL OF AN ENGINEER'S CERTIFICATE OF COMPLETION IS REQUIRED BY A.D.E.Q. FOR ALL WATER SYSTEM CONSTRUCTION.

5.4 SOILS COMPACTION TEST RESULTS MUST BE SUBMITTED TO THE ENGINEER'S OFFICE FOR ALL FILL MATERIAL FOR ROADS, TRENCH BACKFILL AND SITE FILL MATERIALS UNDER SLABS AND STRUCTURES. NO FILL MATERIALS SHALL BE PLACED WITHOUT TESTING DURING PLACEMENT. NO EARTH MATERIAL SHALL BE PLACED WITHOUT APPROVAL OF THE PREVIOUS LIFTS. THE CONTRACTOR SHALL SUBMIT ALL TEST RESULTS TO THE ENGINEER AND GOVERNMENTAL AGENCIES.

5.5 CONTRACTOR SHALL SUBMIT A SCHEDULE, APPROVED IN WRITING BY A QUALIFIED CONSULTING TESTING AGENCY, FOR FREQUENCY, LOCATION AND TYPE OF ALL PROJECT TESTING. THE CONTRACTOR WILL BE RESPONSIBLE FOR SCHEDULING AND COORDINATION OF ALL TESTING INCLUDING THE FOLLOWING ITEMS WHICH SHALL BE TESTED IN ACCORDANCE WITH MAG SPECIFICATIONS:

1. SUBGRADE COMPACTION
2. BASE COURSE COMPACTION
3. ASPHALT PAVEMENT MIX DESIGN QUALITY
4. CONCRETE STRENGTH
5. TRENCH BEDDING AND BACKFILL
6. TESTING FOR UTILITIES, PIPING AND DRAINAGE SYSTEMS

5.6 THE CITY SHALL BE NOTIFIED BY THE CONTRACTOR 24 HOURS PRIOR TO BEGINNING DIFFERENT PHASES OF CONSTRUCTION SO THAT INSPECTIONS MAY BE SCHEDULED.

6 FINAL ACCEPTANCE

6.1 FINAL ACCEPTANCE OF THE CONSTRUCTION, BY THE TOWN OF CAMP VERDE, IS REQUIRED BEFORE RELEASING OF A PERMIT AND OR TRANSFERRING OWNERSHIP OF THE IMPROVEMENTS.

6.2 APPROVAL OF A PORTION OF THE WORK IN PROGRESS DOES NOT GUARANTEE ITS FINAL ACCEPTANCE. TESTING AND EVALUATION MAY CONTINUE UNTIL WRITTEN FINAL ACCEPTANCE OF A COMPLETE WORKABLE UNIT. ACCEPTANCE OF COMPLETED IMPROVEMENTS WILL NOT BE GIVEN UNTIL DEFECTIVE OR UNAUTHORIZED WORK IS REMOVED, AND FINAL CLEANUP IS COMPLETE.

8 CONSTRUCTION STAKING

8.1 THE ACCURACY OF ALL CONSTRUCTION WORK SHALL BE MAINTAINED AND VERIFIED BY A REGISTERED SURVEYOR IN THE STATE OF ARIZONA BY PROVIDING CONSTRUCTION STAKING SUITABLE TO THE CITY ENGINEER. STAKES WILL BE SET ESTABLISHING LINES AND GRADES (FINISH OR FLOWLINES) FOR ALL CONSTRUCTION INCLUDING ROADS, CURB AND GUTTER, SIDEWALKS, UTILITIES, STRUCTURES, AND OTHER WORK AS CONSIDERED NECESSARY BY THE ENGINEER. ALL SURVEY CONTROL SHALL BE SET BY A REGISTERED SURVEYOR FROM MONUMENTS ACCEPTABLE TO THE ENGINEER.

9 GRADING AND EARTHWORK

9.1 PERFORM ALL EARTHWORK GRADING, CUTTING AND FILLING AS PER THE PROJECT SOILS REPORT AND ALL ADDENDA

9.2 NO GRADING OR TRENCHING WORK SHALL BEGIN PRIOR TO SUPPORTING AND PROTECTING EXISTING ONSITE AND ADJACENT PROPERTY FROM SETTLING, CRACKING, OR OTHER DAMAGE WHICH MIGHT RESULT. CONTRACTOR SHALL VERIFY FROM SOILS REPORT RECOMMENDATIONS THE DEGREE OF DIFFICULTY REQUIRED FOR TRENCHING AND EXCAVATION WORK BASED ON DEPTH AND TYPES OF MATERIALS TO BE ENCOUNTERED.

9.3 WATER SOURCE: THE CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR OBTAINING ALL WATER REQUIRED FOR SOIL COMPACTION, DRINKING PURPOSES AND DUST CONTROL. (MAG SPEC 225)

9.4 CLEARING AND GRUBBING: EXAMINE SITE AND PROVIDE NECESSARY EQUIPMENT AND LABOR TO REMOVE FROM THE SITE AND DISPOSE OF STUMPS, ROOTS, ROCKS, LOOSE FILL, VEGETATION, DEBRIS, AND ANY OTHER OBJECTIONABLE MATERIALS FROM THE BUILDING AND FILL AREAS. CLEAN, UNCLASSIFIED ONSITE SOILS MAY BE USED IN GENERAL AS FILL MATERIAL. SEE MAG SPECIFICATION SECTIONS 201 AND 215.

9.6 SITE DRAINAGE: CONSTRUCTION OF ALL SWALES, CHANNELS, DRAINAGE PIPES, DRAINAGE STRUCTURES AND BANK PROTECTION SHALL BE CONSTRUCTED DURING THE FIRST PHASES OF SITE CONSTRUCTION TO PROTECT ALL OTHER CONSTRUCTION FROM SURFACE WATERS. DIVERT RUNOFF WATER AROUND CONSTRUCTION OPERATIONS. CARE SHALL BE TAKEN BY THE CONTRACTOR NOT TO ADVERSELY AFFECT ADJACENT PROPERTIES. DRAIN EXCAVATIONS BY PUMPING OR OTHER SATISFACTORY METHOD TO PREVENT SOFTENING OF THE FOUNDATION SOILS. UNDERCUTTING OF FOOTING OR OTHER ACTIONS DETRIMENTAL TO PROPER CONSTRUCTION PROCEDURES.

9.7 THE CONTRACTOR SHALL PROVIDE POSITIVE DRAINAGE AWAY FROM ALL WALLS FOUNDATIONS. ALL STORM DRAINS, DRAIN LINES, OVERFLOWS, OUTLETS AND/OR OTHER DRAINAGE TYPE OUTLETS WHICH CONDUCT MOISTURE NEAR THE STRUCTURES SHALL BE POSITIVELY DRAINED AWAY FROM THE STRUCTURE. NO WATER SHALL BE PERMITTED TO POND NEAR STRUCTURES OR FOUNDATIONS. ALL DRAINAGE SHALL BE CHANNELED AND TAKEN A MINIMUM OF 10 FEET AWAY FROM ALL STRUCTURES.

9.8 SUBGRADE PREPARATION: IF THE NATURAL SUBGRADE IS LESS THAN THE REQUIRED DENSITY, IT SHALL BE SCARIFIED AND COMPACTED TO A MINIMUM DEPTH OF TWELVE INCHES OR AS NOTED IN THE SOILS REPORT IMMEDIATELY PRIOR TO PLACING SUBSEQUENT FILL MATERIAL THEREON. THE CONTRACTOR IS RESPONSIBLE FOR MAINTENANCE AND REPAIR OF DAMAGE TO PREPARED SUBGRADE CAUSED BY CONTRACTORS OPERATIONS OR PUBLIC TRAFFIC UNTIL ACCEPTANCE OF PROJECT ENGINEER. NO MATERIALS SHALL BE PLACED UPON THE PREPARED SUBGRADE UNTIL IT MEETS THE SPECIFIED REQUIREMENTS. ROADWAY SUBGRADE COMPACTION INCLUDES SUBGRADE UNDER ALL PAVEMENT, CURB, SIDEWALKS, SHOULDERS AND FILL SLOPES. SUBGRADE TOLERANCES SHALL BE AS SPECIFIED IN MAG SECTION 301. OPEN LANDSCAPED AREAS SHALL BE GRADED TO +/- 0.20 FT.

9.9 EARTH FILL: AREAS TO BE FILLED SHALL BE LEVELED TO PROVIDE A LEVEL BASE TO SUPPORT FILL MATERIALS. SUBGRADE AND SUBBASE AREAS REQUIRING FILL MATERIAL SHALL BE SCARIFIED MOISTENED AND COMPACTED PRIOR TO PLACING FILL. ALL FILL, SUBGRADE AND SUBBASE MATERIALS SHALL BE COMPACTED TO SPECIFIED DENSITIES AT OR NEAR OPTIMUM MOISTURE CONTENTS AS VERIFIED AND RECOMMENDED BY THE SOILS ENGINEER. PLACE FILL IN HORIZONTAL LIFTS NOT EXCEEDING EIGHT INCHES IN LOOSE THICKNESS BEFORE COMPACTION. SLOPED SURFACES SHALL BE PLOWED, STEPPED AND BENCHED SO THAT THE FILL MATERIAL WILL BOND WITH THE EXISTING MATERIAL. BENCH AT THE TOE OF FILL SLOPES AND PERIODIC INTERVALS UP THE FILL SLOPES BENCHES.
9.10 IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT THE SOILS ENGINEER FOR SCHEDULING OF COMPACTION TESTING. THE FREQUENCY OF DENSITY AND MOISTURE TESTS REQUIRED FOR ADEQUATE CONTROL SHALL BE THE RESPONSIBILITY OF THE SOILS ENGINEER WHO SHALL CERTIFY TO THE ENGINEER AND CONTRACTOR AT PROJECT END THAT THE ROADBED FILL IS COMPACTED AS OUTLINED HEREIN. COMPACTION SHALL BE ACHIEVED BY MECHANICAL MEANS. IN NO CASE SHALL STRUCTURE BACKFILLING BE FLOOD WATER SETTLED.

9.11 ALL SLOPE CONSTRUCTION AND ROADWAY EXCAVATION SHALL CONFORM TO THE REQUIREMENTS OF MAG SPECIFICATIONS SECTIONS 201, 205, 212, 301 AND UBC SECTIONS 7009 AND 8010. CUT AND FILL SLOPES SHALL BE AS INDICATED ON THE DETAILS AND PLANS. CUT AND FILL SLOPE GRADIENTS SHALL NOT EXCEED 2:1 IN STEEPNESS WITHOUT WRITTEN AUTHORIZATION FROM THE SOILS ENGINEER AND EXAMINATION BY THE DESIGN ENGINEER. ALL SLOPE CONDITIONS SHALL BE PROVIDED WITH THE APPROPRIATE BENCHES AS SPECIFIED IN THE REFERENCE DOCUMENTS AND INDICATED ON THE PLANS. IF SOILS CONDITIONS ARE ENCOUNTERED WHICH DO NOT ALLOW THE ESTABLISHMENT OF THE INDICATED CUT OR FILL SLOPES, THE DESIGN ENGINEER AND SOILS ENGINEER SHALL BE CONTACTED IMMEDIATELY TO DETERMINE AN ADJUSTMENT TO THE SLOPE GRADIENT OR TO ESTABLISH A METHOD OF STABILIZATION. ALL FILL SLOPES SHALL BE COMPACTED AS EACH LIFT OF FILL MATERIAL IS PLACED. ALL CUT AND FILL SLOPES SHALL BE UNIFORMLY GRADED TO LINES AND GRADES INDICATED. TOPS OF ALL CUT SLOPES SHALL BE ROUNDED AND ALL UNSTABLE AND LOOSE MATERIAL AT TOP OF SLOPE SHALL BE REMOVED. TOP OF CUT SLOPES OVER 10' HIGH SHALL BE PROVIDED WITH BROW DITCHES FOR DRAINAGE. ALL CUT AND FILL SLOPES SHALL BE REVEGETATED WITH A MIXTURE OF NATIVE GRASSES AND WILD FLOWER SEED OR AS SPECIFIED WITHIN THE LANDSCAPE PLANS. COMPACT ALL SHOULDERS AND BACKFILLS BEHIND ALL STRUCTURE AND WALLS.

9.12 COMPACT TO THE FOLLOWING SPECIFIED PERCENT OF MAXIMUM DENSITY AS DETERMINED IN ACCORDANCE WITH ASTM D698 AND MAG SECTION 211 OR AS DIRECTED IN THE SOILS REPORT.

MINIMUM PERCENT COMPACTION
ROADWAY AND STRUCTURE AREAS----------95
PAVED AREAS (PAVEMENTS, SIDEWALKS, & PADS)----------95
ROADWAY AND STRUCTURE AREAS----------95
PAVED AREAS (PAVEMENTS, SIDEWALKS, & PADS)---------95
GRASSED AND PLANTING AREAS----------85
AGGREGATE BASE COURSE----------100
BACKFILL AROUND STRUCTURES----------95
BACKFILL FOR UTILITY TRENCHES (PER MAG SECTION 601). PROVIDE TYPE 1 BACKFILL OR AS DIRECTED BY APPROPRIATE UTILITY REQUIREMENTS. BACKFILL FOR TRENCHES WITHIN 10' OF STRUCTURES AND WALLS SHALL BE COMPACTED TO 95% UNLESS DIRECTED OTHERWISE BY ENGINEER.

9.13 EXCAVATION: EXCAVATE TO THE DIMENSIONS AND DEPTHS INDICATED ON THE DRAWINGS. FOUNDATIONS SHALL REST ON ENGINEERED COMPACTED FILL OR UNDISTURBED NATURAL SOILS AT GRADE ELEVATIONS INDICATED. IF SUITABLE SOIL IS NOT REACHED AT THE DEPTHS INDICATED, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE SOILS ENGINEER AND ENGINEER. THE CONTRACTOR WILL BE DIRECTED, IN WRITING, TO EXCAVATE TO THE DEPTH OF SUITABLE SOIL. EXCAVATION FOR FOUNDATION WHICH ARE CARRIED BELOW THE DEPTHS INDICATED SHALL HAVE THE CONCRETE EXTENDED TO THE BOTTOM OF THE EXCAVATION AT THE CONTRACTOR'S EXPENSE. SEE MAG SPECS SECTION 206.
9.14 WATERING: CAREFULLY WATER EARTH FILL DURING PLACING BY MEANS OF A FINE SPRAY OR OTHER APPROVED METHOD, SO THAT EACH LAYER IS THOROUGHLY AND UNIFORMLY WETTED. MOISTURE CONTENT OF THE MATERIAL SHALL BE CAREFULLY CONTROLLED AT ALL TIMES AND CHECKED AT PROPER INTERVALS TO INSURE CORRECT MOISTURE FOR COMPACTION SPECIFIED. SEE MAG SECTION 225 AND SOILS REPORT.

11 FIELD INSPECTION

11.1 THE CONTRACTOR SHALL CAREFULLY PRESERVE ALL STAKES, REFERENCE AND CONTROL POINTS, ETC. AGAINST DESTRUCTION AND SHALL PROMPTLY NOTIFY THE ENGINEER OF ANY STAKES WHICH HAVE BEEN DISTURBED.
11.2 THE REGISTERED SURVEYOR SHALL BE NOTIFIED TWO WORKING DAYS (48 HOURS) MINIMUM PRIOR TO FIELD STAKING SCHEDULING.

12 SUSPENSION OF WORK

12.1 THE ENGINEER OR HIS AUTHORIZED REPRESENTATIVE MAY SUSPEND THE WORK BY WRITTEN NOTICE WHEN, IN HIS JUDGMENT, PROGRESS IS UNSATISFACTORY, WORK BEING DONE IS UNAUTHORIZED OR DEFECTIVE, WEATHER CONDITIONS ARE UNSUITABLE, OR THERE IS DANGER TO THE PUBLIC HEALTH OR SAFETY.

13 WARRANTY

13.1 ANY DEFECTS WHICH APPEAR IN THE WORK WITHIN TWO YEARS FROM THE DATE OF ACCEPTANCE AND WHICH ARE DUE TO IMPROPER WORKMANSHIP OR INFERIOR MATERIALS SUPPLIED SHALL BE CORRECTED BY OR AT THE EXPENSE OF THE CONTRACTOR.

14 EROSION CONTROL NOTES

NO APPLICABLE NOTES

15 TEMPORARY EROSION CONTROL

15.1 EROSION CONTROL BERMS AND ROCK CHECK DAMS
A. PROVIDE EARTHEN BERMS AT TOES OF SLOPES REMAINING BARE BETWEEN CONSTRUCTION PHASES.
B. PLACE TEMPORARY ROCK CHECK DAMS IN ROAD DITCHES AND CHANNELS IF RIP-RAP PROTECTION WILL NOT BE PROVIDED WITHIN 60 DAYS.

15.2 CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING EROSION CONTROL MEASURES SUCH AS SAND BAGGING, TEMPORARY DE-SILTING BASIN CONSTRUCTION BERMS, VISQUEEN, ETC. TO PROTECT ADJOINING PROPERTIES FROM EROSION.

16 SURVEY AND PROJECT DATUM

16.1 SEE SURVEY CONTROL & TOPOGRAPHY NOTES, SHEET 3

17 GENERAL CONSTRUCTION NOTES

17.1 ALL CONCRETE AND REBAR PER MAG SPEC 505.

17.2 CONCRETE TESTING PER MAG SPEC 725

17.3 ALL CONCRETE TO BE CLASS AA IF NOT SPECIFIED.

17.4 MINIMUM COVER ON ALL REBAR TO BE 2" UNLESS OTHERWISE SPECIFIED.

17.5 MINIMUM LAP AT REBAR SPLICES TO BE 12" UNLESS OTHERWISE SPECIFIED.

17.6 CONTRACTOR SHALL SCHEDULE "PRECONSTRUCTION MEETING" WITH SPECIAL INSPECTOR, SEC INC, GEOTECHNICAL ENGINEER, & CONCRETE SUBCONTRACTOR PRIOR TO CONSTRUCTION.

17.7 ALL COMPACTION SHALL BE 95% STANDARD PROCTOR.

17.8 MATERIALS
CONCRETE: F'c=4000 psi (MAG CLASS AA)
REINFORCING: Fy=40,000 (GRADE 40)

17.9 EXPANSION JOINTS SHALL BE PROVIDED AT INTERVALS NOT EXCEEDING 20'.

17.10 CONSTRUCTION JOINTS SHALL BE SPACED NOT MORE THAN 20' APART & WITHIN 10' OF CORNERS.

18 SOILS REPORT

SEE SOILS REPORT TITLED "GEOTECHNICAL EVALUATION REPORT" BY WESTERN TECHNOLOGIES, INC. FLAGSTAFF, AZ, DATED 9/20/2022, PROJECT #2522JB170, ADDENDUM No. 1 DATED 4/7/2023, AND ADDENDUM No. 2 DATED 4/14/2023.

19 SITE PLAN

THE SITE LAYOUT SHOWN IN THESE PLANS WAS PROVIDED BY THE DEVELOPER. EVALUATION OF THE HOUSE ORIENTATION & VEHICULAR ACCESS WAS NOT IN THE SCOPE OF WORK BY SEC, INC AND IS EXPLICITLY EXCLUDED FROM ANY LIABILITY IN REGARDS TO SUITABILITY AND FUNCTION. GEOTECHNICAL ENGINEERING AND STRUCTURAL DESIGNS ARE EXCLUDED FROM THE WORK PERFORMED BY SEC, INC.

20 DRAINAGE MAINTENANCE

IT IS THE RESPONSIBILITY OF THE OWNER TO INSPECT AND MAINTAIN THE DRAINAGE SYSTEM, INCLUDING THE DITCHES, DETENTION PONDS, WEEP LINES AND EMERGENCY OVERFLOW SPILLWAYS PERIODICALLY. IT IS HIGHLY RECOMMENDED TO IMPLEMENT A MAINTENANCE SCHEDULE AND ACTION PLAN TO PROVIDE THE NECESSARY MAINTENANCE TO ENSURE THEY FUNCTION PROPERLY.

CALL TWO WORKING DAYS BEFORE YOU DIG
1-800-STAKE-IT
1-800-782-5348
Blue Stake Center
(OUTSIDE MARICOPA COUNTY)

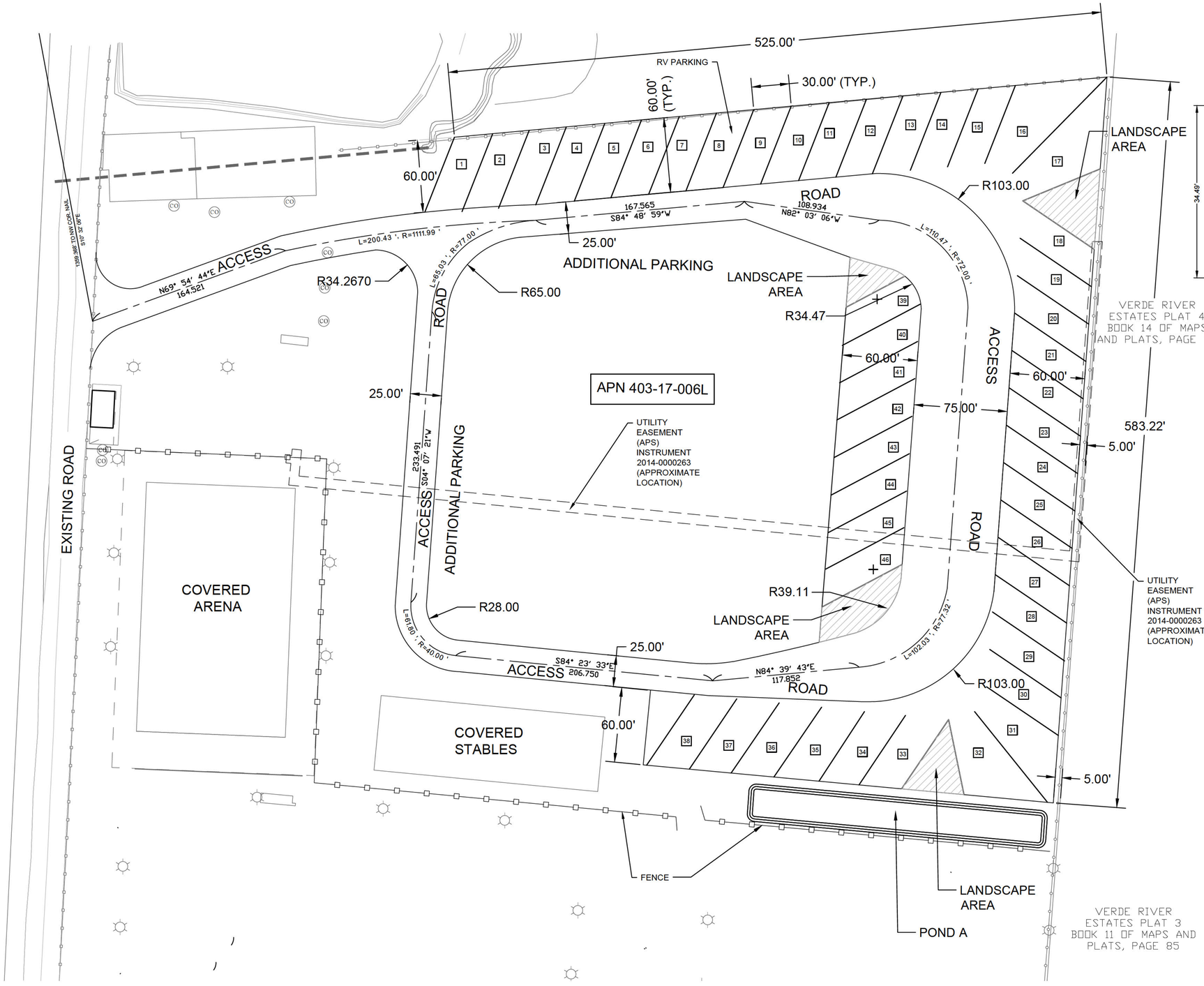
Call at least two full working days before you begin excavation.
ARIZONA811
Arizona Blue Stake, Inc.
Dial 8-1-1 or 1-800-STAKE-IT (782-5348)
In Maricopa County (602) 263-1100

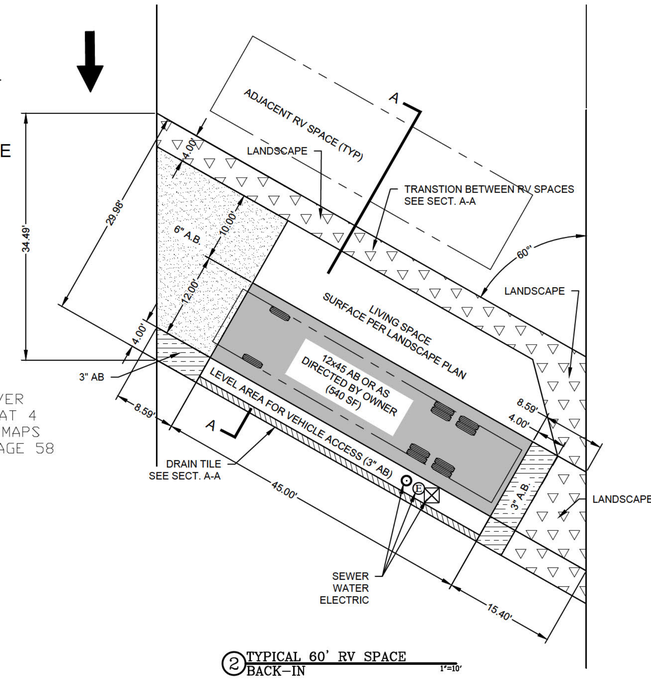
REGISTERED PROFESSIONAL ENGINEER
CERTIFICATE NO. 49109
KRISHAN GEVINDA GINIGE
4/21/26
ARIZONA, U.S.A.

SEE NOTE 3.1 PRIOR TO CONSTRUCTION

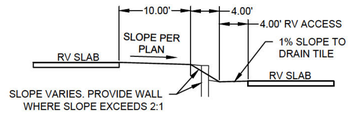
JACKPOT RANCH RV DEVELOPMENT
GRADING PLAN

SEC Inc.
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COTTONWOOD, AZ 86



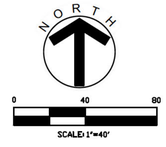


② TYPICAL 60' RV SPACE BACK-IN 1"=10'



SECT A-A
TYPICAL RV PAD CROSS SECTION
NO SCALE

NOTE:
INSIDE CURVE RADII MUST BE 28' MIN. PER CAMP VERDE FIRE CODE



SEE NOTE 3.1 PRIOR TO CONSTRUCTION

JACKPOT RANCH RV DEVELOPMENT
GRADING PLAN

SITE PLAN

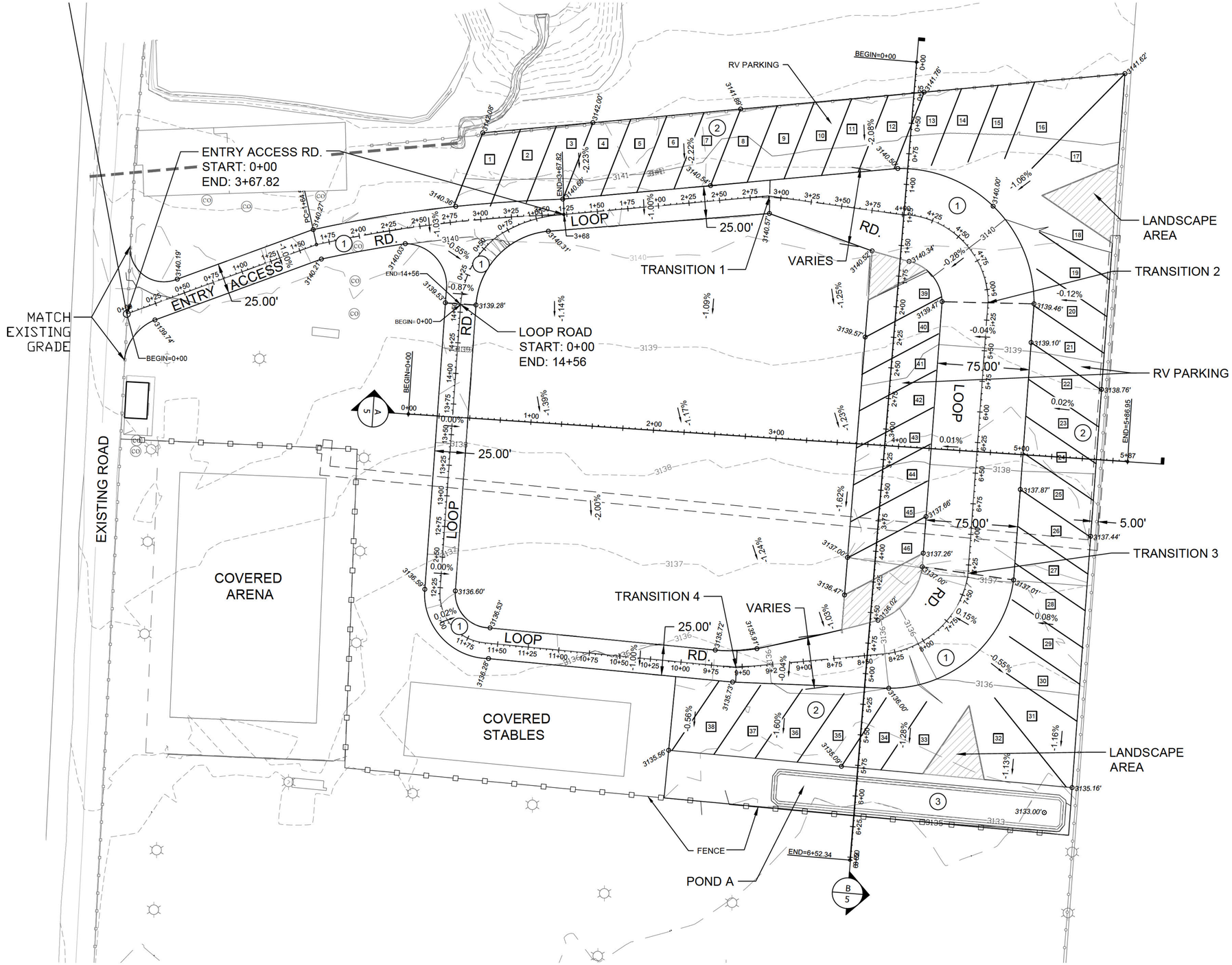
SEC Inc.
825 COVE PARKWAY
COTTONWOOD, AZ 86326
(928) 282-7787

DATE	DRAWN	SHEET
4/21/26	FD	3 OF 6
SCALE	CHECKED	PROJECT NO.
AS SHOWN	KG	25-1101CE

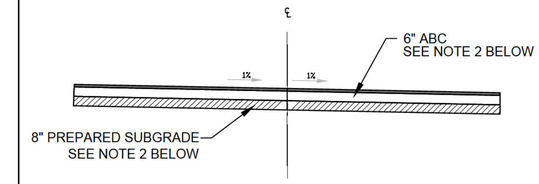
Registered Professional Engineer (R) CERTIFICATE NO. 49109 KRISHAN GEVINDA GINGE 4/21/26 DATE SIGNED ARIZONA, U.S.A.

S:\LAND PROJECTS 2004 ENGINEERING\25-1101CE JACKPOT RANCH\XBBASE-25-1101CE-LAYOUT 2.DWG

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NOTE:
CURVE RADII MUST BE 28' MIN. PER CAMP VERDE FIRE CODE



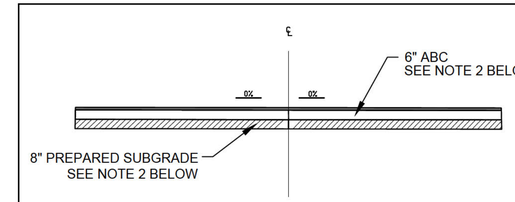
NOTES:
1) INSTALLATION, SEPARATION AND COVER OF UTILITIES IN TRENCHES TO MEET UTILITY COMPANY STANDARDS.

2) PAVEMENT AND BASE COURSE THICKNESS PER SOILS REPORT.

3) INSIDE CURB RADII MUST BE 28' MIN. PER CAMP VERDE FIRE CODE.

4) SEE DRIVEWAY CHART FOR WIDTH.

1 NORTH/SOUTH ROAD SECTION
NO SCALE



NOTES:
1) INSTALLATION, SEPARATION AND COVER OF UTILITIES IN TRENCHES TO MEET UTILITY COMPANY STANDARDS.

2) PAVEMENT AND BASE COURSE THICKNESS PER SOILS REPORT.

3) INSIDE CURB RADII MUST BE 28' MIN. PER CAMP VERDE FIRE CODE.

4) SEE DRIVEWAY CHART FOR WIDTH.

2 EAST/WEST ROAD SECTION
NO SCALE

CALLOUTS	
1	PROPOSED DRIVEWAY - 6" COMPACTED AB OVER 8" OF COMPACTED SUBGRADE
2	RV SPOT 30' X 60' (TYP.) - 6" AB COMPACTED (REFER TO DETAIL 2 ON PAGE 3)
3	POND A - WEIR ELEV. 3134.25 (25' LONG)

POND INFORMATION					
POND	BOTTOM DEPTH	TOP ELEVATION	TOP DIMENSION	DEPTH	SLOPE
A	3133.00'	3135.00'	30' X 240'	2'	2:1

DRIVEWAY STATIONING NOTE		
ROAD SECTION	STATIONING	WIDTH
ENTRY ACCESS RD.	0+00 TO 3+67.82	25'
START LOOP ROAD TO TRANSITION 1	0+00 TO 2+90	25'
TRANSITION 1 TO TRANSITION 2	2+90 TO 5+10	VARIES FROM 25' TO 75'
TRANSITION 2 TO TRANSITION 3	5+10 TO 7+30	75'
TRANSITION 3 TO TRANSITION 4	7+30 TO 9+55	VARIES FROM 75' TO 25'
TRANSITION 4 TO END LOOP RD.	9+55 TO 14+56	25'

NORTH
0 40 80
SCALE: 1"=40'

Professional Engineer
CERTIFICATE NO.
49109
KRISHAN GEVINDA GINIGE
4/21/26
REGISTERED
ARIZONA, U.S.A.

SEE NOTE 3.1 PRIOR TO CONSTRUCTION

JACKPOT RANCH RV DEVELOPMENT
GRADING PLAN

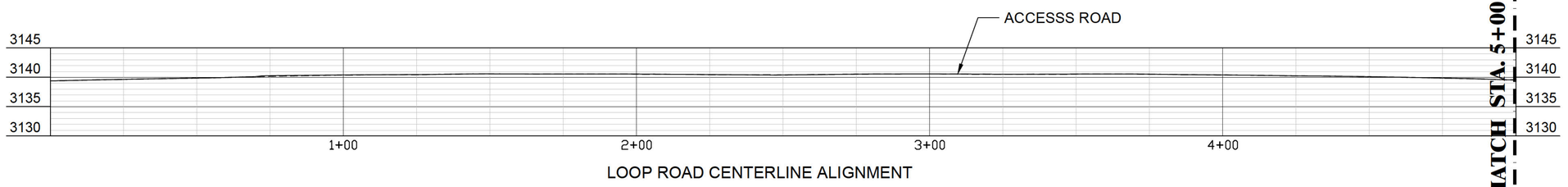
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GRADING PLAN

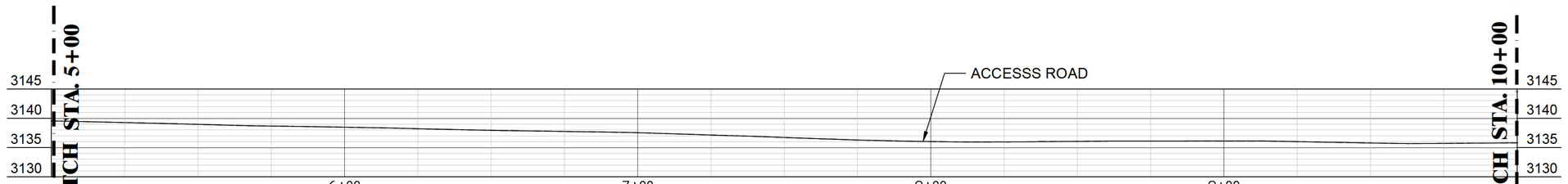
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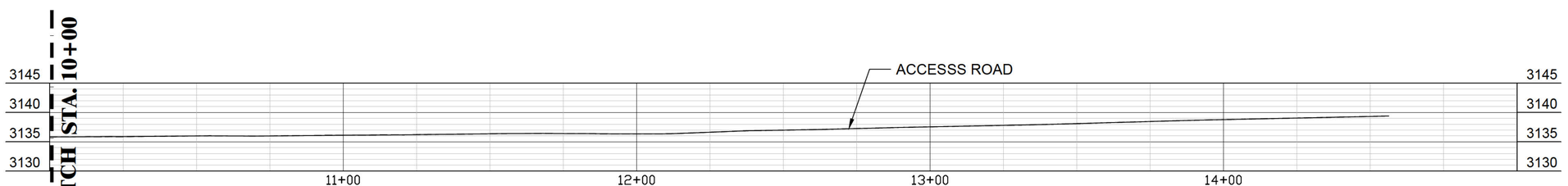
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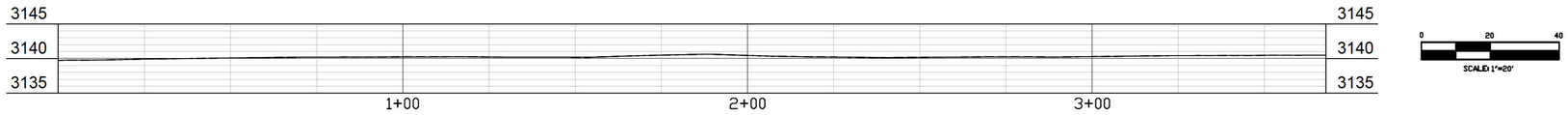
LOOP ROAD CENTERLINE ALIGNMENT



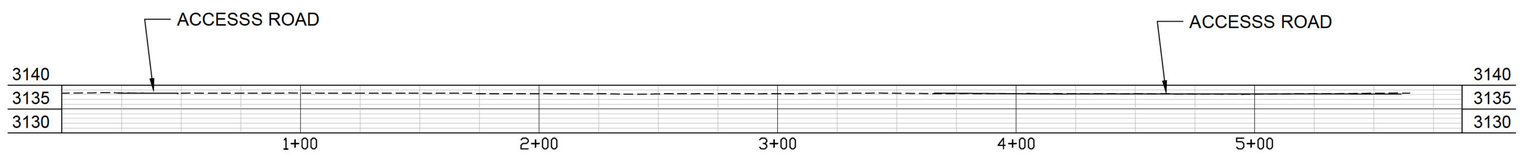
LOOP ROAD CENTERLINE ALIGNMENT



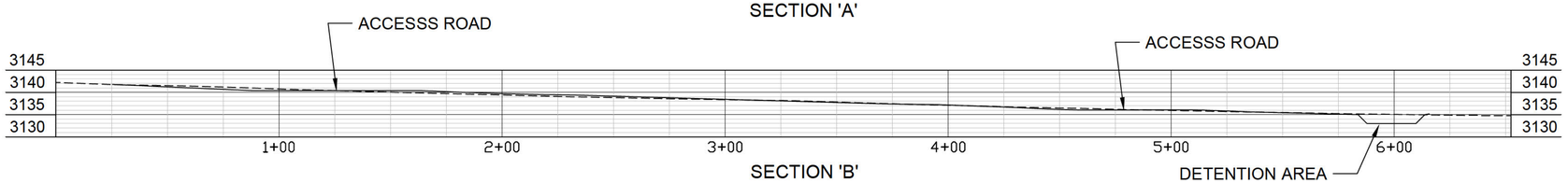
LOOP ROAD CENTERLINE ALIGNMENT



ENTRY ACCESS ROAD CENTERLINE ALIGNMENT



SECTION 'A'



SECTION 'B'

SCALE: 1"=20'

SCALE: 1"=30'

SEE NOTE 3.1 PRIOR TO CONSTRUCTION

JACKPOT RANCH RV DEVELOPMENT
GRADING PLAN

SECTIONS

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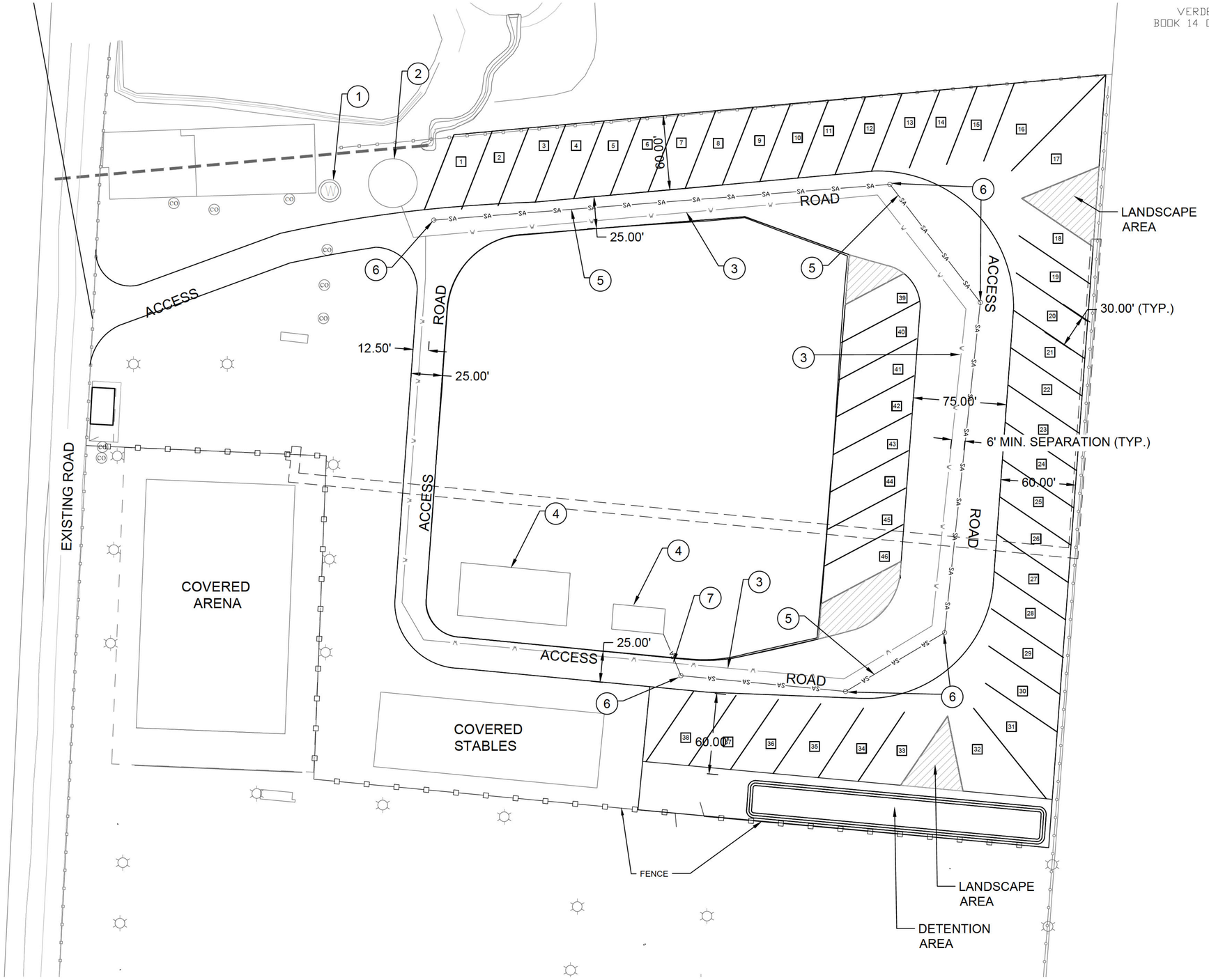
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Registered Professional Engineer
CERTIFICATE NO. 49109
KRISHAN GEVINDA GINIGE
4/21/26
PREPARED
ARIZONA, U.S.A.

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VERDE RIVER E
BOOK 14 OF MAPS A



CALLOUTS	
1	WELL (SEE NOTE A)
2	STORAGE TANK (SEE NOTE A)
3	WATER DISTRIBUTION LINE (SEE NOTE A)
4	SEPTIC TANK & LEACH FIELD (SEE NOTE A)
5	SEWER COLLECTION SYSTEM (SEE NOTE A)
6	SEWER CLEANOUTS (SEE NOTE A)
7	PROVIDE UTILITY CROSSING PROTECTION (SEE NOTE A)

NOTE:

A. THE UTILITY DESIGN IS NOT PART OF THIS SUBMITTAL. SHOWN FOR GENERAL ORIENTATION ONLY. DESIGN BY OTHERS.

NOTE:
CURVE RADII MUST BE 28' MIN. PER CAMP VERDE FIRE CODE

NORTH

0 40 80

SCALE: 1"=40'

SEE NOTE 3.1 PRIOR TO CONSTRUCTION

JACKPOT RANCH RV DEVELOPMENT
GRADING PLAN

UTILITIES EXHIBIT

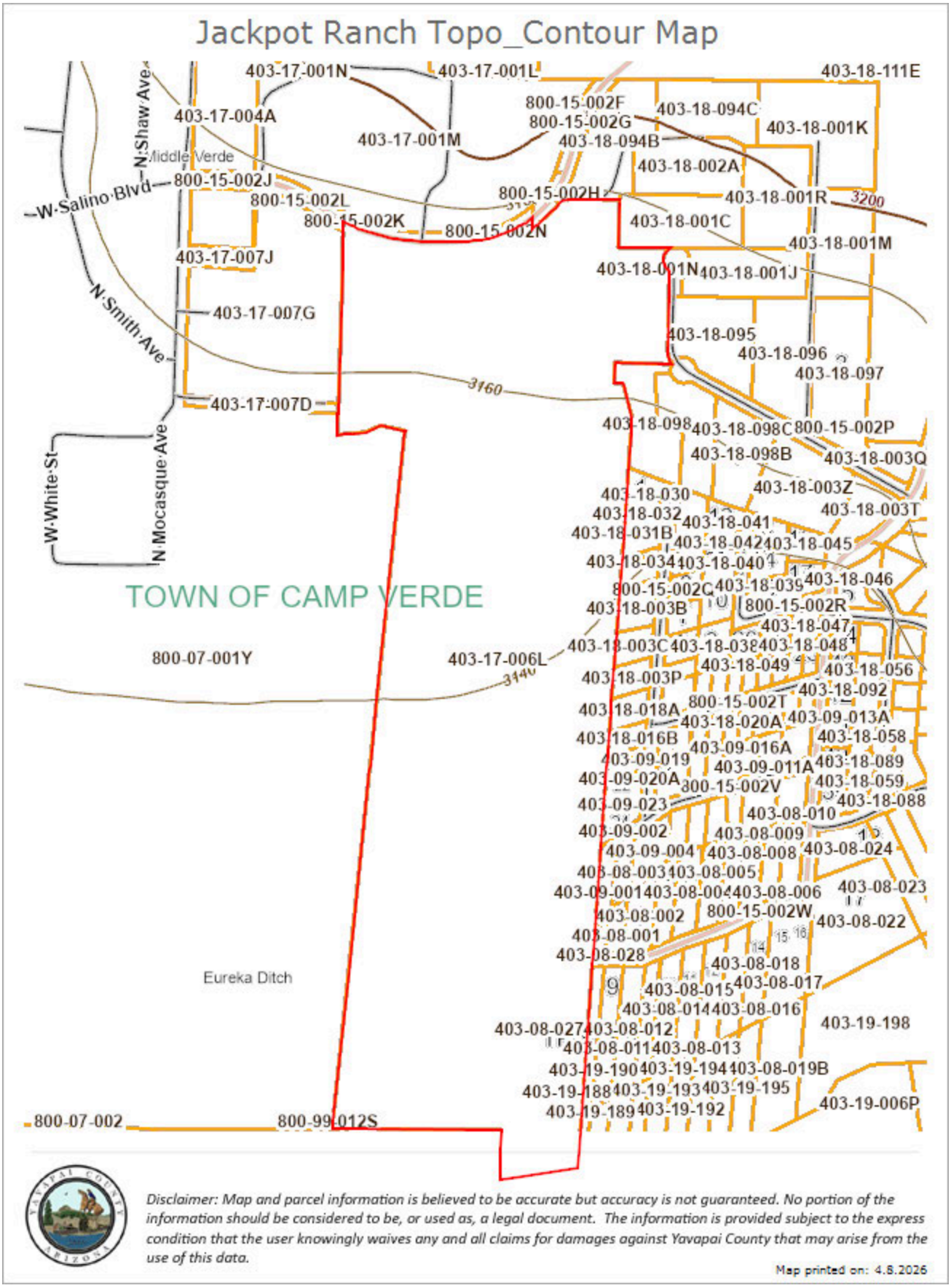
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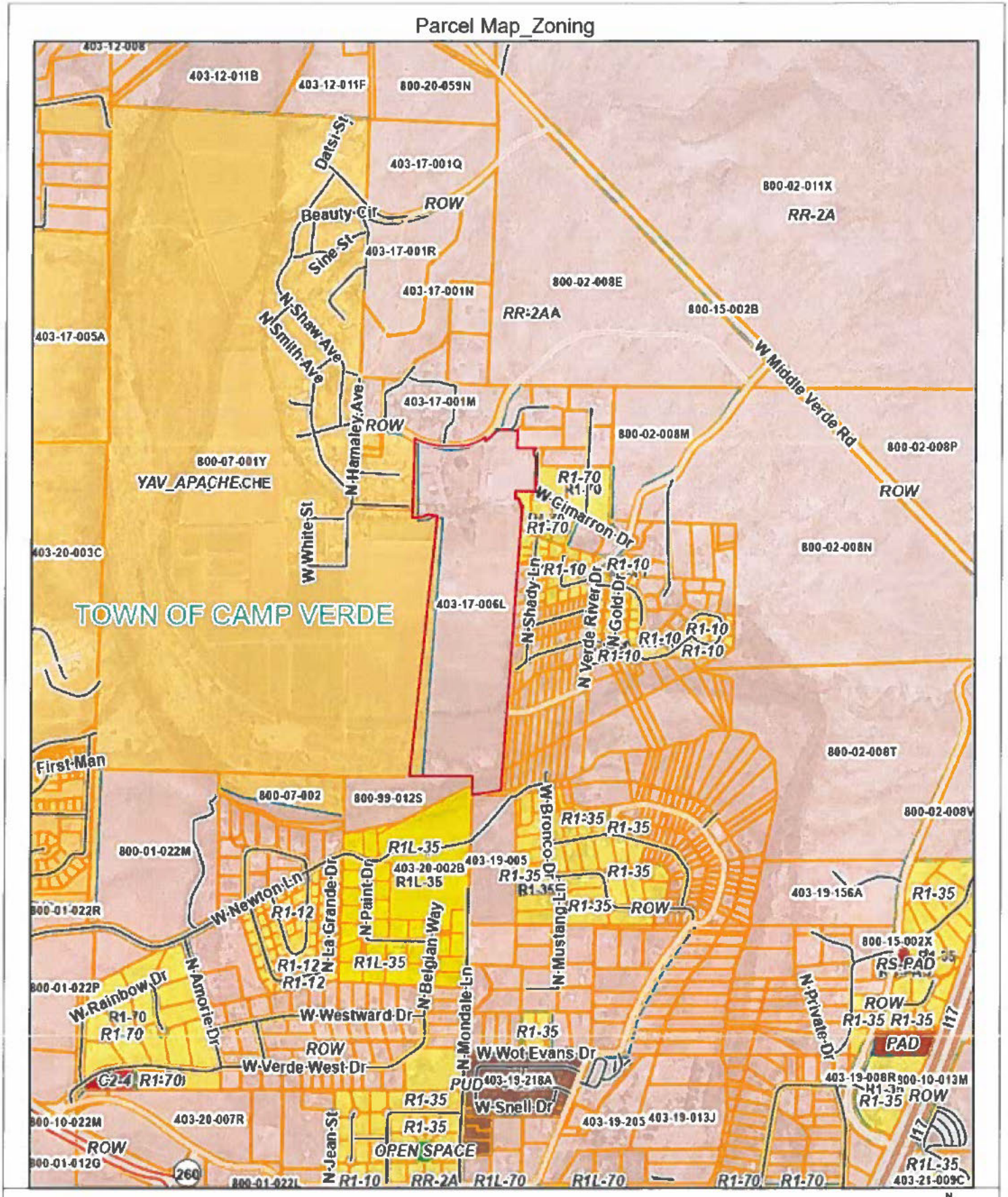
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Registered Professional Engineer (Civil)
CERTIFICATE NO.
49109
KRISHAN GEVINDA GINIGE
4/21/26
DATE SIGNED
ARIZONA, U.S.A.

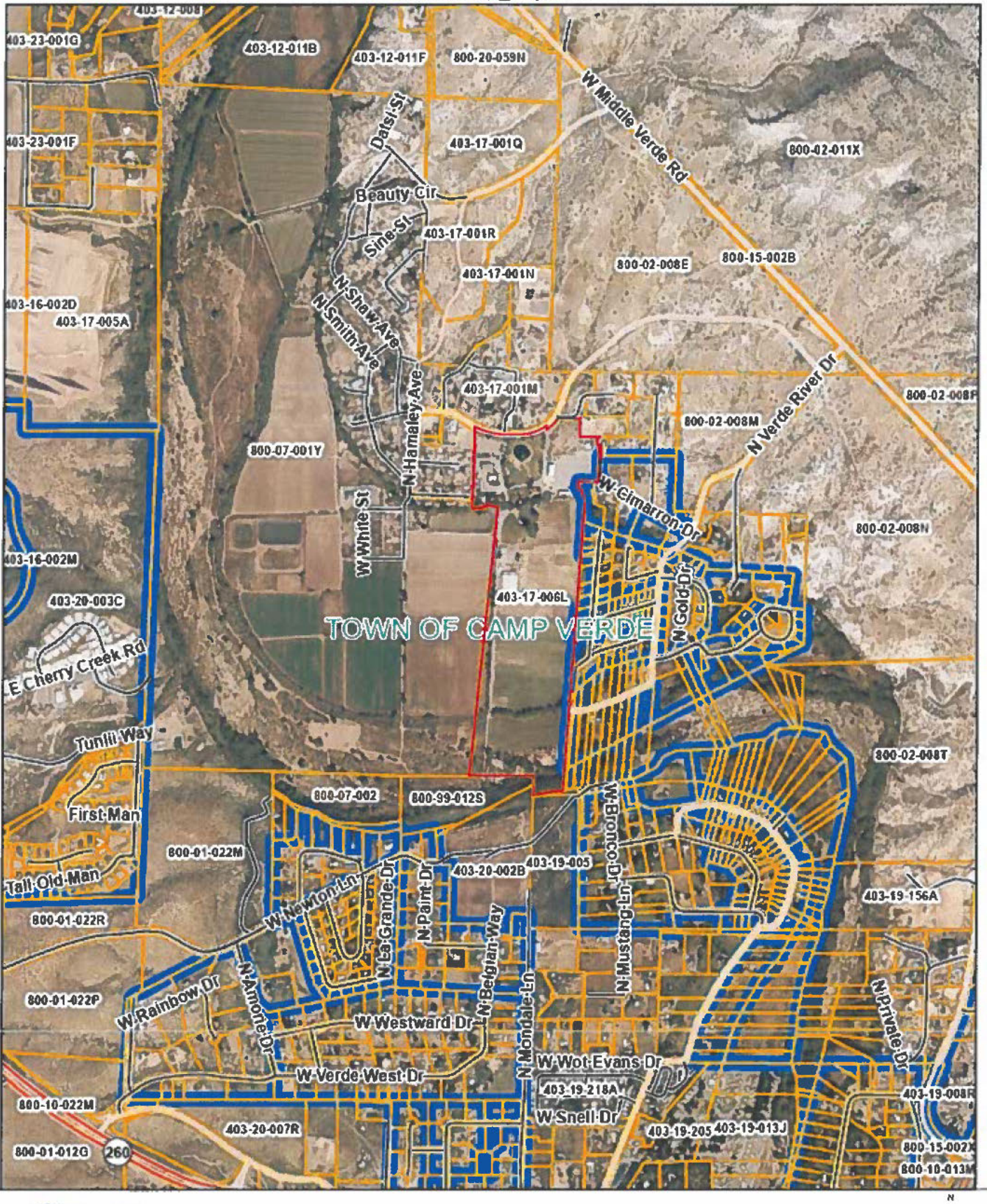
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Jackpot Ranch Topo_Contour Map
403-17-001N
403-17-001L
403-18-111E
403-17-004A
800-15-002F
800-15-002G
403-18-094C
403-18-001K
403-17-001M
403-18-094B
N Shaw Ave
Middle Verde
403-18-002A
800-15-002J
W Salino Blvd
800-15-002L
800-15-002H
403-18-001R
3200
800-15-002K
800-15-002N
403-18-001C
403-18-001M
403-17-007J
403-18-001N
403-18-001J
N Smith Ave
403-17-007G
403-18-095
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3160
403-17-007D
403-18-098
403-18-098C
800-15-002P
W White St
N Mocasque Ave
403-18-098B
403-18-003Q
403-18-030
403-18-003Z
403-18-032
403-18-041
403-18-003T
403-18-031B
403-18-042
403-18-045
403-18-034
403-18-040
TOWN OF CAMP VERDE
800-15-002C
403-18-039
403-18-046
403-18-003B
800-15-002R
403-18-047
800-07-001Y
403-17-006L
403-18-003C
403-18-038
403-18-048
3140
403-18-049
403-18-056
403-18-003P
403-18-092
800-15-002T
403-18-018A
403-18-020A
403-09-013A
403-18-016B
403-09-016A
403-18-058
403-09-019
403-09-011A
403-18-089
403-09-020A
800-15-002V
403-18-059
403-09-023
403-18-088
403-08-010
403-09-002
403-08-009
403-09-004
403-08-008
403-08-024
403-08-003
403-08-005
403-09-001
403-08-004
403-08-006
403-08-023
403-08-002
800-15-002W
403-08-022
403-08-001
403-08-028
Eureka Ditch
403-08-018
403-08-015
403-08-017
403-08-014
403-08-016
403-08-027
403-08-012
403-19-198
403-08-011
403-08-013
403-19-190
403-19-194
403-08-019B
403-19-188
403-19-193
403-19-195
403-19-189
403-19-192
403-19-006P
800-07-002
800-99-012S
Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.
Map printed on: 4.8.2026


Parcel Map_Zoning
TOWN OF CAMP VERDE
403-12-008
403-12-011B
403-12-011F
800-20-059N
403-17-001Q
ROW
Beauty Cir
Sine St
403-17-001R
403-17-001N
403-17-005A
N Shaw Ave
N Smith Ave
N Hamaley Ave
403-17-001M
800-07-001Y
YAV_APACHE.CHE
W White St
403-20-003C
403-17-006L
800-02-011X
RR-2A
800-02-008E
RR-2AA
800-15-002B
W Middle Verde Rd
800-02-008M
800-02-008P
R1-70
W Cimarron Dr
R1-10
N Shady Ln
N Verde River Dr
N Gold Dr
800-02-008N
800-02-008T
800-02-008V
First Man
800-07-002
800-99-012S
800-01-022M
800-01-022R
800-01-022P
W Newton Ln
N La Grande Dr
N Paint Dr
R1-12
R1L-35
403-20-002B
403-19-005
W Bronco Dr
R1-35
N Mustang Ln
403-19-156A
800-15-002X
RS-PAD
N Amorie Dr
W Rainbow Dr
W Westward Dr
W Verde West Dr
C2-4
N Belgian Way
N Mondale Ln
W Wot Evans Dr
PUD
403-19-218A
W Snell Dr
N Private Dr
PAD
403-19-008R
800-10-013M
800-10-022M
403-20-007R
403-19-205
403-19-013J
N Jean St
OPEN SPACE
RR-2A
R1L-70
800-01-012G
800-01-022L
403-21-009C
260
I17
Disclaimer:
Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.
YAVAPAI COUNTY
0 0.15 0.3 0.6 Miles
0 0.25 0.5 1 Kilometers
N
1:18,697
Yavapai County assumes no responsibility for errors, omissions, and/or inaccuracies in this mapping product.
Map Created 7/7/2025

Parcel Map_Adjacent



YAVAPAI COUNTY

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

0 0.15 0.3 0.6 Miles
0 0.25 0.5 1 Kilometers

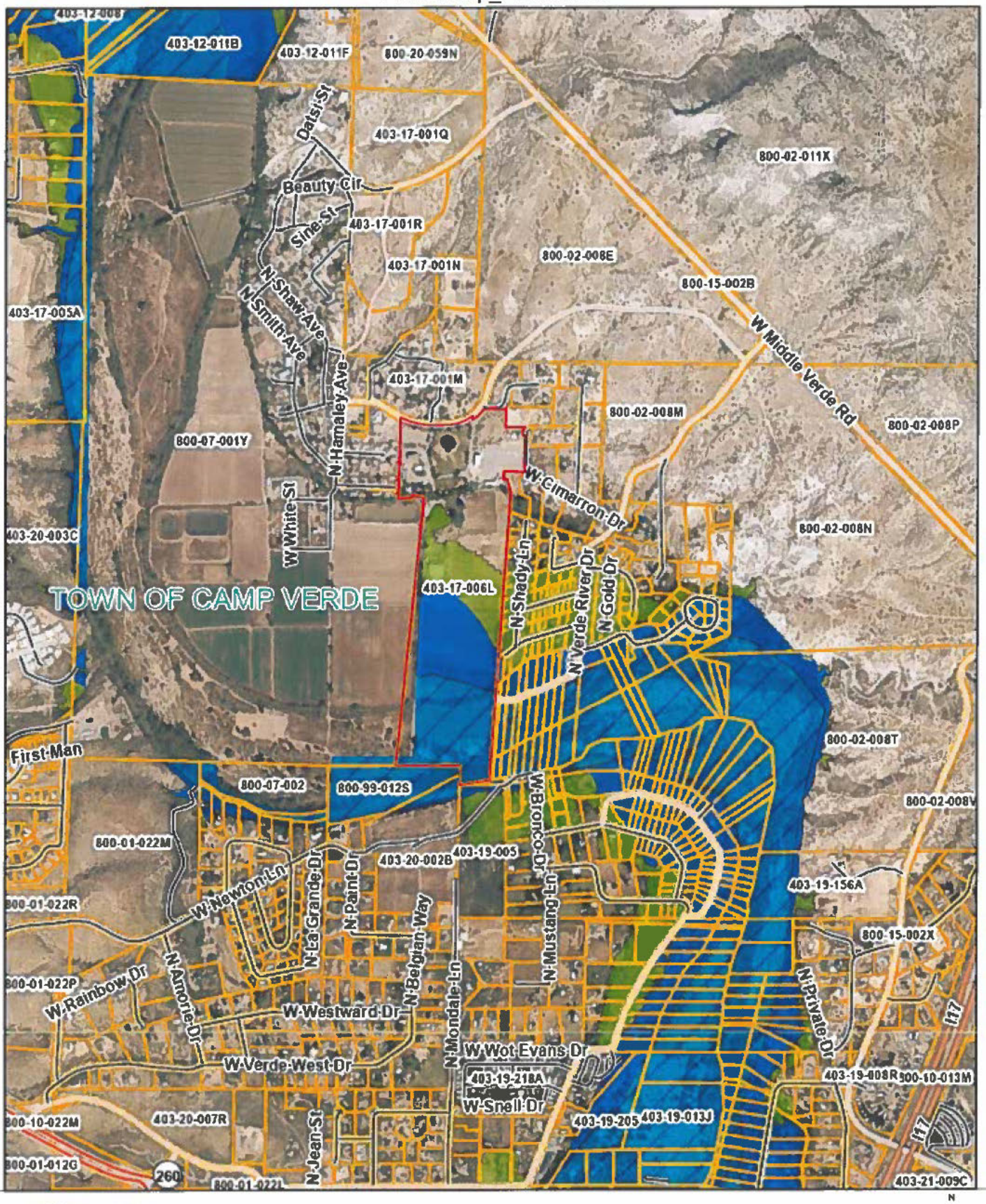
N

1:18,697

Yavapai County assumes no responsibility for errors, omissions, and/or inaccuracies in this mapping product.

Map Created 7/7/2025

Parcel Map_Flood Area



YAVAPAI COUNTY

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

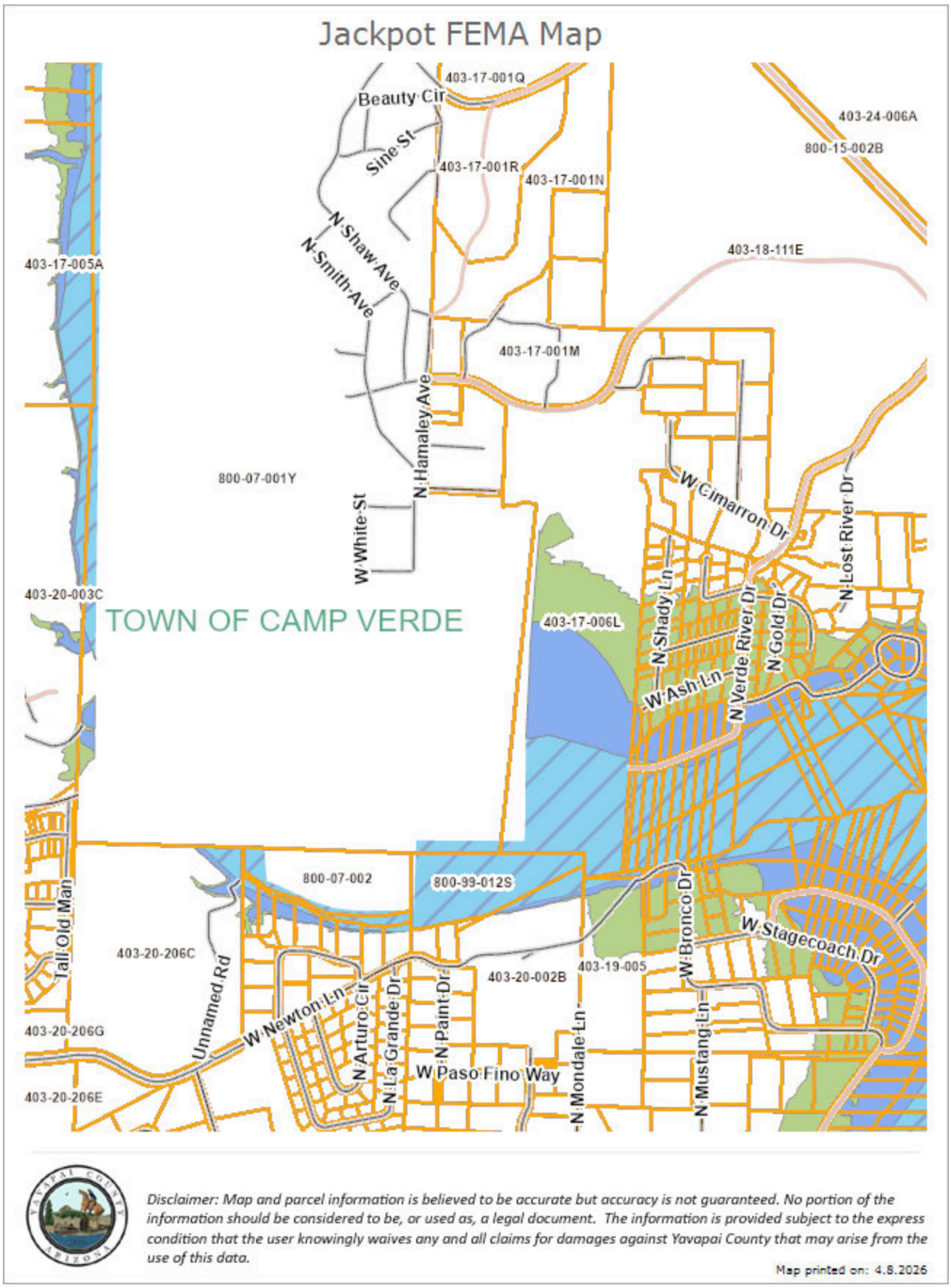
0 0.15 0.3 0.6 Miles
0 0.25 0.5 1 Kilometers

N

1:18,697

Yavapai County assumes no responsibility for errors, omissions, and/or inaccuracies in this mapping product.

Map Created 7/7/2025


Jackpot FEMA Map
403-17-001Q
Beauty Cir
Sine St
403-17-001R
403-17-001N
403-24-006A
800-15-002B
403-18-111E
N Shaw Ave
N Smith Ave
403-17-005A
403-17-001M
N Hamaley Ave
800-07-001Y
W White St
W Cimarron Dr
N Lost River Dr
403-20-003C
TOWN OF CAMP VERDE
403-17-006L
N Shady Ln
N Verde River Dr
N Gold Dr
W Ash Ln
Tall Old Man
800-07-002
800-99-012S
403-20-206C
Unnamed Rd
W Newton Ln
403-20-002B
403-19-005
W Bronco Dr
W Stagecoach Dr
N Arturo Cir
N La Grande Dr
N Paint Dr
403-20-206G
W Paso Fino Way
N Mondale Ln
N Mustang Ln
403-20-206E
Disclaimer: Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.
Map printed on: 4.8.2026

JACKPOT RANCH
camp verde, arizona

Mark Kite
Jackpot Ranch
[redacted]op Rd
[redacted]

RECEIVED
MAY 22 2025

Date: May 22, 2025

Subject: Invitation to Neighborhood Meeting – Proposed RV Park Use Permit at Jackpot Ranch

Dear Neighbor,

You are invited to attend a neighborhood meeting to learn about and provide feedback on a proposed Use Permit application for Jackpot Ranch, located at 2025 W Reservation Loop Road in Camp Verde. We are in the process of applying for a Use Permit to expand and improve RV accommodation on the property and would like to share our plans with nearby residents and community members.

Meeting Details:

Date: Saturday, June 15, 2025
Time: 5:30 PM
Location: Jackpot Ranch – Event Barn
2025 W Reservation Loop Rd
Camp Verde, AZ 86322

Project Overview:

The proposed plan includes:

- Expanding from 28 to 55 RV parking spaces
- Allowing extended stays up to 180 days during the winter season (October–April)
- Increasing RV park models from 2 to 5 units for longer-term guests

The goal of this proposal is to provide seasonal and affordable lodging options that support tourism while preserving the rural character of the area and complying with all zoning and health regulations. We are committed to creating a low-impact, well-maintained, and neighbor-friendly RV stay at Jackpot Ranch.

Your input is important to us. The purpose of this meeting is to inform you of the project, answer questions, and discuss any concerns or suggestions you may have before our formal hearing with the Town of Camp Verde.

If you have questions in advance, feel free to contact me at [redacted]

We hope to see you on June 15th.

Warm regards,

Mark Kite
Jackpot Ranch

RECEIVED
MAY 22 2025

COMMUNITY MEETING NOTICE
You're Invited!

Topic: Proposed Use Permit – Jackpot Ranch RV Retreat
Purpose: Learn about and share feedback on our updated seasonal RV stay plan

Location: Jackpot Ranch – Event Barn
Date: Saturday, June 15, 2025
Time: 5:30 PM

Address:
Jackpot Ranch
2025 W Reservation Loop Rd
Camp Verde, AZ 86322

Come hear about our plans to enhance RV accommodations at the ranch — including extended winter stays — and how we're working to support the local community while preserving the rural charm of the area.

Questions? Contact Mark Kite at
[redacted]

We look forward to seeing you there! CB

Mark Kite
Jackpot Ranch
2025 W Reservation Loop Rd
Camp Verde, AZ 86322
[redacted]

Date: May 26, 2025

Subject: Invitation to Neighborhood Meeting – Proposed RV Park Use Permit at Jackpot Ranch

Dear Neighbor,

You are invited to attend a neighborhood meeting to learn about and provide feedback on a proposed Use Permit application for Jackpot Ranch, located at 2025 W Reservation Loop Road in Camp Verde. We are in the process of applying for a Use Permit to expand and improve RV accommodation on the property and would like to share our plans with nearby residents and community members.

Meeting Details:

Date: Wednesday, June 18, 2025
Time: 5:30 PM
Location: Jackpot Ranch – Event Barn
2025 W Reservation Loop Rd
Camp Verde, AZ 86322

Project Overview:

The proposed plan includes:

- Expanding from 28 to 50 RV parking spaces
- Allowing extended stays up to 180 days during the winter season (October–April)
- Increasing RV park models from 2 to 5 units for longer-term guests

The goal of this proposal is to provide seasonal and affordable lodging options that support tourism while preserving the rural character of the area and complying with all zoning and health regulations. We are committed to creating a low-impact, well-maintained, and neighbor-friendly RV stay at Jackpot Ranch.

Your input is important to us. The purpose of this meeting is to inform you of the project, answer questions, and discuss any concerns or suggestions you may have before our formal hearing with the Town of Camp Verde.

If you have questions in advance, feel free to contact me at [redacted]

We hope to see you on June 18th.

Warm regards,

Mark Kite

Mark Kite
Jackpot Ranch

From: Mark Kite
To: Miranda Fisher
Cc: Clifton Bryson; Cory Mulcaire
Subject: Re: Jackpot Ranch Update & Question on Town Council Meeting
Date: Sunday, June 8, 2025 4:48:56 PM
Attachments: image001.png
image002.png

Hi Miranda,

I will be out starting 6/20. I'll be back in the office on 7/7. 7/10 would be great if that can work.

Thank you,

Mark

On June 6, 2025 at 2:02 PM, Miranda Fisher (Miranda.Fisher@campverde.az.gov) wrote:

> Hi Mark,
> Thanks for the update! Copying in Cliff for the date he was thinking. Assuming the application is complete, I am sure we could look at going before Planning & Zoning on July 10th. That said, we can definitely work around your vacation. When will you be gone?
>
> Thanks,
>
> Miranda Fisher, DPA
> Town Manager / Interim Community Development Director
> Town of Camp Verde
> 473 S. Main Street
> Camp Verde, AZ 86322
> Cell Phone: 928-451-3670
> Office: 928-554-0001
>
> CampVerde ARIZONA THE CENTER OF IT ALL
>
> **From:** Mark Kite <m[redacted]>
> **Sent:** Thursday, June 5, 2025 3:06 PM
> **To:** Miranda Fisher <Miranda.Fisher@campverde.az.gov>
> **Subject:** Jackpot Ranch Update & Question on Town Council Meeting
>
> Hi Miranda,
>
> I hope you well!
>
> A quick update -
> We are diligently gathering the information needed for the violations. We should

have the announcer stand wrapped up next week and the residence/workshop and barn loft soon after. I'm working with the architect on as-builts now but most of the inspections have been completed.

Quick question on the town council meeting for the RV Park Use permit. When do you think the meeting will be scheduled? I've got a vacation (much needed I would say :)) coming up in a couple of weeks and I'm hoping I won't have to miss the meeting.

BTW - Sign for neighborhood meeting below.



Thank you, Miranda,

Mark
[redacted]

NEIGHBORHOOD MEETING SIGN-IN SHEET

MEETING INFORMATION	
MEETING TITLE	Jackpot Ranch - RV Park - Neighborhood Meeting
APPLICANT	Jackpot Ranch
LOCATION	2025 W. Rockinhorse Loop Rd. Chino Valley Az. 86322
DATE	6/18/25
START TIME	5:30
END TIME	7:00

ATTENDEE NAME (Print first and Last)	ADDRESS	E-MAIL ADDRESS
Ken Stephan	[redacted]	
Ryna Rock		
Cris Rajkovic		
Paul Higgins		
Cinda Rajkovic		
JENNY ROBBINS		
Mary G. Maloney		

Jackpot Ranch RV Park Use Permit – Neighborhood Meeting Summary
Date: June 18, 2025
Location: Jackpot Ranch, 2025 W Reservation Loop Rd, Camp Verde, AZ
Purpose: To discuss the proposed RV Park expansion and address community impact.

---

1. Project Overview

- **Current Infrastructure:** 28 RV spaces and 2 RV park models.
- **Proposed Expansion:** Increase to 50 total RV spaces and 5 park models.
- **Stay Duration Limits:**
  - May 1 – Sept 30: Up to 30 days
  - Oct 1 – April 30: Up to 180 days
- **Site Layout:** RV sites will be dispersed across the 80-acre property to reduce density, including:
  - 10 spaces near the arena at the back
  - 4 in the parking lot
  - 3 behind the new event center
  - 2 behind the shop
  - 2 near the new house
  - 1 adjacent to an existing structure
- **Pad Type:** Gravel/aggregate pads (not concrete), with full utility hookups (electricity, water, sewer).
- **Design Intent:** Create a flexible, clean, and safe facility aligned with Camp Verde's rural character.

---

2. History and Mission of Jackpot Ranch

- **Origin Story:** Founder Gary Schuster shared that he acquired the property after overhearing a conversation in a casino, hence the name "Jackpot Ranch."
- **Nonprofit Purpose:** Operated by a 501(c)(3) that provides nature-based experiences, therapeutic programs, and retreats for children, veterans, and individuals with special needs.
- **Track Record:** Over 15,000 children have participated in programs at the ranch since its inception.

3. Financial Sustainability

- The expansion aims to help the ranch reach financial sustainability while staying mission aligned.
- Short-term stays are emphasized to avoid any conversion to long-term or full-time residential RV use.

---

4. Community Impact & Economic Benefits

- **RV Traveler Spending:** Estimated $75–$125/day (Arizona Office of Tourism), benefiting local businesses in Camp Verde through increased demand for:
    - Dining
    - Fuel
    - Groceries
    - Tours
    - Outdoor recreation
- **Tax Contribution:** Generates tax revenue without adding strain to long-term residential infrastructure.
- **Tourism Boost:** Seasonal flexibility enhances shoulder-season activity (spring and fall), supporting the broader economy.

---

5. Community Feedback and Discussion

- **RV Site Distribution:** Spread across the property to reduce visual and traffic impact.
- **Lighting:** Neighbors (Ryna Rock) expressed concern about bright lights. Ranch leadership confirmed a transition to dark-sky-compliant, directional lighting. Ranch intends to address through lighting study.
- **Fencing & Dogs:** Neighbor Jenny Robbins raised concerns about open property lines. Management acknowledged and will evaluate fencing needs on the eastern boundary.
- **Animal Management:** Cattle numbers will be reduced (currently 27, to be taken to market), and no additional animals are being added.
- **Short-Term Focus:** All proposed accommodations are intended for short-term stays, not long-term residency.
- **Neighbor Sentiment:** While some expressed hesitation due to negative experiences at other RV parks (e.g., Arena Del Loma), many responded positively to Jackpot's purpose and transparency.

---

6. Property Improvements

- **Event Center:** A new 5,000 sq. ft. indoor venue capable of hosting up to 226 guests for weddings, nonprofit gatherings, and other events.
- **Veteran & Special Needs Housing:** A new ADA-compliant facility includes five bedrooms, two ADA showers, and accessible amenities for short-term therapeutic stays (5–7 days).

---

7. Management & Operational Updates

- **New Management Team:** A new couple, Sandra and Frank Gouder, has been hired to manage the ranch. Sandra brings an equine background; Frank focuses on guest services.
- **Use Permit Accountability:** Leadership emphasized that the use permit provides a formal structure that protects community interests. If conditions aren't met, residents can report noncompliance to the Town of Camp Verde.

---

8. Closing Remarks

- The meeting concluded with a strong community dialogue. While concerns were raised—particularly relating to past experiences at other RV facilities—many neighbors expressed support for Jackpot Ranch's mission and transparent approach.
- Attendees were encouraged to sign the meeting sheet for town records and to tour the property improvements if interested.

Affidavit

403-17-006L
403-18-001N
403-18-098
403-18-001C
403-08-027

I, BRENT A. SHUSTER, owner/agent of parcel 403-08-027 have notified the neighbors within 300' of above property, by sending letters on MAY 26, 2025 to notify them of the neighborhood meeting that I conducted on the 18th day of June 2025.

I posted my property with meeting the date, time, and place, on the 3rd day of June 2025, and taken a photograph of such posting.

I, Brent A Shuster, owner/agent of parcel (See 5 above) will provide a summary of neighborhood meeting I conducted to the Planning & Zoning Department of Camp Verde with the associated application submittal, attesting to the issues and concerns discussed at the above neighborhood meeting.

Summary Statement: RV Park Use (submitted separately)

If Summary statement is too long, attach a copy.

State of Arizona}

County of Yavapai}

Signature of Document Signer No. 1

Signature of Document Signer No. 2

Subscribed and sworn to (or affirmed) before me this 23rd day of June 2025.

WILLIAM A MOORE
NOTARY PUBLIC - ARIZONA
Maricopa County
Commission # 640898
My Comm. Exp. Jan. 6, 2027

Signature of Notary

When Recorded Return To:
Town of Camp Verde
473 S. Main St
Camp Verde, Arizona 86322

AGREEMENT
TO WAIVE CLAIM FOR DIMINUTION IN VALUE
REGARDING ACTION
PROPOSED BY TOWN OR REQUESTED BY PROPERTY OWNER

This Agreement to Waive Claim for Diminution in Value Regarding Action Proposed by Town or Requested by Property Owner ("Agreement") made as of this 25th day of June, 2025, by and between the Town of Camp Verde, a municipal corporation of Arizona ("Town") and:

SHUSTER FOUNDATION, LTD., an ARIZONA CORPORATION ("Owner(s)");

WITNESSETH:

WHEREAS, on December 4, 2006, the Governor of Arizona signed into law the Private Property Rights Protection Act (Proposition 207) approved by the voters on November 7, 2006; and

WHEREAS, Proposition 207 added a new Article 2.1 to Chapter 8, Title 12 of the Arizona Revised Statutes (comprising §§12-1131 through 12-1138) dealing with eminent domain and regulatory takings; and

WHEREAS, ARS §12-1134 permits an owner of private real property to seek just compensation from the state or a political subdivision thereof that enacts or applies a land use law which (subject to certain exceptions) reduces existing rights to use, divide, sell or possess said property and thereby reduces the fair market value of the property; and

WHEREAS, "land use law" includes any statute, rule, ordinance, resolution, or law enacted by the state or political subdivision that regulates the use or division of land or any interest in land; and

WHEREAS, ARS §12-1134(I) recognizes that the state or political subdivisions may reach agreements with private property owners to waive claims for diminution in value resulting from land use law actions proposed by the state or political subdivision or requested by the property owners; and

WHEREAS, the Town (through its Common Council) has, on the date first-above written, duly considered and approved this Agreement with the Owner(s) to waive any claims said Owner(s) may have for diminution in value that may result, now or in the future, from the land use law action(s) proposed by the Town or requested by the Owner(s) as more fully set forth herein;

NOW, THEREFORE, for and in consideration of the mutual covenants and promises contained herein (and for other good and valuable consideration the receipt and sufficiency of which are hereby acknowledged), the parties hereto agree as follows:

SECTION ONE. This Agreement applies to that private real property described in **Exhibit "A"** attached hereto and expressly made a part hereof ("Property") and the recitals set forth above are true and correct and are incorporated herein by reference. Owner has independently determined and believes that the application of the Town's land use laws to the Property will not reduce the fair market value of the Property.

SECTION TWO. The land use law action(s) proposed by the Town or requested by the Owner(s) to which this Agreement applies have been designated as follows by the Town's Community Development Department:

USE-25-008

Town Application Number

and, are based on certain application(s), copies of which ("Applications") are shown as **Exhibit "B"** attached hereto and expressly made a part hereof ("Action(s)").

SECTION THREE. By signing this Agreement, the Owner(s) expressly agree(s) and acknowledge(s) that the Owner(s) hereby waive(s) any right to claim diminution in value or claim just compensation for diminution in value of the Property under ARS §12-1134, now or in the future, in relation to the Action(s). This includes (but is expressly not limited to) agreement and consent by the Owner(s) to all conditions that may ultimately be imposed as part of the Action(s).

SECTION FOUR. It is expressly understood by the parties that this Agreement does not add to, detract from, or otherwise modify any discretion, right, power, authority, obligation, or duty of the Town under applicable law with respect to any legislative, administrative, or quasi-judicial action(s).

SECTION FIVE. This Agreement (including any exhibits attached hereto and any addendum) constitutes the entire understanding and agreement of the Owner(s) and the Town and shall supersede all prior agreements or understandings between the Owner(s) and Town regarding the Property. This Agreement may not be modified or amended except by written agreement of the Owner(s) and the Town.

SECTION SIX. This Agreement is made and entered into in Yavapai County, Arizona, and will be construed and interpreted under the laws of the State of Arizona.

SECTION SEVEN. The parties agree that this Agreement may be filed in the Official Records of the County Recorder's Office, Yavapai County, Arizona.

SECTION EIGHT. This Agreement runs with the land and is binding upon all present and future owners of the Property.

SECTION NINE. This Agreement is subject to the cancellation provisions of ARS §38-511.

SECTION TEN. The Owner(s) warrant(s) and represent(s) that the Owner(s) is/are the owner(s) of fee title to the Property, and that no other person(s) has/have any ownership interest(s) in the Property. The person(s) who sign(s) on behalf of the Owner(s) personally warrant(s) and guarantee(s) to the Town that he/she/they have the legal authority to bind the Owner(s) to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by and through their authorized representatives the day and year first-above written.

TOWN OF CAMP VERDE, a municipal corporation of Arizona, (Town)

_Marie Moore, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney

Dated this 25th day of JUNE, 2025

OWNER:

Brent A Shuster
Print Name

Signature

OWNER:

Print Name

Signature

STATE OF ARIZONA)
) ss.
County of MARICOPA)

On this 25th day of JUNE, 2025, before me, the undersigned Notary Public, personally appeared BRENT A. SHUSTER, President of Shuster Foundation, Ltd, who acknowledged that this document was executed for the purposes therein contained.

WILLIAM A MOORE
NOTARY PUBLIC - ARIZONA
Maricopa County
Commission # 640898
My Comm. Exp. Jan. 6, 2027

Notary Public

My Commission Expires: 1/6/27

Exhibit "A" Property Description and Map
(Can be included as separate document)

Exhibit "A" Property Description and Map

Five Parcels included within Camp Verde, AZ (USE-25-0008)
Described below and shown in red in aerial image

Property Description:
APN 403-17-006L
2025 Reservation Loop Road, Camp Verde, AZ 86322
72.12 ac

Irregular Parcel lying within the Southeast quarter of Section 11, Township 14 North, Range 4 East of the Gila and Salt river Base and Meridian, Yavapai County, Arizona.

Property Description:
APN 403-18-001C
1890 W Cimarron, Camp Verde, AZ 86322
2.2 ac

That portion of the Northwest quarter of the Southwest quarter of Section 12, Township 14 North, Range 4 East, of the Gila and Salt River Base and Meridian, Yavapai County, Arizona, described as follows:

COMMENCING at the West quarter corner of said Section 12;

thence South 89°32'27" East 1298. 69 feet;

thence South 01°35'11" West 1366.95 feet;

thence North 88°11'07" West 907.29 feet;

thence North 04°11'00" East 62.62 feet;

thence North 18°33'47" West 130.00 feet;

thence South 89°38'18" West 33.87 feet;

thence North 02°03'00" East 520.68 feet to the POINT OF BEGINNING;

thence continuing North 02°03'00" East 200.00 feet;

thence South 89°32'27" East 477.44 feet;

thence South 01°35'11" West 200.00;

thence North 86°32'11" West 479.06 feet to the POINT OF BEGINNING.

Property Description:
APN 403-18-098
1877 W Cimarron, Camp Verde, AZ 86322
1.6 ac

A portion of Lot 4 of TWO PONDS ESTATES, as recorded in Book 22 of Maps and Plats, page 12, records of Yavapai County, Arizona, and being located in the Southwest one-quarter of Section 12, Township 14 North, Range 4 East of the Gila and Salt River Base and Meridian, described as follows:

BEGINNING at the Northwest corner of said Lot 4;

Thence South 87°57'00' East, a distance of 218.90 feet to the Northeast corner of said Lot 4, said point being on a curve concave to the East having a radius of 50.00 feet from which the radius point bears South 76°02'52" East;

Thence Southerly along the arc of said curve, a distance of 35.00 feet through a central angle of 40°06'25" to a point;

Thence leaving said curve on a non-radial line, North 87°57'00" West, a distance of 60.00 feet to a point;

Thence South 2°27'54" East, a distance of l86.32 feet to a point;

Thence South 69'45'07" East, a distance of 104.97 feet to a point;

Thence South 3°32'25" West, a distance of 208.82 feet to a point on the South line of said Lot 4;

Thence North 69°45'07" West, along said South line, a distance of 208.82 feet to the Southwest corner of said Lot 4;

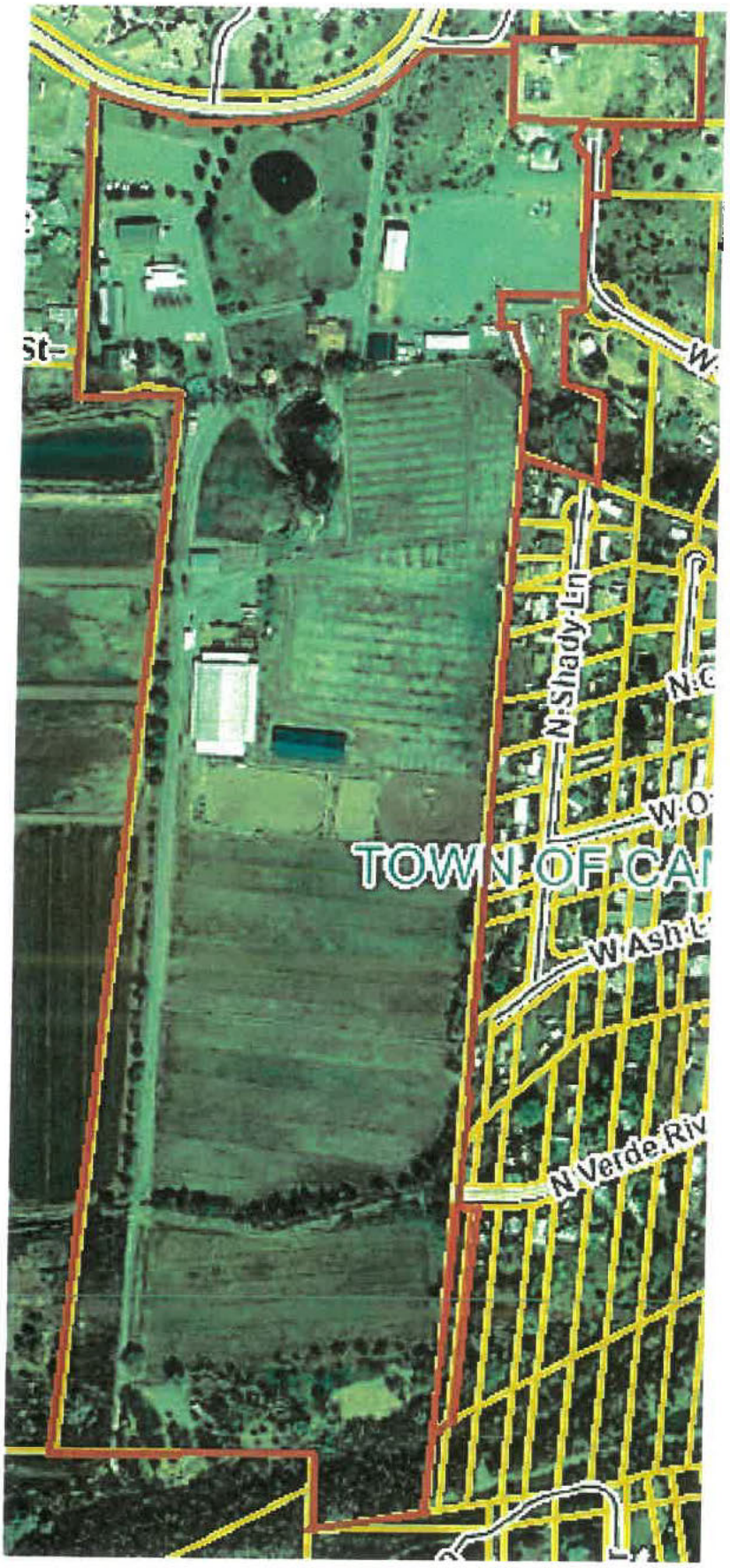
Thence North 3°32'25" East, along the West line of said Lot 4, a distance of 135.17 feet to a point:

Thence North 4°11'00" East, along the West line of said Lot 4, a distance of 62.62 feet to a point;

Thence North 18°33'47" West, along the West line of said Lot 4, a distance of l30.00 feet to a point;

Thence South 89°38'18" West, along the West line of said Lot 4, a distance of 33.87 feet to a point;

Thence North 2°03'00" East, along the West line of said Lot 4, a distance of 79.78 feet to the TRUE POINT
OF BEGINNING.



A5

Exhibit "B" Town Application
(Copy of completed Town Application)

Town of Camp Verde
928.554.0050
www.campverde.az.gov

Community Development Department
473 S. Main Street, Suite 108
Camp Verde, Arizona 86322

Planning & Zoning Permits: #USE-25-0008

Overview

Type: Use Permit Application

Submitted: 04-03-25, 1:17pm MST

Address: 2025 W RESERVATION LOOP RD, CAMP VERDE 86322

Form Submission

Have you had a Technical Review Committee Meeting? : Yes

Pre-Application or Technical Review Committee Meeting Date: March 18, 2025

Technical Review Committee Meeting (TRMC) Record Number: #TRCM-25-0005 | Mark Kite | Submitted 3/11/25

Development/Project Name: Jackpot Ranch RV Park Use Permit

Address or Location: 2025 W RESERVATION LOOP RD, CAMP VERDE 86322

Assessor's Parcel No.: 403-17-006L

Gross Area (Acre/Sq Ft): 72.12

Current Zoning District: R1

Existing Use: Residential

Are you proposing a Zoning Change?: No

Are you proposing a change of use?: Yes

Proposed Use: RV Park

Indicate the type of Use Permit: Residential

Current General Plan Designation / Character Area: MV

Property Owner:

Cindi Eagleton
2200 N Central Ave
Suite 100
[redacted]

Applicant:

Mark Kite
2025 W Reservation Loop Rd
Camp Verde AZ 86322
[redacted]

Applicant Signature:



Town of Camp Verde

Community Development Department

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

Tuesday July 2, 2025

Dear Landowner:

You are receiving this letter because a landowner within 300 feet of your parcel has submitted an application to the Town of Camp Verde, which requires a public hearing. The Planning and Zoning Commission will hear this request on:

Public Hearing:
Thursday, July 24, 2025, at 6:00 pm
in the Council Chambers, 473 S. Main Street Suite 106, Camp Verde, AZ.

Application No: Use-25-0008

Applicant/Owner: Mark Kite/Shuster Foundation LTD

Request: The property owners have applied for a Use Permit to operate an RV Park.

APN: 403-17-006L

Address: 2025 W. Reservation Loop Road, Camp Verde, Arizona, 86322

Zone: RR-2A

The agenda with accompanying documentation will be available on the Town web site approximately 1-week prior to the meeting. It may be found at: https://www.campverde.az.gov/departments/boards-commissions/planning-zoning-commission

This is a public meeting which you may attend and be heard regarding this matter.

Additional information may be obtained by contacting the Community Development Department at (928) 554-0050, or by emailing cliff.bryson@campverde.az.gov. Written comments may be dropped off at the Community Development Office, located at 473 S. Main Street, Suite 108, or may be mailed to the Department at 473 S. Main Street, Suite 108, Camp Verde, AZ 86322.

Comments received by close of business on Tuesday, July 15, 2025, will be included in the packet for the Board Members. Comments received after this date will be given to members at the meeting.

Respectfully,

Cliff Bryson

Cliff Bryson, Strategic Initiative Manager
Town Administration, Town of Camp Verde
cliff.bryson@campverde.az.gov or (928) 554-0003

cc: Project File
Parcel 403-18-003E

Public Notice to be published Tuesday, July 8th, 2025, and Tuesday July 15th, 2025: The Town of Camp Verde Planning and Zoning Commission is holding a Public Hearing. The public hearing will be held on Thursday, July 24th, 2025, at 6:00 pm in the Town Council Chambers at 473 South Main Street in Camp Verde, AZ. The purpose of the hearing is to consider a Use Permit for Jackpot Ranch to operate a Recreational Vehicle Park (RV Park). The purposed RV park will be located at 2025 W. Reservation Loop Road, Camp Verde, AZ, 86322 with supplemental addresses showing of 2883 N. Verde River Dr., Camp Verde, AZ, 86322, and 1879 W. Cimarron Dr. (APN 403-17-006L). For questions or more information, please contact the Camp Verde Town Administration at 928.554.0003 or cliff.bryson@campverde.az.gov.

TAG: This notice is for the Community Development Department.


Network:Jul 3, 2025 at 10:58:49 AM MST
Local:Jul 3, 2025 at 10:58:49 AM MST
N 34° 37' 10.154", W 111° 53' 13.306"
2023–2099 W Reservation Loop Rd
Camp Verde AZ 86322
United States
JACKPOT RANCH


Network:Jul 3, 2025 at 10:58:59 AM MST
Local:Jul 3, 2025 at 10:58:59 AM MST
N 34° 37' 9.803", W 111° 53' 13.476"
2023–2099 W Reservation Loop Rd
Camp Verde AZ 86322
United States
PLANNING AND ZONING
COMMISSION
PUBLIC HEARING
473 S. MAIN ST. STE
106
THURSDAY
July 24, 2025
6:00 PM
2025 W .
RESERVATION LOOP
RD.
PARCEL 403-17-006L
ZONING RR-2A

Mark Kite
Jackpot Ranch
2025 W Reservation Loop Rd
Camp Verde, AZ 86322
[redacted]

Date: March 5, 2026

Subject: Invitation to Neighborhood Meeting – Updates on Proposed RV Park Use Permit at Jackpot Ranch

Dear Neighbor,

You are invited to attend a neighborhood meeting to receive updates regarding the proposed Use Permit application for Jackpot Ranch, located at 2025 W Reservation Loop Road in Camp Verde.

As part of the ongoing process to obtain a Use Permit to expand and enhance RV accommodations on the property, we would like to share updates to our plans and provide an opportunity for nearby residents and community members to learn more about the proposal.

Meeting Details:

Date: Thursday, March 19, 2025
Time: 5:30 PM
Location: Jackpot Ranch – Event Barn
2025 W Reservation Loop Rd
Camp Verde, AZ 86322

Project Overview:

The proposed plan includes:

- Expanding from 28 to 50 RV parking spaces
- Allowing extended stays up to 180 days during the winter season (October–April)
- Increasing RV park models from 2 to 5 units for longer-term guests

While aspects of the plan have evolved through the review process, our goals for the project have remained the same. We aim to provide responsible RV accommodations that support visitors to the area while preserving the rural character of the surrounding community. Our approach emphasizes thoughtful planning, careful management, and full compliance with applicable zoning and health regulations.

Your input is important to us. The purpose of this meeting is to inform you of the project, answer questions, and discuss any concerns or suggestions you may have before our formal hearing with the Town of Camp Verde.

If you have questions in advance, feel free to contact me at [redacted].

We hope to see you on March 19th.

Warm regards,

Mark Kite

Mark Kite
Jackpot Ranch

12:30

Frank -JPR
Mar 5, 10:38 AM



Affidavit

I, Mark Kite, owner/agent of parcel 403-17-006L have notified the neighbors within 300' of above property, by sending letters on March 5, 2026 to notify them of the neighborhood meeting that I conducted on the 19th day of March 2026.

I posted my property with meeting the date, time, and place, on the 5th day of March 2026, and taken a photograph of such posting.

I, Mark Kite, owner/agent of parcel 403-17-006L will provide a summary of neighborhood meeting I conducted to the Planning & Zoning Department of Camp Verde with the associated application submittal, attesting to the issues and concerns discussed at the above neighborhood meeting.

Summary
Statement: We had a neighborhood meeting to discuss the proposed RV Park Use Permit

If Summary statement is too long, attach a copy.

State of Arizona}

County of Yavapai}

Signature of Document Signer No. 1

Signature of Document Signer No. 2

Subscribed and sworn to (or affirmed) before me this 27 day of March 2026.

WILLIAM A MOORE
NOTARY PUBLIC - ARIZONA
Maricopa County
Commission # 640898
My Comm. Exp. Jan. 6, 2027

Signature of Notary

NEIGHBORHOOD MEETING SIGN-IN SHEET

MEETING INFORMATION	
MEETING TITLE	Jackpot Ranch – RV Park USE Permit
APPLICANT	Mark Kitz mkitz@jackpotranchaz.com
LOCATION	Jackpot Ranch
DATE	3/19/26
START TIME	5:30
END TIME	6:35

ATTENDEE NAME (Print first and Last)	ADDRESS	E-MAIL ADDRESS
Bill Moore		[redacted]
Stacy Perry		
Christopher Alvarado		
Ryna Kocr		
Theresa Muñoz		
Leticia Ancira		
Carolina Pelfrey		
Linda Buchanan		
Tim Kendall	Ash Ln	
TONI ONEIL		
TOM ONEIL	VERDE RIVER DR	

Jackpot Ranch RV Park Use Permit – Neighborhood Meeting Minutes
Date: March 19, 2026
Location: Jackpot Ranch, 2025 W Reservation Loop Rd, Camp Verde, AZ
Purpose: To discuss the proposed RV Park expansion and address community impact.

5:30 PM - Welcome & Introductions

5:35 PM - Project Overview / What Has Changed From Last Meeting – Mark Kite

- **Current Infrastructure:** 30 RV spaces and 2 RV park models.
- **Proposed Expansion:** Increase to 60 total RV spaces and 2 park models.
- **Stay Duration Limits for 50 spaces in parking pasture:**
    - May 1 – Sept 30: Up to 30 days
    - Oct 1 – April 30: Up to 180 days
- **Site Layout:** 50 RV spots located in parking pasture / 10 spots located throughout property and two park models where they are now:

We discussed the need to consolidate the long-term RV parking to accommodate the following -

    - Fire Protection
    - Water
    - Electric
    - Septic

- **Pad Type:** Gravel/aggregate pads (not concrete), with full utility hookups (electricity, water, septic).
- **Design Intent:** Create a flexible, clean, and safe facility aligned with Camp Verde's rural character.
- **Financial Sustainability:**
    - The expansion aims to help the ranch reach financial sustainability while staying mission aligned.

    - Short-term stays are emphasized to avoid any conversion to long-term or full-time residential RV use.
- **Community Impact & Economic Benefits:**
    - RV Traveler Spending**:** Estimated $75–$125/day (Arizona Office of Tourism), benefiting local businesses in Camp Verde through increased demand for:
        - Dining
        - Fuel
        - Groceries
        - Tours
        - Outdoor recreation
    - Tax Contribution: Generates tax revenue without adding strain to long-term residential infrastructure.
    - Tourism Boost: Seasonal flexibility enhances shoulder-season activity (spring and fall), supporting the broader economy.

Note – there was misunderstanding during this initial discussion regarding where the RV Park area was planned. At least one of the neighbors thought it was by the river. We clarified that it was in the parking pasture next to the covered arena.

Community Feedback and Discussion – Group Discussion

Note – some of this feedback and discussion was interjected into presentation

5:33 PM – Concern of noise from events from Tom O'Neil. Comments seem to be associated with events that happened several years ago. Response – we let residents know that we have a very strict 10 PM shutoff which we maintain rigorously. Also, asked residents to please reach out to us if they have any issues. Ranch phone number was provided.

5:45 PM – Discussion about lights on site. Mark Kite initiated discussion This was actually brought up by Jackpot Ranch team in relation to the 10PM shutoff time. We the group know that we have measured the light at the fence and made some initial adjustments. We looked at all of our lights on the property and have switched many of them out to meet dark sky regulations. Finally, we discussed if we needed to – we would do a light study but did not have plans for this at this time.

5: 52 PM – Neighbor Tim Kendall asked about moving RVs to the other side of the field, away from the fence. Response – This is where trucks come in and where there is heavy horse activity so this wouldn't work.

5:56 PM – Resident Linda Budrneron (sp?) brought up several points – concern about dry campers using generators, outfitting their RVs with lights that aren't dark sky compliant and obtrusive headlights when coming into area. Response – these items would be covered in the RV Park Rules and Regulations and strictly enforced by the onsite staff.

6:04 PM – Resident Stacy Perry discussed the need for better signage on the entry off of Middle Verde road into the neighborhood. He said that large RVs ended up in the neighborhood and couldn't turn around to get out. Response – It is unclear if the people that ended up in the neighborhood were going to Jackpot Ranch but we agreed that additional signage would be good for everyone.

6:10 PM – Reena Rock asked about extending RVs or allowing RVs to use the field below the outdoor arena. She mentioned incident that happened back in October where ranch lowered berms to accommodate more RVs Response – We did do this last October for a junior rodeo but have no intent to expand into sensitive areas. Focus remains on existing developed areas.

6:15 PM – Resident asked if we were on city water. Response – no we are well water and we would need to dig a new well for the RV Park because we are at capacity now.

6:21 PM – Resident Linda Budrneron (sp?) asked if we were contributing to cleaning up the ditch outside of our property. Response – The onsite team including myself were unaware of this request but would be open to it now that we were made aware. Bill Moore from our corporate office said he thought he saw something about this when he received communication/billing regarding the ditch.

6:23 PM – Resident Linda Budrneron (sp?) mentioned they would like to know when larger events are coming. Linda mentioned that it would be nice to let the whole neighborhood know. Response – We let everyone know that we will be coming out with a new website that will have a calendar showing large events.

6:25 PM – Tom O'Neil mentioned there was a time where somebody drove though the fence with nine or ten cop cars after them. Response – I'm not sure why this came up or when it was. From what I could tell, it seems that it was fence down near the river.

6:30 PM - Closing Remarks – Mark Kite

- The meeting concluded with a strong community dialogue. While concerns were raised—particularly relating to past experiences at other RV facilities, many neighbors expressed support for Jackpot Ranch's mission and transparent approach.
- Attendees were encouraged to sign the meeting sheet for town records and to tour the property improvements if interested.

RESOLUTION 2009-771

A RESOLUTION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA APPROVING USE PERMIT 2009-02, FOR PARCEL 403-17-006K TO ALLOW THE FOR THE FOLLOWING PRIVATE GROUP ACTIVITIES TO BE CONDUCTED ON THE 64.75 ACRES OF JACKPOT RANCH CURRENTLY ZONED RCU-2A:

1. **CORPORATE, SPIRITIAL AND GOVERNMENTAL RETREATS;**
2. **HORSE MOTEL WITH BED & BREAKFAST AVAILABILITY FOR OWNERS;**
3. **OTHER MISCELLANOUS GROUP ACTIVITIES THAT WOULD INCLUDE WEDDINGS, FAMILY REUNIONS, GROUP PICNICS, YOUTH RETREATS, CHARITABLE & CIVIC EVENTS AND HORSEMANSHIP CLINICS.**

THE LOCATION OF THE RANCH IS AT 2025 W. RESERVATION LOOP ROAD.

The Common Council of the Town of Camp Verde hereby resolves as follows:

I. The Common Council hereby finds as follows:

A. A request for approval of Use Permit 2009-02 was filed by Mr. Bill Moore, agent, for Shuster Foundation, owners of Jackpot Ranch.

B. The request was reviewed by the Planning and Zoning Commission on May 7, 2009 and by the Common Council on May 27, 2009 in public hearings that were advertised and posted according to state law.

C. A neighborhood meeting was held April 21, 2009 by the applicant to provide for citizen review pursuant to ARS § 9-462.03 and as required by Town of Camp Verde Ordinance Section 113.

D. The purpose of the Use Permit is to allow the Jackpot Ranch to conduct various private group events as stated above on parcel 403-17-006K located on Reservation Loop Road.

E. The proposed use will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved and the Council hereby finds that the use covered by the Use Permit and the manner of its conduct will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare generally, and the use will be in conformity to the conditions, requirements and standards of the Town Code.

II. The Common Council of the Town of Camp Verde hereby approves UP 2009-02 for a period of five (5) years for the purpose of allowing Jackpot Ranch to conduct various private group activities on parcel 403-17-006K with the following stipulations:

1. All events are to end by 10:00 PM.
2. Four (4) large events of 300 people (maximum) are allowed per year with an unlimited amount of events allowed for 150 people or less.
3. Notification will be made to the neighbors, Community Development Department and the Marshal's Office with the dates and times for any activity or event that will have amplified sound or more than 200 participants.
4. The sound from amplified music must be minimized utilizing all of the following methods: A. Decibel Monitoring; B. Deflection of sound through the use of barriers; C. Aligning speakers in a location that would direct the sound away from the closest neighbors.
5. The building for the proposed Horse Motel and 2nd story Bed & Breakfast accommodations for the owners must be modified to meet Commercial Group R1 (hotel) Building Code Standards and any other applicable regulations before the proposed use may be initiated.
6. A minimum of (4) handicap spaces must be provided for in the total parking areas with one of those spaces to be van accessible and each handicap parking space is to be marked with a handicap sign.
7. All nonconforming outdoor lighting is to be extinguished between 12AM and sunrise by an automatic shut off device per Section 120 L.2. of the Planning and Zoning Ordinance.
8. All building modifications must be permitted, completed and a Certificate of Compliance and Business License issued by the Town before any of the approved activities may be conducted in the modified facilities.
9. This permit will be for a period of five years and can be considered for renewal.

PASSED AND ADOPTED AT A REGULAR SESSION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA ON May 27, 2009.

Tony Gioia, Mayor

Date: 5/29/09

Attest: Deborah Barber
Deborah Barber, Town Clerk

APPROVED AS TO FORM:

Town Attorney

RESOLUTION 2014-919

A RESOLUTION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, YAVAPAI COUNTY, ON USE PERMIT 20140060, AN APPLICATION SUBMITTED BY MR. BILL MOORE, AGENT FOR THE SHUSTER FOUNDATION, OWNER OF JACKPOT RANCH LOCATED ON THE FOLLOWING PARCELS: 403-17-006K 64.75 ACRES AND 403-18-001H 2.43 ACRES AND 403-18-107C 4.94 ACRES FOR A TOTAL OF 72.12 ACRES. THE FOLLOWING PROPOSED USES ARE FOR THE ENTIRE 72.12 ACRES INCORPORATING ALL THREE PARCELS: HORSE MOTEL, CORPORATE, SPIRITUAL AND GOVERNMENTAL OVERNIGHT RETREATS, GROUP ACTIVITIES WHICH WOULD INCLUDE; WEDDINGS, FAMILY GATHERINGS, GROUP PICNICS, EQUESTRIAN EVENTS, CHARITABLE AND CIVIC EVENTS, ICE SKATING RINK AND MOBILE WESTERN TOWN LOCATED AT 2025 W. RESERVATION LOOP RD. MEETING FACILITY WITH KITCHEN & OUTDOOR ASSEMBLY AREA LOCATED AT 1879 W. CIMMARON DR.

The Common Council of the Town of Camp Verde hereby resolves as follows:

1. The Common Council hereby finds as follows:

   A. A request for approval of Use Permit 20140060 was filed by Mr. Bill Moore Agent for the Shuster Foundation owner of parcels 403-17-006K, located at 2025 W. Reservation Loop Rd., 403-18-107C location is vacant land with no address assigned & 403-18-001H located at 1879 W. Cimarron Dr. These parcels are zoned RR (Rural Residential) and the proposed uses are permitted under such zoning with a Use Permit.
   B. The request was reviewed by the Planning and Zoning Commission on April 03, 2014 and by the Common Council on April 23, 2014 in public hearings that were advertised and posted according to state law.
   C. A neighborhood meeting was held on March 18, 2014 by the applicant to provide for citizen review pursuant to ARS § 9-462.03 and as required by the Town of Camp Verde Planning & Zoning Ordinance, Part 6, Section 601 (Zoning Decisions) A.3.a-e.
   D. The purpose of the use will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved and the Council hereby finds that the uses covered by the Use Permit and the manner of its conduct will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood or to the public welfare generally and the uses shall be in conformity to the conditions, requirements and standards of the Town Planning & Zoning Code.

   The following proposed stipulations would be in place:

   - All Events are to end by 10:00 pm.
   - Up to Six (6) large events (defined as 300 or more people) are allowed per year.
   - Notification will be made to the neighbors, Community Development Department, Camp Verde Fire District and the Town Marshal's Office with the dates and times for any activity or event that will have 300 or more participants.

- The sound from amplified music must be minimized utilizing all of the following methods: A) Decibel Monitoring; B. Deflection of sound through the use of barriers; C. Aligning speakers in a location that would direct the sound away from the closest neighbors.
- All building modifications must be permitted, completed and a Certificate of Compliance issued by the Town before any of the approved activities may be conducted in new or modified facilities. A time limit to meet all compliance issues being 180 days after Use Permit approval or as determined by the Building Official as based on the owners progress of completion.
- The Use Permit requires the Octagon building which has been converted from a single family residence to a meeting and reception area to be properly permitted, with as built plans submitted by an Arizona Registered Design Professional including wet seal stamp on the as built plans certifying that the plans were followed, along with a list of all contractors, including Registrar of Contractors license numbers who performed the conversion work.
- The Use Permit requires the garage which has been converted from a utility building into a commercial kitchen to be properly permitted, with as built plans submitted by an Arizona Registered Design Professional including wet seal stamp on the as built plans certifying that the plans were followed, along with a list of all contractors, including Registrar of Contractors license numbers who performed the conversion work.
- The Use Permit requires the existing tree house to be properly permitted, with as built plans submitted by an Arizona Registered Design Professional including wet seal stamp on the as built plans certifying that the plans were followed.
- For all events over 300 or more people, and Event Plan will be submitted to the Community Development Department, Camp Verde Fire district and the Town Marshal's Office. The Event Plan shall include, but not limited to, a detailed description of what precautions and actions will be followed for the specific event in order to address the following critical concerns: Event Hours, Traffic Control Plan, Parking, Noise, Dust Abatement, Trash Service in the event and in the neighborhood, Sanitation, Security, and Emergency Services.

  Maximum number events per calendar year based on number of visitors at each event. The number of authorized events in each calendar year is cumulative (e.g. in one calendar year an unlimited number of events with attendees of less than 50 could be held, plus two events with attendance between 300-499 could be held, and one event with attendance between 1250-1499 could be held.)

Number of visitors	***Number of events***
1-49	unlimited
50-149	25
150-299	4
300-499	2
500-749	1
750-999	1
1000-1249	1
1250-1499	1

This parking table will be utilized in determining appropriate parking for all events of 300 or more people:

Daily Visitors to Ranch	Maximum Estimate # of Vehicles	On-site Parking (including 10 handicap)	Off-Site Parking	On-Site Temporary Parking	Shuttle Service
0-250	150	212	N/A	N/A	N/A
250-500	300	212	N/A	N/A	N/A
500-700	450	212	260 +/-	815	N/A
750-1000	600	212	260 +/-	815	Possible
1000-1250	750	212	260 +/-	815	Possible
1250-1499	900	212	260 +/-	815	Possible

- Mobile Western Town

  To include structures which will either be mounted on trailers or capable of being removed within a matter of hours:

  Horseback Trails, Pellet gun shooting gallery, Cantina, Pony Express Depot, Cottonwood Gulch Jail, Livery Stable, Blacksmith Shop Pavilion, Catering trailer and Mineshaft with Gold Panning.

  In the event that the applicant is unable to proceed with the above referenced facilities due to floodway considerations or any reason whatsoever, the following basic activities may be substituted to occur in the area down by the river (with or without any new structures): a) campfire subject to county/town burn restrictions, b) cowboy activities and games such as trick roping, tomahawk toss, horseshoes, gun spinning, etc., c) an area to picnic or eat meals likely on picnic tables, and d) non-amplified entertainment such as acoustic guitar, etc.

All of the requested uses to continue with no time limit, but are subject to the requirements of Part 6, Section 601 (Zoning Decisions), C. 1 & 2 of the Town of Camp Verde Planning & Zoning Ordinance.

PASSED AND ADOPTED AT A REGULAR SESSION OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA ON May 28, 2014.

Charles German

Charles German, Mayor

Date: 6-11-2014

Approved as to form: _____
Town Attorney

Attest: Virginia Jones - Deputy Town Clerk
Deborah Barber, Town Clerk

ORDINANCE 2025-A502

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE PLANNING AND ZONING ORDINANCE, PART TWO – ZONING CLASSIFICATIONS, SECTION 203 – USE DISTRICTS, SUBSECTIONS B – R1 DISTRICT; C – R2 DISTRICT, D – R-R DISTRICT, AND E – RS DISTRICT, ALL RELATED TO USE PERMITS FOR RV PARKS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND SETTING AN EFFECTIVE DATE.

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

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

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

WHEREAS, Text Amendments may be initiated by the Planning and Zoning Commission, the Town Council, staff of the Town of Camp Verde, or by application of a property owner, per Part 6, Section 600, C.1 of the Planning and Zoning Ordinance; and

WHEREAS, this Text Amendment was initiated by the Planning and Zoning Commission on February 6, 2025, and Town Council on February 19, 2025; and

WHEREAS, these Text Amendments were reviewed by the Planning and Zoning Commission on April 3, 2025, in a public hearing that was advertised and posted according to state law. The Commission recommended the Mayor and Common Council approve these amendments as presented.

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

Section 1. The Mayor and Common Council hereby finds as follows;

A. The proposed Text Amendment will not constitute a threat to the health, safety, welfare, or inconvenience to the general public of the Town of Camp Verde.

B. The proposed Text Amendment is hereby adopted in accordance with Exhibit A. At least

three paper copies or one paper copy and one electronic copy shall remain on file with the Town Clerk in compliance with A.R.S Section 9-802 and kept available for public use and inspection.

Section 2: All ordinance or parts of the ordinances adopted by the Town of Camp Verde in conflict with the provision of this ordinance or any part of the code adopted, are hereby repealed, effective as of the effective date of this ordinance.

Section 3: If any section, sentence, clause, phrase, or potion 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 of this ordinance; and

Section 4: This Ordinance shall be effective upon expiration of a thirty (30) day period following the adoption hereof and completion of publication and any posting as required by Arizona State Law; and

Section 5: In accordance with Article II, Sections 1 and 2, Constitution of Arizona, and the laws of the State of Arizona, the Mayor and Common Council has considered the individual property rights and personal liberties of the residents of the Town and the probable impact of the proposed ordinance on the cost to construct housing for sale or rent before adopting this Ordinance.

PASSED AND APPROVED BY A MAJORITY OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ON THIS 7th DAY OF May, 2025.

Marie Moore, Mayor

Attest:

Town Clerk

Approved as to form:

Trish Stuhan-Town Attorney

"Exhibits on file at the Town Clerk's Office, 473 S Main St. Ste 102, Camp Verde. Arizona."

b. The applicant or an appointed representative shall conduct a neighborhood meeting designed to inform adjoining residents and property owners about the proposed zone change, specific plan application or Use Permit.

c. At least 15 days prior to the scheduled neighborhood meeting, the applicant shall notify all property owners within 300 feet of the subject site by first class mail and post the actual property with meeting date and time. The notification shall include the date, time and place for the neighborhood meeting, as well as a description of the proposed land uses. The applicant shall provide an affidavit attesting to this notification being accomplished.

d. It is the responsibility of the applicant or their representative to conduct the meeting, provide an opportunity for a question and answer period by the audience, and identify a point of contact to the public for follow-up questions and comments.

e. The applicant shall prepare a written summary of the meeting by way of affidavit, including a list of attendees and the issues and concerns discussed and submit a copy of the summary, with a photo of the posting on the property and a copy of the meeting announcement letter, to the Planning Department within 15 days after the neighborhood meeting.

4. **Zoning Ordinance text amendments:** If the Town adopts any zone change or any amendment that imposes any regulation not previously imposed or that removes or modifies any such regulation previously imposed, it must comply with the citizen review process as set forth in ARS §9-462.03, as may be amended, and the public hearing notice procedures set forth in ARS 9-462.04.A as may be amended.

B. Site Plan Review and Development Standards

Key to obtaining compliance with the regulations of this ordinance and achieving the objectives of the Town's General Plan is the administrative review of Site Plans for new development as regulated in Part 4 Development Standards. The Site Plan entails preparation of drawings for proposed uses and buildings that conform to the Development Standards, depicting adequate grading/drainage and Appearance Compatibility (Section 402), landscape and screening (Section 402), parking and loading (Section 403), signs (Section 404) and outdoor lighting (Section 405) as required in these regulations.

The Site Plan Review process is administered by the Community Development Department in conjunction with other Town departments. The Community Development Director is authorized to approve minor modifications to strict adherence of zoning regulations due to physical constraints of the project site. Appeals may be scheduled for hearing by the Board of Adjustment and Appeals. Major development projects may also be referred to the Commission and Council for a hearing, review and approval, which hearing and review process is mandatory if so stipulated by prior Council action such as rezoning or PAD approval.

For non-residential and multi-family developments as described in Section 400B, additional review of Appearance Compatibility Drawings is required (Section 402 C). Appearance Compatibility Drawings are reviewed by Town staff simultaneously with the Site Plan Review process, in accordance with the process specified in Section 400C.

C. Use Permit Approvals

Use Permits are provided to ensure the orderly use of land in conformance with the General Plan and applicable Town standards where uses are proposed that may require special limitations or conditions to provide compatibility with other uses. The application for Use Permit approval is applicable to those uses that are specifically listed as "Uses and Structures Subject to Use Permit" in each Zoning Use District in Part Two Section 203.

1. Review and Approval

a. Use Permits will be granted only upon a finding by the Council that the use covered by the permit, the manner of its conduct, and any structure which is involved, will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public welfare in general, and that the use will be in conformity with any conditions, requirements, or standards prescribed by the Town Code or Council.

b. Use Permits may contain specific limitations on the scope, nature and duration of the use, as deemed proper in accordance with the following criteria:

    1) Any significant increase in vehicular or pedestrian traffic;

    2) Nuisance arising from the emission of odor, dust, gas, noise, vibration, smoke, heat, or glare at a level exceeding that of ambient conditions;

    3) Contribution to the deterioration of the neighborhood or to the downgrading of property values which, is in conflict with goals, objectives or policies of the General Plan;

    4) Compatibility with existing surrounding structures and uses; and

    5) Adequate control of disruptive behavior both inside or outside the premises, which may create a nuisance to the surrounding area or general public.

c. The burden of proof for satisfying the above requirements shall rest with the applicant. A refusal of a Use Permit shall not be interpreted as the denial of right, conditional or otherwise.

d. Where an application involves a definite development scheme, the applicant must submit a layout and landscape plan, building elevations and other pertinent data as may be requested, and the Council may condition the Use Permit to fully carry out the provisions and intent of the Zoning Ordinance.

e. The Use Permit is valid and operable only for the specific use as granted and subject to any specified time limit. No use may be modified, changed, altered or increased in intensity, in any manner that conflicts with the Use Permit and/or required conditions of approval, without approval of a new Use Permit.

Within 30 days of any change, permittees shall notify the Community Development Department of any changes.

2. Duration and Voiding of Use Permit

    a. To secure the objectives of this Zoning Ordinance, Use Permits may be for a fixed time period, and a Use Permit does not grant a vested right beyond the term of the permit.

    b. The permittee must obtain building permits within six months from the date the Use Permit was issued. Failure to obtain a building permit or begin the use shall void the permit unless a delay to start the construction has been granted or an extension has been applied for with the Community Development Director prior to the expiration of the six-month period. Additional extensions must go to Council.

    c. If the use or uses for which a Use Permit has been granted are discontinued for a continuous period of six months, the Use Permit is voided.

    d. Violation of the terms of the Use Permit or this Zoning Ordinance voids the Use Permit.

    e. Decisions by the Community Development Director, which result in the voiding of the Use Permit, may be appealed to the Board of Adjustment and Appeals; subject to an application for appeal being on file in the Community Development Department within 30 days of notification of the Use Permit being voided.

Middle Verde Character Area











From Top To Bottom: Residential Manufactured Home Park Off Horseshoe Bend Drive; Residential Subdivision Off Verde West Drive; Yavapai-Apache Nation Housing Development Off Cherry Lane; Residential Neighborhood On Caughran Road; Residential Property On Reservation Loop Road; Residential Home On Middle Verde Road

Photos Courtesy Of Town Of Camp Verde Community Development Department & Google Street Map Imager

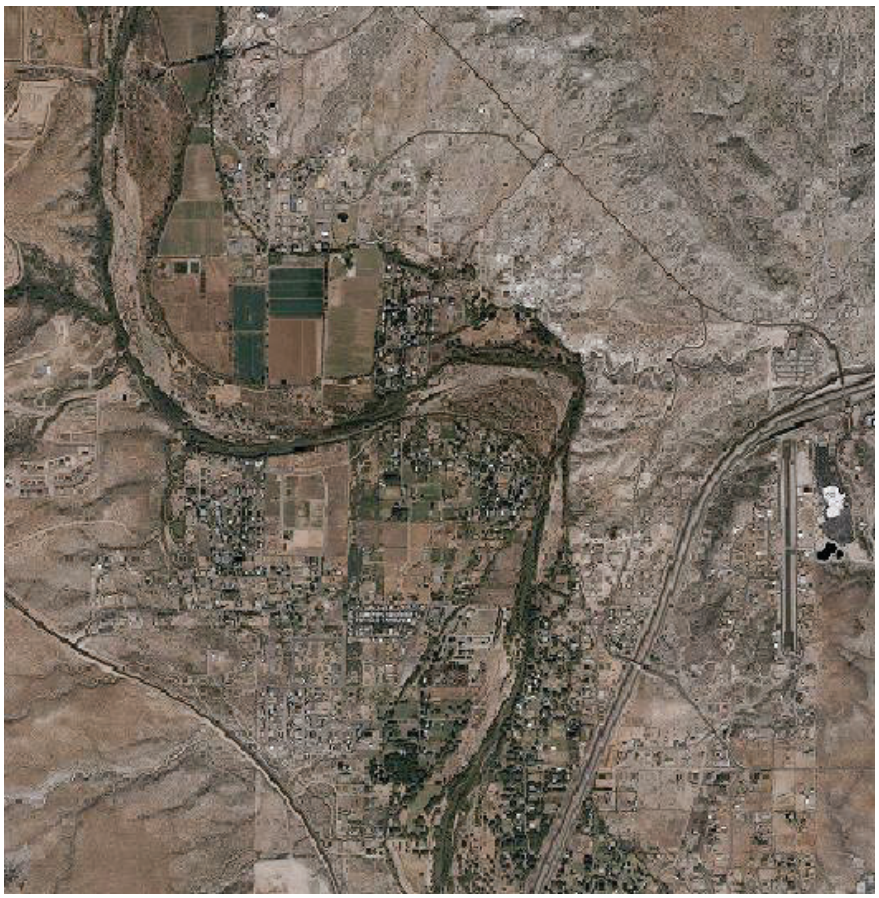


Introduction for Middle Verde Character Area:

Middle Verde's two dozen residential communities are a mix of high density and low density, irrigated and non-irrigated properties with a rural look and feel. The historic OK Ditch, Verde Ditch, and Eureka Ditch water a significant portion of the residential properties providing for a lush greenbelt along the Verde River. Reminders of old farms and ranches can be seen even though the properties have been divided; agriculture continues with corn, alfalfa, hay, other crops, and livestock. Small farms provide food for local restaurants and stores, and the valley-wide community supported agriculture program.

The Middle Verde character area contains a variety of lands and uses -- the Yavapai-Apache Nation Reservation, with an agricultural history prior to the 1860s, concentrated commercial enterprises near Interstate 17, and U.S. Forest Service/National Forest lands to explore. The Yavapai-Apache Nation, Middle Verde Reservation is the central administrative site and housing location that provides services to its members, including medical, social, judicial, law enforcement, youth, education, and fitness. It has also developed economic bases with diverse business interests, including those at the intersection of Middle Verde Road and Interstate 17.

The Middle Verde character area straddles the Verde River, which flows through the entire area on the southwest side. The uplands are defined by the stark White Hills that provide the northern boundary; these are U.S. Forest Service/National Forest Lands that offer recreation and access to the hills beyond.



Aerial Imagery Of A Portion Of The Middle Verde Character Area
Photo Courtesy Of Yavapai County GIS

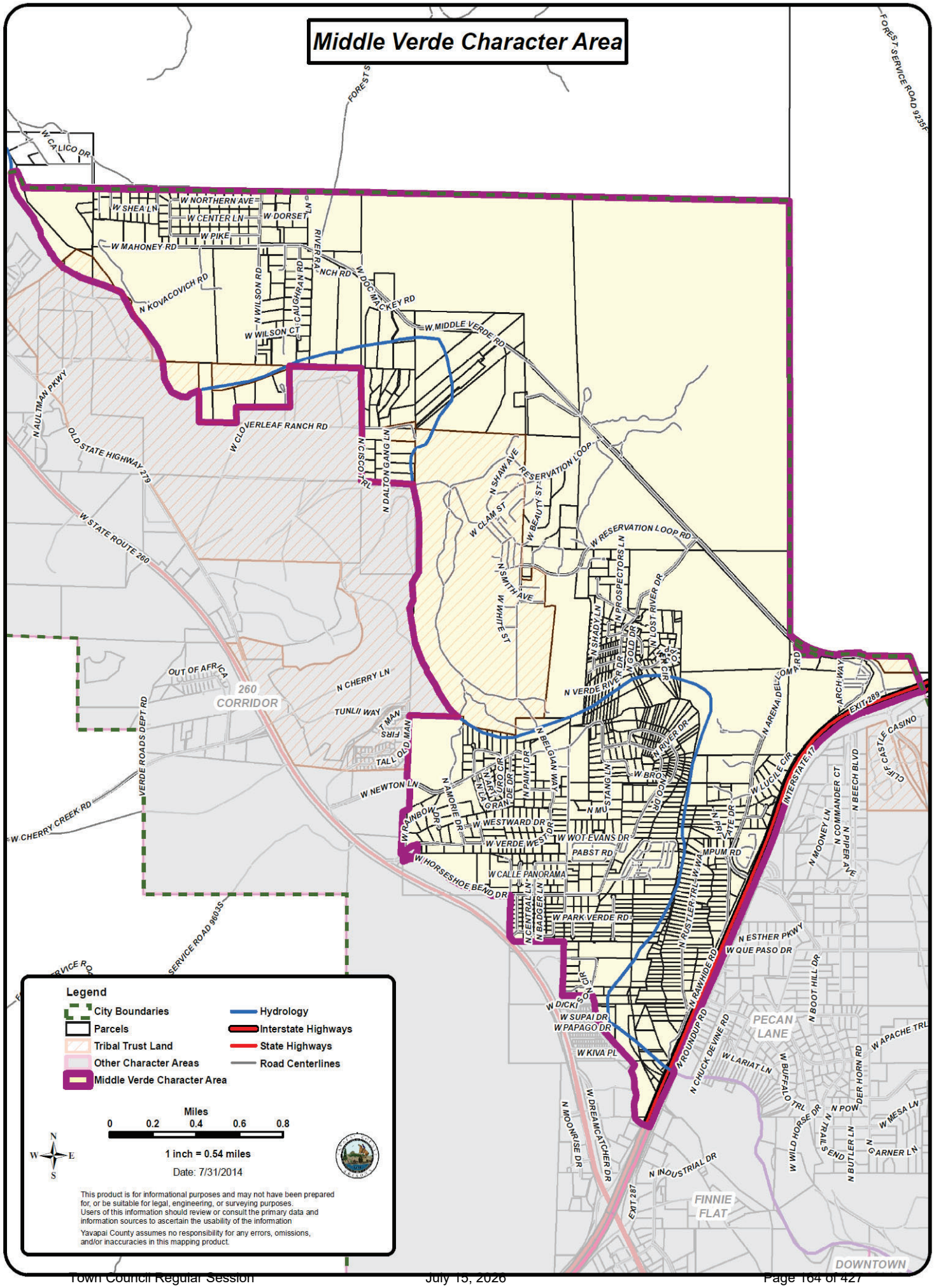

Middle Verde Character Area
260 CORRIDOR
OUT OF AFRICA
PECAN LANE
FINNIE FLAT
DOWNTOWN
W CALICO DR
W NORTHERN AVE
W SHEA LN
W CENTER LN
W DORSET
W PIKE
W MAHONEY RD
N KOVACOVICH RD
N WILSON RD
W WILSON CT
CAUGHRAN RD
RIVER RANCH RD
W DOC MACKEY RD
W MIDDLE VERDE RD
N AULTMAN PKWY
OLD STATE HIGHWAY 279
W CLOVERLEAF RANCH RD
N CISCO TRL
N DALTON GANG LN
W STATE ROUTE 260
N SHAW AVE
RESERVATION LOOP
W CLAM ST
W BEAUTY ST
W RESERVATION LOOP RD
N SMITH AVE
W WHITE ST
N PROSPECTORS LN
N LOST RIVER DR
N SHADY LN
W GOLD DR
N CHERRY LN
TUNNEL WAY
TALL OLD MAN
FIRS
VERDE ROADS DEPT RD
W CHERRY CREEK RD
W NEWTON LN
N BELGIAN WAY
N PAINT DR
N AMORIE DR
W RAINBOW DR
W WESTWARD DR
W VERDE WEST DR
W WOT EVANS DR
PABST RD
W HORSESHOE BEND DR
W CALLE PANORAMA
W PARK VERDE RD
N CENTRAL LN
N BADGER LN
N RUSTLER TRL
N RIVER DR
N ARENA DEL COMAL RD
INTERSTATE 17
EXIT 289
N ESTHER PKWY
W QUE PASO DR
N CAWHIDE RD
W DICKI
W SUPAI DR
W PAPAGO DR
W KIVA PL
N ROUNDUP RD
N CHUCK DEVINE RD
W LARIAT LN
W BUFFALO TRL
W DREAMCATCHER DR
N MOONRISE DR
N INDUSTRIAL DR
EXIT 287
N BOOT HILL DR
N BEECH BLVD
N COMMANDER CT
N PIPER AVE
N MOONEY LN
W APACHE TRL
W MESA LN
N POWDER HORN RD
N TRAILS END
N BUTLER LN
N GARNER LN
W WILD HORSE DR
CLIFF CASTLE CASINO
FOREST SERVICE ROAD 9235F
SERVICE ROAD 9603S
Legend
City Boundaries
Parcels
Tribal Trust Land
Other Character Areas
Middle Verde Character Area
Hydrology
Interstate Highways
State Highways
Road Centerlines
Miles
0 0.2 0.4 0.6 0.8
1 inch = 0.54 miles
Date: 7/31/2014
This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information
Yavapai County assumes no responsibility for any errors, omissions, and/or inaccuracies in this mapping product.

TABLE 3.9 - Land Use; Middle Verde Character Area Reference Chart

PHYSICAL DESCRIPTION	BUILT ENVIRONMENT	CIRCULATION	POINTS OF INTEREST	DENSITY AND NON-RESIDENTIAL DISTRICTS
The Middle Verde character area is approximately 7.51 square miles in size, and primarily consists of rolling hills and cliffs with natural drainage southwest of the Verde River. **The North and East borders of this character area are defined by the Town of Camp Verde's boundary lines. The Southeast border of this character area is defined by Interstate 17, where it meets the Verde River and travels Northeast until it reaches Town boundaries.** **The Southwest portion of this character area is defined primarily by the Verde River and Yavapai-Apache Nation Trust Land that is located northeast of State Route 260. The Southwest border of this character area also follows along portions of Rainbow Drive and Horseshoe Bend Drive.** **A significant portion 29.96 % of this character area is comprised of U.S Forest Service land. There 8.26 % State land. The Yavapai-Apache Nation Trust Land also accounts for 10.52 % of the land in the Middle Verde character area along with 0.53 % Yavapai-Apache Tribal Community.** **The Verde River flows throughout the entire Middle Verde character area, approximately 7.71 miles and is an integral component to land uses within this character area.** **Much of the Middle Verde character area is classified as limited high density residential or rural residential with properties. that are agricultural in nature and two acre minimum in size.**	**Neighborhoods:** • Buena Vista Estates • Buffalo Run Mobile Home Park • El Rancho Acres • Equestrian Estates • Freeway Acres • Golden Heights • Horseshoe Bend Ranches • Las Estancias Unit 1-3 • Liberty Hill Park • Overlook Acres • Park Verde Estates • Park Verde Estates Plat 2-3 • Rainbow Acres • Rio Verde Vista • River Ranch Estates • The Willows at Camp Verde • Two Ponds Estates • Verde Glen Terrace • Verde River Estates 1-4 • Verde River Meadows #2 • Verde West Acres • Verde West Acres 2 • Verde West Estates • Verde West Estates 2 • Yavapai-Apache Nation Middle Verde Tribal Community ** Metes and Bounds Property not located in platted subdivisions.* **Businesses:** • Agricultural • Event Venues • Farms • Group Care Facilities • Guest Ranches • Home Occupations • Public Facilities • RV Parks	**Major Roads:** • Arena Del Loma Road - Rustler Trail • Horseshoe Bend Drive • Interstate 17 • Middle Verde Road - Caughran Road - Reservation Loop Road - Verde River Drive • Park Verde Road • Verde West Drive **Major Interchanges:** • Interstate 17 and Middle Verde Road **Major Intersections:** • Middle Verde Road and Arena Del Loma Road • Middle Verde Road and Reservation Loop Road **Major Trails:** • White Hills Trailhead • Beaver Head Trail Trailhead	**Community Services:** • Middle Verde Cemetery **General:** • Grandpa Wash • White Hills Drainage **Historic Sites:** • Frying Pan Ranch/ EA Jordan Homestead **Parks and Recreation:** • Arturo Neighborhood Park **Water Resources:** • Verde River **Irrigation Ditches**: - Eureka Ditch - OK Ditch - Verde/Woods Ditch **Yavapai-Apache Nation:** Middle Verde Tribal Community • **Community Services:** - Administration Buildings - Cemetery - Medical Center - Police Department • **Parks and Recreation:** - Heritage Park • **Historic Sites:** - BIA Building - Middle Verde Rock Church	**Existing Density:** • Consists of varying densities ranging from 0 to 4 dwellings per acre. This area also includes a Planned Area Development (PAD) and a Planned Unit Development (PUD) that consist of 0 to 11 dwelling units per acre. **Existing non-residential zoning districts:** • C2 located near Interstate 17 and Middle Verde Road, West to Arena Del Loma and South to the existing U.S Forest Service boundary. • C2 located near Verde West Drive and Horseshoe Bend Drive. • Open Space • Public Facilities **Preferred non-residential zoning districts:** • Agricultural Use & AG • RS/C1/C2 located near Interstate 17 and Middle Verde Road, West across Arena Del Loma to the Verde River and South along both sides of Arena Del Loma to Lucile Circle and North Private Drive. • RS/C1/C2 located near Verde West Drive and Horseshoe Bend Drive. • RS/C1/C2 on both sides of Middle Verde Road from Arena Del Loma Northwest to Reservation Loop Road. • Open Space • Planned Unit Development (PUD) • Public Facilities

Goals & Implementation Strategies:

In addition to the existing overall land use goals outlined in the land use element of the General Plan, the following goals have also been identified specifically for the Middle Verde character area:

A. Goal: Encourage the preservation of existing neighborhood densities and enhance existing neighborhoods by appropriate and compatible services including public facilities.

Implementation Strategy:

A. 1. Support neighborhood level retail centers that provides everyday goods and services.
A. 2. Promote areas for community service needs, including but not limited to sites for schools, utilities and parks, trails, open spaces and flood control within all new developments.

B. Goal: Maintain the rural, residential and agricultural character of the area.

Implementation Strategy:

B. 1. Encourage farmer's markets, community gardens, agricultural area and roadside stands for the sale of locally grown produce and agricultural products.
B. 2. Maintain low density rural development where it exists.
B. 3. Encourage the protection of agricultural lands and rural landscapes to maintain the character of Camp Verde.
B. 4. For new construction encourage site built housing.
B. 5. Enhance multi-modal connectivity through bike lanes, trails and pedestrian pathways.
B. 6. Encourage the preservation of agricultural soils, primarily through active farming.
B. 7. Protect the rural character and cultural resources, preserve open space, enhance agricultural opportunities and reduce the loss of prime agricultural lands and important open space areas.

C. Goal: Encourage the implementation of a Verde River Recreation Management Plan as defined by the citizens.[4]

Implementation Strategy:

C. 1. Identify and define access points as major, intermediate and neighborhood access points so they are compatible with the adjacent land use.
C. 2. Encourage plan features, such as parks and a trail system that allow people to recreate at the river and connect with other points of interest.
C. 3. Encourage recreation which is compatible with the natural and cultural environment.

[4] The Verde River Recreation Management Plan was adopted by Town Council on February 3rd, 2016. For additional information please visit http://www.cvaz.org.

D. Goal: Promote communication with the Yavapai-Apache Nation.

Implementation Strategy:

D. 1 Consistently communicate with the Yavapai-Apache Nation about areas of common interests and benefits to meet the above goals.

D. 2 Encourage multi-modal connectivity with the Yavapai-Apache Nation.

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TECHNICAL REVIEW COMMITTEE MEETING

TRCM – 25-0005 Staff Letter
Jackpot Ranch

Dear Applicant,

Thank you for attending the Technical Review Committee Meeting with staff on Tuesday March 18, 2025. We are providing the below information as comments and questions that were discussed and provided during the Technical Review Committee meeting for your proposed project. We ask that you continue to complete your due diligence with your project and seek any needed permitting and approvals for your project through the appropriate agencies. Should you have any questions or need additional guidance or assistance, please don't hesitate to contact the point of contact (Cliff Bryson) for your project or the appropriate agency representative. We look forward to our continuing partnership with you.

Thank you,
Cliff Bryson
Cliff Bryson

Department: Community Development - Planning & Zoning
Comments:

- *Revise RV Park Use Permit Letter of Intent (LOI) to reflect RV Park spaces, purposes and intent.*
- *Complete Use Permit for RV Park.*
- *Seek Amendments to current approved Use Permit at a later date if applicant chooses to move forward.*
- *Willing to self-regulate up to 30-day short-term rental leases and renewed every 30 days.*
- *Each RV space will be required to follow subsection 306.C regulates and will require to have 1500 square feet area and utility connections.*
- *Use permit application submitted to Town by mid-April.*
- *Applicant will need to go through Departmental Standards Review (DSR) after Use Permit is approved.*
- *Ensure property is staying within the approved provisions of the 2014 Use Permit.*
- *Dry camping will be limited to the 10-day provisions under subsection 302A.3 of the Planning & Zoning Ordinance.*
- *RV Parks have standards as outlined under subsection 306.C.*

Department: Economic Development
Comments:

- *Encouraging RV Parks and the short-term rental aspect to obtain the TPT revenue for the Town.*

Department: Public Works Division – Stormwater
Comments:

- *Referred comments to Town Engineer and Utilities Director.*

Department: Public Works Division - Engineering
Comments:

- *Revised Site Plan*

- *Submit revised grading and drainage plan (Seek a civil engineer) based on new structures and use.*
    - *Encourage civil engineer to visit site.*
- *Wastewater and water plan*
- *One-page Traffic statement (Civil Engineer) – How traffic will impact the roadway?*
- *Traffic flow within the park.*

Department: Copper Canyon Fire and Medical
Comments:

- *Plan for Access in and out of property*
- *Plans that looks at the overall property plan*
- *Submit information about dorms*
- *Permitting and capacity for the water supply for entire park.*
- *Approximately 115 RV site – will need a secondary egress in the park. Site plan will need show ingress and egress points.*

Department: Utilities Division – Water
Comments:

- *Yavapai County Flood Control regulates construction within the Flood Zone*
- *RV must be road ready and able to be moved if it floods. Applicants can obtain a 6-month permit from the County.*
- *Utilities (Pedestal) will need to meet flood regulations.*
- ***Yavapai County Flood Control can be reached @ 928.649.6222 or via email @ web.flood.control@yavapaiaz.gov. Website is https://www.yavapaiaz.gov/Resident-Services/Flood-Control.***

Department: Utilities Division – Wastewater
Comments:

- *If applicant uses more than 3000 gallons per day a packaging facility maybe required.*
- *Yavapai County Environment Unit regulates and permits septic systems.*
- *Look at 1 foot contour (Topo) for civil engineer.*
- *Need to determine if the culvert along Reservation loop road – due to turning radius*
- ***Yavapai County Environment Unit (Septic permitting and regulations) can be reached at enviro.services@yavapaiaz.gov or 928.771.3241. Website is https://www.yavapaiaz.gov/Development-and-Permits/Development-Services/Environmental-Services-Unit***

Department: Community Development - Building Safety
Comments:

- *All structures to be permitted per building codes.*

Department: Police
Comments:

- *Would there be secondary access?*

Town of Camp Verde
928.554.0050
www.campverde.az.gov

Community Development Department
473 S. Main Street, Suite 108
Camp Verde, Arizona 86322

Comments on #USE-25-0008 - Planning & Zoning: Use Permit Application

Permit Number: #USE-25-0008
Permit Type: Use Permit Application
Date: June 19, 2025

THIS DOCUMENT IS NOT YOUR PERMIT.

The Camp Verde Community Development Department has reviewed your application for a Use Permit Application Permit and has responded with a set of comments that require your attention. These comments must be addressed in full before an approval will be issued.

Reviewing this document on GovWell, our online portal, will allow you to view interactive markups on the document. If you are viewing this as a PDF or offline, a list of all comments will be provided below in this cover sheet. These comments must be acknowledged before a permit is issued.

After you have addressed all comments, please upload corrected versions of the plans by clicking here or by visiting https://app.govwell.com/record/acb5e302-0942-480e-b14f-cb813f606ebf.

Contacts

Bruce Connolly Interim Town Engineer	bruce.connolly@campverde.az.gov	Request Updates
Charles Jewell Water Division Foreman	charles.jewell@campverde.az.gov	Approve
Chet Teague Wastewater Division Manager	chet.teague@campverde.az.gov	Approve

Chris Biggs Plans Examiner	(928) 554-0063 chris.biggs@campverde.az.gov	Approve
Cliff Bryson Planner	(928) 554-0055 cliff.bryson@campverde.az.gov	Request Updates
Cory Mulcaire Planner	(928) 554-0066 cory.mulcaire@campverde.az.gov	Request Updates
Cory Rowley Marshal	corey.rowley@campverde.az.gov	TRCM Preliminary Comments
Dan Jacobs Patrol Commander	daniel.jacobs@campverde.az.gov	TRCM Preliminary Comments
Jeff Low Director of Utilities	(928) 469-9063 jeff.low@campverde.az.gov	Approve
Jonathan Rivero Senior Inspector/Plans Examiner	(928) 592-2430 jonathan.rivero@campverde.az.gov	Approve
Molly Davies Economic Development Director	(928) 821-4979 molly.davies@campverde.az.gov	Approve
Nate Bailey Fire Marshall	nbailey@ccfmd.az.gov	TRCM Preliminary Comments
Patricia Mancini Stormwater Specialist	patricia.mancini@campverde.az.gov	Approve
Rick Tackitt Water Division Manager	rick.tackitt@campverde.az.gov	Approve
Rita Severson Permit Technician	rita.severson@campverde.az.gov	Approve

Roxanne Jasman Chief Building Official	(928) 554-0061 roxanne.jasman@campverde.az.gov	Approve
Shawna Figy Parks & Recreation Manager	shawna.figy@campverde.az.gov	Approve
Yavapai Apache Nation Yavapai Apache Nation	staff+apachenation@govwell.com	TRCM Preliminary Comments
Yavapai County Flood Control Flood Control	staff+flood.controll@govwelltech.com	Approve
Yavapai County Environmental Unit Environmental Unit	staff+enviro.services@govwelltech.com	Approve

Codes Mentioned by Plan Reviewers

Building

General - CCFMD

Copper Canyon Fire & Medical District is the fire service agency for the Town of Camp Verde, as such they assist and advise in the interpretation of the Town adopted International Fire Code. No Commercial permit can be issued without Fire District sign off.

Building Code

9-3-2 Registration and License (2008-A355) - Town Code - Business License

It is unlawful for any person, firm, organization, corporation or other entity to engage in business within the corporate limits of the Town without first obtaining a Business License in compliance with the provisions of this Chapter.

CCFMD - CCFMD

Copper Canyon Fire & Medical District is the fire service agency for the Town of Camp Verde, as such they assist and advise in the interpretation of the Town adopted International Fire Code. No Commercial permit can be issued without Fire District sign off.

General - Additional Climatic and Geographic Design Criteria (Commercial)

*Ground Snow Load: 20 LBS *Wind Design Speed: 115 MPH – Exposure C *Seismic Design Category: C *Weathering: Moderate *Frost Line Depth: 12 inches (305 mm) *Termite: Moderate To Heavy *Winter Design Temperature: 20 Degrees *Ice Barrier Underlayment Required: No *Flood Hazards: Please Refer To Yavapai County Flood Control *Air Freezing Index: 194 *Mean Annual Temperature: 53 Degrees *Climate Zone: 2B For additional information on the design requirements of the adopted building codes and their amendments, use the following link to access the Town of Camp Verde Building Code (Chapter 7) : chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.campverde.az.gov/home/showpublisheddocument/13330/638549822638670000.

General - One-Stop-Shop

Community Development is a one-stop-shop for all permit applications. Once you have been given the green light for construction by our Planning & Zoning team, all grading and building applications shall be submitted to the Building Division through our GovWell permit portal. All plans will be forwarded to the proper departments, including Yavapai County Flood Control for review. Though the Building Department may share information with internal and external agencies, in order to approve the application for permitting, it is the responsibility of the applicant to obtain any and all required permits with the Town's Utilities Department, ADEQ, Yavapai County Environmental Development (septic), Arizona Department of Water Resources, etc.

ROC - Contractor List

A list of all contractors, including subs to be provided prior to building permit being issued.

Town Code, Article 7-1 (2019-A440) - Adopted Building Codes - Commercial

Camp Verde is currently under the 2018 IBC, the 2018 IFC, the 2017 NEC, the 2018 IECC, 2018 supplemental codes and the2018 International Existing Building Code. The following is a link to our Adopted Codes and Additional Climatic and Geographic Criteria: https://www.campverde.az.gov/departments/community-development/building-safety/adopted-building-codes. Within the page is another link to the Administrative Building Code, where the technical amendments to the adopted codes can be found.

Comments

1 CJ Charles Jewell
Water Division Foreman

No issues from Water Division.
Development will provide its own system.

Page 1 • April 29, 2025, 3:14pm

2 CT Chet Teague
Wastewater Division Manager

This project is out of the service area of the Town of Camp Verde sewer area. Need to contact the County for alternative options. Ie.. Septic.
No other comments.
Chet Teague

Page 1 • June 17, 2025, 12:55pm

3 MD Molly Davies
Economic Development Director

Will these spots be limited to 29 days or less?

Page 1 • May 15, 2025, 12:17pm

4 MD Molly Davies
Economic Development Director

Please share my information. They can reach out to me directly at molly.davies@campverde.az.gov to learn more about our tourism and marketing efforts. I'm curious to learn more about theirs and how we can support each other.

Page 1 • May 15, 2025, 12:17pm

5 CB Cliff Bryson
Planner

Per subsection 306.B.3 of the Planning & Zoning Ordinance, site plan needs to show A minimum of two vehicular entrances (One entrance may be kept closed to the general public if provision is made for emergency access.)

Page 7 • May 19, 2025, 12:32pm

6 RJ Roxanne Jasman
Chief Building Official

@Building Code - Town Code, Article 7-1 (2019-A440) - Adopted Building Codes - Commercial

Page 7 • May 13, 2025, 12:36pm

7 RJ Roxanne Jasman
Chief Building Official

@Building Code - General - Additional Climatic and Geographic Design Criteria (Commercial)

Page 7 • May 13, 2025, 12:37pm

8 CM Cory Mulcaire
Planner

The RV space dimensions need to demonstrate that they meet the 1500 SF requirement. Planning and Zoning Ordinance Section 306.C

Page 7 • April 29, 2025, 12:41pm

9 RJ Roxanne Jasman
Chief Building Official

@Building Code - General - One-Stop-Shop

Page 7 • May 13, 2025, 12:38pm

10 CB Cliff Bryson
Planner

Section 405 - Outdoor lighting will govern lighting on property. Updated lumen calculation form or lighting plan will need to be provided showing that property is in compliance with outdoor lighting ordinance.

Page 7 • May 19, 2025, 12:34pm

11 CB Cliff Bryson
Planner

Per subsection 306.C, site plan needs to show the following:
1. Recreational vehicle parks shall provide for individual recreational vehicle spaces, access driveways and parking.
2. A strip of land at least twenty feet in width shall be maintained as a landscaped area abutting all recreational vehicle park property lines.

Page 7 • May 19, 2025, 12:27pm

12 RJ Roxanne Jasman
Chief Building Official

@Building Code - CCFMD - CCFMD
@Building - General - CCFMD

Page 7 • May 13, 2025, 12:39pm

13 BC Bruce Connolly
Interim Town Engineer

- Provide Site Plan at full build-out. Include Floodplain Delineation on Site Plan.
- Provide Traffic Statement for Full Build-Out. Include anticipated ADT and AM/PM Peak hour.
- Provide discussion of Wastewater Treatment for Full Build-Out
- Provide discussion of the proposed provision of water at Full Build-Out

- Provide internal Traffic & Fire Circulation Plan at Full Build-Out
- Sealed Plans by an Electrical Engineer required for power to RV sites
- Water, Bathrooms, and Showers per AAC Title 18-Chapter 8

Page 7 • May 27, 2025, 4:26pm

14 RJ Roxanne Jasman
Chief Building Official

@Building Code - 9-3-2 Registration and License (2008-A355) - Town Code - Business License

Page 7 • May 13, 2025, 12:39pm

15 RJ Roxanne Jasman
Chief Building Official

@Building Code - ROC - Contractor List

Page 7 • May 13, 2025, 12:41pm

16 RJ Roxanne Jasman
Chief Building Official

These two RV/Park Model Spaces are not a part of parcel 403-17-006L. They are located on parcel 403-08-027, which is a part of Verde River Estates Plat 1. Was this parcel included in the original use permit?

Page 7 • May 13, 2025, 9:50am

17 RJ Roxanne Jasman
Chief Building Official

All new construction, grading, electrical, mechanical, or plumbing work will require permits with the Town. Please refer to the comments with in this document for links to adopted codes and design criteria.

Page 7 • May 13, 2025, 1:05pm

18 RJ Roxanne Jasman
Chief Building Official

All work proposed in FEMA regulated flood zones are subject to design approval by Yavapai County Flood Control. If any structures are being proposed within the RV/PM spaces in ZONE AE, engineered foundations will be required. All construction materials must meet FEMA requirements. Permit applications will be submitted to Yavapai County Flood as a part of the review process. For more information on flood requirements, please contact the County Flood Hydrologist, Stacey Yeager. Her phone number is 928-649-6222. A link to our application checklist for new construction is below: https://www.campverde.az.gov/home/showpublisheddocument/140/638742838136570000.

Page 7 • May 13, 2025, 1:10pm

19 RJ Roxanne Jasman
Chief Building Official

I do not see the existing RV sites near river shown on this map. Will you be doing away with those spaces?

Page 7 • May 13, 2025, 12:30pm

20 RJ Roxanne Jasman
Chief Building Official

What do the 10x20 rectangles located within the RV and PM Spaces represent?

Page 7 • May 13, 2025, 12:34pm

21 PM Patricia Mancini
Stormwater Specialist

My greatest concern is the proximity to the Verde River. Pollution Prevention is going to be critical, especially during events.

Page 19 • June 19, 2025, 10:53am

22 CM Cory Mulcaire
Planner

Please feel free to start the neighborhood meeting process. Reach out to Staff with any questions.

Page 29 • April 29, 2025, 12:42pm



April 3, 2025

Additional information shall be submitted upon request to support the use permit application.

Jackpot Ranch
2025 W Reservation Loop Rd
Camp Verde, AZ 86322
[redacted]
April 3, 2025

Town of Camp Verde Community Development Department
473 S. Main St #108
Camp Verde, AZ 86322

Subject: Revised Letter of Intent – Use Permit Application for RV Park at 2025 W Reservation Loop Road, Camp Verde, AZ 86322

Dear Town of Camp Verde Representatives,

I am submitting this revised Letter of Intent in support of my Use Permit application for the development and operation of an RV Park at 2025 W Reservation Loop Road, Camp Verde, AZ 86322. This update reflects changes and clarifications based on feedback and further planning since the initial submission.

Project Overview

The proposed RV Park is intended to be a safe, clean, and community-conscious facility that offers both short- and long-term stays. Our vision aligns with the Town of Camp Verde's land use objectives while preserving the rural and residential character of the surrounding area.

Updated Proposal – RV Use at Jackpot Ranch

Existing RV Infrastructure:

- 28 RV parking spaces with pedestals
- 2 RV park models currently on-site

Proposed Revisions:

- Increase total RV parking spaces from 28 to 50, with each space available for stays of up to 30 days
- Increase the number of RV park models from 2 to 5, intended for extended stays without the requirement for relocation

While long-term use of the park models is not anticipated, we are requesting a Use Permit that allows flexibility without a mandate for relocation.

Project Objectives and Benefits

- Offer affordable, accessible accommodations for visitors and seasonal travelers
- Stimulate local economic development through increased tourism and commerce
- Ensure low-impact development in harmony with nearby residences
- Incorporate sustainable practices for water, waste, and landscaping

Zoning and Compliance Considerations

The RV Park will be designed in full compliance with Town of Camp Verde zoning regulations and development standards. Specific measures include:

- Adhering to setback requirements, density limits, and landscaping buffers
- Providing adequate on-site parking and traffic flow infrastructure
- Meeting all state and local health requirements for wastewater and utility systems
- Observing noise and lighting ordinances to minimize disruptions

Community Engagement and Impact Mitigation

We are dedicated to being a responsible neighbor and will take proactive steps to address any concerns. These include:

- Installation of screening and fencing to preserve privacy and visual appeal
- Implementation of strict park rules to govern noise, waste, and conduct
- Site planning that maintains an open, well-kept, and inviting environment

Conclusion

This revised proposal represents our continued commitment to responsible development and thoughtful integration within the community. We believe the RV Park will provide a valuable service to visitors while supporting Camp Verde's broader goals for growth and sustainability.

Thank you for your time and consideration. I welcome the opportunity to further discuss this proposal and answer any questions you may have.

Sincerely,

Mark Kite
Jackpot Ranch
[redacted]

April 3, 2025

Additional information shall be submitted upon request to support the use permit application.

April 3, 2025

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April 3, 2025

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CHARITABLE & CIVIC EVENT* TABLE

MAXIMUM # OF VISITORS ON GROUNDS AT ANY ONE TIME	MAXIMUM VISITORS PER DAY	MAXIMUM FREQUENCY OF EVENTS PER YEAR
500	500	2
750	750	1
1000	1000	1
1500	2500	2

*AN EVENT THAT IS EXPECTED TO DRAW MORE THAN 300 PEOPLE

PARKING TABLE

DAILY VISITORS TO RANCH	MAXIMUM ESTIMATED # OF VEHICLES	ON-SITE PARKING (INCL 10 HANDICAP)	OFF-SITE PARKING	ON-SITE TEMPORARY PARKING	SHUTTLE SERVICE
0 – 250	150	212	N/A	N/A	N/A
250 – 500	300	212	N/A	N/A	N/A
500 – 750	450	212	260 +/-	815	N/A
750 – 1000	600	212	260 +/-	815	POSSIBLE
1000 – 1250	750	212	260 +/-	815	POSSIBLE
1250 – 1500	900	212	260 +/-	815	POSSIBLE

Service will be provided to shuttle handicapped individuals from off-site and temporary pasture parking to event locations.

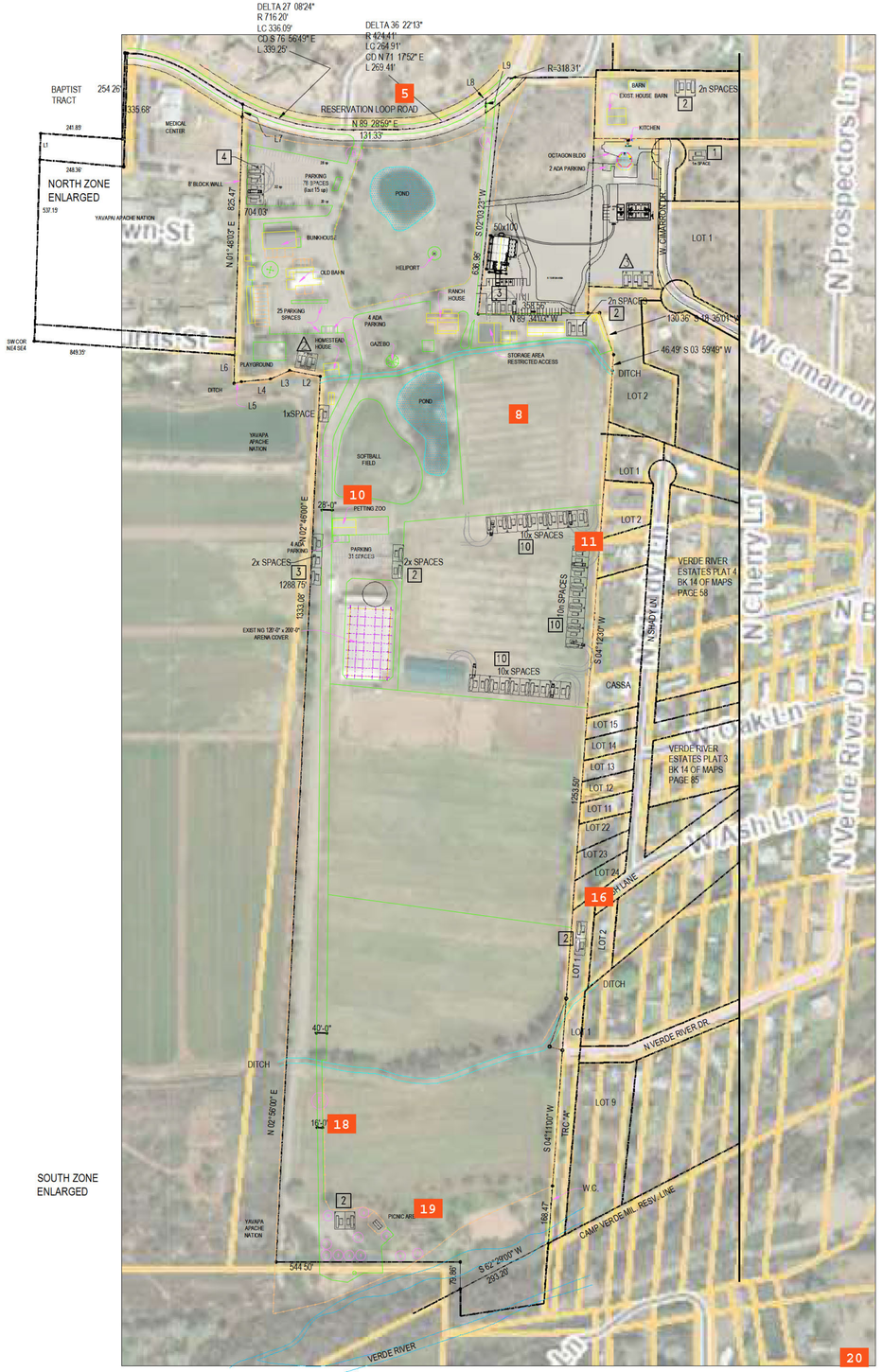
NUMBER	D RECTION	DISTANCE
L1	N 01 46'07" E	77.37'
L2	N 79 25'56" W	92.08'
L3	S 66 13'05" W	61.63'
L4	S 84 37'11" W	87.03'
L5	S 77 40'15" W	21.95'
L6	N 01 46'08" E	84.15'
L7	N 01 46'12" E	37.29'
L8	N 53 06'46" E	11.03'
L9	S 02 03'23" W	43.34'

ROAD WIDTHS:

- A 27'
- B 30'
- C 24'
- D 28'
- E 40'
- F 16'

WESTERN DEST NATIONS EXPERIENCES:

1. TREEHOUSE
2. LIVERY STABLE & BLACKSMITH SHOP
3. COTTONWOOD GULCH JA L
4. PONY EXPRESS DEPOT
5. CANTINA
6. SHOOTING GALLERY
7. MINE SHAFT & GOLD MINING
8. PORTABLE RESTROOM TRAILER
9. CATERING TRA LER
10. TACK SHED
11. PAVILION



1 SITE PLAN- RV SPACES
1" = 200'-0"

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PRELIMINARY NOT FOR CONSTRUCTION

CA ARCHITECTS, PLLC.
CA Architects, Plc
3102 N 32nd Place
Phoenix, AZ 85018
(602) 369-0995
Phone: 602-369-0995

REVISIONS:
V1

JPR: RV / PM SITE
Jackpot Ranch
2025 W. Reservation Loop Rd.
Verde, Az.

RV/PM SITE PLAN
TITLE: V3
SCALE: AS NOTED
DATE: 3-31-2025
CAA#: CA25-08

A1.0

April 3, 2025

Additional information shall be submitted upon request to support the use permit application.

April 3, 2025

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Luke Sefton, PE, CFM
Tim Huskett, PE, CFM
Robert Lane, Public Lands
Cheri Baker, Office Manager
Crockett Saline, PE
David Nicolella, Planner
Leonard Filner, Planner

Wednesday, July 25, 2024

Project # 230802
Written by Crockett Saline, PE

Shuster Foundation Ldt
2200 North Central Avenue Street, Sweet 105
Phoenix, Arizona 85004-1419

Re: Regarding Comments made by Willdan Engineering, Third party review of Camp Verde, 6.18.24 and 7.22.24

To whom it may concern,

The comments made by Willdan Engineering are in blue and the comments of Sefton Engineering are in green. Numbering is in sequence of comments. Additional comments for Sefton Engineering's responses are in red and Sefton Engineering's responses for that is in green.

Page 1

1. Revise Yavapai AZ to Yavapai County, Az on Vicinity Map

   -Updated the name in cover sheet, See Sheet C-1

2. Show all Existing and Proposed Street Names on Plans

   -Added labels on site plan, See sheets.

Page 2

3. Provide General Construction notes on Plans/ Including All Paving, Grading, Piping, and Utility Lines Construction Work Within the Public Right of Way on Public Streets, Access Ways, Lot Grading, Materials and Workmanship Shall Comply with Town of Camp Verde Engineering Standards and Specifications and the Latest Maricopa Association of Government (MAG) Standards Details and Specifications and the current Drainage Design Manual for Yavapai County.

   -Added general notes Sheets, See sheet C-2 through C-4.

40 Stutz Bearcat Dr., Sedona, Arizona 86336 ~Phone: (928) 202-3999
Email: info@sefengco.com ~ www.SeftonEngineeringCompany.com
In affiliation with:
Heritage Land Surveying & Mapping, Inc. with offices in Sedona, Camp Verde & Colorado

Luke Sefton, PE, CFM
Tim Huskett, PE, CFM
Robert Lane, Public Lands
Cheri Baker, Office Manager
Crockett Saline, PE
David Nicolella, Planner
Leonard Filner, Planner

4. Provide Storm Water General Notes on Plans. Including All Grading and Drainage Construction Sall Comply with the Current Drainage Design Manual for Yavapai County and Yavapai County Management Programs.

   -Added notes Sheets, See sheet C-2 through C-4.

5. Provide Lot Number or remove from Plans.

   -Removed lot number as it is not applicable, See Sheet C-1

6. Provide a Project Description on Plans

   -Added description on Sheet C-5.

   6.1 Need on Title Sheet

   -Added project description on Cover Sheet below Vicinity Map.

7. Provide Survey Data, Bench Marks and Basis of Bearing on Plans.

   -Added survey data on Sheet C-5 through C-7, basis of bearings is added on Sheet C-5, benchmark elevation is added on Note #2 on Sheet C-7.

   7.1 Show Corners

   - Added Basis of bearing and its corner with linework on Sheet C-5 and C-6.

8. Provide a complete set of Landscape Plans upon re-submittal.

   -Not Applicable

9. Call out or indicate all proposed items shown on plans for existing building accessibility.

   -Added ADA parking and ramp note at entrance, Sheer C-5.

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Leonard Filner, Planner

10. Provide Section Detail and elevation for Proposed Bar Ditch

    - Shown the bar ditch in sections, see Sheet C-7 & C-9.

      10.1 Bottom ditch @NE by dorm is 3162.62 which is higher than top 3162.93

      -Propose two swales/ditches which are inside the property start with existing elevations and gradually get depth of 0.5' to keep disturbances minimum and convey the water smoothly.

11. Provide all Proposed Water and Sewer Pipe Size, Type, and Include installation reference per current MAG Standards and Details.

    -N/A

      11.1 100' well easement?

      -100 feet well easement is shown on sheet C-5.

12. Add Flow Direction Arrows to Legend along with all Items shown on plans.

    -Added flow arrows on Sheet C-7.

      12.1 Thought we discussed flow arrows on ditch?

      - Added flow arrows on the ditches, see sheet C-7.

13. Add Existing and Proposed Contour Lines to Legend

    - Added on Sheet C-7.

14. It appears the Emergency Road is to be used for event parking. Clearly Define the Use for the Emergency Road

    -Added labels for access roads. See sheet C-5.

15. Provide New Emergency Road Typical Details and Sections on Plans.

    -The road is removed; this will not be applicable.

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16. Provide all existing culvert elevations, on and off-site Flow Direction Arrows throughout project site and show or indicate grade of Drainage Patterns on plans. Typical.

-Provided all majority culvert invert elevations, see sheet C-5 and C-7.

16.1 All culvert Elevations

- We have added all the elevation that we have, unfortunately we don't have the few remining elevations

17. Clarify Approximate Septic and Leach Field as located within Existing Culvert Discharge.

-Done through a separate permit.

18. Clearly, Identify or Remove all unknown line work and symbols from plans. Typical all applicable Sheet.

Thank you

18.1 ?

-Removed linework that was not required, some extra lines were also removed.

19. Provide Finish Grade elevation, flow direction arrows and Slope on plans.

-Added finished grades and slopes and flow direction arrows on sheet C-7.

20. Provide Length for Proposed 24" SD CMP and include installation reference to current Mag Standards and Details

-Added length and referred installation of headwall per MAG spec. 501-4.

20.1 They come in 20' lengths

- Made the 24" SD CMP to 20', see sheet C-5.

21. Indicate all Fills and Min Compaction and Density when supporting a structure sell be per UBC

-Added point #6 on Sheet C-7.

21.1 Identified Dorm as existing.

- Added a note on Dorm as existing dorm with Finished Grade, see sheet C-5.

22. Provide Proposed Parking Stall Depth Dimensions along with indicated Width Dimensions.

-Added dimensions on Sheet C-6 for ADA Parking, note general parking will not be striped or marked, open gravel parking.

Page 5

23. Clearly show (darken up) all existing and future conditions shown on plans. Typical.

-Darkened the conditions.

23.1 Linework

-Darkened proposed items and lightened existing conditions.

24. Define Location of New Swale (s) on Plans.

-Added horizontal control for swales on Sheet C-6.

25. It appears Off site Water Flows from existing CMP'S as shown dischargers and flows across Approx. Septic and Leach Field. Clarify or Revise accordingly.

-Septic by another permit and have been adjusted to existing.

25.1 Show where the offsite discharges goes.

- Offsite discharge goes to the south of the property, shown the arrow on southwest corner of property, see Sheet C-5.

26. Clarify and Indicate on plans all Site Access and Entrance Locations.

-Added a label of Entrance at the entrance road, see sheet C-5.

26.1 I don't see it.

- Added a label named "Public access road and entry to site" on the road which is on northwest of property, see Sheet C-5.

27. Show all on-site and off-site existing conditions including OK Wash on Plans

Luke Sefton, PE, CFM
Tim Huskett, PE, CFM
Robert Lane, Public Lands
Cheri Baker, Office Manager
Crockett Saline, PE
David Nicolella, Planner
Leonard Filner, Planner

-Drawn the OK Ditch, see sheet C-5.

28. Provide Intent for Storm Drainage Improvements and Clearly Define the locations on plans.

-See sheet C-5, to drain into lower recessed 52 acres irrigation fields and orchard where it is retained. Size of pond is = 52 acres.

29. Show Existing and Proposed Finished Grade Elevations and Grade in Profile Views.

-Added Sections Sheet, see Sheet C-9.

Page 5

30. Clarify or Remove Possible Original Grade from Detail as shown.

- Removed original grade from Sections sheet.

31. Reference Stabilized Construction Entrance shall be per Camp Verde current Standards and Requirements, Drainage Design Manual for Yavapai County and Yavapai County storm Water Management Program.

-Added plan as per ADOT.

Thank you for the comments and hope that we have addressed all the concerns. The point of contact regarding this evaluation is Crockett Saline, PE and Tejas Jakkawar of Sefton Engineering Consultants.

Sincerely,

Luke Sefton, PE, CFM

TEL: (928) 202-3999, [redacted]

See Attachment:

Registered Professional Engineer (Civil) CERTIFICATE NO. 37322 LUKE A. SEFTON Date Signed 7/19/2024 ARIZONA U.S.A.

40 Stutz Bearcat Dr., Sedona, Arizona 86336 ~Phone: (928) 202-3999
Email: info@sefengco.com ~ www.SeftonEngineeringCompany.com
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JACKPOT RANCH

2025 W. RESERVATION LOOP RD.
CAMP VERDE, ARIZONA

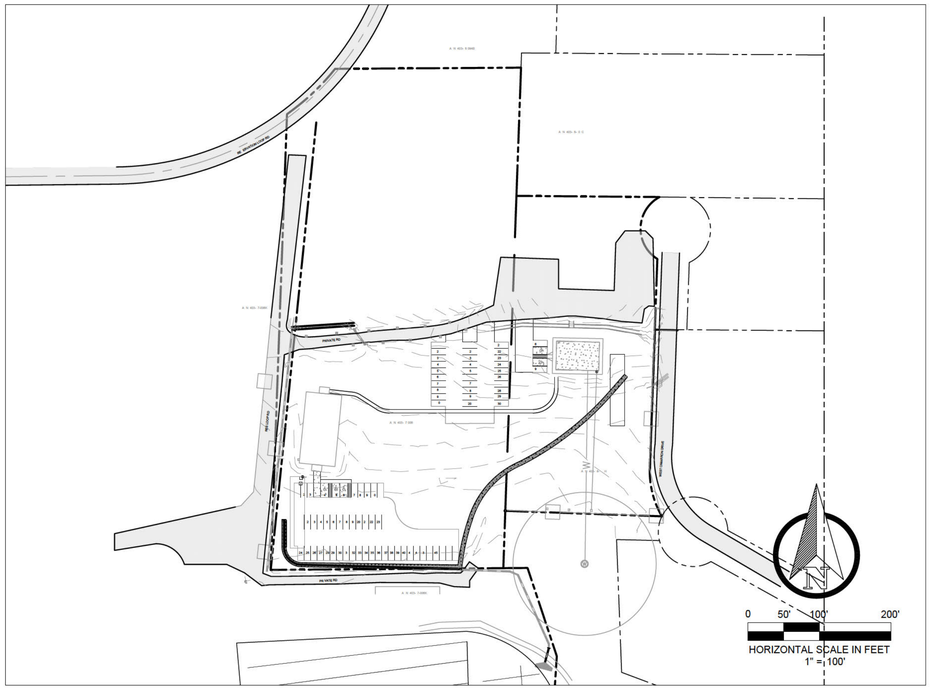
AREA: 72.12 ACRES
APN: 403-17-006L

A PARCEL LOCATED WITHIN A PORTION OF NORTHWEST $\frac{1}{4}$ OF THE SOUTHWEST $\frac{1}{4}$ OF SECTION 12 TOWNSHIP 14 NORTH, RANGE 4 EAST, GILA AND SALT RIVER MERIDIAN IN YAVAPAI COUNTY, ARIZONA

21

SHEET INDEX

C-1 COVER SHEET
C-2 NOTES 1 OF 3
C-3 NOTES 2 OF 3
C-4 NOTES 3 OF 3
C-5 SITE PLAN
C-6 HORIZONTAL CONTROL SHEET
C-7 GRADING AND DRAINAGE
C-8 DETAILS SHEET
C-9 SECTIONS
C-10 STORM WATER MANAGEMENT POLLUTION PREVENTION PLAN



PROJECT DESCRIPTION: EVENT CENTER AND PARKING PROJECT



VICINITY MAP
YAVAPAI COUNTY, ARIZONA
NO SCALE

DEVELOPER:

SHUSTER FOUNDATION LTD
2200 NORTH CENTRAL AVENUE STREET,
SWEET 105
PHOENIX, ARIZONA 85004-1419

CIVIL ENGINEER:

SEFTON ENGINEERING CONSULTANTS
40 STUTZ BEARCAT DR.
SEDONA, ARIZONA 86336
PHONE: (928) 202-3999
LUKE A. SEFTON, P.E. 37322
TIMOTHY HUSKETT, P.E. 58609
CROCKETT SALINE, P.E. 79644

LAND SURVER:

HERITAGE LAND SURVEYING & MAPPING INC.
PO BOX 3270
CAMP VERDE, ARIZONA 86322
PHONE: (928) 567-9170
SHANE M NAUERT, R.L.S.

Contact Arizona 811 at least two full working days before you begin excavation
ARIZONA811 BLUE STAKE, INC.
Call 811 or click Arizona811.com

Registered Professional Engineering Consultant
37322
LUKE A. SEFTON
SIGNED: 06-30-26
ARIZONA, U.S.A.

Sefton Engineering Consultants
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Surveying • Engineering • Land Planning
40 STUTZ BEARCAT DR. #B
SEDONA, ARIZONA 86336
PH: (928) 202-3999 LS@SEFENGCO.COM

SHEET TITLE: COVER SHEET
PROJECT TITLE: JACKPOT RANCH
2025 W. RESERVATION LOOP RD.
CAMP VERDE, AZ.

DRAWN BY:	TBJ
SCALE:	AS SHOWN
DATE:	07-25-2024
PROJECT NO:	230802
SHEET NO.	C-1

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1 GENERAL

1.1 ALL PAVING, GRADING PIPING AND UTILITY LINE CONSTRUCTION WORK WITHIN THE PUBLIC RIGHT-OF-WAY, ON PRIVATE STREETS, ACCESS WAYS, LOT GRADING, MATERIALS, AND WORKMANSHIP SHALL COMPLY WITH ENGINEERING STANDARDS AND SPECIFICATIONS, AND SHALL CONFORM TO THE LATEST MARICOPA ASSOCIATION OF GOVERNMENTS (MAG) AND A.D.O.T. STANDARD DETAILS AND SPECIFICATIONS. GRADING WORK SHALL CONFORM TO MAG SPECS, THE SOILS REPORT AND CHAPTER 70 ENTITLED "EXCAVATION AND GRADING" OF THE UNIFORM BUILDING CODE (UBC) LATEST EDITION, SUBSECTIONS 7001 TO 7005, 7009 TO 7013, FIGURES 70-1 AND 70-2 AND AS STATED THEREIN. LOCAL MUNICIPAL STANDARD DETAILS WILL CONTINUE TO APPLY WHERE NOT ADOPTED OR INCLUDED BY MAG. THE FOLLOWING NOTES AND SPECIFICATIONS ARE HEREBY MADE A PART OF THE CONTRACT DOCUMENTS AND PROJECT MANUAL. WHERE THERE EXISTS A CONFLICT BETWEEN THESE NOTES, MAG SPECS, UBC, THE SOILS REPORT OR THE PROJECT MANUAL, THE MORE STRINGENT OF THE REQUIREMENTS SHALL GOVERN UNLESS PRIOR CLARIFICATION FROM THE ENGINEER HAS BEEN GIVEN IN WRITING TO THE CONTRACTOR. THE CONTRACTOR AS STATED HEREIN SHALL MEAN THE GENERAL CONTRACTOR AND HIS ASSOCIATED SUBCONTRACTORS. THE GENERAL CONTRACTOR IS RESPONSIBLE FOR THE COORDINATION AND PERFORMANCE OF THE WORK OF ALL OF HIS SUBCONTRACTORS AND SUPPLIERS.

1.2 ALL WORK SHALL BE BID AND INSTALLED BY THE CONTRACTOR COMPLETE AND OPERATIONAL TO LINES, GRADES AND FUNCTIONS INDICATED ON ALL PLANS AND SPECIFICATIONS. PROVIDE ALL LABOR, MATERIALS, EQUIPMENT AND SERVICES NECESSARY TO COMPLETE ALL PROJECT EARTHWORK AND SITE WORK INCLUDING BUT NOT LIMITED TO: SITE CLEARING, GRUBBING, DEMOLITION'S, DEBRIS REMOVALS FROM THE SITE, IMPORT AND/OR EXPORT OF SOILS AND OTHER MATERIALS TO AND FROM THE SITE, BORROW MATERIALS, TEMPORARY SOILS MATERIAL STOCKPILING, BACKFILL OF ONSITE BORROW PITS, MOVING OF MATERIALS, CUT AND FILL, SLOPES, SOILS AND BANK STABILIZATION AND PROTECTION, BERMING, ROADWAY EXCAVATIONS, RELOCATION'S, STRUCTURE EXCAVATIONS, TRENCHING, ALL BACKFILLING, SITE GRADING, PAVING, PIPING, UTILITY LINE AND STORM DRAINAGE CONSTRUCTION, CURBS, SITE CONCRETE WORK AND OTHER MISCELLANEOUS SITE WORK STRUCTURES AND ITEMS INDICATED ON THE PLANS AND IN THE CONTRACT DOCUMENTS.

1.3 ALL OBSTRUCTIONS IN THE ROAD PRISM SHALL BE REMOVED BEFORE ANY CONSTRUCTION IS PERMITTED.

1.4 ANY QUANTITIES SHOWN ON PLANS ARE NOT VERIFIED BY THE ENGINEER. QUANTITIES ARE APPROXIMATE ONLY AND INTENDED AS A GUIDE FOR OWNERS PURPOSES. THE CONTRACTOR IS RESPONSIBLE FOR PROVIDING HIS OWN QUANTITY TAKE OFFS. THE CONTRACTOR SHALL VISIT THE SITE AND REVIEW THE SOILS CONDITIONS AND THE SOILS REPORT (XXXXXXXXXXX #XXXXXXXXX) WITH THE PROJECT SOILS ENGINEER PRIOR TO BIDDING THIS PROJECT. ANY DISCREPANCIES IN SITE MATERIALS SHALL BE BROUGHT TO THE ATTENTION OF THE DESIGN ENGINEER 7 DAYS MINIMUM PRIOR TO BID OPENING FOR REVIEW. ALL SHRINK OF EARTH MATERIAL OR EXCESS MATERIAL FROM UTILITY TRENCHES AND FOUNDATIONS SHALL BE INCLUDED IN THE CONTRACTOR'S BID.

1.5 THE ENGINEER MAY REQUIRE THE SUBMITTAL OF A "CERTIFICATE OF COMPLIANCE" AND/OR "MANUFACTURER'S GUIDELINES" FOR ANY MATERIALS USED IN THE WORK. MANUFACTURER'S GUIDELINES SHALL CONSISTS OF WRITTEN INSTRUCTIONS FOR SHIPPING, HANDLING, UNLOADING, CUTTING, JOINING, INSTALLATION, STORAGE, AND/OR ANY OTHER FACETS OF CONSTRUCTION.

1.6 THE ENGINEER WILL REQUIRE ANY MATERIALS USED IN THE WORK TO BE TESTED ACCORDING TO AASHTO AND ASTM STANDARDS. THE CONTRACTOR SHALL, AT HIS EXPENSE, SUPPLY CERTIFICATES OR RESULTS OF TESTING.

1.7 ALL WORK AND MATERIALS NOT CONFORMING TO SPECIFICATIONS OR PERFORMED WITHOUT THE CONSENT OF THE OWNER OR HIS REPRESENTATIVE WILL BE SUBJECT TO REJECTION BY THE OWNER AND/OR ENGINEER AND REPLACED AT THE CONTRACTOR'S EXPENSE.

1.8 THE CONTRACTOR SHALL GUARD AGAINST DAMAGE DURING CONSTRUCTION TO ADJACENT PROPERTIES, FENCES, WALLS AND UTILITY EQUIPMENT. ANY ITEMS DAMAGED BY CONSTRUCTION SHALL BE REPLACED WITH SAME KIND OR BETTER AT CONTRACTOR'S EXPENSE.

1.9 NO CONSTRUCTION SHALL BEGIN UNTIL CONFLICTING UNDERGROUND UTILITY MITIGATING CONSTRUCTION IS COMPLETED, IF ANY.

1.10 NO EXISTING SURVEY MONUMENTATION SHALL BE REMOVED OR DISTURBED BY THE CONTRACTOR WITHOUT NOTIFICATION AND APPROVAL OF THE PROJECT SURVEYOR. THE CONTRACTOR SHALL CONTACT THE PROJECT SURVEYOR FOR THE SETTING OF REFERENCE POINTS 48 HOURS PRIOR TO DISTURBING OR REMOVING ANY MONUMENTS. THE CONTRACTOR SHALL BE FINANCIALLY RESPONSIBLE FOR COSTS TO REESTABLISH MONUMENTATION OR CONTROLS REMOVED WITHOUT PRIOR NOTICE AND APPROVAL.

1.11 TRAFFIC CONTROL SHALL CONFORM TO THE LOCAL ADOPTED STANDARDS AND MUTCD. CONTRACTOR SHALL SUBMIT PLAN TO PROJECT ENGINEER FOR REVIEW AND APPROVAL PRIOR TO STARTING CONSTRUCTION.

1.12 BENCH MARK: ELEVATIONS ESTABLISHED WITH REFERENCE TO THE BENCH MARK AS INDICATED ON THE SURVEY CONTROL SHEET.

1.13 CONTRACTOR SHALL COORDINATE HIS WORK WITH THE DESIGN ENGINEER, OWNER, PUBLIC UTILITY COMPANIES AND OTHER ASSOCIATED TRADES ON AND ADJACENT TO THE PROJECT SITE. COORDINATE INSTALLATION OF ALL PUBLIC AND PRIVATE UNDERGROUND UTILITIES, PIPES, CONDUITS AND PIPE SLEEVE SIZES AND LOCATIONS PRIOR TO THEIR PLACEMENT. INSTALLATION: THE CONTRACTOR IS RESPONSIBLE FOR SETTING CAPPED SLEEVES AND PROVIDING TYPE 1 COMPACTION IN ALL BACKFILLED TRENCHES IN PAVED AREAS AND EASEMENTS. PROVIDE TRACER WIRE AND MARKER AT GRADE LEVEL FOR FUTURE LOCATING.

1.14 CONTRACTOR TO BE RESPONSIBLE FOR ALL IDENTIFIED AND REQUIRED TESTING AND CONSTRUCTION STAKING, AND FOR THE FOLLOWING ADDITIONAL ENGINEERING SERVICES SHOULD THEY OCCUR;

A. RE-OBSERVATION, COORDINATION AND EXTRA TESTING OR RETESTING COSTS INCURRED BECAUSE OF IMPROPER OR FAULTY CONSTRUCTION.

B. ANY RESTAKING REQUIRED BY THE CONTRACTOR.

C. CHANGES AND SUBSTITUTIONS IN MATERIALS CONSTRUCTION METHODS, REQUESTED BY THE CONTRACTOR, THAT MUST BE REVIEWED, RECALCULATED OR APPROVED BY THE PROJECT ENGINEER.

D. ENGINEERING DESIGN SERVICES REQUESTED BY THE CONTRACTOR OR CAUSED BY ERRORS OR OMISSIONS BY THE CONTRACTOR.

E. ANY ENGINEERING DESIGN APPROVED BY OTHERS AND SUBMITTED FOR REVIEW. THESE SHALL BEAR THE SEAL OF AN ENGINEER REGISTERED IN ARIZONA.

1.15 ANY DIFFERENCE BETWEEN PLANS AND SPECIFICATIONS AND QUESTIONS AS TO THEIR MEANING SHALL BE DETERMINED PRIOR TO BID OPENING OF THE CONTRACT AND SHALL BE INTERPRETED BY THE ENGINEER. THE GENERAL INTENT AND MEANING OF THE PLANS AND SPECIFICATIONS WILL GOVERN AND SHALL NOT WARRANT ANY ADDITIONAL COMPENSATION TO THE CONTRACTOR. THE ENGINEER WILL PROVIDE FULL INSTRUCTIONS WHEN DISCREPANCIES ARE DISCOVERED IN THE DOCUMENTS.

1.16 THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE LIMITS OF THE WORK AREA PRIOR TO BEGINNING CONSTRUCTION ALL CONSTRUCTION LIMITS, AREAS OF WORK, SETBACKS, PERIMETERS, ADJACENT PROPERTY LINES, BOUNDARIES, AND OTHER CRITERIA DEFINING THE LIMITS OF THE CONTRACTOR'S WORK AREA AND LIMITS, SHALL BE STAKED BY THE CONTRACTOR'S SURVEYOR PRIOR TO CONSTRUCTION OR CLEARING OF THE SITE. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FAMILIARIZING HIMSELF WITH THE EXTENT OF WORK TO BE DONE IN EACH SEPARATE PHASE OF THE PROJECT, AND ANY WORK NECESSARY IN INACTIVE PHASES REQUIRED TO DEEM THE ACTIVE PHASES FINISHED, SAFE, AND SERVICEABLE.

1.17 THE CONTRACTOR OR SUBCONTRACTORS SHALL NOT DEVIATE FROM THESE PLANS OR MAKE FIELD CHANGES WITHOUT WRITTEN APPROVAL FROM THE NATION. ANY CHANGES MADE WITHOUT APPROVAL OF THE PROJECT ENGINEER ARE SUBJECT TO REMOVAL AT THE EXPENSE OF THE CONTRACTOR.

1.18 THE PROJECT ENGINEER RESERVES THE RIGHT TO MAKE MINOR FIELD MODIFICATIONS TO GRADES AND STRUCTURE DESIGNS TO ACCOMMODATE FIELD CONDITIONS FOUND ON SITE THAT DO NOT INVOLVE COST OR TIME. THIS INCLUDES BUT IS NOT LIMITED TO MINOR MODIFICATIONS TO GRADE, ALIGNMENT, SLOPE OR STRUCTURE LOCATIONS.

1.19 NO JOB WILL BE CONSIDERED COMPLETE UNTIL FINE GRADING IS COMPLETE AND ALL CURBS, PAVEMENT AND SIDEWALKS HAVE BEEN SWEPT CLEAN OF ALL DIRT AND DEBRIS. ALL SURVEY MONUMENTS ARE INSTALLED AND ALL VALVES, MANHOLES AND BOXES HAVE BEEN ADJUSTED ACCORDING TO THE PLANS AND STANDARD DETAILS.

1.20 EXISTING GRADES INDICATED ON PLANS ARE BASED ON PRE-GRADING CONDITIONS. LOSSES IN MATERIAL DUE TO SHRINKAGE OF MATERIAL, DEMOLITION OF EXISTING SITE FEATURES, CLEARING AND GRUBBING OF THE SITE SHALL BE INCLUDED IN CONTRACTOR'S BID.

1.21 SHOP DRAWINGS SHALL BE PROVIDED BY THE CONTRACTOR PER MAG SECTION 105.2.

1.22 ALL SERVICES SHALL BE MAINTAINED TO ALL AREAS AT ALL TIMES DURING THE CONSTRUCTION PERIOD, EXCEPT WHEN IT IS NECESSARY TO SHUT DOWN A LINE TO MAKE A CONNECTION WITH THE NEW LINE. RESIDENTS SHALL BE GIVEN A 24 HOUR NOTICE WHEN IT IS KNOWN THAT SERVICE WILL BE INTERRUPTED.

1.23 NO EXISTING SURVEY MONUMENTATION SHALL BE REMOVED OR DISTURBED BY THE CONTRACTOR WITHOUT NOTIFICATION AND APPROVAL OF THE PROJECT SURVEYOR. THE CONTRACTOR SHALL CONTACT THE PROJECT MANAGER FOR THE SETTING OF REFERENCE POINTS 48 HOURS PRIOR TO DISTURBING OR REMOVING ANY MONUMENTS. THE CONTRACTOR SHALL BE FINANCIALLY RESPONSIBLE FOR COSTS TO REESTABLISH MONUMENTATION OR CONTROLS REMOVED WITHOUT PRIOR NOTICE AND APPROVAL.

1.24 THE CONTRACTOR SHALL COORDINATE HIS WORK AND COOPERATE WITH ANY OTHER PERSONS OR ENTITIES OPERATING ON OR ADJACENT TO THE SITE OF THE PROJECT.

1.25 RETAINING WALLS SHALL BEAR INTO NATURAL BEDROCK, OR COMPACTED SOIL WHICH HAS A BEARING VALUE OF 3,000 P.S.F. VERIFICATION OF SAID BEARING VALUE TO BE PROVIDED BY THE SOILS ENGINEER.

2 PERMITS

2.1 CONTRACTOR SHALL OBTAIN ALL PERMITS AT HIS OWN EXPENSE FROM FEDERAL, STATE OR LOCAL MUNICIPAL AND AIR POLLUTION CONTROL AUTHORITIES PRIOR TO BEGINNING CONSTRUCTION.

2.2 REQUIRED PERMITS SHALL BE SECURED BY THE CONTRACTOR FROM THE APPROPRIATE AGENCIES.

2.3 THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING AT HIS OWN EXPENSE ALL APPROPRIATE INSURANCE FORMS FOR PERMIT REQUIREMENTS.

2.4 IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO ARRANGE FOR THE RELOCATION AND RELOCATION COSTS, IF ANY, OF ALL UTILITIES, AND SUBMIT A UTILITY RELOCATION SCHEDULE TO THE MUNICIPALITY AND DESIGN ENGINEER PRIOR TO CONSTRUCTION. ALL PUBLIC UTILITY EQUIPMENT POLES, BOXES, STRUCTURES AND MUNICIPAL UTILITY COMPANY EQUIPMENT SHALL BE RELOCATED BY THE APPROPRIATE UTILITY COMPANY OR MUNICIPALITY BEFORE ANY WORK IS STARTED.

3 APPROVALS

3.1 THE CONTRACTOR IS TO USE ONLY THAT OFFICIAL CONSTRUCTION SET OF DRAWINGS WHICH CONTAINS THE APPROVAL OF THE GOVERNMENT AGENCY SIGNED ON THE COVER SHEET OF THE PLANS. THE CONTRACTOR SHALL NOT PLACE BIDS ON A SET OF DRAWINGS UNSIGNED BY THE GOVERNMENT AGENCY AND/OR MARKED "NOT FOR CONSTRUCTION".

4 RECORD DRAWINGS

4.1 IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PROVIDE AND KEEP AN UPDATED RECORD SET OF AS-BUILT INFORMATION DRAWINGS IN GOOD CONDITION ON THE JOB SITE FOR THE PROJECT MANAGER & UTILITY DIRECTOR TO INSPECT AND PROVIDE A COPY TO THE PROJECT ENGINEER AT COMPLETION OF THE WORK, WITH THE RECORD SET SHOWING FIELD VERIFIED LOCATIONS OF ALL VALVES, BOXES, MANHOLES, UTILITY POLES, PIPE SLEEVES, UTILITY ENCASEMENT AND OTHER UTILITY LINES AND EQUIPMENT ABOVE AND BELOW GROUND WHICH THE CONTRACTOR ENCOUNTERS AND INSTALLS IN HIS AREA OF WORK.

4.2 ACCEPTANCE OF THE COMPLETED PAVING, GRADING OR UTILITY INSTALLATION WILL NOT BE GIVEN UNTIL REPRODUCIBLE AS-BUILT PLANS HAVE BEEN SUBMITTED BY THE CONTRACTOR TO THE ENGINEER AND APPROVED BY THE LOCAL GOVERNING AGENCY INCLUDING HOUSING AND UTILITY DEPARTMENTS.

5 OBSERVATION

5.1 ALL MATERIALS USED AND ALL WORK DONE BY THE CONTRACTOR SHALL BE SUBJECT AT ALL TIMES TO THE OBSERVATION, TESTING AND APPROVAL OF THE ENGINEER AND GOVERNING AGENCY. SPECIAL INSPECTION AND TESTING SERVICES SHALL BE PROVIDED AT THE CONTRACTOR'S EXPENSE, AS REQUIRED BY THE CONTRACT DOCUMENTS.

5.2 THE CONTRACTOR SHALL CONTACT THE APPROPRIATE PUBLIC UTILITY COMPANIES FOR INSPECTION OF TRENCHING, BEDDING AND BACKFILLING DONE IN CONJUNCTION WITH INSTALLATION OF THOSE UTILITIES ON THIS PROJECT.

5.3 SUBMITTAL OF AN ENGINEER'S CERTIFICATE OF COMPLETION IS REQUIRED BY A.D.E.Q. FOR ALL WATER AND SEWER SYSTEM CONSTRUCTION. RELATED INSPECTION AND TESTING SHALL BE PROVIDED BY THE DEVELOPER'S ENGINEER AT THE DEVELOPER'S EXPENSE.

5.4 SOILS COMPACTION TEST RESULTS MUST BE SUBMITTED TO THE PROJECT ENGINEER'S OFFICE FOR ALL FILL MATERIAL FOR ROADS, TRENCH BACKFILL AND SITE FILL MATERIALS UNDER SLABS AND STRUCTURES. NO FILL MATERIALS SHALL BE PLACED WITHOUT TESTING DURING PLACEMENT. NO EARTH MATERIAL SHALL BE PLACED WITHOUT APPROVAL OF THE PREVIOUS LIFTS. THE CONTRACTOR SHALL SUBMIT ALL TEST RESULTS TO THE PROJECT ENGINEER.

5.5 THE CONTRACTOR WILL BE RESPONSIBLE FOR SCHEDULING AND COORDINATION OF ALL TESTING INCLUDING THE FOLLOWING ITEMS WHICH SHALL BE TESTED IN ACCORDANCE WITH MAG SPECIFICATIONS FOR:

1. SUBGRADE COMPACTION
2. BASE COURSE COMPACTION
3. ASPHALT PAVEMENT MIX DESIGN QUALITY
4. CONCRETE STRENGTH
5. TRENCH BEDDING AND BACKFILL
6. TESTING FOR UTILITIES, PIPING AND DRAINAGE SYSTEMS
7. RETAINING WALLS CONCRETE AND COMPACTION

5.6 THE ENGINEER SHALL BE NOTIFIED BY THE CONTRACTOR 24 HOURS PRIOR TO BEGINNING DIFFERENT ASPECTS OF CONSTRUCTION SO THAT INSPECTIONS MAY BE SCHEDULED.

6 FINAL ACCEPTANCE

6.1 APPROVAL OF A PORTION OF THE WORK IN PROGRESS DOES NOT GUARANTEE ITS FINAL ACCEPTANCE. TESTING AND EVALUATION MAY CONTINUE UNTIL WRITTEN FINAL ACCEPTANCE OF A COMPLETE WORKABLE UNIT. ACCEPTANCE OF COMPLETED IMPROVEMENTS WILL NOT BE GIVEN UNTIL DEFECTIVE OR UNAUTHORIZED WORK IS REMOVED, AND FINAL CLEANUP IS COMPLETE.

6.2 APPROVAL OF A PORTION OF THE WORK IN PROGRESS DOES NOT GUARANTEE ITS FINAL ACCEPTANCE. TESTING AND EVALUATION MAY CONTINUE UNTIL WRITTEN FINAL ACCEPTANCE OF A COMPLETE WORKABLE UNIT. ACCEPTANCE OF COMPLETED IMPROVEMENTS WILL NOT BE GIVEN UNTIL DEFECTIVE OR UNAUTHORIZED WORK IS REMOVED, AND FINAL CLEANUP IS COMPLETE.

7 UTILITIES

7.1 A UTILITY COORDINATION MEETING SHALL BE COORDINATED BY THE CONTRACTOR PRIOR TO THE START OF ANY WORK. ALL UTILITY ISSUES SHALL BE ADDRESSED IN ACCORDANCE WITH MAG

7.2 THE CONTRACTOR SHALL CALL "BLUE STAKE" AND NOTIFY THE APPROPRIATE PRIVATE, PUBLIC AND MUNICIPAL UTILITY COMPANIES 48 HOURS PRIOR TO ANY CONSTRUCTION WORK TO VERIFY LOCATION AND DEPTH OF ALL UTILITY LINES IN THE AREA OF WORK. UTILITIES IF INDICATED ON PLANS ARE APPROXIMATE LOCATIONS ONLY, TAKEN FROM THE UTILITY COMPANY MAPS. IF THE CONTRACTOR ENCOUNTERS ANY LINES NOT INDICATED ON THE DRAWINGS OR MARKED IN THE FIELD BY THE UTILITY COMPANY THAT MAY INTERFERE WITH HIS WORK, HE SHALL NOTIFY THE APPROPRIATE UTILITY COMPANY IMMEDIATELY FOR DISPOSITION OF THOSE FACILITIES.

7.3 THE CONTRACTOR IS RESPONSIBLE FOR PREPARATION OF GRADE, TRENCHING, BACKFILLING, PAD CONSTRUCTION AND CONCRETE PADS FOR UTILITY EQUIPMENT INSTALLED ON THIS PROJECT. CONTRACTOR SHALL CONTACT LOCAL UTILITY COMPANIES FOR DETAILS AND REQUIREMENTS.

7.4 REQUIRED UTILITY SLEEVES SHALL BE PLACED PRIOR TO SUBBASE CONSTRUCTION AND PAVING. CONTACT APPROPRIATE UTILITY COMPANIES FOR REQUIREMENTS IN ALL AREAS.

7.5 ALL WATER MAINS, APPURTENANCES, AND INSTALLATION SHALL CONFORM TO A.W.W.A. STANDARDS AND ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY, AND ARIZONA WATER COMPANY REQUIREMENTS. WATER SYSTEM SHALL BE TESTED PER A.D.E.Q. BULLETIN NO. 10 TO THE APPROPRIATE A.W.W.A. STANDARDS.

7.6 ALL FIRE HYDRANTS SHALL MEET ALL REQUIREMENTS OF A.W.W.A. C-509-80.

8 CONSTRUCTION STAKING

8.1 THE ACCURACY OF ALL CONSTRUCTION WORK SHALL BE MAINTAINED AND VERIFIED BY A REGISTERED LAND SURVEYOR. CONSTRUCTION STAKING SUITABLE TO THE ENGINEER WILL BE SET ESTABLISHING LINES AND GRADES (FINISH OR FLOWLINE) FOR ALL CONSTRUCTION INCLUDING ROADS, CURB AND GUTTER, SIDEWALKS, UTILITIES, STRUCTURES, AND OTHER WORK AS CONSIDERED NECESSARY BY THE PROJECT ENGINEER. ALL SURVEY CONTROL SHALL BE SET BY THE SURVEYOR FROM MONUMENTS ACCEPTABLE TO THE ENGINEER.

8.2 THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL CONSTRUCTION STAKING.

9 GRADING AND EARTHWORK

9.1 PERFORM ALL EARTHWORK GRADING, CUTTING AND FILLING AS PER THE PROJECT SOILS REPORT FOR THIS PROJECT.

9.2 NO GRADING OR TRENCHING WORK SHALL BEGIN PRIOR TO SUPPORTING AND PROTECTING EXISTING ONSITE AND ADJACENT PROPERTY FROM SETTLING, CRACKING, OR OTHER DAMAGE WHICH MIGHT RESULT.

9.3 WATER SOURCE: THE CONTRACTOR SHALL MAKE THE NECESSARY ARRANGEMENTS FOR OBTAINING ALL WATER REQUIRED FOR SOIL COMPACTION, DRINKING PURPOSES AND DUST CONTROL. (MAG SPEC 225)

9.4 CLEARING AND GRUBBING: EXAMINE SITE AND PROVIDE NECESSARY EQUIPMENT AND LABOR TO REMOVE FROM THE SITE AND DISPOSE OF STUMPS, ROOTS, ROCKS, LOOSE FILL, VEGETATION, DEBRIS, AND ANY OTHER OBJECTIONABLE MATERIALS FROM THE BUILDING AND FILL AREAS. CLEAN, UNCLASSIFIED ONSITE SOILS MAY BE USED IN GENERAL AS FILL MATERIAL. SEE MAG SPECIFICATION SECTIONS 201 AND 215.

9.5 TOPSOIL THAT WILL BE AFFECTED BY ROUGH GRADING OR EXCAVATION SHALL BE STOCKPILED ON THE SITE SEPARATELY AND SHALL NOT BE USED FOR FILL, BUT SHALL BE CONSERVED AND USED FOR FINE AND FINISH GRADING.

9.6 SITE DRAINAGE: CONSTRUCTION OF ALL SWALES, CHANNELS, DRAINAGE PIPES, DRAINAGE STRUCTURES AND BANK PROTECTION SHALL BE CONSTRUCTED DURING THE FIRST PHASES OF SITE CONSTRUCTION TO PROTECT ALL OTHER CONSTRUCTION FROM SURFACE WATERS. DIVERT RUN OFF WATER AROUND CONSTRUCTION OPERATIONS. CARE SHALL BE TAKEN BY THE CONTRACTOR NOT TO ADVERSELY AFFECT ADJACENT PROPERTIES. DRAIN EXCAVATIONS BY PUMPING OR OTHER SATISFACTORY METHOD TO PREVENT SOFTENING OF THE FOUNDATION SOILS, UNDERCUTTING OF FOOTINGS, OR OTHER ACTIONS DETRIMENTAL TO PROPER CONSTRUCTION PROCEDURES.

9.7 THE CONTRACTOR SHALL PROVIDE POSITIVE DRAINAGE AWAY FROM ALL WALLS AND FOUNDATIONS. ALL STORM DRAINS, DRAIN LINES, OVERFLOWS, OUTLETS, AND/OR OTHER DRAINAGE TYPE OUTLETS WHICH CONDUCT MOISTURE NEAR THE STRUCTURES SHALL BE POSITIVELY DRAINED AWAY FORM THE STRUCTURE. NO WATER SHALL BE PERMITTED TO POND NEAR STRUCTURES OR FOUNDATIONS. ALL DRAINAGE SHALL BE CHANNELED AND TAKEN A MINIMUM OF 10 FEET AWAY FROM ALL STRUCTURES.

9.8 SUBGRADE PREPARATION: IF THE NATURAL SUBGRADE IS LESS THAN THE REQUIRED DENSITY, IT SHALL BE SCARIFIED AND COMPACTED TO A MINIMUM DEPTH OF TWELVE INCHES OR AS NOTED IN THE SOILS REPORT IMMEDIATELY PRIOR TO PLACING SUBSEQUENT FILL MATERIAL THEREON. THE CONTRACTOR IS RESPONSIBLE FOR MAINTENANCE AND REPAIR OF DAMAGE TO PREPARED SUBGRADE CAUSED BY CONTRACTORS OPERATIONS OR PUBLIC TRAFFIC UNTIL ACCEPTANCE OF PROJECT. NO MATERIALS SHALL BE PLACED UPON THE PREPARED SUBGRADE UNTIL IT MEETS THE SPECIFIED REQUIREMENTS. ROADWAY SUBGRADE COMPACTION INCLUDES SUBGRADE UNDER ALL PAVEMENT, CURB, SIDEWALKS, SHOULDERS AND FILL SLOPES. SUBGRADE TOLERANCES SHALL BE AS SPECIFIED IN MAG SECTION 301. OPEN LANDSCAPED AREAS SHALL BE GRADED TO +/- 0.20 FEET.

9.9 EARTH FILL: AREAS TO BE FILLED SHALL BE LEVELED TO PROVIDE A LEVEL BASE TO SUPPORT FILL MATERIALS. SUBGRADE AND SUBBASE AREAS REQUIRING FILL MATERIAL SHALL BE SCARIFIED MOISTENED AND COMPACTED PRIOR TO PLACING FILL. ALL FILL, SUBGRADE AND SUBBASE MATERIALS SHALL BE COMPACTED TO SPECIFIED DENSITIES AT OR NEAR OPTIMUM MOISTURE CONTENTS AS VERIFIED AND RECOMMENDED BY THE SOILS ENGINEER. PLACE FILL IN HORIZONTAL LIFTS NOT EXCEEDING SIX INCHES IN LOOSE THICKNESS BEFORE COMPACTION. SLOPED SURFACES SHALL BE PLOWED, STEPPED, AND BENCHED SO THAT THE FILL MATERIAL WILL BOND WITH THE EXISTING MATERIAL. BENCH AT THE TOE OF FILL SLOPES AND PERIODIC INTERVALS UP THE FILL SLOPES BENCHES.

9.10 IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT THE SOILS ENGINEER FOR SCHEDULING OF COMPACTION TESTING. THE FREQUENCY OF DENSITY AND MOISTURE TESTS REQUIRED FOR ADEQUATE CONTROL SHALL BE THE RESPONSIBILITY OF THE SOILS ENGINEER WHO SHALL CERTIFY TO THE ENGINEER AND CONTRACTOR AT PROJECT END THAT THE ROADBED FILL IS COMPACTED AS OUTLINED HEREIN. COMPACTION SHALL BE ACHIEVED BY MECHANICAL MEANS. IN NO CASE SHALL STRUCTURE BACKFILLING BE FLOOD WATER SETTLED.

9.11 ALL SLOPE CONSTRUCTION AND ROADWAY EXCAVATION SHALL CONFORM TO THE REQUIREMENTS OF MAG SPECIFICATIONS SECTIONS 201, 205, 212, 301, AND UBC SECTIONS 7009 AND 8010. CUT AND FILL SLOPES SHALL BE AS INDICATED ON THE DETAILS AND PLANS. CUT AND FILL SLOPE GRADIENTS SHALL NOT EXCEED 2:1 IN STEEPNESS WITHOUT WRITTEN AUTHORIZATION FROM THE PROJECT ENGINEER AND EXAMINATION BY THE PROJECT ENGINEER. ALL SLOPE CONDITIONS SHALL BE PROVIDED WITH THE APPROPRIATE BENCHES AS SPECIFIED IN THE REFERENCE DOCUMENTS AND INDICATED ON THE PLANS. IF SOILS CONDITIONS ARE ENCOUNTERED WHICH DO NOT ALLOW THE ESTABLISHMENT OF THE INDICATED CUT OR FILL SLOPES, THE PROJECT ENGINEER AND SOILS ENGINEER SHALL BE CONTACTED IMMEDIATELY TO DETERMINE AN ADJUSTMENT TO THE SLOPE GRADIENT OR TO ESTABLISH A METHOD OF STABILIZATION. ALL FILL SLOPES SHALL BE COMPACTED AS EACH LIFT OF FILL MATERIAL IS PLACED. ALL CUT AND FILL SLOPES SHALL BE UNIFORMLY GRADED TO LINES AND GRADES INDICATED. TOPS OF ALL CUT SLOPES SHALL BE ROUNDED AND ALL UNSTABLE AND LOOSE MATERIAL AT TOP OF SLOPE SHALL BE REMOVED. TOP OF CUT SLOPES OVER 10' HIGH SHALL BE PROVIDED WITH BROW DITCHES FOR DRAINAGE.

NOTE:
REFER TO SECTION 15 FOR SEED MIX DESIGN.

NOTE:
THERE ARE EXISTING SEWER, WATER, GAS, AND DRY UTILITIES LOCATED WITHIN THE ROAD PRISM. IT IS THE CONTRACTORS RESPONSIBILITY TO LOCATE AND PROTECT THESE UTILITIES DURING CONSTRUCTION.

9.12 COMPACT TO THE FOLLOWING SPECIFIED PERCENT OF MAXIMUM DENSITY AS DETERMINED IN ACCORDANCE WITH ASTM D698 AND MAG SECTION 211.

MINIMUM PERCENT COMPACTION:

SUBGRADE SOIL:
ROADWAY AND STRUCTURE AREAS----------95
PAVED AREAS (PAVEMENTS, SIDEWALKS, & PADS)----------95

EARTH FILL:
ROADWAY AND STRUCTURE AREAS----------95
PAVED AREAS (PAVEMENTS, SIDEWALKS, & PADS)----------95
GRASSED AND PLANTING AREAS----------85
AGGREGATE BASE COURSE----------100
BACKFILL AROUND STRUCTURES----------95
BACKFILL FOR UTILITY TRENCHES (PER MAG SECTION 601) EXCEPT AS FOLLOWS: BACKFILL FOR TRENCHES SHALL BE COMPACTED TO 100%.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR READING AND UNDERSTANDING THE PROJECT SOIL REPORT.

37322
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2025 W. RESERVATION LOOP RD.
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SHEET TITLE: NOTES 1 OF 3
PROJECT TITLE:

DRAWN BY:	TBJ
SCALE:	NTS
DATE:	07-25-2024
PROJECT NO:	230802
SHEET NO.	C-2

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9 GRADING AND EARTHWORK

9.13 EXCAVATION: EXCAVATE TO THE DIMENSIONS AND DEPTHS INDICATED ON THE DRAWINGS. FOUNDATIONS SHALL REST ON ENGINEERED COMPACTED FILL OR UNDISTURBED NATURAL SOILS AT GRADE ELEVATIONS INDICATED. IF SUITABLE SOIL IS NOT REACHED AT THE DEPTHS INDICATED, THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE SOILS ENGINEER AND ENGINEER. THE CONTRACTOR WILL BE DIRECTED, IN WRITING, TO EXCAVATE TO THE DEPTH OF SUITABLE SOIL. EXCAVATION FOR FOUNDATIONS WHICH ARE CARRIED BELOW THE DEPTHS INDICATED SHALL HAVE THE CONCRETE EXTENDED TO THE BOTTOM OF THE EXCAVATION AT THE CONTRACTOR'S EXPENSE. SEE MAG SPECIFICATION SECTION 206.

9.14 WATERING: CAREFULLY WATER EARTH FILL DURING PLACING BY MEANS OF A FINE SPRAY OR OTHER APPROVED METHOD, SO THAT EACH LAYER IS THOROUGHLY AND UNIFORMLY WETTED. MOISTURE CONTENT OF THE MATERIAL SHALL BE CAREFULLY CONTROLLED AT ALL TIMES AND CHECKED AT PROPER INTERVALS TO INSURE CORRECT MOISTURE FOR COMPACTION SPECIFIED. SEE MAG SECTION 225 AND SOILS REPORT.

10 PAVING

10.1 COMPLETE ASPHALTIC CONCRETE PAVEMENT INSTALLATION SHALL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

A. TACK COATING OF CONCRETE SURFACES, UNDILUTED .02 TO .10 GAL/SY, DILUTED 1:1 MIXTURE, .05 TO .15 GAL/SY, OR AS DIRECTED.

B. PAINT FOR PAVEMENT STRIPING AND MARKING SHALL CONFORM TO FEDERAL SPEC. NO. TTP-155E, "PAINT, TRAFFIC, HIGHWAY, WHITE AND YELLOW". COLORS FOR PAVEMENT MARKING AND STRIPING SHALL BE AS SPECIFIED BY THE PROJECT ENGINEER.

C. TRAFFIC CONTROL DEVICES: SIGNS AND PAVEMENT MARKINGS SHALL CONFORM TO "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" LATEST EDITION, PUBLISHED BY THE U.S. DEPARTMENT OF TRANSPORTATION, FEDERAL HIGHWAY ADMINISTRATION.

10.2 ASPHALTIC PAVEMENT SHALL CONFORM TO MAG SPECIFICATION SECTION 32 WITH THICKNESS AND DESIGN MIX AS INDICATED ON THE PLANS.

10.3 ALL FRAMES, COVERS, VALVE BOXES, AND MANHOLES IN PAVED AREAS AND RIGHT-OF-WAY SHALL BE ADJUSTED TO GRADE BY THE PAVING CONTRACTOR. IN NON-PAVED AREAS THEY SHALL BE ADJUSTED TO GRADE BY THE GENERAL CONTRACTOR.

10.4 ALL PAVING WORK SHALL BE PLACED IN STRICT CONFORMANCE TO MAG SECTION 321 PAR.3213 WEATHER AND MOISTURE CONDITIONS. ALL WORK AND MATERIALS PLACED IN VIOLATION OF THESE REQUIREMENTS WILL BE REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE.

10.5 EXACT POINT OF PAVEMENT MATCHING, TERMINATION AND/OR OVERLAY, IF NECESSARY, SHALL BE SUBJECT TO FIELD APPROVAL BY THE ENGINEER, HIS REPRESENTATIVE AND LOCAL MUNICIPAL AUTHORITIES. EDGE OF EXISTING PAVEMENT WHERE NECESSARY SHALL BE UNIFORMLY SAWCUT AND TACK COAT APPLIED. 10.6 THE CONTRACTOR SHALL IN ALL AREAS OF PAVING PROVIDE A UNIFORM DENSE SURFACE SMOOTH AND TRUE TO LINE. SURFACE SHALL BE FREE OF PITS, DEPRESSIONS, ROCK POCKETS AND PATCHES.

10.6 THE CONTRACTOR SHALL IN ALL AREAS OF PAVING PROVIDE A UNIFORM DENSE SURFACE SMOOTH AND TRUE TO LINE. SURFACE SHALL BE FREE OF PITS, DEPRESSIONS, ROCK POCKETS AND PATCHES.

11 FIELD INSPECTION

11.1 THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING ALL CONSTRUCTION STAKING. ANY ADDITIONAL STAKING WILL BE AT THE COST OF THE CONTRACTOR.

11.2 THE ENGINEER SHALL BE NOTIFIED BY THE CONTRACTOR 24 HOURS PRIOR TO BEGINNING DIFFERENT ASPECTS OF CONSTRUCTION SO THAT INSPECTIONS MAY BE SCHEDULED.

11.3 ANY QUESTIONS RAISED RELATIVE TO ACCURACY OF IMPROVEMENT INSTALLATION SHALL NOT BE RAISED SUBSEQUENT TO COMPLETION OF THE WORK UNLESS ALL SURVEY STAKES ARE MAINTAINED INTACT. SHOULD SUCH STAKES NOT BE PRESENT AND VERIFIED AS TO THEIR ORIGIN, NO CLAIM FOR ADDITIONAL COMPENSATION FOR CORRECTION SHALL BE PRESENTED TO ANY PARTY AND SUCH WORK SHALL BE CORRECTED BY THE CONTRACTOR AT HIS EXPENSE.

12 SUSPENSION OF WORK

12.1 THE ENGINEER OR HIS AUTHORIZED REPRESENTATIVE MAY SUSPEND THE WORK BY WRITTEN NOTICE WHEN, IN HIS JUDGMENT, PROGRESS IS UNSATISFACTORY, WORK BEING DONE IS UNAUTHORIZED OR DEFECTIVE, WEATHER CONDITIONS ARE UNSUITABLE, OR THERE IS DANGER TO THE PUBLIC HEALTH OR SAFETY.

13 WARRANTY

13.1 ANY DEFECTS WHICH APPEAR IN THE WORK WITHIN TWO YEARS FROM THE DATE OF ACCEPTANCE AND WHICH ARE DUE TO IMPROPER WORKMANSHIP OR INFERIOR MATERIALS SUPPLIED SHALL BE CORRECTED BY OR AT THE EXPENSE OF THE CONTRACTOR.

14 EROSION CONTROL NOTES

(SPECIFICATIONS FOR PERMANENT SEEDING)

14.1 SITE PREPARATION
- A. INSTALL NECESSARY SURFACE WATER CONTROL MEASURES PRIOR TO PLANTING PERMANENT SEEDING.
- B. GRADE TO PERMIT USE OF CONVENTIONAL EQUIPMENT FOR SEEDBED PREPARATION.
- C. PROVIDE ADEQUATE DRAINAGE WHERE INTERNAL WATER MOVEMENT, ESPECIALLY AT TOES OF SLOPES, MAY CAUSE SEEPS OR SLIPPAGE BEFORE SEEDING IS WELL ESTABLISHED.

14.2 SEEDBED PREPARATION
- A. AS PRACTICAL, PERFORM ALL CULTURAL OPERATIONS AT RIGHT ANGLES TO THE SLOPE.
- B. IMMEDIATELY BEFORE SEEDING, RAKE OR OTHERWISE LOOSEN PLANTING SURFACE TO PROVIDE A SMOOTH, FRIABLE SURFACE FREE OF EARTH CLODS, HUMPS AND DEPRESSIONS, AND DISPOSE OF LOOSE STONES HAVING A DIMENSION GREATER THAN ONE INCH AND DEBRIS BROUGHT TO THE SURFACE DURING CULTIVATION.

14.3 PLANTING
- A. APPLY SEED MIX AT THE RATE OF 11 POUNDS PER ACRE. MIX SHALL CONTAIN THE FOLLOWING PROPORTION OF PURE LIVE SEED: SAND DROPSEED (SPOROBOLUS CRYPTANDRUS) 1 LB SIDEOATS GRAMA (BOUTELOUS CURTIPENDULA)5 LB CRESTED WHEAT GRASS (AGROPYRON CRISTATUM) 5 LB
- B. APPLY SEED IN TWO DIRECTIONS AT RIGHT ANGLES TO EACH OTHER WITH HALF THE SPECIFIED APPLICATION RATE APPLIED IN EACH DIRECTION.
- C. IMMEDIATELY AFTER SEEDING, UNIFORMLY SPREAD SCREENED MANURE AT THE RATE OF ONE CUBIC YARD PER 1000 SQUARE FEET AND WATER UNTIL THE GROUND IS WET TO A MINIMUM DEPTH OF TWO INCHES.
- D. HYDRAULIC SEEDING USING 1500 POUNDS OF WOOD CELLULOSE FIBER PER ACRE MAY BE UTILIZED IN LIEU OF PLANTING.

14.4 MAINTENANCE
- A. PROTECT PLANTED AREAS FROM GRAZING, FIRE, TRAFFIC, AND WEED GROWTH.
- B. MAINTAIN PLANTED AREAS UNTIL A GOOD STAND OF GRASS IS ESTABLISHED. AREAS AS REQUIRED IF NO GROWTH IS PRESENT WITHIN 15 DAYS OF PLANTING.

15 TEMPORARY EROSION CONTROL

15.1 EROSION CONTROL BERMS AND ROCK CHECK DAMS
- A. PROVIDE EARTHEN BERMS AT TOES OF SLOPES REMAINING BARE BETWEEN CONSTRUCTION PHASES.
- B. PLACE TEMPORARY ROCK CHECK DAMS IN ROAD DITCHES AND CHANNELS IF RIP-RAP PROTECTION WILL NOT BE PROVIDED WITHIN 60 DAYS.

15.2 CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING EROSION CONTROL MEASURES SUCH AS SAND BAGGING, TEMPORARY DE-SILTING BASIN CONSTRUCTION BERMS, VISQUEEN, ETC. TO PROTECT ADJOINING PROPERTIES FROM EROSION.

16 SEWER LINE NOTES

16.1 ALL PVC LINES WILL BE BURIED WITH A GREEN #14 TRACE WIRE WITH A "CAUTION SEWER LINE BELOW" TAPE.

16.2 SEWER "YARD" LINES WILL BE CONSTRUCTED OF 4" ABS/PVC PIPE WITH GLUE JOINTS. NO JOINTS TO BE CONSTRUCTED WITHIN 6 FEET EITHER SIDE OF WATER "YARD" LINE CROSSINGS.

16.3 UNLESS SPECIFICALLY CALLED OUT ALL INVERTS ARE TO BE THREE (3) FEET BELOW FINISHED FLOOR STUBBED OUT.

16.4 MARK EACH STUB-OUT PER M.S.D. 440-1. IF BUILDING LOCATION IS KNOWN THEN MARK PER M.S.D. 440-2.

16.5 EXFILTRATION FROM ALL MANHOLES SHALL BE LIMITED TO 0.1 GALLONS PER HOUR PER VERTICAL FOOT.

16.6 ALL NEW SEWER LINES ARE TO BE TESTED FOR INFILTRATION/EXFILTRATION AS PER A.D.E.Q. BULLETIN # 11. MAXIMUM ALLOWABLE INFILTRATION/EXFILTRATION IS 0.158 GALLONS/INCH DIAMETER/100 FEET.

16.7 SHORT TERM DEFLECTION TESTING FOR AT LEAST 20% OF PVC SEWER SHALL BE PERFORMED. SHORT TERM DEFLECTION IN EXCESS OF 5% SHALL BE CONSIDERED UNSERVICEABLE AND SHALL BE REPAIRED AND RETESTED.

16.8 THE ENGINEER SHALL REVISE THESE PLANS TO "AS BUILT" CONDITIONS AND RETURN THEM TO YAVAPAI COUNTY ENVIRONMENTAL SERVICES PRIOR TO THE ACCEPTANCE OF ANY IMPROVEMENTS SHOWN ON THESE PLANS.

16.9 SEWER PIPE SHALL BE IN ACCORDANCE WITH SECTION 745 OF THE MAG STANDARD SPECIFICATIONS.

16.10 CONSTRUCTION AND TESTING OF SEWER LINES SHALL BE IN ACCORDANCE WITH MAG STANDARD SPECIFICATIONS SECTION 615.

16.11 INSTALLATION OF PVC SEWER MUST BE IN CONFORMANCE WITH STANDARD SPECIFICATION ASTM D2321.

16.12 WATER TIGHTNESS TESTING OF THE SEWER LINE SHALL BE PERFORMED IN ACCORDANCE WITH MAG SPECIFICATION 615.10.

16.13 SEWER SERVICE TAPS SHALL BE INSTALLED IN ACCORDANCE WITH MAG STANDARD DETAIL 440. SERVICE PIPE SHALL BE 4-INCH FOR HOUSE CONNECTIONS. TAP LOCATION AND SERVICE LINES SHALL BE FIELD LOCATED AND MARKED WITH A GREEN # 4 REBAR OR AS SPECIFIED.

16.14 SEWER LINES MUST HAVE 3' MINIMUM COVER OVER PIPE.

16.15 TRENCH EXCAVATION, BEDDING, AND BACKFILLING FOR SEWER PIPES SHALL BE IN COMPLIANCE WITH MAG SPECIFICATIONS SECTION 601.

16.16 SEWER MAINS (GRAVITY, PRESSURE, FORCE) SHALL BE KEPT AT A MINIMUM OF 100 FEET FROM DRINKING WATER WELLS, UNLESS THE FOLLOWING CONDITIONS ARE MET: 1. WATER MAIN PIPE, PRESSURE TESTED IN PLACE TO 150 PSI WITHOUT EXCESSIVE LEAKAGE, MAY BE USED FOR PRESSURE SEWERS AND FORCE MAINS AT DISTANCES GREATER THAN 20 FEET FROM DRINKING WATER WELLS.

17 WATER LINE NOTES

17.1 ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE ARIZONA WATER COMPANY (A.W.CO.) STANDARD SPECIFICATIONS TO INCLUDE E-4-1-1 AND E-8-1.

17.2 CONTRACTOR SHALL ACQUIRE ALL NECESSARY PERMITS.

17.3 THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN AND ANY OTHER LINES NOT OF RECORD OR NOT SHOWN ON THESE PLANS.

17.4 THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFYING "BLUE STAKE" AT 1-800-STAKE IT (1-800-782-5348) TWO WORKING DAYS PRIOR TO ANY EXCAVATION OR CONSTRUCTION.

17.5 DUCTILE IRON PIPE (PUSH-ON TYPE) CLASS 350, CEMENT LINED AND CONFORMING TO AWWA C151 SHALL BE USED AS MAIN LINE WATER PIPING. ALL MAIN LINE VALVES SHALL CONFORM TO AWWA C500 WITH A MINIMUM WORKING PRESSURE OF 200 PSI. ALL CAST IRON FITTINGS TO BE CEMENT LINED IN ACCORDANCE WITH AWWA C104 AND SHALL CONFORM TO AWWA C110 WITH A MINIMUM WORKING PRESSURE OF 250 PSI.

17.6 WATER MAINS NEAR SEWER MAINS SHALL HAVE SEPARATION OR PROTECTION IN ACCORDANCE WITH AAC R18-5-502.C INCLUDED HEREIN.

A. IN ORDER TO PROTECT PUBLIC WATER SYSTEMS FROM POSSIBLE CONTAMINATION, A WATER MAIN SHALL NOT:

1. INFRINGE UPON AN AREA WHICH IS WITHIN SIX FEET OF EITHER SIDE OF A SEWER MAIN AND SHALL NOT BE BELOW, AT THE SAME LEVEL AS, OR LESS THAN TWO FEET ABOVE THE TOP OF THE SEWER MAIN, UNLESS EXTRA PROTECTION IS PROVIDED. EXTRA PROTECTION SHALL CONSIST OF CONSTRUCTING THE SEWER MAIN AND WATER MAIN WITH MECHANICAL JOINT DUCTILE IRON PIPE OR WITH SLIP-JOINT DUCTILE IRON PIPE IF JOINT RESTRAINT IS PROVIDED OR SHALL CONSIST OF ENCASING THE SEWER MAIN IN AT LEAST SIX INCHES OF CONCRETE.

2. UNDER ANY CIRCUMSTANCES, INFRINGE UPON AN AREA WHICH IS WITHIN TWO FEET BELOW THE SEWER MAIN.

B. WHEN UNUSUAL CONDITIONS SUCH AS, BUT NOT LIMITED TO, HIGHWAY OR BRIDGE CROSSINGS PREVENT THE WATER AND SEWER MAIN SEPARATIONS REQUIRED BY SUBSECTION A ABOVE FROM BEING MET, THE DEPARTMENT WILL REVIEW AND MAY APPROVE, REQUEST FOR AUTHORIZATION TO USE ALTERNATE CONSTRUCTION TECHNIQUES, MATERIALS AND JOINTS ON A CASE-BY-CASE BASIS.

C. NO WATER PIPE SHALL PASS THROUGH, OR COME INTO CONTACT WITH ANY PART OF A SEWER MANHOLE. THE MINIMUM HORIZONTAL SEPARATION BETWEEN WATER MAINS AND MANHOLES SHALL BE SIX FEET MEASURED FROM THE CENTER OF THE MANHOLE.

D. THE MINIMUM SEPARATION BETWEEN FORCE, GRAVITY OR PRESSURE SEWERS AND WATER MAINS SHALL BE TWO FEET VERTICALLY AND SIX FEET HORIZONTALLY UNDER ALL CONDITIONS. WHERE A SEWER FORCE MAIN CROSSES ABOVE, OR LESS THAN TWO FEET BELOW A WATER LINE, THE SEWER MAIN SHALL BE ENCASED IN AT LEAST SIX INCHES OF CONCRETE FOR 10 FEET ON EITHER SIDE OF THE WATER MAIN.

E. ALL DISTANCES ARE MEASURED PERPENDICULARLY FROM THE OUTSIDE OF THE SEWER MAIN TO THE OUTSIDE OF THE WATER MAIN. THESE SEPARATION REQUIREMENTS DO NOT APPLY TO BUILDING PLUMBING OR INDIVIDUAL HOUSE SERVICE CONNECTIONS.

F. ALL WATER SERVICE LINES THAT ARE UNDER PAVEMENT SHALL BE SLEEVED IN 4" CLASS 160 PVC PIPE CONDUIT.

G. THRUST BLOCKS SHALL BE INSTALLED AT ALL ANGLES, TEEs AND IN ACCORDANCE WITH AWC STANDARDS E-9-5-1, E-9-5-2 OR PER DETAILS.

17.7 A ONE (1) FOOT MINIMUM VERTICAL SEPARATION SHALL BE PROVIDED BETWEEN A STORM DRAIN CROSSING A WATER MAIN. THE MINIMUM VERTICAL SEPARATION IS MEASURED FROM OUTSIDE OF WATER MAIN TO OUTSIDE OF STORM DRAIN. EXTRA PROTECTION IS REQUIRED PER MAG SPECIFICATIONS WHEN THESE REQUIREMENTS ARE NOT MET.

17.8 A THREE (3) FOOT MINIMUM HORIZONTAL SEPARATION SHALL BE PROVIDED BETWEEN A FIRE HYDRANT AND ANY WATER SERVICE LINE.

17.9 RECLAIMED WASTEWATER MAINS SHALL BE CONSIDERED THE SAME AS WATER MAINS FOR THE PURPOSE OF MINIMUM COVER AND SEPARATION.

17.10 VERTICAL CLEARANCE BETWEEN WATER MAINS AND SEWER SERVICE CONNECTIONS:

THE WATER MAIN MAIN SHALL NOT BE LESS THAN SIX (6) INCHES ABOVE THE SEWER SERVICE EVEN IF THE SEWER SERVICE CONNECTION IS CONSTRUCTED WITH DUCTILE IRON PIPE IN ACCORDANCE WITH NOTE 3B OF MAG STANDARD DETAIL 404-11.

18 STORM SEWER NOTES

18.1 ALL CORRUGATED METAL PIPE TO BE 14 GAUGE, UNLESS OTHERWISE APPROVED BY THE DESIGN ENGINEER.

18.2 ALL CORRUGATED METAL PIPE SHALL HAVE FLARED END SECTIONS, EXCEPT WHERE HEADWALLS ARE USED.

18.3 ALL DRAINAGE CULVERTS AND PIPES SHALL HAVE A MINIMUM COVER OF 12".

19 DRY UTILITIES NOTES

19.1 GAS MAINS SHALL HAVE A MINIMUM COVER OF 36" WITH SAND SHADE 6" BELOW AND ABOVE PIPING. MAINTAIN A MINIMUM OF 1 FOOT VERTICAL AND HORIZONTAL SEPARATION BE-BETWEEN GAS LINE AND OTHER UTILITIES. CONSULT CITIZEN'S UTILITIES FOR FUR-OTHER REQUIREMENTS.

19.2 PRIMARY ELECTRIC LINES SHALL HAVE A MINIMUM COVER OF 48". CONSULT APS FOR FURTHER REQUIREMENTS.

19.3 CABLE TV LINES SHALL BE INSTALLED PER THE REQUIREMENTS OF SEDONA CABLEVISION.

19.4 TELEPHONE LINES SHALL BE INSTALLED PER THE REQUIREMENTS OF US WEST.

20 LANDSCAPING NOTES

20.1 ALL EXISTING TREES AND SHRUBS NOT AFFECTED BY BUILDING CONSTRUCTION OR ROAD DEVELOPMENT MUST BE FENCED WITH A CONSTRUCTION ENVELOPE FENCE TO PROTECT THEM DURING CONSTRUCTION.

Registered Professional Engineer (Civil) CERTIFICATION NO. 37322 LUKE A. SEFTON SIGNED 06-30-26 ARIZONA, U.S.A.

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SHEET TITLE: NOTES 2 OF 3

PROJECT TITLE:

JACKPOT RANCH
2025 W. RESERVATION LOOP RD.
CAMP VERDE, AZ.

DRAWN BY:	TBJ
SCALE:	NTS
DATE:	07-25-2024
PROJECT NO:	230802
SHEET NO.	C-3

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21 ADEQ WATER AND SEWER SYSTEM NOTES

1 WATER SYSTEM THRUST BLOCKING AND/OR JOINT RESTRAINT

2 PIPE LINES SHALL BE PROVIDED WITH CONCRETE THRUST BLOCKS AT ALL CHANGES IN DIRECTION AND SIZE AND AT ALL TEES, VALVES, PLUGS, AND DEAD ENDS, PER MAG STANDARD DETAILS 301 AND 380 AND YAG STANDARD DETAIL 3-03. PIPE LINES MAY ALSO BE PROVIDED WITH RESTRAINED JOINTS AT ALL CHANGES IN DIRECTION AND SIZE AND AT ALL TEES, VALVES, PLUGS, AND DEAD ENDS, PER MAG STANDARD DETAILS 302 AND 303.

3 TRENCHING AND BACKFILLING

3.1 ROUGH GRADING SHALL BE COMPLETED PRIOR TO INSTALLATION OF UNDERGROUND UTILITIES.

3.2 TRENCH BOTTOM SHALL BE COMPACTED BY SUITABLE MEANS APPROVED BY THE ENGINEER PRIOR TO PLACEMENT OF BEDDING MATERIAL. BEDDING MATERIAL SHALL BE PLACED TO PROVIDE UNIFORM AND ADEQUATE LONGITUDINAL SUPPORT UNDER THE PIPE. THE CONTRACTOR SHALL ENSURE THAT A MINIMUM COMPACTED DEPTH OF 6" IS MAINTAINED UNDERNEATH THE PIPE. BELL HOLES SHOULD BE PROVIDED AT EACH JOINT TO PERMIT PROPER ASSEMBLY WHILE MAINTAINING UNIFORM SUPPORT.

3.3 BEDDING MATERIAL SHALL BE AGGREGATE BASE COURSE WITH A MAXIMUM PARTICLE SIZE OF 3/4" AND SHALL BE NON-PLASTIC. WHERE DEPTH OF COVER IS 2-FT. OR LESS, BACKFILL MATERIAL SHALL BE ROUNDED GRAVEL WITH A MAXIMUM PARTICLE SIZE OF 1/2" AND WITH NO MORE THAN 20% PASSING THE #200 SIEVE.

4 GENERAL CONTRACTOR TO STUB OUT UTILITIES 1-FT WITHIN EACH PROPERTY AND MARKED. SEWER TO BE MARKED PER M.S.D. 440-1. IF BUILDING LOCATION IS KNOWN THEN MARK PER M.S.D. 440-2. ALL OTHER UTILITIES TO BE MARKED WITH METAL STUD PER M.S.D. 440-1 BUT PAINTED GREEN FOR SEWER, BLUE FOR WATER AND RED FOR APS. PIPES ALSO TO HAVE TRACER WIRE AND MARKING TAPE.

5 BACKFILL SHALL BE PLACED IN LAYERS OF NOT MORE THAN 8" LOOSE DEPTH AND COMPACTED TO ACHIEVE COMPACTION OF 95% OF THE MAXIMUM DENSITY AS DETERMINED BY AASHTO T-99 AND T-191 OR ASTM D-2922 AND D-3017. THE CONTRACTOR SHALL CONTRACT WITH AN INDEPENDENT TESTING LABORATORY TO PROVIDED COMPACTION TESTING. TESTS SHALL BE PROVIDED AT MINIMUM INTERVALS OF ONE TEST PER 50 CUBIC YARDS OF TRENCH BACKFILL. TEST RESULTS SHALL BE SUBMITTED TO THE ENGINEER DAILY.

6 TRENCHING, PIPELAYING, BACKFILLING, AND ALL OTHER CONSTRUCTION SHALL BE PERFORMED UNDER THE INSPECTION, COORDINATION, AND SUPERVISION OF A REGISTERED PROFESSIONAL CIVIL ENGINEER.

7 NO TRENCH SHALL BE FILLED WITH BEDDING MATERIAL OR BACKFILL UNTIL THE EXCAVATION AND PIPE LAYING, RESPECTIVELY, HAVE BEEN APPROVED BY THE OWNER OR HIS AUTHORIZED REPRESENTATIVE.

8 THE EXCAVATION METHOD EMPLOYED SHALL BE THE CONTRACTOR'S OPTION. MATERIAL SHALL NOT BE STOCKPILED TO A DEPTH OF MORE THAN 5 FEET ABOVE FINISHED GRADE WITHIN 25 FEET OF ANY EXCAVATION OR STRUCTURE. EXCAVATION SHALL EXTEND SUFFICIENT DISTANCE FROM WALLS AND FOOTINGS TO ALLOW PLACING AND REMOVAL OF FORMS, INSTALLATION OF SERVICES AND INSPECTION BY THE ENGINEER. WITHIN 12" OF FINISHED GRADE SHOWN ON THE DRAWINGS, AND FOR THE MANHOLES, FILL AND BACKFILL SHALL BE NATIVE MATERIAL, FREE FROM BROKEN CONCRETE, ORGANIC MATERIAL, OR OTHER DEBRIS WITH SUFFICIENT FINES TO FILL ALL VOIDS AND TO INSURE A UNIFORMLY COMPACTED MASS OF THE REQUIRED DENSITY AND HAVING A MAXIMUM SIZE OF 2 - ½ INCHES WITH 0 TO 20% MINUS #200. ALL FILL AND BACKFILL SHALL BE PLACED IN LAYERS OF NOT MORE THAN 8" LOOSE AND COMPACTED TO 95% OF MAXIMUM DENSITY, DETERMINED BY AASHTO TEST METHOD T-99, PRIOR TO PLACEMENT OF THE NEXT LAYER.

22 WATER AND SEWER SYSTEM DESIGN

22.1 WATER AND SEWER MAINS SHALL BE SEPARATED IN ORDER TO PROTECT PUBLIC WATER SYSTEMS FROM POSSIBLE CONTAMINATION. ALL DISTANCES ARE MEASURED PERPENDICULARLY FROM THE OUTSIDE OF THE SEWER MAIN TO THE OUTSIDE OF THE WATER MAIN. SEPARATION REQUIREMENTS ARE AS FOLLOWS:

1. WATER MAIN SHALL NOT BE PLACED: (AAC: 18-5-502)

   A. WITHIN SIX FEET, HORIZONTAL DISTANCE, AND BELOW TWO FEET, VERTICAL DISTANCE, ABOVE THE TOP OF A SEWER MAIN UNLESS EXTRA PROTECTION IS PROVIDED (WHEN A WATER MAIN IS ABOVE A SEWER MAIN; EXTRA PROTECTION IS REQUIRED WHEN THE WATER MAIN IS CLOSER THAN TWO (2) FEET TO THE SEWER MAIN. WHEN A WATER MAIN IS BELOW A SEWER MAIN: THE MINIMUM SEPARATION IS TWO (2) FEET AND EXTRA PROTECTION IS ALWAYS REQUIRED PER MAG SPECIFICATIONS). EXTRA PROTECTION SHALL CONSIST OF CONSTRUCTING THE SEWER MAIN WITH MECHANICAL JOINT DUCTILE IRON PIPE OR WITH SLIP-JOINT DUCTILE IRON PIPE IF JOINT RESTRAINT IS PROVIDED. ALTERNATE EXTRA PROTECTION SHALL CONSIST OF ENCASING BOTH THE WATER AND SEWER MAINS IN AT LEAST SIX INCHES OF CONCRETE FOR AT LEAST TEN FEET BEYOND THE AREA COVERED BY THIS SUBPARAGRAPH.

   B. WITHIN TWO FEET HORIZONTALLY AND TWO FEET BELOW THE SEWER MAIN.

2. NO WATER PIPE SHALL PASS THROUGH OR COME INTO CONTACT WITH ANY PART OF A SEWER MANHOLE. THE MINIMUM HORIZONTAL SEPARATION BETWEEN WATER MAINS AND MANHOLES SHALL BE SIX FEET, MEASURED FROM THE CENTER OF THE MANHOLE.

3. THE MINIMUM SEPARATION BETWEEN FORCE MAINS OR PRESSURE SEWERS AND WATER MAINS SHALL BE TWO FEET VERTICALLY AND SIX FEET HORIZONTALLY UNDER ALL CONDITIONS. WHERE A SEWER FORCE MAIN CROSSES ABOVE OR LESS THAN SIX FEET BELOW A WATER LINE, THE SEWER MAIN SHALL BE ENCASED IN AT LEAST SIX INCHES OF CONCRETE OR CONSTRUCTED USING MECHANICAL JOINT DUCTILE IRON PIPE FOR TEN FEET ON EITHER SIDE OF THE WATER MAIN.

4. A ONE (1) FOOT MINIMUM VERTICAL SEPARATION SHALL BE PROVIDED BETWEEN A STORM DRAIN CROSSING A WATER MAIN. THE MINIMUM VERTICAL SEPARATION IS MEASURED FROM OUTSIDE OF WATER MAIN TO OUTSIDE OF STORM DRAIN. EXTRA PROTECTION IS REQUIRED PER MAG SPECIFICATIONS WHEN THESE REQUIREMENTS ARE NOT MET.

5. A SIX (6) FOOT MINIMUM HORIZONTAL SEPARATION SHALL BE PROVIDED BETWEEN A SEWER MAIN OR STORM DRAIN AND A WATER MAIN. THE MINIMUM HORIZONTAL SEPARATION IS MEASURED FROM OUTSIDE OF PIPE TO OUTSIDE OF PIPE.

6. WHENEVER TWO PARALLEL WATER MAINS ARE REQUIRED, THERE SHALL BE A TEN (10) FOOT MINIMUM HORIZONTAL SEPARATION BETWEEN THE TWO MAINS TO ALLOW FOR TAPPING, TIE-OVER, AND MAINTENANCE.

7. A THREE (3) FOOT MINIMUM HORIZONTAL SEPARATION SHALL BE PROVIDED BETWEEN A FIRE HYDRANT AND ANY WATER SERVICE LINE.

8. RECLAIMED WASTEWATER MAINS SHALL BE CONSIDERED THE SAME AS WATER MAINS FOR THE PURPOSE OF MINIMUM COVER AND SEPARATION.

9. VERTICAL CLEARANCE BETWEEN WATER MAINS AND SEWER SERVICE CONNECTIONS: THE WATER MAIN SHALL NOT BE LESS THAN 6 INCHES ABOVE THE SEWER SERVICE EVEN IF THE SEWER SERVICE CONNECTION IS CONSTRUCTED WITH DUCTILE IRON PIPE IN ACCORDANCE WITH NOTE 3B OF MAG STANDARD DETAIL 404-1.

10. WHEN THE SEWER SERVICE IS ABOVE THE WATER MAIN IS NOT ALLOWED.

11. SEPARATION FROM STORM DRAINS AND CULVERTS; WATER AND SEWER MAINS SHALL MAINTAIN SIX (6) FEET HORIZONTAL AND ONE FOOT VERTICAL SEPARATION FROM STORM DRAINS AND CULVERTS.

12. MINIMUM COVER IS TO BE MEASURED TO SUBGRADE UNLESS THERE IS NO PAVEMENT; THEN IT IS MEASURED TO FINISHED GRADE. IN ALL CASES, SEWER LINES ARE TO BE AT A DEPTH SUFFICIENT TO PROVIDE GRAVITY SERVICE TO ALL ADJACENT BUILDING PADS. SERVICE LINES ARE TO BE LAID AT GRADES AND DEPTHS PRESCRIBED IN THE INTERNATIONAL PLUMBING CODE.

22.2 MANHOLES

ALL MANHOLES SHALL BE 4-FT. ID PRECAST CONCRETE WITH POURED-IN-PLACE CONCRETE BASE AND TRAFFIC BEARING RING AND COVER. ALL COVERS SHALL BE 2-FT. IN DIAMETER AND SHALL BE MARKED "SEWER". TEST MANHOLES FOR WATER TIGHTNESS (INFILTRATION) PER R 18-9-E301.4.01.D.3.F. WATER TIGHTNESS SHALL BE TESTED BY EITHER 1) FILLING THE MANHOLE WITH WATER AND ENSURING THAT THE DROP IN WATER LEVEL DOES NOT EXCEED 0.001% OF THE TOTAL MANHOLE VOLUME IN ONE HOUR, OR 2) AIR PRESSURE TESTING USING THE "STANDARD TEST METHOD FOR CONCRETE SEWER MANHOLES BY NEGATIVE AIR PRESSURE (VACUUM) TEST". ASTM C-1244-93. TEST 100% OF ALL MANHOLES. MANHOLES SHALL CONFORM TO A.D.E.Q. AND M.A.G. SPECIFICATIONS. CONSTRUCTION SHALL CONFORM TO M.A.G. STD. DTLS. 420-1 AND 420-2.'

22.3 CONCRETE

CLASS A CONCRETE SHALL HAVE A MINIMUM 28 DAY COMPRESSIVE STRENGTH OF 3000 PSI. ALL POURED-IN-PLACE CONCRETE FOR WATER CONTAINING AND/OR TRANSPORTING CHAMBERS, MANHOLES AND BOXES, AND FOUNDATIONS SHALL BE CLASS A CONCRETE, AND SHALL BE SMOOTH FINISHED ON WATER CONTACT SURFACES. THRUST BLOCKS, VALVE ANCHORS, AND CONCRETE SURROUNDS MAY BE FORMED FROM CLASS C CONCRETE. THE EXCAVATION METHOD EMPLOYED SHALL BE THE CONTRACTOR'S GRADE WITHIN 25 FEET OF ANY EXCAVATION OR STRUCTURE. EXCAVATION SHALL EXTEND A SUFFICIENT DISTANCE FROM WALLS AND FOOTINGS TO ALLOW PLACING AND REMOVAL OF FORMS, INSTALLATION OF SERVICES AND INSPECTION BY THE ENGINEER.

23 SEWER AND WATER LINE TESTING

GRAVITY SANITARY SEWER TESTING:

ALL GRAVITY SANITARY SEWER MAINS SHALL BE TESTED IN ACCORDANCE WITH THE ARIZONA ADMINISTRATIVE CODE. ALL ACCEPTANCE TESTING SHALL BE PERFORMED IN THE PRESENCE OF THE PROJECT ENGINEER OR AUTHORIZED REPRESENTATIVE. TESTING SHALL CONSIST OF THE FOLLOWING:

1. TEST EACH SECTION OF GRAVITY PIPELINE FOR LEAKAGE AND PRESSURE RATING AFTER BACKFILLING OCCURS AND BEFORE ROAD IS PAVED. PERFORM LEAKAGE TESTS WITH THE AIR TEST AS SPECIFIED BELOW. TEST LATERALS FROM THE MAIN LINE TO PROPERTY LINE.
2. IN ADDITION TO PRESSURE AND LEAKAGE TESTING, A DEFLECTION TEST SHALL BE PERFORMED ON ALL GRAVITY PIPELINES INSTALLED. A RIGID BALL OR MANDREL DEFLECTION TESTING EQUIPMENT AND LABOR SHALL BE PROVIDED. TEST SHALL BE PERFORMED WITHOUT MECHANICAL PULLING DEVICES. ANY SECTION OF THE PIPELINE WHICH SHOWS DEFLECTION IN EXCESS OF 5 PERCENT OF THE AVERAGE INSIDE DIAMETER AS PER ASTM D3034 SHALL BE REMOVED AND REPLACED AT THE CONTRACTOR'S EXPENSE. ENGINEER MAY REQUIRE CONTRACTOR TO TEST PVC PIPE AFTER BACKFILL HAS BEEN IN PLACE FOR 30 DAYS.
3. VIDEO INSPECTION

3.a. THE CONTRACTOR WILL BE REQUIRED TO VIDEO RECORD THE INTERIOR OF THE SEWER LINE USING A VIDEO CAMERA. ANY DEFECTS OR 'SAGS' IN THE PIPE OR CONSTRUCTION METHODS REVEALED BY THE INSPECTION SHALL BE CORRECTED BY THE CONTRACTOR AT NO ADDITIONAL COST.

3.b. THE CONTRACTOR SHALL RE-VIDEO THE PIPE AFTER IT HAS BEEN REPAIRED OR EXCAVATED. ANY ADDITIONAL INSPECTION(S) REQUIRED, BASED ON A FAILURE OR DEFICIENCY DISCOVERED DURING THE INSPECTION, SHALL BE PAID FOR BY THE CONTRACTOR. ALL SEWER LINE VIDEOS SHALL BE TURNED IN TO THE PROJECT MANAGER AFTER ACCEPTANCE.

4. AIR TESTING (ASTM F1417)

4.a. PERFORM AIR TESTS FOR PLASTIC MAINLINE AND WILL INCLUDE LATERAL PIPES TO THE PROPERTY LINES WHERE APPLICABLE.

4.b. CONTRACTOR SHALL FURNISH ALL FACILITIES REQUIRED INCLUDING: NECESSARY PIPING CONNECTIONS, TEST PUMPING EQUIPMENT, PRESSURE GAUGES OR MANOMETERS, BULKHEADS, ALL MISCELLANEOUS ITEMS REQUIRED. OBTAIN APPROVAL OF EQUIPMENT AND ACCEPTANCE OF METHODS PROPOSED FOR USE. CONDUCT. INITIAL TEST ON FIRST SECTION OF PIPE LAID BY EACH CREW.

4.c. INTRODUCE LOW-PRESSURE AIR UNTIL INTERNAL AIR PRESSURE IS 4.0 PSI. ALLOW TWO TO FIVE MINUTES FOR INTERNAL AIR PRESSURE AND TEMPERATURE TO STABILIZE. ADJUST PRESSURE TO 3.5 PSI AND START TEST. THE TIME REQUIRED FOR THE PRESSURE TO DECREASE 1.0 PSI FROM 3.5 TO 2.5 PSI GREATER THAN THE AVERAGE BACK PRESSURE OF ANY GROUND WATER ABOVE THE PIPE INVERT SHALL NOT BE LESS THAN THE MINIMUM TEST TIME IN THE FOLLOWING FOR THE GIVEN DIAMETERS: NOMINAL PIPE TIME (MIN) PER DIAMETER PER 100FT OF PIPE: 4"=.66 MIN; 6"=1.48 MIN; 8"=2.510 MIN; 10"=3.912 MIN; 12"=5.615 MIN; 15"=8.918 MIN; 18" =12.8 MIN.

5. MANHOLES SHALL BE TESTED FOR LEAKAGE IN ACCORDANCE WITH AAC R18-9-E301D.3, ASTM C -1244 AND MAG SPECIFICATION SECTION 615.

WATER SYSTEM PRESSURE AND LEAKAGE TESTING:

1. THE CONTRACTOR SHALL PROVIDE THE LABOR, TOOLS, EQUIPMENT, AND MATERIALS NECESSARY TO PERFORM THE PRESSURE TESTS AND LEAKAGE TESTS.
2. ALL TESTS PERFORMED FOR EACH PIPE TEST SECTION, FACILITY, OR PART OF A FACILITY SHALL BE OBSERVED AND APPROVED BY THE ENGINEER BEFORE ACCEPTANCE. IN THE EVENT THE CONTRACTOR PERFORMS ANY TEST WITHOUT OBSERVED BY THE ENGINEER, THE CONTRACTOR WILL BE REQUIRED TO TEST THE SECTION, FACILITY, OR PART OF A FACILITY AGAIN IN CONFORMANCE WITH THIS SPECIFICATION AT NO COST TO THE OWNER.
3. SUBMIT TEST RESULTS OF ALL TESTING INCLUDED IN THIS SECTION, INCLUDING BUT NOT LIMITED TO THE FOLLOWING: PRESSURE TESTS AND GAUGE CALIBRATIONS.
4. THE ENGINEER AND PROJECT MANAGER SHALL BE NOTIFIED AT LEAST 48 HOURS PRIOR TO ANY TESTING AND/OR DISINFECTING.
5. TEST PRESSURES SHALL BE 150 PSI, MEASURED AT THE LOWEST POINT OF THE PIPE SEGMENT BEING TESTED. ONLY POTABLE WATER SHALL BE USED FOR FLUSHING AND TESTING THE POTABLE WATER SYSTEM.
6. THE CONTRACTOR WILL BE RESPONSIBLE FOR DISPOSAL OF ANY WATER ASSOCIATED WITH HYDROSTATIC TESTING. THE CONTRACTOR SHALL COORDINATE WITH THE PROJECT ENGINEER TO DETERMINE DISPOSAL LOCATIONS. PERMITTING, COORDINATION, AND APPROVAL OF DISPOSAL LOCATIONS ARE THE RESPONSIBILITY OF CONTRACTOR. ALL TEMPORARY PLUGS, BULKHEADS, OR BLIND FLANGES USED FOR HYDROSTATIC TESTING WILL BE FURNISHED BY THE CONTRACTOR AND INCIDENTAL TO THE COST OF THE PIPELINE.
7. ALL PRESSURE MAINS SHALL BE PRESSURE AND LEAKAGE TESTED IN ACCORDANCE WITH MAG SPECIFICATION SECTION 610. SUBSECTION 610.15 EXCEPT THAT THE MAXIMUM ALLOWABLE LEAKAGE FROM THE PIPE LINE SHALL BE DETERMINED BY THE FOLLOWING FORMULA: WHERE: $L = SD\sqrt{P}/133{,}200$; L = ALLOWABLE LEAKAGE IN GALLONS PER HOUR, S = LENGTH OF PIPE TESTED IN FEET, D = NOMINAL DIAMETER OF PIPE IN INCHES, AND P = AVERAGE TEST PRESSURE IN PSI GAGE DURING THE HYDROSTATIC TEST AS MEASURED AT THE LOWEST POINT IN THE TEST SECTION.
8. EACH SECTION OF PRESSURE MAIN TO BE TESTED SHALL BE SLOWLY FILLED WITH WATER AND THE SPECIFIED TEST PRESSURE SHALL BE APPLIED BY MEANS OF A PUMP CONNECTED TO THE PIPE IN A MANNER SATISFACTORY TO THE ENGINEER. BEFORE APPLYING THE SPECIFIED TEST PRESSURE, ALL AIR SHALL BE EXPELLED FROM THE PIPE. THE WATER PRESSURE SHALL BE BROUGHT TO THE SPECIFIED TEST PRESSURES AND MAINTAINED FOR AT LEAST 2 HOURS. LEAKAGE WILL BE DETERMINED BY MEASURING THE QUANTITY OF WATER TO BE SUPPLIED TO MAINTAIN THE SPECIFIED TEST PRESSURE. THE CONTRACTOR SHALL REPAIR AND RETEST ANY LINES THAT FAILED.
9. PRESSURE TESTING OF NEW MAINS SHALL BE BY THE CONTRACTOR PER MAG SECTION 610.15 AND PROJECT ENGINEER OR REPRESENTATION WILL BE PRESENT AT ALL TESTING.

WATER SYSTEM CHLORINATION FLUSHING AND BACTERIOLOGICAL TESTING:

1. CHLORINATION, FLUSHING AND BACTERIOLOGICAL TESTING CHLORINATION AND FLUSHING OF NEW MAINS SHALL BE PERFORMED BY THE CONTRACTOR PER MAG SECTION 611 AND PART V OF ADEQ ENGINEERING BULLETIN NO. 8, BEFORE BEING PLACED IN SERVICE, ALL NEWLY INSTALLED PIPE, VALVES, HYDRANTS, AND APPURTENANCES SHALL BE FLUSHED, DISINFECTED, KEPT CLEAN, AND WILL BE SAMPLED FOR ACCEPTABLE BACTERIOLOGICAL ANALYSIS. THE CONTRACTOR WILL HAVE SAMPLE TAKEN FROM EACH AND EVERY 500-FOOT INTERVAL, AND AT EACH END. FOR EACH HYDRANT LATERAL OVER 18-FEET IN LENGTH, A SAMPLE WILL BE TAKEN AT THE HYDRANT END. ON NEW WATERLINE WITHOUT HYDRANT, TEMPORARY SAMPLING TAPS SHALL BE PROVIDED, AND THEN REMOVED AND PLUGGED AFTER ACCEPTABLE BACTERIOLOGICAL RESULTS ARE RECEIVED. HYDRANT USED FOR SAMPLING SHALL BE FITTED WITH AN APPROVED SAMPLING TAP.

THE CONTRACTOR SHALL COORDINATE WITH THE PROJECT ENGINEER AND UTILITY DEPARTMENT FOR THE LOCATION OF SAMPLING TAPS.

2. PRE-DISINFECTION FLUSHING: PIPE SHALL FIRST BE FLUSHED TO REMOVE ANY SOLID OR CONTAMINATED MATERIAL. FLUSHING VELOCITY SHALL BE AT LEAST 2.5-FEET PER SECOND IN THE PIPE. FLUSHING PERIOD SHALL BE AT LEAST 5 MINUTES FOR EVERY 150-FEET OF NEW PIPE BUT IN NO CASE LESS THAN 30 MINUTES. B. ONE 2-1/2 INCH HYDRANT OPENING WILL, UNDER NORMAL PRESSURE OF 40 PSI, PROVIDE THIS VELOCITY IN PIPE SIZES UP TO AND INCLUDING 12-INCHES.
3. FINAL FLUSHING AND TESTING. FOLLOWING CHLORINATION, ALL TREATED WATER SHALL BE FLUSHED FROM THE PIPE UNTIL THE REPLACEMENT WATER TREATED THROUGHOUT ITS LENGTHS SHOWS AN ABSENCE OF CHLORINE. IF CHLORINE IS NORMALLY USED IN THE SOURCE OF SUPPLY, TESTS SHALL SHOW A RESIDUAL NOT IN EXCESS OF THAT CARRIED IN THE SYSTEM. FLUSHING VELOCITY SHALL BE AT LEAST 2.5-FEET PER SECOND IN THE WATERLINE. FLUSHING PERIOD SHALL BE AT LEAST 5 MINUTES FOR EVERY 150-FEET OF NEW WATERLINE BUT IN NO CASE LESS THAN 30 MINUTES. ALL HYDRANTS ON THE NEW WATERLINE SHALL BE FLUSHED TO REMOVE EXCESS CHLORINE FROM THE HYDRANT AND HYDRANT BRANCH.
6. THE CONTRACTOR WILL PROVIDE A COPY OF ALL TEST TO THE PROJECT ENGINEER AND UTILITY DEPARTMENT.

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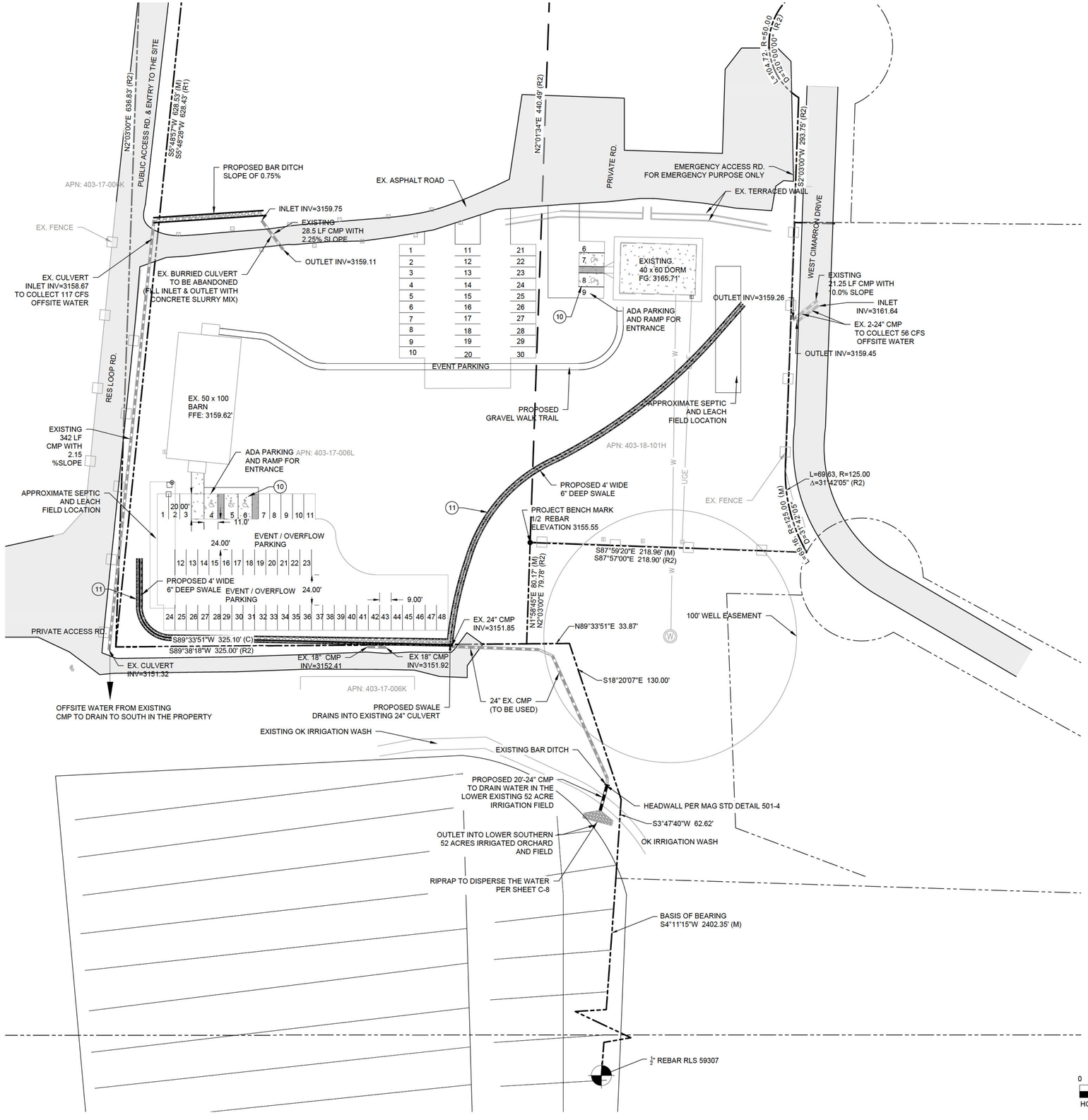
SHEET TITLE: NOTES 3 OF 3

PROJECT TITLE:

JACKPOT RANCH
2025 W. RESERVATION LOOP RD.
CAMP VERDE, AZ.

DRAWN BY:	TBJ
SCALE:	NTS
DATE:	07-25-2024
PROJECT NO:	230802
SHEET NO.	C-4

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CONSTRUCTION NOTES:

1. SURVEY AND TOPOGRAPHY DATA PROVIDED BY HERITAGE LAND SURVEYING & MAPPING INC, AND WAS PERFORMED IN MARCH 2024.
2. CONTRACTOR TO VERIFY ALL EXISTING UTILITY CONNECTION POINTS PRIOR TO INSTALLATION OF NEW SERVICE LINES.
3. TEMPORARY TRAFFIC SURFACING SHALL BE APPLIED PRIOR TO CONSTRUCTION AND SHALL CONSIST OF NO LESS THAN A 4" THICKNESS OF 3/4" AGGREGATE. THE SURFACE SHALL EXTEND FROM THE EXISTING ROADWAY TO THE BUILDING FOOTPRINT.
4. ALL NEW SIDEWALKS, DRIVEWAYS, EXPOSED SURFACES OF CONCRETE DRAINAGE STRUCTURES, AND OTHER EXPOSED CONCRETE SURFACES SHALL BE INTEGRALLY COLORED "SEDONA RED". THE AMOUNT OF CONCRETE COLOR ADDITIVE REQUIRED IS 3.05 LBS OF DAVIS 160 LIQUID PER SACK OF CONCRETE. THIS IS THE SEDONA RED AS MANUFACTURED BY HANSON CONCRETE IN COTTONWOOD ARIZONA. VARIATIONS IN THE ADDITIVE TO ACCOMPLISH THE "SEDONA RED" SHALL BE SUBJECT TO CITY ENGINEER APPROVAL.
5. WATER AND SEWER SERVICES SHALL BE INSTALLED PER INTERNATIONAL PLUMBING CODE REQUIREMENTS.
6. DURING CONSTRUCTION PHASE: IMPLEMENT STRAW WATTLES, SILT FENCING OR OTHER APPROPRIATE "BEST MANAGEMENT PRACTICES" (BMPS) TO MITIGATE STORM WATER POLLUTION AND PREVENT EROSION ONSITE AND SEDIMENT LEAVING THE PROPERTY AND ENTERING THE THE CITY OF SEDONA MS4. THESE BMPS ARE TO BE PROPERLY INSTALLED AND MAINTAINED. CONTRACTOR IS TO PROVIDE INFORMATION, LOCATION AND OTHER DETAILS REGARDING STORM WATER POLLUTION PREVENTION MEASURES TO BE IMPLEMENTED DURING CONSTRUCTION.
7. POST CONSTRUCTION PHASE: BMPS SHALL BE IMPLEMENTED TO PREVENT STORM WATER POLLUTION AND SITE EROSION ONCE ACTIVE CONSTRUCTION IS COMPLETED. THESE BMPS INCLUDE REVEGETATION, GENTLE SLOPING , TERRACING AND LANDSCAPING (WITH ROCK OR OTHER SUITABLE MATERIAL AND FILTER FABRIC). THIS SHOULD BE IN CONJUNCTION WITH THE REQUIRED STORM WATER MEASURES ADDRESSING VOLUME , SUCH AS RETENTION/DETENTON BASINS, SWALES AND RIPRAP PADS. ALSO PROVIDE INFORMATION, LOCATION AND OTHER DETAILS REGARDING STORM WATER POLLUTION PREVENTION MEASURES TO BE IMPLEMENTED AFTER CONSTRUCTION.
8. WATER AND SEWER SERVICES SHALL BE INSTALLED PER INTERNATIONAL PLUMBING CODE REQUIREMENTS.
9. IF THE PROPERTY HAS AN EXISTING CLEANOUT PROVIDED ON THE SEWER LATERAL CONNECTION; PROPER COMPACTION AROUND THE CLEANOUT, RING, AND COVER MUST BE PROVIDED AFTER CONNECTION. IN ADDITION, VISIBILITY AND ACCESSIBILITY MUST BE MAINTAINED.
10. ADA PARKINGS SHALL BE CONCRETE AND OTHER PARKING AREAS AND DRIVEWAYS SHALL BE OF 3/4" GRAVEL WITH NO FINES.
11. ALL SWALES TO BE CONSTRUCTED PER DETAILS SHEET C-8.

FIRST FLUSH CALCULATIONS:

AREA OF BUILDING PADS	= 7400 SF (50X100+40X60)
AREA OF CONCRETE ADA PARKINGS	= 1,771 SF (544+1,227)
TOTAL GRAVEL AREA INCLUDIOING PARKING SPACES AND DRIVEWAYS	= 35,923 SF
TOTAL IMPERVIOUS AREA	= 45,094 SF
TOTAL FIRST FLUSH	= 45,094 SF x 2" =1,878.91CF

SYMBOL LEGEND

- S — APPROXIMATE SEPTIC LOCATION
- W — EXISTING WELL
- H — EX. HOSE BIB
- EX. SEPTIC LID
- W — EX. WATER BOX
- E — EX. ELECTRIC METER
- L — EX. SITE LIGHT

LINETYPE LEGEND

- EXISTING STORM SEWER LINE
- EXISTING WATER SERVICE — W —
- EXISTING SANITARY SERVICE — SS —
- EXISTING UNDERGROUND ELECTRIC LINE — UGE —
- PARCEL BOUNDARY & RIGHT-OF-WAY LINE
- PROPOSED STORM SEWER LINE
- PROPOSED SWALE LINE

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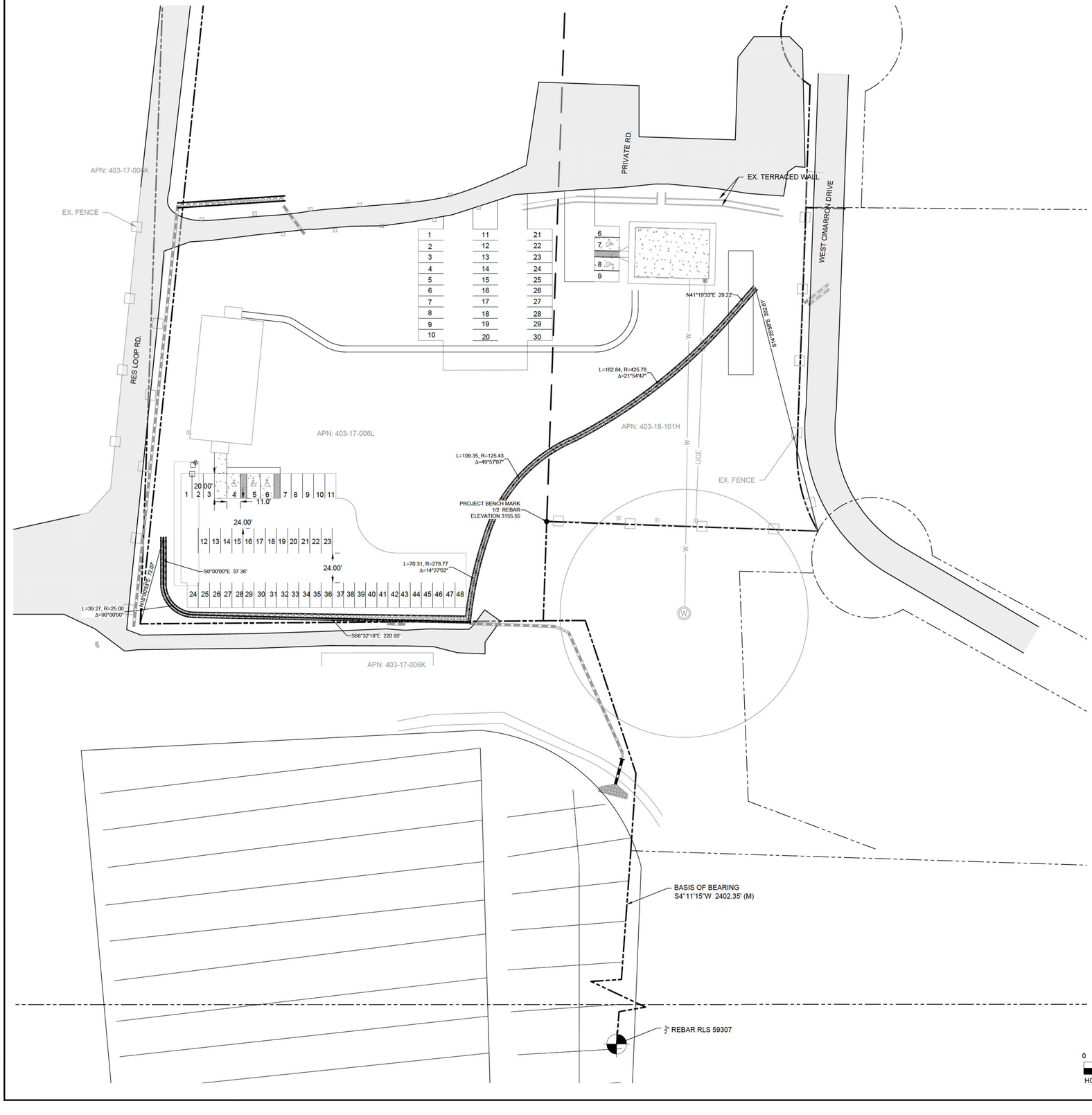
SHEET TITLE: SITE PLAN

PROJECT TITLE:

JACKPOT RANCH
2025 W. RESERVATION LOOP RD.
CAMP VERDE, AZ.

DRAWN BY:	TBJ
SCALE:	AS SHOWN
DATE:	07-25-2024
PROJECT NO:	230802
SHEET NO.	C-5

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SYMBOL LEGEND

- S — APPROXIMATE SEPTIC LOCATION
- W — EXISTING WELL
- H — EX. HOSE BIB
- EX. SEPTIC LID
- W — EX. WATER BOX
- E — EX. ELECTRIC METER
- L — EX. SITE LIGHT

LINETYPE LEGEND

- EXISTING STORM SEWER LINE
- EXISTING WATER SERVICE — W —
- EXISTING SANITARY SERVICE — SS —
- EXISTING UNDERGROUND ELECTRIC LINE — UGE —
- PARCEL BOUNDARY & RIGHT-OF-WAY LINE
- PROPOSED STORM SEWER LINE
- PROPOSED SWALE LINE

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SHEET TITLE: HORIZONTAL CONTROL SHEET

PROJECT TITLE:

JACKPOT RANCH
2025 W. RESERVATION LOOP RD.
CAMP VERDE, AZ.

DRAWN BY:	TBJ
SCALE:	AS SHOWN
DATE:	07-25-2024
PROJECT NO:	230802
SHEET NO.	C-6

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GENERAL GRADING AND DRAINAGE NOTES:

1. SURVEY AND TOPOGRAPHY DATA PROVIDED BY HERITAGE LAND SURVEYING & MAPPING INC, AND WAS PERFORMED IN MARCH 2024.
2. SITE BENCHMARK IS A 1/2" REBAR FOUND AT THE SE MIDDLE CORNER OF LOT WITH AN ELEVATION OF 3155.55.
3. TOP OF CUT SLOPES SHALL BE MADE NOT NEARER TO A SITE BOUNDARY LINE THAN 1/5 OF THE THE VERTICAL HEIGHT OF THE CUT WITH A MINIMUM OF 2 FEET. THE TOE OF FILL SLOPES SHALL BE MADE NOT NEARER TO A SITE BOUNDARY LINE THAN 1/2 OF THE VERTICAL HEIGHT OF THE FILL, WITH A MINIMUM OF 2 FEET. ALL CUT OR FILL SLOPES STEEPER THAN 2:1 SHALL BE STABILIZED WITH RIPRAP.
4. THE GROUND SURFACE SHALL BE PREPARED TO RECEIVE FILL BY REMOVING ALL VEGETATION, NON-COMPLYING FILL, AND OTHER UNSUITABLE MATERIALS.
5. NO ROCK OR SIMILAR IRREDUCIBLE MATERIAL WITH A MAXIMUM DIMENSION GREATER THAN 12" SHALL BE ALLOWED IN FILLS IN THE ABSENCE OF A SOILS REPORT AND INSPECTION BY A SOILS ENGINEER.
6. ALL FILLS SHALL BE COMPACTED TO 95 % OF A ASTM D698.
7. ALL CULVERTS TO BE USED AND NOT ABANDONED UNLESS SPECIFIED.
8. GRADING SHALL ENSURE THAT DRAINAGE WILL MEET YAVAPAI COUNTY DRAINAGE DESIGN MANUAL.
9. ALL SWALES TO BE CONSTRUCTED PER DETAILS SHEET C-8.

VOLUMES

EARTHWORKS:

CUT:	129.09 CY	
FILL:	281.53 CY	
NET:	152.45 CY	(EXCESS FILL)

*VOLUMES ARE APPROXIMATE

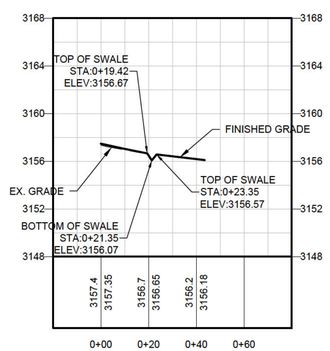
SPOT ELEVATIONS LEGEND

FFE	FINISHED FLOOR ELEVATION
FG	FINISHED GRADE
TOS	TOP OF SWALE
BOS	BOTTOM OF SWALE
EG	EXISTING GRADE

LINETYPE LEGEND

- EXISTING STORM SEWER LINE
- EXISTING WATER SERVICE (W)
- EXISTING SANITARY SERVICE (SS)
- EXISTING UNDERGROUND ELECTRIC LINE (UGE)
- PARCEL BOUNDARY & RIGHT-OF-WAY LINE
- PROPOSED STORM SEWER LINE
- PROPOSED SWALE LINE
- FLOW ARROWS WITH SLOPE -2.0%
- FLOW DIRECTION ARROWS

SWALE SECTION



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SHEET TITLE: GRADING AND DRAINAGE

PROJECT TITLE:

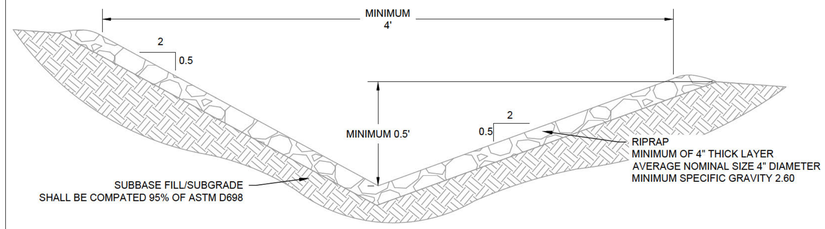
JACKPOT RANCH
2025 W. RESERVATION LOOP RD.
CAMP VERDE, AZ.

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SHEET NO.	C-7

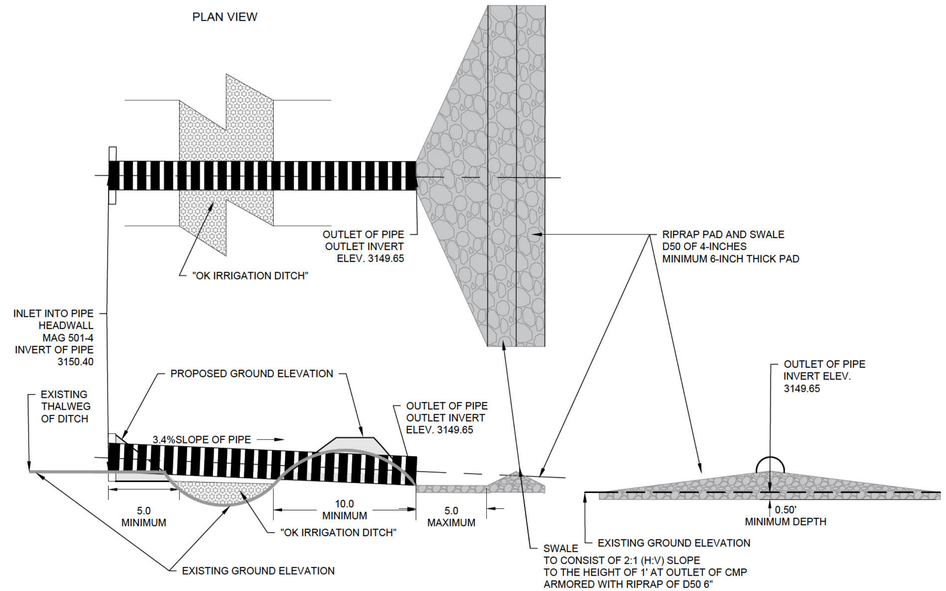
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0.5' DEEP RIP-RAP LINED CHANNEL (SWALE)

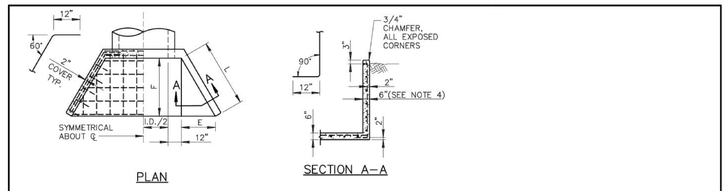
NOT TO SCALE



DETAIL OF 24" DIAMETER 22' LF DIAMETER CMP



PROFILE VIEWS



PIPE I.D.	DIMENSIONS L	E	F (APPROX)
18"	2'–0"	1'–0"	1'–9"
24"	2'–0"	1'–0"	1'–9"
30"	3'–0"	1'–6"	2'–7"
36"	4'–0"	2'–0"	3'–6"
42"	5'–0"	2'–6"	4'–4"
48"	6'–0"	3'–0"	5'–2"
54"	7'–0"	3'–6"	6'–1"
60"	8'–0"	4'–0"	6'–11"

NOTES:

1. ALL CONCRETE SHALL BE CLASS 'A' PER SECT. 725.
2. ALL REINFORCING BARS SHALL BE NO. 4 EXCEPT NO. 6 BARS OVER PIPE. BAR SPACING APPROXIMATELY 12" C TO C UNLESS OTHERWISE NOTED.
3. 30° WING WALL FLARE SHOWN; 45° NORMALLY DESIRABLE.
4. FOR WALLS REQUIRING SAFETY RAIL, MIN. WALL THICKNESS IS 8". SEE DETAIL 145 FOR ADDITIONAL REQUIREMENTS.

DETAIL NO.	STANDARD DETAIL		REVISED	DETAIL NO.
501–4	MARICOPA ASSOCIATION of GOVERNMENTS	ENGLISH	01–01–2020	501–4

HEADWALL IRRIGATION
18" TO 60" PIPE

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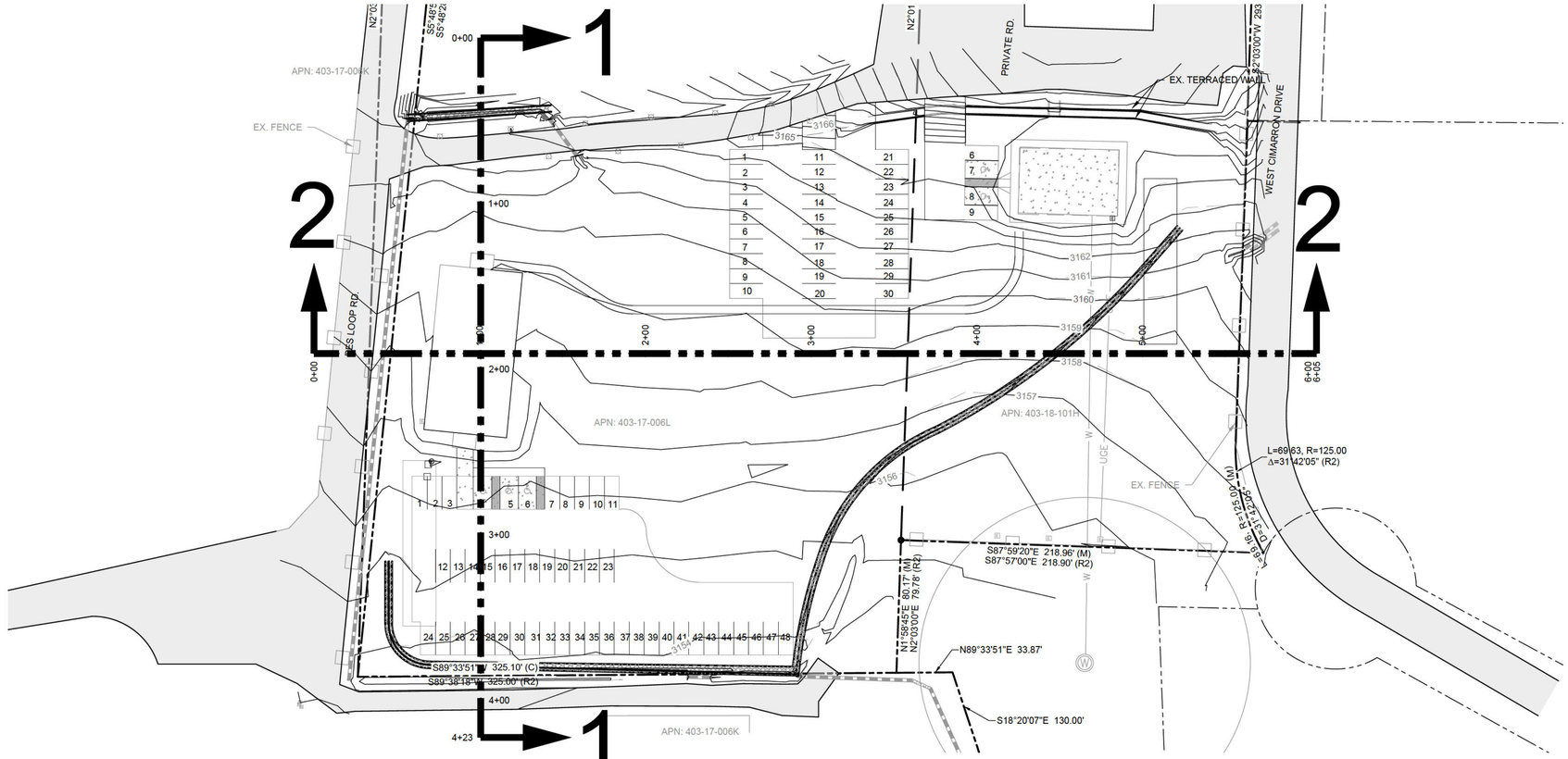
SHEET TITLE: DETAILS SHEET

PROJECT TITLE:

JACKPOT RANCH
2025 W. RESERVATION LOOP RD.
CAMP VERDE, AZ.

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SCALE:	NTS
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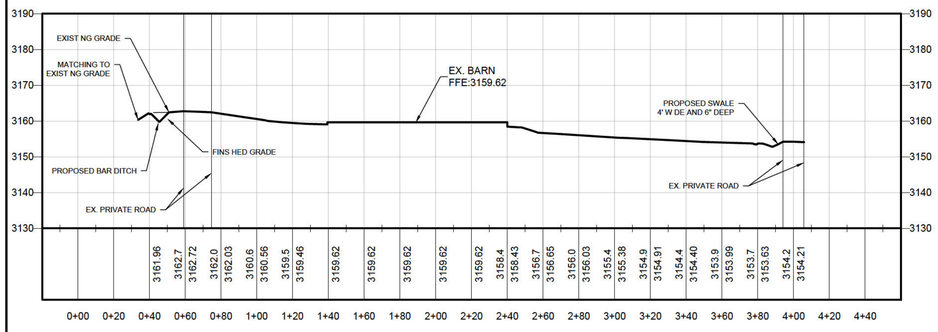


SECTION S

0 20' 40' 80'

HORIZONTAL SCALE IN FEET
1" = 40'

SECTION 1



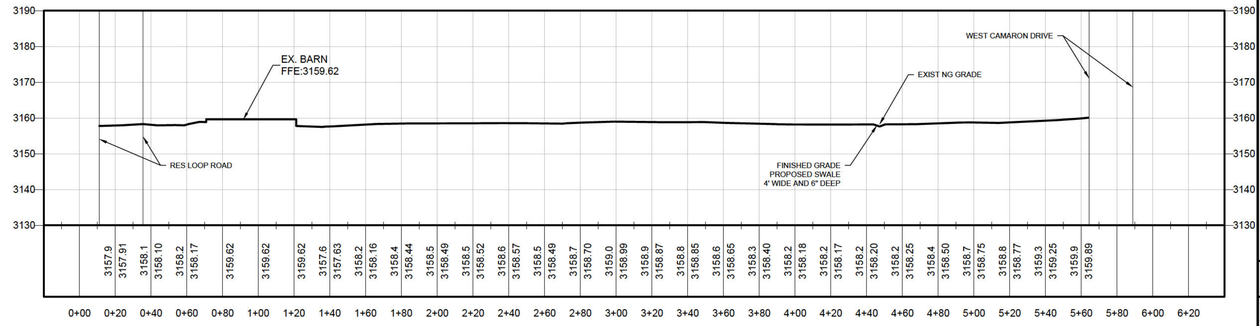
SECTION 1-1 PROFILE

0 20' 40' 80'

HORIZONTAL SCALE IN FEET
1" = 20'

VERTICAL SCALE IN FEET
1" = 10'

SECTION 2



SECTION 2-2 PROFILE

0 20' 40' 80'

HORIZONTAL SCALE IN FEET
1" = 20'

VERTICAL SCALE IN FEET
1" = 10'

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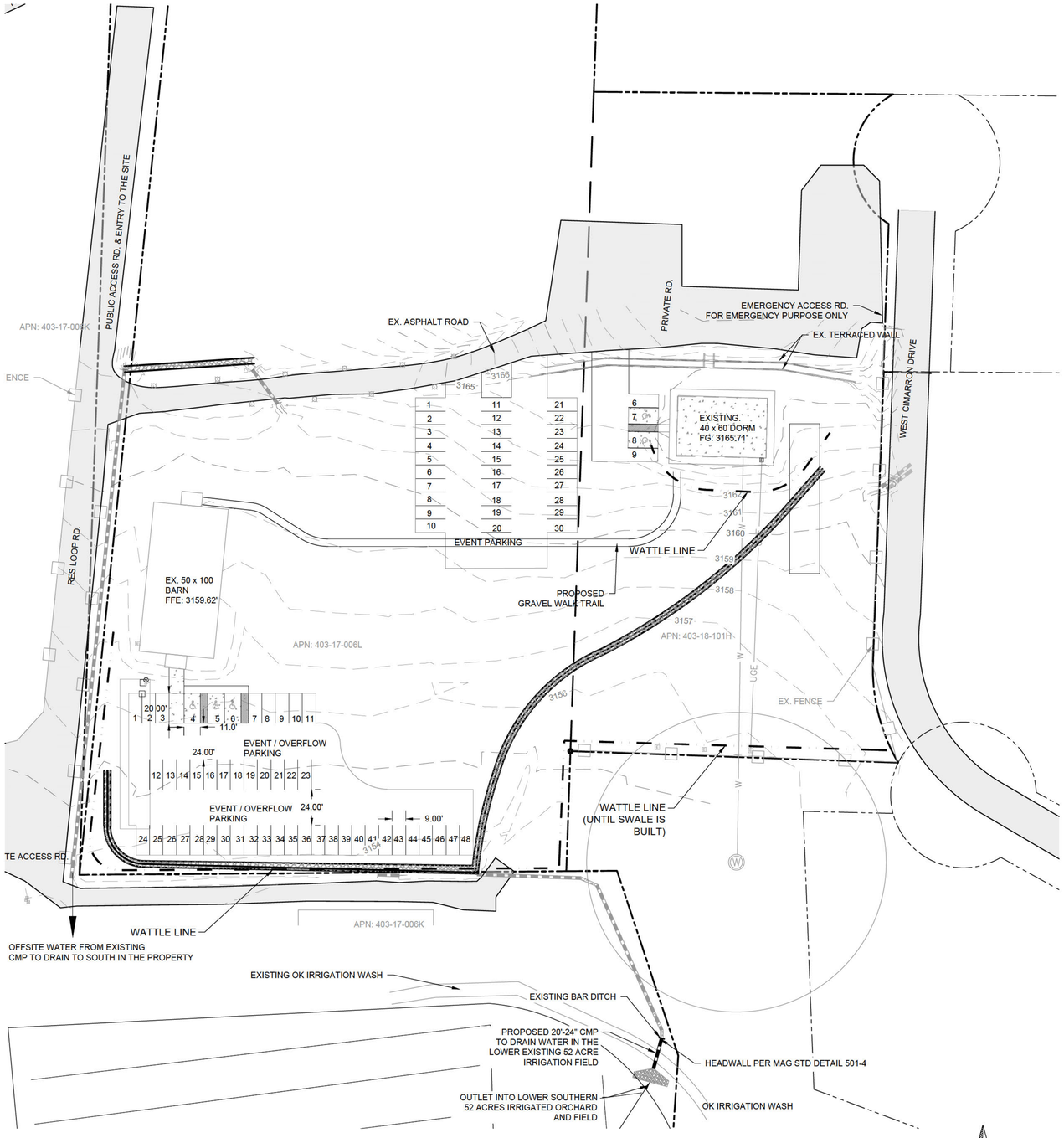
SHEET TITLE: SECTIONS

PROJECT TITLE:

JACKPOT RANCH
2025 W. RESERVATION LOOP RD.
CAMP VERDE, AZ.

DRAWN BY:	TBJ
SCALE:	AS SHOWN
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NOTES:

1. DURING CONSTRUCTION PHASE: IMPLEMENT STRAW WATTLES, SILT FENCING OR OTHER APPROPRIATE "BEST MANAGEMENT PRACTICES" (BMPS) TO MITIGATE STORM WATER POLLUTION AND PREVENT EROSION ONSITE AND SEDIMENT LEAVING THE PROPERTY AND ENTERING THE THE CITY OF SEDONA MS4. THESE BMPS ARE TO BE PROPERLY INSTALLED AND MAINTAINED. CONTRACTOR IS TO PROVIDE INFORMATION, LOCATION AND OTHER DETAILS REGARDING STORM WATER POLLUTION PREVENTION MEASURES TO BE IMPLEMENTED DURING CONSTRUCTION.

2. POST CONSTRUCTION PHASE: BMPS SHALL BE IMPLEMENTED TO PREVENT STORM WATER POLLUTION AND SITE EROSION ONCE ACTIVE CONSTRUCTION IS COMPLETED. THESE BMPS INCLUDE REVEGETATION, GENTLE SLOPING , TERRACING AND LANDSCAPING (WITH ROCK OR OTHER SUITABLE MATERIAL AND FILTER FABRIC) . THIS SHOULD BE IN CONJUNCTION WITH THE REQUIRED STORM WATER MEASURES ADDRESSING VOLUME , SUCH AS RETENTION/DETENTON BASINS, SWALES AND RIPRAP PADS. ALSO PROVIDE INFORMATION, LOCATION AND OTHER DETAILS REGARDING STORM WATER POLLUTION PREVENTION MEASURES TO BE IMPLEMENTED AFTER CONSTRUCTION.

STORM WATER MANAGEMENT POLLUTION PREVENTION PLAN (SWMPPP) NOTES

1. THE SWPPP IS INTENDED TO BE A DYNAMIC PLAN THAT CAN BE REVISED EITHER AS A RESULT OF UNANTICIPATED CONDITIONS DURING DESIGN OR AS A RESULT OF CHANGING CONDITIONS IN THE FIELD. MAKING CHANGES TO THE PLAN WHERE IT IS NOT EFFECTIVE IS A REQUIREMENT OF THE AZPDES PERMIT. ANY CHANGES TO THE PLAN SHALL BE NOTED AND DATED ON THE PLAN.

2. THE CONTRACTOR IS RESPONSIBLE FOR ENSURING THAT A NOTICE OF INTENT (NOI) AND A NOTICE OF TERMINATION (NOT) IS SENT AT THE BEGINNING AND END OF THE PROJECT TO THE PROPER AUTHORITIES. THE CONTRACTOR IS RESPONSIBLE FOR UNDERSTANDING THE REQUIREMENT OF THE EPA'S NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (AZPDES) PERMITTING PROGRAM, ESTABLISHED UNDER SECTION 402 OF THE CLEAN WATER ACT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SWPPP ACTIVITIES AND FOR ALL SUB CONSULTANTS ON SITE. THE CONTRACTOR SHALL OBTAIN AN NOI AT HTTP://CDX.EPA.GOV/, THE SWPPP TEMPLATE IS LOCATED AT HTTP://WATER.EPA.GOV/POLWASTE/NPDES/BASICS/UPLOAD/SW_CGP2012_SWPPPTEMPLATE_DOCX, FURTHER INFORMATION CAN BE FOUND AT HTTP://WATER.EPA.GOV/POLWASTE/NPDES/STORMWATER/STORMWATER-POLLUTION-PREVENTION-PLANS-FOR-CONSTRUCTION-ACTIVITIES.CFM. A TUTORIAL IS AVAILABLE AT HTTP://WWW.EPA.GOV/NPDES/PUBS/ENOI_2012CGP_USERMANUAL.PDF FOR REGISTRATION. IF YOU HAVE ANY QUESTION YOU MAY CALL 1-888-890-1995 OR FOR NOI INFORMATION YOU MAY CALL 1-866-352-7755.

3. LIMIT LAND DISTURBANCE AND PRESERVE EXISTING VEGETATION. SENSITIVITY TO THE ENVIRONMENT DURING CONSTRUCTION IS A DEFINING FACTOR IN PRESERVING NATURAL VEGETATION. THE EXTENT OF THE CUT AND FILL SLOPES SHOULD BE FIELD SURVEYED AND STAKED PRIOR TO CONSTRUCTION TO DEFINE ALL AREAS THAT REQUIRE GRADING. AREAS OUTSIDE THESE LIMITS SHOULD BE PROTECTED FROM ALL CONSTRUCTION ACTIVITIES. TREES THAT LIE WITHIN TRANSITION AREAS OF SIGNIFICANT CUT OR FILL AND OUTSIDE REQUIRED CLEAR-ZONE DISTANCES SHALL BE FLAGGED AND/OR FENCED FOR PROTECTION. EXISTING TREES AT OR NEAR THE TOE OF FILL SLOPES SHALL BE SAVED WITH PROTECTIVE TREE WELLS.

4. MINIMIZE SOIL EXPOSURE AND RE-VEGETATE DENUDED AREAS. TRY TO SCHEDULE CONSTRUCTION TO COINCIDE WITH THE DRY SEASON OF THE SITE'S LOCATION. LIMIT THE SIZE OF THE EXPOSED AREA AND AMOUNT OF TIME IT IS EXPOSED. UNDER THE EPA'S GENERAL PERMIT ALL BARE GROUND SHALL BE SEEDED WITHIN 14 DAYS AFTER GRADING IS FINISHED WITH SOME EXCEPTIONS.

5. PROTECT FILL SLOPES FROM ROADWAY RUNOFF. DROWN DRAINS AND RIPRAP PROTECTION HAVE BEEN CALLED OUT ON THE PLAN AS NEEDED. THE CONTRACTOR SHOULD MONITOR SLOPES TO ENSURE ADEQUATE PROTECTION IS PROVIDED THROUGH OUT THE CONSTRUCTION ACTIVITIES.

6. PREVENT EROSION IN AREAS WHERE RUNOFF CONCENTRATES. CONTRACTOR SHALL PROVIDE PROTECTION OF ALL DITCHES, OPEN CHANNELS, CULVERT AND CHANNEL OUTLETS AS SHOWN ON THE CONSTRUCTION PLAN.

7. TRAP SEDIMENT BEFORE IT LEAVES THE SITE. IT IS PREFERABLE TO PROVIDE EROSION CONTROL INSTEAD OF SEDIMENT CONTROL WHERE PRACTICABLE. IT IS IMPORTANT THAT REGULAR MAINTENANCE OF ANY SEDIMENT TRAPPING IS CONDUCTED ON A REGULAR BASIS IN ORDER FOR IT TO OPERATE EFFECTIVELY. THIS INCLUDES REMOVING ACCUMULATIONS OF SEDIMENT AND MAKING NECESSARY REPAIRS AND ADJUSTMENTS. TEMPORARY SEDIMENT BARRIERS SHOULD BE PLACED AROUND CATCH BASIN INLETS DURING CONSTRUCTION TO TRAP SEDIMENT BEFORE IT ENTERS THE INLET. SEDIMENT TRAPPING IS NECESSARY AT SOIL STOCKPILES AND THESE STOCKPILES SHOULD BE LOCATED ABOVE AND AWAY FROM STREAMS, WASHES AND SWALES TO PREVENT THEM FROM BEING WASHED DOWNSTREAM. A STABILIZED CONSTRUCTION ENTRANCE SHOULD BE PROVIDED TO REMOVE SEDIMENT FROM THE TIRES OF THE VEHICLES BEFORE THEY LEAVE THE SITE.

8. AS NEEDED A SPILL CONTAINMENT AREA SHOULD BE PROVIDED AT THE JOB SITE FOR STORING CHEMICALS, FUELS, PAINTS AND OTHER MATERIALS. THIS AREA WILL PREVENT CHEMICALS FROM MIXING WITH STORM WATER AND DISCHARGING INTO STREAMS AND WASHES, OR SEEPING INTO AND CONTAMINATING THE SURROUNDING SOIL. THE PROTECTED AREA SHOULD BE EXCAVATED OR BERMED, AND LINED WITH PLASTIC SO THAT AN ACCIDENTAL SPILL FROM A CHEMICAL DRUM WILL BE CONTAINED. IT SHOULD BE LOCATED IN AREAS WHERE ANY SPILL WILL BE PREVENTED FROM DISCHARGING OFF-SITE. PROCEDURES SHALL BE ESTABLISHED TO PREVENT CONTAMINATION OF ON-SITE SOILS FROM EQUIPMENT MAINTENANCE. CONSTRUCTION EQUIPMENT SHALL BE REGULARLY MAINTAINED TO REPAIR LEAKY HOSES AND GASKETS. USED OIL, HYDRAULIC FLUIDS, FILTERS, BATTERIES AND TIRES SHALL BE PROPERLY DISPOSED OF IN ACCORDANCE WITH STATE AND FEDERAL LAWS

9. SOLID WASTE MATERIALS SHOULD BE COLLECTED DAILY. A TRASH CONTAINER OR DUMPSTER SHOULD BE PROVIDED AT THE SITE TO CONTAIN SMALLER WASTE MATERIALS. THE TRASH CONTAINERS SHOULD BE COVERED TO PREVENT MIXING WITH RAINWATER OR LOSS OF CONTENTS BY HIGH WINDS. OTHER TYPES OF LARGER DEBRIS, SUCH AS: VEGETATION FORM CLEARING OPERATIONS SHOULD BE COLLECTED AND STOCKPILED ON A DAILY BASIS AND DISPOSED OF REGULARLY. THE STOCKPILE LOCATION SHALL BE LOCATED AWAY FROM STREAMS AND WASHES.

10. TEMPORARY PITS OR BERMED AREAS SHOULD BE PROVIDED AT THE CONSTRUCTION SITE FOR THE WASHOUT OF CONCRETE TRUCKS AND FOR WASHING AGGREGATE MATERIALS AND TOOLS. THE WASH WATER SHOULD BE KEPT OUT OF STREAMS AND WASHES. WASHOUT AREAS SHOULD BE LARGE ENOUGH TO RETAIN ALL WASH WATER. HARDENED CONCRETE SHOULD BE ROUTINELY REMOVED AND DISPOSED OF IN ORDER TO MAINTAIN ADEQUATE WATER PERCOLATION.

11. PROPER IMPLEMENTATION, INSPECTION AND MAINTENANCE OF POLLUTION CONTROL MEASURES IS ESSENTIAL TO ACHIEVE THE GOALS OF EROSION AND SEDIMENT CONTROL AND TO IDENTIFY POTENTIAL PROBLEMS. A RAIN GAGE SHOULD BE KEPT AT THE SITE TO RECORD THE DEPTH OF RAINFALL. THE CONTRACTOR SHOULD COORDINATE THE IMPLEMENTATION, INSPECTION AND MAINTENANCE OF THE POLLUTION CONTROLS WITH THE PROJECT INSPECTOR. THE CONTRACTOR SHOULD ALSO MONITOR WEATHER FORECASTS AND MAKE ALL SITE INSPECTIONS AND NECESSARY REPAIRS BEFORE STORMS ARE EXPECTED. THE CONTRACTOR SHALL MONITOR AND RECORD WEEKLY EXTENDED WEATHER FORECASTS. THESE FORECASTS SHALL BE DISCUSSED BY THE CONTRACTOR AT REGULARLY SCHEDULED WEEKLY PROGRESS MEETINGS. IN THE EVENT THAT EXTENDED FORECASTS REPORT A HIGH PROBABILITY FOR PRECIPITATION IN THE GIVEN PROJECT AREA, THE CONTRACTOR SHALL REVIEW AND SUPPLEMENT EXISTING EROSION CONTROL MEASURES. HE SHALL ALSO INSTALL ADDITIONAL MEASURES IN AREAS DETERMINED TO BE SUSCEPTIBLE TO EROSION AND/OR SEDIMENTATION, AS DIRECTED BY THE PROJECT ENGINEER. THE EPA GENERAL PERMIT REQUIRES REGULAR INSPECTIONS EVERY 7 DAYS OR WITHIN 24 HOURS AFTER A RAINFALL OF ¼ INCH OR GREATER.

12. THE CONTRACTOR MUST RECORD ANY DAMAGES OR DEFICIENCIES IN THE CONTROL MEASURES ON A INSPECTION REPORT FORM. THIS REPORT DOCUMENTS THE INSPECTION OF THE POLLUTION PREVENTION MEASURES. THE SAME FORM CAN BE USED TO REQUEST REPAIRS AND TO PROVE THAT REQUIRED INSPECTIONS AND MAINTENANCE WERE PERFORMED. AS A CONDITION OF THE GENERAL PERMIT, THE CONTRACTOR SHALL CORRECT DAMAGE OR DEFICIENCIES AS SOON AS PRACTICABLE AFTER THE INSPECTION; BUT IN NO CASE LATER THAN 7 DAYS AFTER THE INSPECTION. ANY CHANGES THAT MAY BE REQUIRED TO CORRECT DEFICIENCIES IN THE SWPPP SHOULD ALSO BE MADE AS SOON AS PRACTICABLE AFTER THE INSPECTION; BUT IN NO CASE LATER THAN 7 DAYS AFTER THE INSPECTION

13. OVERVIEW OF INSPECTION REQUIREMENTS, CONSTRUCTION OPERATORS COVERED UNDER THE 2012 CGP ARE SUBJECT TO THE FOLLOWING REQUIREMENTS IN PART 4:

INSPECTION FREQUENCY (SEE PART 4.1.4)

YOU ARE REQUIRED TO CONDUCT INSPECTIONS EITHER:

- ONCE EVERY 7 CALENDAR DAYS; OR
- ONCE EVERY 14 CALENDAR DAYS AND WITHIN 24 HOURS OF A STORM EVENT OF 0.25 INCHES OR GREATER.

YOUR INSPECTION FREQUENCY IS INCREASED IF THE SITE DISCHARGES TO A SENSITIVE WATER. SEE PART 4.1.3. YOUR INSPECTION FREQUENCY MAY BE DECREASED TO ACCOUNT FOR STABILIZED AREAS, OR FOR ARID, SEMI-ARID, OR DROUGHT-STRICKEN CONDITIONS, OR FOR FROZEN CONDITIONS. SEE PART 4.1.4.

AREAS THAT NEED TO BE INSPECTED (SEE PART 4.1.5)

DURING EACH INSPECTION, YOU MUST INSPECT THE FOLLOWING AREAS OF YOUR SITE:

- CLEARED, GRADED, OR EXCAVATED AREAS OF THE SITE;
- STORMWATER CONTROLS (E.G., PERIMETER CONTROLS, SEDIMENT BASINS, INLETS, EXIT POINTS ETC.) AND POLLUTION PREVENTION PRACTICES (E.G., POLLUTION PREVENTION PRACTICES FOR VEHICLE FUELING/MAINTENANCE AND WASHING, CONSTRUCTION PRODUCT STORAGE, HANDLING, AND DISPOSAL, ETC.) AT THE SITE;
- MATERIAL, WASTE, OR BORROW AREAS COVERED BY THE PERMIT, AND EQUIPMENT STORAGE AND MAINTENANCE AREAS;
- AREAS WHERE STORMWATER FLOWS WITHIN THE SITE;
- STORMWATER DISCHARGE POINTS; AND
- AREAS WHERE STABILIZATION HAS BEEN IMPLEMENTED.

WHAT TO CHECK FOR DURING YOUR INSPECTION (SEE PART 4.1.6)

DURING YOUR SITE INSPECTION, YOU ARE REQUIRED TO CHECK:

- WHETHER STORMWATER CONTROLS OR POLLUTION PREVENTION PRACTICES REQUIRE MAINTENANCE OR CORRECTIVE ACTION, OR WHETHER NEW OR MODIFIED CONTROLS ARE REQUIRED;
- FOR THE PRESENCE OF CONDITIONS THAT COULD LEAD TO SPILLS, LEAKS, OR OTHER POLLUTANT ACCUMULATIONS AND DISCHARGES;
- WHETHER THERE ARE VISIBLE SIGNS OF EROSION AND SEDIMENT ACCUMULATION AT POINTS OF DISCHARGE AND TO THE CHANNELS AND STREAMBANKS THAT ARE IN THE IMMEDIATE VICINITY OF THE DISCHARGE;
- IF A STORMWATER DISCHARGE IS OCCURRING AT THE TIME OF THE INSPECTION, WHETHER THERE ARE OBVIOUS, VISUAL SIGNS OF POLLUTANT DISCHARGES; AND
- IF ANY PERMIT VIOLATIONS HAVE OCCURRED ON THE SITE.

INSPECTION REPORTS (SEE PART 4.1.7)

WITHIN 24 HOURS OF COMPLETING EACH INSPECTION, YOU ARE REQUIRED TO COMPLETE AN INSPECTION REPORT THAT INCLUDES:

- DATE OF INSPECTION;
- NAMES AND TITLES OF PERSONS CONDUCTING THE INSPECTION;
- SUMMARY OF INSPECTION FINDINGS;
- RAIN GAUGE OR WEATHER STATION READINGS IF YOUR INSPECTION IS TRIGGERED BY THE 0.25 INCH STORM THRESHOLD; AND
- IF YOU DETERMINE THAT A PORTION OF YOUR SITE IS UNSAFE TO ACCESS FOR THE INSPECTION, DOCUMENTATION OF WHAT CONDITIONS PREVENTED THE INSPECTION AND WHERE THESE CONDITIONS OCCURRED ON THE SITE

14. REMOVAL OF TEMPORARY CONTROLS WHEN THE PROJECT IS COMPLETE IS THE RESPONSIBILITY OF THE CONTRACTOR. AFTER ALL CONSTRUCTION ACTIVITIES HAVE STOPPED, THE CONTRACTOR MUST KEEP A COPY OF THE STORM WATER POLLUTION PREVENTION PLAN. RECORDS OF ALL THE DATA USED TO COMPLETE THE NOTICE OF INTENT MUST ALSO BE KEPT FOR A PERIOD OF THREE YEARS FOLLOWING FINAL STABILIZATION. THE RETENTION PERIOD MAY BE EXTENDED BY THE EPA'S REQUEST.

15. AS A CONDITION OF THE GENERAL PERMIT, A COPY OF THE CONTRACTOR'S NOI AND A COPY OF THE SWPPP ARE TO REMAIN AT THE JOB SITE THROUGHOUT THE CONSTRUCTION PROCESS AND AVAILABLE DAILY TO THE PROJECT MANAGER.

16. DUST CONTROL IN ACCORDANCE WITH THE COUNTY REQUIREMENTS SHALL BE PROVIDED AT ALL TIMES WHILE UNDER CONSTRUCTION.

17. THE CONTRACTOR SHALL KEEP THE SITE WATERED DOWN (OR OTHER APPROVED METHODS) TO PREVENT DUST MIGRATING OFFSITE.

18. THE CONTRACTOR SHALL ON A DAILY OR AS NEEDED BASIS CLEAN ALL ROADS LEADING OUT OF THE SITE AND SHALL PLACE SAND BAGS (OR OTHER APPROVED METHODS) TO TRAP SEDIMENT BEFORE IT ENTERS INTO THE STORM DRAIN SYSTEM.

19. ALL DUMP TRUCKS ENTERING AND EXITING THE SITE SHALL BE COVERED WITH AN APPROVED COVER TO PREVENT DUST AND FLYING DEBRIS.

20. THE CONTRACTOR WILL PROVIDE THE COUNTY A SIGNED COPY OF THE SWPPP BEFORE BEGINNING CONSTRUCTION.

I CERTIFY UNDER PENALTY OF LAW THAT I UNDERSTAND THE TERMS AND CONDITIONS OF THE GENERAL ARIZONA POLLUTANT DISCHARGE ELIMINATION SYSTEM (AZPDES) PERMIT THAT AUTHORIZES THE STORM WATER DISCHARGES ASSOCIATED WITH INDUSTRIAL ACTIVITY FROM THE CONSTRUCTION SITE IDENTIFIED AS PART OF THIS CERTIFICATION.

CONTRACTOR SIGNATURE PRINT NAME OF CONTRACTOR AND COMPANY

Registered Professional Engineer (Civil)
CERTIFICATE NO.
37322
LUKE A. SEFTON
SIGNED 06-30-26
ARIZONA, U.S.A.

Sefton Engineering Consultants
Your Ideas to Completion
Surveying • Engineering • Land Planning
40 STUTZ BEARCAT DR. #8
SEDONA, ARIZONA 86336
PH: (928) 202-3999 LS@SEFENGCO.COM

SHEET TITLE: SWMPPP

PROJECT TITLE:

JACKPOT RANCH
2025 W. RESERVATION LOOP RD.
CAMP VERDE, AZ.

DRAWN BY:	TBJ
SCALE:	1" = 40'
DATE:	07-25-2024
PROJECT NO:	230802
SHEET NO.	C-10

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22

Jackpot Ranch
2025 W Reservation Loop Rd
Camp Verde, AZ 86322
[redacted]
April 23, 2025

Town of Camp Verde Community Development Department
473 S. Main St #108
Camp Verde, AZ 86322

Subject: **Second** Revised Letter of Intent – Use Permit Application for RV Park at 2025 W Reservation Loop Road, Camp Verde, AZ 86322

Dear Town of Camp Verde Representatives,

I am submitting this second revision Letter of Intent in support of my Use Permit application for the development and operation of an RV Park at 2025 W Reservation Loop Road, Camp Verde, AZ 86322. This proposed update aims to extend RV stays during the winter months to attract seasonal visitors who can enjoy the unique experiences offered at Jackpot Ranch. In turn, this would generate increased economic activity and support for local businesses in the Town. The specific revision is highlighted below in bold italics.

Project Overview

The proposed RV Park is intended to be a safe, clean, and community-conscious facility that offers both short- and long-term stays. Our vision aligns with the Town of Camp Verde's land use objectives while preserving the rural and residential character of the surrounding area.

Updated Proposal – RV Use at Jackpot Ranch

Existing RV Infrastructure:

- 28 RV parking spaces with pedestals
- 2 RV park models currently on-site

Proposed Revisions:

- Increase total RV parking spaces from 28 to 50, ***with each space available up to 30 days from May 1st to September 30th and up to 180 days from October 1st to April 30th.***
- Increase the number of RV park models from 2 to 5, intended for extended stays without the requirement for relocation.

While long-term use of the park models is not anticipated, we are requesting a Use Permit that allows flexibility without a mandate for relocation.

Project Objectives and Benefits

- Offer affordable, accessible accommodations for visitors and seasonal travelers
- Stimulate local economic development through increased tourism and commerce
- Ensure low-impact development in harmony with nearby residences
- Incorporate sustainable practices for water, waste, and landscaping

Zoning and Compliance Considerations

The RV Park will be designed in full compliance with Town of Camp Verde zoning regulations and development standards. Specific measures include:

- Adhering to setback requirements, density limits, and landscaping buffers
- Providing adequate on-site parking and traffic flow infrastructure
- Meeting all state and local health requirements for wastewater and utility systems
- Observing noise and lighting ordinances to minimize disruptions

Community Engagement and Impact Mitigation

We are dedicated to being a responsible neighbor and will take proactive steps to address any concerns. These include:

- Installation of screening and fencing to preserve privacy and visual appeal
- Implementation of strict park rules to govern noise, waste, and conduct
- Site planning that maintains an open, well-kept, and inviting environment

Conclusion

This second revision of our proposal represents our continued commitment to responsible development and thoughtful integration within the community. We believe the RV Park will provide a valuable service to visitors while supporting Camp Verde's broader goals for growth and sustainability.

Thank you for your time and consideration. I welcome the opportunity to further discuss this proposal and answer any questions you may have.

Sincerely,

Mark Kite
Jackpot Ranch
[redacted]

DESIGNATION OF AGENT

Permit #: _____
(OFFICE USE ONLY)

PROPERTY INFORMATION:

Parcel numbers!
403-18-001C
403-18-001N
403-18-098

PARCEL NUMBER: 403 - 17 - 006L

PHYSICAL ADDRESS: 2025 W. Reservation Loop Rd.
Camp Verde, AZ 86322

PROPERTY OWNER INFORMATION:

OWNER(S) NAME: Shuster Foundation Ltd.

MAILING ADDRESS: [redacted] Phoenix, AZ 85004

PHONE: ([redacted] EMAIL: [redacted]

PROJECT DESCRIPTION: RV Park USE Permit

WHEREAS, the above property owner is seeking to develop or improve real property within the municipal limits of the Town of Camp Verde, Yavapai County, Arizona, which will require the filing, processing, and payment of certain zoning, construction and inspection permits and reports, both from the Town and related agencies, and WHEREAS, the owner elects to designate an agent with authority to file and process all necessary permits and information related to property zoning and improvement, including the authority to pay fees and consent to inspections, NOW THEREFORE, the undersigned owner hereby designates:

Mark Kite, whose address
(AGENT NAME)

is: 2200 N. Central Ave. Suite 105 Phoenix, AZ 85004, as agent to file the permit applications and related documents with the Town of Camp Verde, with such authority to continue until the application process is complete or as may be earlier revoked in writing.

OWNER NAME: Gary Shuster

SIGNATURE: Gary Shuster **DATE:** 4/23/25

From: Roxanne Jasman
To: Clifton Bryson
Subject: Re: Use Permit 25-0008 Additional Comments Requested - Jackpot Ranch RV Park proposal.
Date: Wednesday, April 8, 2026 3:14:15 PM
Attachments: image001.png
image002.png
image003.png
Special Structural Inspection Certificate FY25-26.doc
Outlook-rv4ugc3f.png
Outlook-f0wcfnro.png

Cliff,

I have the following to add to my prior comments:

- Any existing unpermitted plumbing or electrical systems (if any) will require as-built plans.
- A Special Structural Inspection Certificate (attached) is required to document the third-party inspections (referred to as observations in the civil plans). Please have the engineer in responsible charge complete and seal the certificate. The owner or their authorized designee must also review and sign the bottom portion of the form prior to submittal, acknowledging responsibility for coordinating the required third-party inspections and submitting the associated documentation to our office.

Respectfully,

Roxanne T Jasman, CBCO
Chief Building Official, Town of Camp Verde

D: 928-554-0061 | roxanne.jasman@campverde.az.gov
Permitting/Inspections: 928-554-0062
473 S Main St, Ste 108, Camp Verde, AZ 86322
www.campverde.az.gov

"Any information provided by the Town related to zoning or land use within this correspondence is offered as a courtesy and without any guarantee of accuracy. Zoning verifications may be requested through the Community Development Department."

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Furthermore, to ensure compliance with the Open Meeting Law, Council or Board/ Commission / Committee members who are recipients of this message should not forward it to other members of the Council or Board / Commission / Committee of the Town of Camp Verde. Council Members or Board / Commission / Committee members may reply to a staff member regarding this message, but they should not send a copy of a reply to other Council or Board / Commission / Committee members.

Please consider our environment before printing this email.

From: Clifton Bryson <Cliff.Bryson@campverde.az.gov>
Sent: Wednesday, April 8, 2026 2:29 PM
To: Clifton Bryson <Cliff.Bryson@campverde.az.gov>
Subject: Use Permit 25-0008 Additional Comments Requested - Jackpot Ranch RV Park proposal.

Good afternoon,

Attached are the application materials submitted by the applicant for a proposed RV park development.
Comments were previously provided when the application was initially submitted in 2025.
At this time, I am requesting any additional comments or feedback you may have regarding the proposed project.
Please submit your comments to me by email no later than Tuesday, April 14, 2026.

Below were the previous comments provided:

- **Planning and Zoning Department**
  - Per subsection 306.B.3 of the Planning & Zoning Ordinance, site plan needs to show a minimum of two vehicular entrances (One entrance may be kept closed to the general public if provision is made for emergency access.)
  - The RV space dimensions need to demonstrate that they meet the 1,500 SF requirement under Planning and Zoning Ordinance Section 306.C.
  - Section 405 - Outdoor lighting will govern lighting on property. Updated lumen calculation form or lighting plan will need to be provided showing that property is in compliance with outdoor lighting ordinance.
  - Per subsection 306.C, the site plan needs to show the following: (1) Recreational vehicle parks shall provide for individual recreational vehicle spaces, access driveways and parking. (2) A strip of land at least twenty feet in width shall be maintained as a landscaped area abutting all recreational vehicle park property lines.
- **Engineering Department**
  - Provide Site Plan at full build-out and Include Floodplain Delineation on Site Plan.

- Provide Traffic Statement for Full Build-Out and Include anticipated ADT and AM/PM Peak hour.
- Provide discussion of Wastewater Treatment for Full Build-Out
- Provide discussion of the proposed provision of water at Full Build-Out.
- Provide internal Traffic & Fire Circulation Plan at Full Build-Out ·
- The applicant will need to provide sealed plans by an Electrical Engineer required for power to RV sites
- Water, Bathrooms, and Showers per AAC Title 18-Chapter 8.

- **Building Department**
  - All new construction, grading, electrical, mechanical, or plumbing work will require permits with the Town.
  - All work proposed in FEMA regulated flood zones are subject to design approval by Yavapai County Flood Control. If any structures are being proposed within the RV/PM spaces in ZONE AE, engineered foundations will be required. All construction materials must meet FEMA requirements. Permit applications will be submitted to Yavapai County Flood as a part of the review process.

Thank you for your time and assistance in reviewing this development proposal.
If you should have any questions, please don't hesitate to reach out.

Respectfully,
Cliff Bryson
Town of Camp Verde | Town Administration
Special Initiatives Manager
473 S. Main Street, Camp Verde, AZ, 86322
(DP) | 928-554-0003
Email | Cliff.Bryson@campverde.az.gov

Camp Verde
ARIZONA
THE CENTER OF IT ALL

Any information provided by the Town related to zoning or land use within this correspondence is offered as a courtesy and without any guarantee of accuracy. Zoning verifications may be requested through the Community Development Department.

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From: Bruce Connolly
To: Clifton Bryson
Subject: RE: Use Permit 25-0008 Additional Comments Requested - Jackpot Ranch RV Park proposal.
Date: Wednesday, April 8, 2026 3:02:04 PM
Attachments: image004.png
image005.png
image006.png
image007.png

Hello Cliff,
Can you please remove the "*Water, Bathrooms, and Showers per AAC Title 18-Chapter 8*" from the comments?
Thanks,

Bruce Connolly P.E.
Town Engineer
Town of Camp Verde - Public Works
(928) 554-9055

From: Clifton Bryson <Cliff.Bryson@campverde.az.gov>
Sent: Wednesday, April 8, 2026 2:29 PM
To: Clifton Bryson <Cliff.Bryson@campverde.az.gov>
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- The RV space dimensions need to demonstrate that they meet the 1,500 SF requirement under Planning and Zoning Ordinance Section 306.C.
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  - Provide Traffic Statement for Full Build-Out and Include anticipated ADT and AM/PM Peak hour.
  - Provide discussion of Wastewater Treatment for Full Build-Out
  - Provide discussion of the proposed provision of water at Full Build-Out.
  - Provide internal Traffic & Fire Circulation Plan at Full Build-Out ·
  - The applicant will need to provide sealed plans by an Electrical Engineer required for power to RV sites
  - Water, Bathrooms, and Showers per AAC Title 18-Chapter 8.
- **Building Department**
  - All new construction, grading, electrical, mechanical, or plumbing work will require permits with the Town.
  - All work proposed in FEMA regulated flood zones are subject to design approval by Yavapai County Flood Control. If any structures are being proposed within the RV/PM spaces in ZONE AE, engineered foundations will be required. All construction materials must meet FEMA requirements. Permit applications will be submitted to Yavapai County Flood as a part of the review process.

Thank you for your time and assistance in reviewing this development proposal.
If you should have any questions, please don't hesitate to reach out.

Respectfully,
Cliff Bryson
Town of Camp Verde | Town Administration
Special Initiatives Manager
473 S. Main Street, Camp Verde, AZ, 86322
(DP) | 928-554-0003
Email | Cliff.Bryson@campverde.az.gov



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From: Lisa Vaughan
To: Clifton Bryson
Cc: Charles Jewell; Chet Teague
Subject: Re: Use Permit 25-0008 Additional Comments Requested - Jackpot Ranch RV Park proposal.
Date: Thursday, April 9, 2026 10:15:33 AM
Attachments: image001.png
image002.png
image003.png

Good morning Cliff,

The Utilities Department has no comments on this project and can approve, as their water/sewer systems are private. It should be noted that ADEQ will still require permits for the private water and sewer systems and the fire department provides their own separate review and approval.

Thanks!

Lisa Vaughan, P.E.
Utilities Director, Town of Camp Verde
395 S. Main Street, Camp Verde, AZ 86322
Cell Phone: 928-469-9063
Office: 928-554-0825

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From: Clifton Bryson <Cliff.Bryson@campverde.az.gov>
Sent: Wednesday, April 8, 2026 2:29 PM
To: Clifton Bryson <Cliff.Bryson@campverde.az.gov>
Subject: Use Permit 25-0008 Additional Comments Requested - Jackpot Ranch RV Park proposal.

Good afternoon,

Attached are the application materials submitted by the applicant for a proposed RV park development.
Comments were previously provided when the application was initially submitted in 2025.
At this time, I am requesting any additional comments or feedback you may have regarding the proposed project.
Please submit your comments to me by email no later than Tuesday, April 14, 2026.

Below were the previous comments provided:

- **Planning and Zoning Department**
  - Per subsection 306.B.3 of the Planning & Zoning Ordinance, site plan needs to show a minimum of two vehicular entrances (One entrance may be kept closed to the general public if provision is made for emergency access.)
  - The RV space dimensions need to demonstrate that they meet the 1,500 SF requirement under Planning and Zoning Ordinance Section 306.C.
  - Section 405 - Outdoor lighting will govern lighting on property. Updated lumen calculation form or lighting plan will need to be provided showing that property is in compliance with outdoor lighting ordinance.
  - Per subsection 306.C, the site plan needs to show the following: (1) Recreational vehicle parks shall provide for individual recreational vehicle spaces, access driveways and parking. (2) A strip of land at least twenty feet in width shall be maintained as a landscaped area abutting all recreational vehicle park property lines.
- **Engineering Department**
  - Provide Site Plan at full build-out and Include Floodplain Delineation on Site Plan.
  - Provide Traffic Statement for Full Build-Out and Include anticipated ADT and AM/PM Peak hour.
  - Provide discussion of Wastewater Treatment for Full Build-Out
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From: Nate Bailey
To: Clifton Bryson
Subject: Re: Use Permit 25-0008 Additional Comments Requested - Jackpot Ranch RV Park proposal.
Date: Wednesday, April 8, 2026 4:55:49 PM
Attachments: image001.png
image002.png
image003.png
Outlook-wod4rzh2.png
Outlook-nhjpcud4
Outlook-0stc1e4h.png

Fire District;
-Fire Flow requirements are to be met per IFC 2018 Appendix B
-A water tank and Fire department Connection will be constructed to meet those needs based on the 30 RV Units and additional Fire Flow requirements on the property.
-20 ft Roadway widths are to be maintained along with a 75,000 lb load bearing roadway for fire apparatus

Kindest Regards,

Nate Bailey
Fire Marshal
Copper Canyon Fire and Medical District/ Verde Valley Fire District
26B W. Salt Mine Rd
Camp Verde, AZ 86322
O-(928)567-9401 x8005
2700 E Godard Rd
Cottonwood, AZ 86326
[redacted]

There are no secrets to success. It is the result of preparation, hard work, and learning from failure.-Colin Powell

VISION 20/20
COMMUNITY RISK REDUCTION

All messages created in this system belong to Copper Canyon Fire and Medical District and should be considered a public record subject to disclosure under the Arizona Public Records

Law (A.R.S. 39-121). District employees, District public officials, and those who generate email to them, should have no expectation of privacy related to the use of this technology. To ensure compliance with the open meeting law, CCFMD Board Members who received this message should not forward it to other Members of the Board. Board members may reply to this message, but they should not send a copy of their reply to other members of the Board.

From: Clifton Bryson <Cliff.Bryson@campverde.az.gov>
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Copper Canyon Fire & Medical District

26B Salt Mine Road, Camp Verde, AZ 86322
www.ccfmd.az.gov Phone (928) 567-9401

June 3rd, 2025

Mr. Cliff Bryson
Planner I
Town of Camp Verde
Planning and Zoning
473 South Main Street
Camp Verde, AZ 86322

BPR@campverde.az.gov

Dear Mr. Bryson :

A Technical Review has been completed for the Use Permit project listed below.

Description: Jackpot Ranch
Address: 2025 W Reservation Loop Rd
Permit #: USE-25-0008
APN: 403-17-0006L/403-18001C/403-18-001N-403-18-098
Proposal: 28 RV Parking Spaces with Pedestals

Based on the submitted information the following fire code requirements shall be applicable.

A preconstruction conference is required for this projection after the building permit has been issued by Town of Camp Verde and prior to any commencement of any work.

The occupancy classification of this proposed project is Group U

1. Section 106.2: A fire and life safety inspection by the Copper Canyon Fire and Medical District is required, prior to occupying the building(s). Inspections are available 8 am – 4 pm, Monday – Thursday, with at least 24-hour notice. Call (928) 567-9401, extension 8005 to schedule an appointment for an inspection.

2. Section 304.3: Waste containers. Storage of combustible rubbish and waste material stored in containers exceeding 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings, or combustible roof eave lines.

3. Section 503: Access. Fire department access roadways shall be provided. Roadways shall meet the listed requirements:

    a. Roadways shall be at least 20 feet wide, except as modified in Appendix D.
    b. Fire apparatus access road grades and surface treatments shall be as follows:

i. Road grades from 0% up to and including 6% shall have a minimum surface of 4" of compacted 95% AB, or equivalent.
ii. Road grades over 6% up to and including 12% shall have asphalt or equivalent surface or equivalent.
iii. Road grades over 12% up to and including 15% shall have a concrete or equivalent surface.
iv. Road grades exceeding 15% shall not be permitted unless approved by the Fire Marshal.

c. Intersections and turnarounds shall be level (maximum 5%) except for crowning for water run-off.
d. Overhead obstructions shall not be lower than 13 feet 6 inches.
e. The angle of approach and angle of departure shall not be greater than 8 degrees. The angle is formed between the ground and the front or rear point of ground contact of the apparatus. This prevents the front bumper or the tailboard from scrapping the ground at sharp angles.
f. Turning radii shall be no less than 28 feet inside, 50 outside.
g. Dead ends longer than 150 feet shall be equipped with turn-a-rounds.
h. Bridges or culverts shall be designed to carry the imposed loads of 75,000 lbs. gross vehicle weight of fire apparatus.
i. Vehicles shall not park in a fashion to obstruct fire lanes. No parking signs shall be installed where parking presents such obstructions if required by the fire official.

NOTE: Roadways for emergency access shall be made available through the site during the construction process.

4. Section D105.2: Aerial fire apparatus access roads. Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet, approved aerial fire apparatus access roads shall be provided, and shall have a minimum unobstructed width of 26 feet, exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

   Section D107.2: Remoteness. Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one-half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses.

5. Section 503.6: Security gates across fire apparatus access roads shall always have an approved means of emergency operation.

   Plans and specifications shall be submitted for review and approval prior to any installation. This is a deferred submittal.

   NOTE: Gated access controls shall be mounted on a dual gooseneck anchor post at each gate, DoorKing model 1200-049 or equivalent. Operation at either gate shall control both gates.

6. Section 505.1: Address Identification. New and existing buildings shall have approved address numbers, building numbers, or building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of .5 inches. Larger numbers, and/or additional locations may be required by the fire code official to facilitate emergency response. Address numbers shall be maintained.

NOTE: Inside addressing needs to be determined for each unit and clearly posted. An addressing plan shall be submitted for CCFMD approval prior to installation.

7. Section 505.2: Streets and roads shall be identified with approved signs. Temporary signs shall be installed at each street intersection when the construction of a new roadway allows for passage by vehicles. Signs shall be of an approved size, weather-resistant, and be maintained until replaced by permanent signs.

   NOTE: Street and road names shall be submitted for CCFMD review to ensure that they do not duplicate or conflict with existing names.

8. Section 506.1: Key Boxes. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary, the installation of a key box is required. This key box is available from Knoxbox.com, follow the red BUY button on the website. The fire agency listed is Copper Canyon Fire and Medical District. The minimum requirement is a 3200 series key box.

9. Section 507.1: Water Supply. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved onto or within the CCFMD.

   NOTE: Required fire-flows shall be made available prior to any combustible construction materials being brought on site. Fire flow is based on the size and construction type of the proposed buildings.

   NOTE: Any established water supply and water system shall be evaluated to determine if it meets requirements.

10. **If the proposed project is located within an area that DOES NOT have an established municipal-type water supply available, the following applies:**

    Option 1: Provide a water system in accordance with IFC Appendix B Fire-Flow Requirements for Buildings. Fire hydrants shall be installed in accordance with the local water purveyor and as required by IFC Appendix C Fire Hydrant Locations and Distribution. Hydrants shall be situated on at least six-inch mains, eight-inch if dead-end.

    Provide a water system in accordance with IFC Appendix B Fire-Flow Requirements for Buildings.

    Section B105.1: One- and two-family dwellings, Group R-3 and R-4 buildings and townhouses. The minimum fire-flow and flow durations requirements for one- and two-family dwellings, Group R-3 and R-4 buildings, and townhouses shall be specified in Tables B105.1(1) and B105.1(2).

    Section B105.2 Buildings other than One- and two-family dwellings: The minimum fire-flow and flow duration requirements for buildings other than one- and two-family dwellings shall be as specified in Tables B105.2 and B105.1(2).

    NOTE: Any established water supply and water system shall be evaluated to determine if it meets requirements.

Option 2: Provide a water system in accordance with the National Fire Protection Association's pamphlet #1142, "Standard on Water Supplies for Suburban and Rural Fire Fighting", **2017 Edition. This is based on the following factors, (1) occupancy hazard, (2) type of construction, (3) structure dimensions (length, width, and height), and (4) exposures if any. The location of water supply sites shall be approved by the fire official. Additional requirements may apply based on building size, property, and/or water supply location.**

NOTE: A calculation was determined by four factors:

1). Occupancy hazard classification number: _____
2). Proposed type of construction: _____
3). Structure dimensions: _____
4). Possible exposures within fifty feet: _____

Based on the information provided, the water supply is approximately TBD gallons. This does not include the water supply if an automatic sprinkler system is required. The additional water supply will be based on the automatic sprinkler system design.

The water tank shall meet the requirements of the National Fire Protection Association's pamphlet # 22, **"Standard for Water Tanks for Private Fire Protection",** 2018 edition. This standard provides requirements for the design, construction, installation, and maintenance of tanks and accessory equipment that supply water for private fire protection.

Plans and specifications shall be submitted for review and approval prior to any installation.

NOTE: Required fire-flows shall be made available prior to any combustible construction materials being brought on site. Fire flow is based on the National Fire Protection Association's pamphlet #1142, "Standard on Water Supplies for Suburban and Rural Fire Fighting", 2017 edition.

11. Section 507.1: Water mains and their appurtenances shall be installed in accordance with the National Fire Protection Association's pamphlet #24, "**Standard for the Installation of Private Fire Service Mains and Their Appurtenances**", 2016 edition.

    Plans and specifications shall be submitted for review and approval prior to any installation.

12. Section 604: Main electrical shut-off locations indicating what each panel serves shall be labeled. Access to the fire sprinkler riser, fire department connection, and the main fire alarm control panel shall be labeled. The signage shall be white letters with a red background. Alternate signage may be used subject to approval.

13. Section 605.3.1: Labeling. Doors into electrical control panel rooms shall be marked with a visible and legible sign stating ELECTRICAL ROOM or similar approved wording. The disconnecting means for each service, feeder, or branch circuit originating on a switchboard or electrical panelboard shall be legibly and durably marked to indicate its purpose unless such purpose is clearly evident.

14. Section 804: Wall and Ceiling Finish. Interior wall and ceiling finishes shall be classified in accordance with Section 803 of the International Building Code and Table 803.3 of the International Fire Code. Such interior finishes shall be grouped in the following classes in accordance with their flame spread and smoke-developed index. Provide documentation as needed.

15. Section 906.1: Fire Extinguishers. All buildings shall be provided with UL-listed or equivalent portable fire extinguishers. Fire extinguishers shall be installed in accordance with the National Fire Protection Association's pamphlet #10, **"Standard for Portable Fire Extinguishers",** 2018 edition. The travel distance to any fire extinguisher shall not exceed 75 feet from any point in a building. Extinguishers shall be classified at least 2A10BC or greater, containing at least 5 pounds of dry chemical agent. Units shall be serviced and tagged by a reputable fire extinguisher company prior to the unit being displayed for use. Provide a unit near each exit.

16. Section 907.2: Fire Alarm. A fire alarm system based on occupancy classification shall be installed throughout this project. The system shall be installed in accordance with the National Fire Protection Association's pamphlet #72, "**National Fire Alarm Code"** the 2016 edition, and Section 907 of the IFC, 2018 edition. Depending on the code requirements of the occupancies.

    Plans, specifications, and battery calculations shall be provided to this office for review.

17. Section 907.2.10 Single- and multiple-station smoke alarms: Listed single- and multiple-station smoke alarms complying with UL 217 shall be installed in accordance with the section and NFPA 72. If more than one smoke alarm is required, they shall be interconnected. Required smoke alarms shall receive their primary power source from the building's wiring. Smoke alarms shall be provided with battery backup.

18. Section 915.1.1 Carbon Monoxide Alarms: Carbon monoxide detection shall be provided in Group I-1, I-2, I-4, and R Group R occupancies and in classrooms in Group E occupancies in the locations specified in Section 915.2 where any of the conditions in Sections 915.2 through 915.6 exist. The carbon monoxide alarms shall be listed as complying with UL 2034 and be installed and maintained in accordance with NFPA 720 and the manufacturer's instructions.

19. Section 1004.7: Outdoor areas. Yards, patios, occupied roof courts, and similar outdoor areas accessible to and usable by the building occupants shall be provided with means of egress. Where outdoor areas are to be used by persons in addition to the occupants of the building, and the path of egress travel from the outdoor areas passes through the building, means of egress requirements for the building shall be based on the sum of the occupant loads of the building plus the outdoor areas.

20. Section 1004.9: Occupant Load. Posting of occupant load. Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or authorized agent. Post signage in the dining and meeting rooms.

21. Section 1008.3.5: Emergency Lighting. Approved emergency lighting shall be provided as required. Provide proper emergency lighting units shall be provided along the path of travel from any exit to the public way.

22. Section 1010.1.9.1: Hardware. Door handles, pulls, latches, locks, and other operating devices on doors required to be accessible by Chapter 11 of the *International Building Code* shall not require tight grasping, tight pinching, or twisting of the wrist to operate. Provide approved hardware.

23. Section 1010.1.9.4 and 1010.1.10: Exit Door Hardware Locks and Latches and Panic and Fire Exit Hardware. Panic hardware is required on all exit doors except main entry, no other security bolt hardware is allowed with panic hardware.

    a. Exception, Main Door. In buildings in occupancy Group A having an occupant load of 300 or less, Groups B, F, M, and S, and in places of religious worship, the main exterior door or doors are permitted to be equipped with key-operated locking devices from the egress side provided:
    b. The locking device is readily distinguishable as locked; a readily visible sign is posted on the egress side on or adjacent to the door stating: THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED. The sign shall be in letters 1-inch high on a contrasting background. The use of the key-operated locking device is revocable by the fire official for cause.

24. Section 1013.1: Exits Signage. Exits shall be identified through approved signage as required. Signs indicating "EXIT" shall be located near each exit door and at changes in direction of the exit travel so that signs are visible from any location in the path of exit travel. Provide proper signage.

25. Section 6104.1: Installation of Liquid Propane Tanks. Liquefied petroleum gas equipment shall be installed in accordance with the *International Fire Code*, Chapter 38, the *International Fuel Gas Code,* and NFPA 58, 2011 edition.

    Plans and specifications shall be submitted for review and approval prior to any installation.

    NOTE: If utilizing liquid propane provide the location(s) of the tank(s) and details.

Fees and Permits: The Copper Canyon Fire and Medical District adopted a revised service/permit fee schedule, which includes construction plan reviews.

This project shall comply with ALL fire code requirements. These comments shall not be meant to exclude any applicable fire code requirements adopted by the Copper Canyon Fire and Medical District or other regulatory agencies. The adopted fire code is based on the 2018 edition of the International Fire Code with amendments as approved by the Arizona State Fire Marshal. The omission of a particular code requirement from the comments above shall not to be construed as permission to violate the code.

If you have any questions concerning these comments, please feel free to contact me.

Nate Bailey

Nate Bailey
Fire Marshal

(928) 567-9401 Ext 8005
nbailey@ccfmd.az.gov

From: Stacey Yeager
To: Clifton Bryson
Subject: FW: 403-17-006L FW: Use Permit 25-0008 Additional Comments Requested - Jackpot Ranch RV Park proposal.
Date: Thursday, April 9, 2026 7:29:25 AM
Attachments: image001.png
image002.png
image003.png
image005.png
image006.png
image007.png
image008.png
image009.png
image.png

Here are the comments from our Director.

Stacey Yeager, CFM
Hydrologist III
YAVAPAI COUNTY FLOOD CONTROL DISTRICT
10 S. 6th St, Cottonwood, AZ 86326
[redacted] Office: 928-771-3197
Email: Stacey.Yeager@YavapaiAZ.gov
Web: https://www.yavapaiaz.gov/Resident-Services/Flood-Control

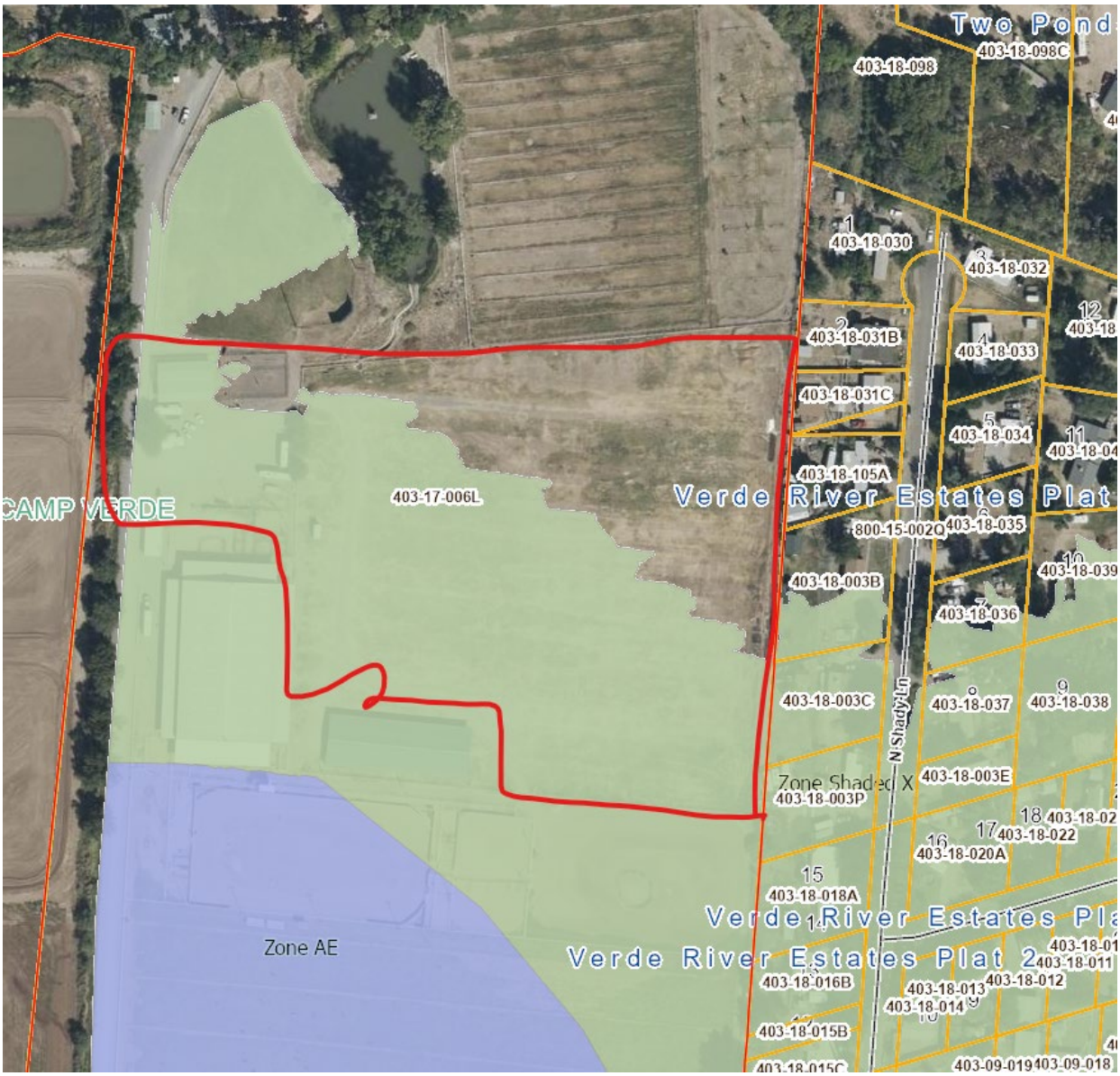


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From: Lynn Whitman <Lynn.Whitman@yavapaiaz.gov>
Sent: Thursday, April 9, 2026 7:14 AM
To: Stacey Yeager <Stacey.Yeager@yavapaiaz.gov>
Subject: Re: 403-17-006L FW: Use Permit 25-0008 Additional Comments Requested - Jackpot Ranch RV Park proposal.

I am pretty sure this is right here in the zone shaded x. At the time of submittal of grading permit we would like to see the FEMA floodplain lines on the plans. If I am wrong about the location and there is a portion in the Zone AE the engineer should address electrical pedestals as they relate to the RFE in the drainage report. The duration of the stays for the RVs is already compliant with RVs in the floodplain.

I assume the Town Engineer will do the review of the actual grading and drainage unrelated to the FEMA floodplain as it relates to their requirements for detention, etc. and we are only being included for a FEMA review.



From: Stacey Yeager <Stacey.Yeager@yavapaiaz.gov>
Sent: Thursday, April 9, 2026 6:52 AM
To: Lynn Whitman <Lynn.Whitman@yavapaiaz.gov>
Subject: 403-17-006L FW: Use Permit 25-0008 Additional Comments Requested - Jackpot Ranch RV Park proposal.

For your review

Stacey Yeager, CFM
Hydrologist III
YAVAPAI COUNTY FLOOD CONTROL DISTRICT
10 S. 6th St, Cottonwood, AZ 86326
[redacted] /Office: 928-771-3197
Email: Stacey.Yeager@YavapaiAZ.gov
Web: https://www.yavapaiaz.gov/Resident-Services/Flood-Control

YAVAPAI COUNTY

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Please submit your comments to me by email no later than Tuesday, April 14, 2026.

Below were the previous comments provided:

- **Planning and Zoning Department**
  - Per subsection 306.B.3 of the Planning & Zoning Ordinance, site plan needs to show a minimum of two vehicular entrances (One entrance may be kept closed to the general public if provision is made for emergency access.)
  - The RV space dimensions need to demonstrate that they meet the 1,500 SF requirement under Planning and Zoning Ordinance Section 306.C.
  - Section 405 - Outdoor lighting will govern lighting on property. Updated lumen calculation form or lighting plan will need to be provided showing that property is in compliance with outdoor lighting ordinance.
  - Per subsection 306.C, the site plan needs to show the following: (1) Recreational vehicle parks shall provide for individual recreational vehicle spaces, access driveways and parking. (2) A strip of land at least twenty feet in width shall be maintained as a landscaped area abutting all recreational vehicle park property lines.
- **Engineering Department**
  - Provide Site Plan at full build-out and Include Floodplain Delineation on Site Plan.
  - Provide Traffic Statement for Full Build-Out and Include anticipated ADT and AM/PM Peak hour.
  - Provide discussion of Wastewater Treatment for Full Build-Out
  - Provide discussion of the proposed provision of water at Full Build-Out.
  - Provide internal Traffic & Fire Circulation Plan at Full Build-Out ·
  - The applicant will need to provide sealed plans by an Electrical Engineer required for power to RV sites
  - Water, Bathrooms, and Showers per AAC Title 18-Chapter 8.
- **Building Department**
  - All new construction, grading, electrical, mechanical, or plumbing work will require permits with the Town.
  - All work proposed in FEMA regulated flood zones are subject to design approval by Yavapai County Flood Control. If any structures are being proposed within the RV/PM spaces in ZONE AE, engineered foundations will be required. All construction materials must meet FEMA requirements. Permit applications will be submitted to Yavapai County Flood as a part of the review process.

Thank you for your time and assistance in reviewing this development proposal.
If you should have any questions, please don't hesitate to reach out.

Respectfully,
Cliff Bryson
Town of Camp Verde | Town Administration
Special Initiatives Manager
473 S. Main Street, Camp Verde, AZ, 86322
(DP) | 928-554-0003
Email | Cliff.Bryson@campverde.az.gov

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guarantee of accuracy. Zoning verifications may be requested through the Community Development Department.

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From:	Robyn Moreno
To:	Clifton Bryson
Subject:	RE: Use Permit 25-0008 Additional Comments Requested - Jackpot Ranch RV Park proposal.
Date:	Thursday, April 9, 2026 3:14:27 PM
Attachments:	image005.png image006.png image007.png

Hi Clifton,

Below are my review comments for this proposed project:

- Wastewater system design flow will be above 3000 gallons per day (GPD) and will require sealed plans by an engineer and nitrogen loading calculations per AAC R18-9-E323. Application will be for a 4.23 General Permit with Yavapai County Development Services – Environmental Unit. Please call (928) 771-3214 for any questions.
- Ensure that any part of the onsite wastewater system is 100' away from any wells (except monitor or piezometer wells) per AAC R12-15-818 and AAC R18-9-A312C. Well location called out on plan is within 100' of RV spot 1.
- Ensure that onsite wastewater system meets all setbacks applicable in AAC R18-9-A312C, including 5' setback to any driveway.
- Ensure that RVs using bio-inhibitors are not allowed to connect to onsite wastewater system as they can kill the bacteria necessary for wastewater treatment within the onsite system.
- Design flow for an RV park is 100 GPD per RV space.
- Area of onsite wastewater system is within a FEMA flood zone, and may affect the design of the onsite wastewater system.

If you or the applicant has any questions, please do not hesitate to reach out.

All the best,

Robyn Moreno, RS/REHS (she/her)
Environmental Health Specialist II
Yavapai County Development Services
1120 Commerce Drive
Prescott, Az. 86305
(928) 442-5295 - Robyn.Moreno@yavapaiaz.gov

YAVAPAI COUNTY DEVELOPMENT SERVICES

Please visit our Facebook page for information about training opportunities, current events and hot topics at Development Services.

https://www.facebook.com/Yavapai-County-Development-Services-Department-191783054764161/

Take a moment to fill out our Customer Service Survey. Thank you!
https://surveymonkey.com/r/devservcustsat

Please note that Development Services staff cannot give legal advice. You should seek legal advice from a licensed attorney in order to determine compliance with statutes, codes, ordinances or other laws. Any statements in this email about compliance with statutes, codes, ordinances, or other laws are limited to the specific circumstances discussed in the email. Any statement that something would comply with a particular statute, code, ordinance, or other law should not be construed to mean that thing complies with all statutes, codes, ordinances or other laws. Any factual statements that you have made may affect this discussion. If you provide incomplete or inaccurate information, the response by Development Services cannot be relied upon.

From: Clifton Bryson <Cliff.Bryson@campverde.az.gov>
Sent: Wednesday, April 8, 2026 2:29 PM
To: Clifton Bryson <Cliff.Bryson@campverde.az.gov>
Subject: Use Permit 25-0008 Additional Comments Requested - Jackpot Ranch RV Park proposal.

Good afternoon,

Attached are the application materials submitted by the applicant for a proposed RV park development.
Comments were previously provided when the application was initially submitted in 2025.
At this time, I am requesting any additional comments or feedback you may have regarding the proposed project.
Please submit your comments to me by email no later than Tuesday, April 14, 2026.

Below were the previous comments provided:

- **Planning and Zoning Department**
  - Per subsection 306.B.3 of the Planning & Zoning Ordinance, site plan needs to show a minimum of two vehicular entrances (One entrance may be kept closed to the general public if provision is made for emergency access.)
  - The RV space dimensions need to demonstrate that they meet the 1,500 SF requirement under Planning and Zoning Ordinance Section 306.C.
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  - Provide discussion of the proposed provision of water at Full Build-Out.
  - Provide internal Traffic & Fire Circulation Plan at Full Build-Out ·
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Thank you for your time and assistance in reviewing this development proposal.
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Respectfully,
Cliff Bryson

Town of Camp Verde | Town Administration
Special Initiatives Manager
473 S. Main Street, Camp Verde, AZ, 86322
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APR 29 '26 8:34

Date: 04/20/2026

Subject: Opposition to Use Permit – Application No. Use-25-0008 (RV Park at 2025 W. Reservation Loop Rd)

To the Planning and Zoning Commission,

I am writing to oppose Use Permit Application No. Use-25-0008 for an RV park at 2025 W. Reservation Loop Road in Camp Verde.

According to the public notice, the subject property is zoned **RR-2A**, which is intended to support **low-density rural residential uses**, typically with a two-acre minimum per dwelling. The proposed RV park represents a substantial departure from that intent, particularly given the scale of development being considered.

A Use Permit may only be approved if the proposed use is:

- Compatible with surrounding properties
- Consistent with the intent of the zoning district
- Capable of being adequately controlled through enforceable conditions

This proposal does not meet these criteria.

1. Inconsistency with RR-2A Zoning Intent

An RV park with a significant number of units introduces a level of occupancy and density inconsistent with the low-density rural character intended under RR-2A zoning. This type of use more closely resembles a high-density residential or commercial lodging use rather than a rural residential one.

2. Incompatibility with Surrounding Area

The introduction of a large number of RV spaces will result in continuous occupancy, increased traffic, lighting, and activity levels that are not compatible with surrounding rural residential properties. This represents a substantial change in both the intensity and nature of use in the area.

3. Inability to Adequately Control the Use

A key requirement for approval of a Use Permit is that the proposed use can be **adequately controlled through enforceable conditions**. This proposal raises significant concerns in that regard.

If length-of-stay limits are imposed, there is no clear or practical mechanism to track and enforce them across multiple RV spaces. It is unclear whether such tracking would be based on individual occupants, vehicles, or reservation records. Additionally, occupants could potentially reset their stay by temporarily leaving, switching units, or rebooking under different names.

Furthermore, under the Arizona Recreational Vehicle Long-Term Rental Space Act, once an occupant exceeds 180 days, the relationship may be treated as a long-term tenancy. At that point, enforcement is no longer administrative and may require formal legal eviction proceedings.

Because of these factors, any condition limiting the length of stay would be difficult, if not impossible, to enforce in practice. As a result, the requirement that the use be adequately controlled is not being met.

4. Change in Character of the Area

The proposed RV park would alter the area's character from low-density rural residential to a more intensive, continuous-occupancy use. This change is not consistent with the existing development pattern or expectations for the RR-2A zoning district.

Conclusion

For the reasons outlined above, this proposal:

- It is not consistent with the intent of the RR-2A zoning district.
- It is not compatible with the surrounding properties.
- Cannot be adequately controlled through enforceable conditions

Accordingly, I respectfully request that the Planning and Zoning Commission **deny Application No. Use-25-0008.**

Thank you for your time and consideration.

Sincerely,

Mr. Kendall
~Homeowner in Verde River Estates Plat 2

JACKPOT RANCH
camp verde, arizona

4/30/26

Dear Mr. Kendall,

Thank you for taking the time to share your concerns regarding Use Permit Application No. Use-25-0008 for the proposed RV Park at Jackpot Ranch. We appreciate hearing from neighboring property owners and understand the importance of preserving the character of the surrounding area.

We would like to respectfully provide additional context regarding the proposal and the steps taken during the review process.

The request before the Town of Camp Verde is for a Conditional Use Permit that would allow the Town to evaluate whether this use is appropriate for the site and, if approved, apply operating conditions designed to address community concerns. Throughout that process, we have worked with Town staff and our engineering team to revise the plan in response to feedback and site planning considerations.

Those revisions included reducing the originally proposed site count, improving internal layout and circulation, and increasing separation areas and buffering where possible. Our goal has been to develop a plan that is thoughtful, organized, and respectful of nearby properties.

We also understand concerns related to traffic, lighting, noise, and occupancy. These are important issues, and if the permit were approved, Jackpot Ranch would fully expect to operate under conditions established by the Town regarding matters such as lighting, quiet hours, site management, and other operational standards.

Regarding occupancy, the intent of the proposal is to provide managed short-term RV accommodations for visitors, travelers, and guests utilizing ranch amenities and the Camp Verde area. It is not intended to create an unmanaged long-term residential use.

Jackpot Ranch has made a sincere effort throughout this process to refine the proposal into what we believe is a balanced outcome that can benefit the property, support local tourism, and remain mindful of neighboring properties.

Thank you again for taking the time to submit your comments and participate in the process. We appreciate your perspective.

Sincerely,

Mark Kite
GM Jackpot Ranch

From: Cory Mulcaire
To: Shawn Mayo II
Cc: Clifton Bryson
Subject: Re: Jackpot Ranch RV Park - April 30 Hearing
Date: Wednesday, April 22, 2026 7:43:21 AM
Attachments: Outlook-g3emgejq.png

Shawn,

Thank you for your comments. Town staff will ensure that these are included in the packet.

Regards,
Cory L Mulcaire, Acting Senior Planner
Town of Camp Verde
cory.mulcaire@campverde.az.gov
928-554-0066

CampVerde
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From: Shawn Mayo II [redacted]
Sent: Tuesday, April 21, 2026 9:17 PM
To: Cory Mulcaire <cory.Mulcaire@campverde.az.gov>
Subject: Jackpot Ranch RV Park - April 30 Hearing

Mr. Mulcaire,
As a lifelong resident of Camp Verde, I'm writing to strongly oppose the Jackpot Ranch RV Park proposal.
I'm concerned about the added daily traffic on Highway 260, increased pressure on Verde River access, and the strain it would put on our local grocery stores and services. Camp Verde is already seeing a big shift toward becoming an RV destination, and this project would accelerate that in a way that harms quality of life for those of us who live here year-round.
I respectfully ask that the Town Council deny this use permit.
Thank you for your time,

From: Mark Kite
To: w[redacted]
Cc: Clifton Bryson
Subject: Jackpot Ranch - Response to Comments Regarding Use Permit Application No. Use-25-0008
Date: Thursday, April 30, 2026 1:27:45 PM

Dear Mr. Mayo,

Thank you for taking the time to submit your comments regarding Use Permit Application No. Use-25-0008 for the proposed RV Park at Jackpot Ranch. We appreciate hearing from longtime residents of the community and value your participation in the public process.

We understand the concerns you raised regarding traffic, community services, recreational access, and the overall character of Camp Verde. These are important issues, and we appreciate the opportunity to respond.

With respect to traffic, the proposal is for a managed RV park operating on private property with controlled access and a defined site count. The project has gone through multiple revisions during the review process, including reductions in the originally proposed number of sites and layout refinements intended to improve overall functionality. We believe the final plan represents a measured scale that can be accommodated responsibly.

Regarding pressure on local services such as grocery stores and other businesses, visitors staying in Camp Verde also contribute to the local economy through spending that supports local merchants, restaurants, fuel stations, and employment. Additional lodging options can help capture tourism demand that may otherwise go to surrounding communities.

We also understand your comments regarding Verde River access and quality of life. Jackpot Ranch recognizes the importance of preserving the character and natural appeal of the area. Our intent is to operate a well-managed lodging use that complements the community, not detracts from it. Guests staying at the property would be expected to follow site rules and respect local resources and neighboring areas.

Camp Verde has experienced growth and change over time, and we understand that residents care deeply about how future development occurs. Throughout this process, Jackpot Ranch has worked with Town staff to refine the proposal into what we believe is a balanced outcome that respects neighboring uses while supporting tourism and economic activity.

Thank you again for taking the time to share your perspective. We appreciate your comments and your commitment to the community.

Sincerely,

Mark Kite
Jackpot Ranch GM

Public Statement respectfully submitted by, Ryna Rock, [redacted] Camp Verde, AZ: 30year resident of above address; May 14, 2026; Camp Verde Planning and Zoning Commission Mtg

"A cumulative effect is the total, combined impact produced by multiple actions or events, over time, rather than single immediate result. It represents the way small, individual, or repetitive occurrences build up—often gradually—to create a significant, collective change that is greater than the sum of its parts."

This is an excellent definition of what has happened to our Rural/Residential Neighborhood, of Verde River Estates, which butts right up against the eastern boundary of JackPot Ranch.

The Ranch was a fairly quiet operation at first, but over the years, it's commercial event and arena calendar got busier, which in a nutshell, meant it was affecting this once quiet , rural neighborhood more and more.....because we share a fence.....we are next door neighbors.

Next up for JackPot Ranch is where we are now.....a 56 site, long term RV Park, located right on the neighborhood's boundary fence, with all that entails.

It seems most additional approvals JackPot Ranch has sought from the Town have been approved on a single action basis, not with consideration to the total combined impacts produced by multiple actions, or events, over time, rather than a single, immediate result.

I quote the definition because it's true: "Individual repetitive occurrences build up-often gradually-to create a significant, collective change that is greater than the sum of its parts."

Now a second critical question comes to mind, how is our neighborhood still considered Rural/Residential with an RV Park on its fence line that has more units and vehicles than our whole, pre-existing neighborhood??

I respectfully oppose approval of the JackPot Ranch RV Park.

1

Date: May 14th, 2026
From: Mr. Kendall – Verde River Estates Plat 2 -Property Owner
Re: Response to Application No. 2025-0008

Good evening, Chairperson and Members of the Planning and Zoning Commission. My name is Mr. Kendall and my residence is located within 300 feet of the Jackpot Ranch property that is the subject of Use Permit Application No. 2025-0008.

I previously submitted written comments for inclusion in the Board packet, and tonight I respectfully request that the Commission continue this matter, require a new neighborhood meeting with proper notice to all current property owners, and determine whether this substantially revised proposal should be processed as a new application under the current zoning ordinance.

I purchased my home in 2025, and my address does not appear on the property notification list included in the application materials. As a result, I did not receive notice of the June 18, 2025 neighborhood meeting and was unable to participate when this proposal was first presented to nearby property owners. Regarding the second neighborhood meeting held on March 19, 2026, I did not receive direct notice of that meeting either. I was only able to attend and participate because a neighbor informed me that the meeting was taking place on March 19, 2026.

Since the beginning of the application, the project has changed substantially. The application originally proposed 60 RV spaces and was later reduced to 56 spaces. The site layout and infrastructure plans were revised, a second neighborhood meeting was required, and the April 30 hearing was postponed after Town staff identified inconsistencies in the application materials.

The project also depends on significant infrastructure that does not yet exist. According to the applicant, the property is already at water capacity and a new well will be required. The development will also require an engineered wastewater system designed to process approximately 5,600 gallons per day.

In addition, the Town's staff report states that park model units and associated electrical installations were completed without the required permits and are now being brought into compliance after the fact.

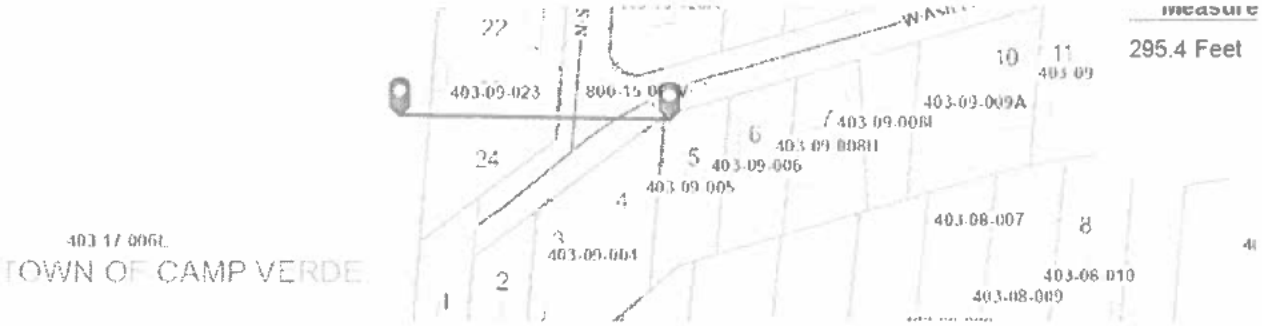
Camp Verde amended its zoning ordinance in 2025 to prohibit RV parks in residential zoning districts, reflecting the Town's determination that these uses are no longer appropriate in neighborhoods such as ours.

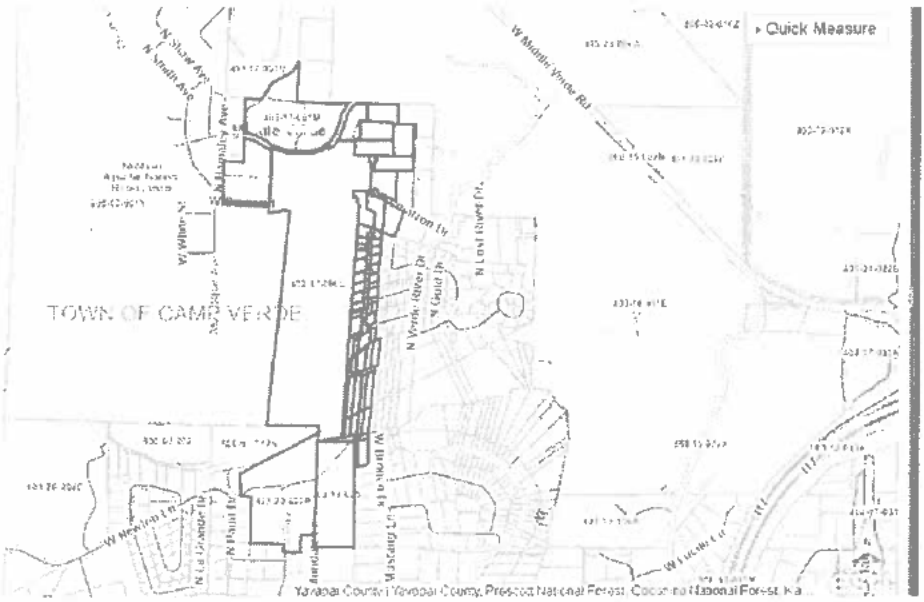
Under Section 601.C, the applicant bears the burden of demonstrating that the proposed use will be compatible with surrounding properties and will not create significant adverse impacts. In my view, that burden has not been met.

For these reasons, I respectfully request that the Commission continue this matter, require a properly noticed neighborhood meeting, evaluate whether this substantially revised proposal should be treated as a new application under the current zoning ordinance, and, if not, recommend denial of Use Permit Application No. 2025-0008.

Thank you for your time and consideration.

2





Map Layers Search Results Print

64 parcels were found within 300 feet of parcel 403-17-006L

Clear Buffer | Download List

Parcel	Owner	Address	City	State	Zip
403-20-002B	MARYVALE PROPERTIES 1 LLC	[redacted] AVE	CHANDLER	AZ	85225
403-19-005	RANDALL ROBERT & SALLY RS UI &	[redacted]	PINE	AZ	85544
403-19-005A	WINGFIELD REVOCABLE TRUST UI	[redacted]	PINE	AZ	85544
403-19-187	MONTOYA MARY L	[redacted]	CAMP VERDE	AZ	86322
403-19-188	MONTOYA MARY L EST OF	[redacted]	CAMP VERDE	AZ	86322
403-19-006A	MORRIS PEGGY L	[redacted]	CAMP VERDE	AZ	86322
403-19-100B	LARKEY PATRICK	[redacted]	CAMP VERDE	AZ	86322
403-19-006F	MORRIS PEGGY L	[redacted]	CAMP VERDE	AZ	86322
403-19-100A	LARKEY PATRICK	[redacted]	CAMP VERDE	AZ	86322
403-19-101A	LARKEY PATRICK	[redacted]	CAMP VERDE	AZ	86322
403-19-101B	LARKEY PATRICK	[redacted] LN	CAMP VERDE	AZ	86322
403-19-189	O NEIL THOMAS G	[redacted]	CAMP VERDE	AZ	86322
403-19-190	DEMILIO FRANK &	[redacted]	CAMP VERDE	AZ	86322
403-19-191	HARRISON CHARLES E & JUDY S JT	[redacted]	CAMP VERDE	AZ	86322
403-19-192	HARRISON CHARLES EUGENE & JUDY ANN RS	[redacted]	CAMP VERDE	AZ	86322
403-08-011	GARCIA ELIZABETH	[redacted]	CAMP VERDE	AZ	86322
403-08-012	O NEIL THOMAS G	[redacted]	CAMP VERDE	AZ	86322
403-08-013	DEMILIO FRANK &	[redacted]	CAMP VERDE	AZ	86322
403-08-014	HARRISON CHARLES E & JUDY A JT	[redacted]	CAMP VERDE	AZ	86322
403-08-001	BUCHANAN MICAH & CASSIE RS	[redacted]	CAMP VERDE	AZ	86322
403-08-028	BUCHANAN MICAH & CASSIE RS	[redacted]	CAMP VERDE	AZ	86322
403-09-001	PUGH DAVID W & MARYELLEN JT	[redacted]	FLAGSTAFF	AZ	86001
403-08-002	O NEIL THOMAS G & TONI RS	[redacted]	CAMP VERDE	AZ	86322
403-08-003	CONCHAS ARTURO	[redacted]	CAMP VERDE	AZ	86322
403-09-002	PUGH DAVID W & MARYELLEN JT	[redacted]	FLAGSTAFF	AZ	86001
403-09-004	PENA CESARIO & ELISA JT	[redacted]	FLAGSTAFF	AZ	86004
403-09-023	STEPHENS KENNETH E & RYNA PEARL JT	[redacted]	CAMP VERDE	AZ	86322
403-09-020A	CASAUS LINDA AURORA	[redacted]	CAMP VERDE	AZ	86322
403-18-013	CRON DAPHNIE LYNN &	[redacted]	CAMP VERDE	AZ	86322
403-18-014	MOYER REBECCA &	[redacted]	CAMP VERDE	AZ	86322
403-18-015B	LANDMARK RESEARCH INC	[redacted]	PHOENIX	AZ	85020
403-18-015C	LANDMARK RESEARCH INC	[redacted]	PHOENIX	AZ	85020
403-18-016B	CALANDRA JASON MICHAEL & SHANNON L JT	[redacted]	MUNDS PARK	AZ	86017
403-18-020A	E & S VALDIVIA LLC	[redacted]	FLAGSTAFF	AZ	86004
403-18-018A	PEASLEY HARRIET B &	[redacted]	CAMP VERDE	AZ	86322
403-18-003E	ALMENDAREZ RUDY ANGELO &	[redacted]	SURPRISE	AZ	85379
403-18-003P	MORGAN TRUST	[redacted]	SEDONA	AZ	86336
403-18-037	SIPE CARLY J	[redacted]	CAMP VERDE	AZ	86322
403-18-003C	SKORNIK BRADLY ANDREW	[redacted]	COTTONWOOD	AZ	86326
403-18-036	HACKLEMAN STEPHEN M & ARLENE M JT	[redacted]	CAMP VERDE	AZ	86322
403-18-003B	WOIDA CHRISTOPHER M	[redacted]	CAMP VERDE	AZ	86322
403-18-035	ATKIN MELANIE	[redacted]	[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]	CAMP VERDE	AZ	86322

403-18-034	NOQUEZ J SOCORRO		CAMP VERDE	AZ	86322
403-18-033	MOLONEY MARY		CAMP VERDE	AZ	86322
403-18-032	MEZA TONY JOSEPH JR		CLARKDALE	AZ	86324
403-18-030	LONGBRAKE MARIA GUADALUPE MARTINEZ		CAMP VERDE	AZ	86322
403-18-031B	BIGCORP PROPERTIES LLC	1	MESA	AZ	85203
403-18-031C	GODINEZ DANIEL & LUCINDA RS		FLAGSTAFF	AZ	86005
403-18-098C	KARAKAY HOLDINGS LLC		PHOENIX	AZ	85023
403-18-095	FOLZ ROBERT W	LN	RIMROCK	AZ	86335
403-18-001J	AREY AUDRE		CAMP VERDE	AZ	86322
403-18-002A	ROBBINS CHARLES & JENNIFER RS		CAMP VERDE	AZ	86322
403-18-094B	RILEY PROPERTIES LLC		COTTONWOOD	AZ	86326
403-17-001M	RAINBOW ACRES	RD	CAMP VERDE	AZ	86322
403-17-007G	UNITED STATES OF AMERICA		CAMP VERDE	AZ	86322
800-07-001Y	YAVAPAI APACHE NATION OF ARIZONA & NATIVE RESERVATION LAND		CAMP VERDE	AZ	86322
	CURRENT RESIDENT		Camp Verde	AZ	86322
	CURRENT RESIDENT		Camp Verde	AZ	86322
	CURRENT RESIDENT		Camp Verde	AZ	86322
	CURRENT RESIDENT		Camp Verde	AZ	86322
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	CURRENT RESIDENT		Camp Verde	AZ	86322
	CURRENT RESIDENT		Camp Verde	AZ	86322



MAY 14 '26 17:03

5/14/26

RE: Response to Opposition Letter Regarding Jackpot Ranch Use Permit Request

Good Evening Chairman and Commission Members,

We appreciate the opportunity to respond to concerns raised regarding the proposed Use Permit request for Jackpot Ranch. We respect the opinions of neighboring residents and understand the importance of thoughtful review of this application.

However, we would like to clarify several important factual items.

PUBLIC SAFETY

The letter references concerns regarding emergency response resources and fire protection capabilities.

Jackpot Ranch takes public safety seriously and has worked extensively with Town staff, fire officials, engineers, and consultants regarding fire protection planning and operational safety measures. The Ranch has already invested substantial time and financial resources toward improving infrastructure and compliance measures associated with the property.

Additionally, this request is for a professionally managed short-stay guest accommodation operation associated with an existing ranch and event destination — not a densely populated residential RV park development.

ROAD SAFETY

The letter characterizes Middle Verde Road as the sole access point serving the area and suggests the proposed use would create unsafe traffic conditions.

It is important to clarify that Jackpot Ranch is an existing operational property that already accommodates events, lodging guests, equestrian activities, retreats, and ranch-related traffic. The proposed permit is intended to better organize and manage overnight guest accommodations associated with those existing uses.

The suggestion that this project would suddenly introduce major new traffic impacts is inaccurate.

In addition, the statement that Jackpot Ranch has "two accesses off Middle Verde Road" is misleading. While there may be roadway connections originating from the broader Middle Verde area, the actual operational access points utilized for Jackpot Ranch entry are from Reservation Loop Road.

We also disagree with the characterization that the Ranch entrance is "impossible" for drivers to safely navigate. Guests, vendors, residents, and emergency services have utilized access to the Ranch for years as part of normal operations.

PROXIMITY TO HOMES

The application includes operational controls intended to minimize impacts on neighboring properties, including:
- Quiet hours
- Lighting controls
- Landscape buffering
- Site management rules
- Occupancy limitations
- Professionally managed operations

The proposed RV accommodations are intended to function as a well-designed, professionally managed, short-term vacation destination integrated into the existing ranch operations — not a high-density residential RV park. The site plan was developed with neighbor compatibility in mind, including buffers, spacing, and operational controls designed to minimize impacts on surrounding properties.

ACCESS THROUGH YAVAPAI-APACHE NATION AREA

The opposition letter suggests the project would route significant traffic through residential Nation neighborhoods.

Again, the actual operational access utilized by Jackpot Ranch guests is from Reservation Loop Road. The project does not propose creating a new public roadway system through residential neighborhoods.

"NO MORE RV PARKS"

Finally, we understand concerns regarding the broader growth of RV parks within Camp Verde.

However, this request should be evaluated on its individual merits and actual operational characteristics.

Jackpot Ranch is not a speculative standalone RV park project. It is an existing destination ranch property with long-established event, lodging, retreat, rodeo, and recreational operations.

The proposed accommodations support tourism, local spending, transient lodging demand, and the ongoing mission of Jackpot Ranch Foundation, which benefits veterans, youth programs, and underserved communities.

We respectfully ask the Commission to evaluate the application based on the actual facts of the project, the proposed operational safeguards, and the long-standing use of the property.

Thank you for your time and consideration.

Respectfully,

Mark Kite
Jackpot Ranch

DRAFT MINUTES
TOWN OF CAMP VERDE – PLANNING & ZONING COMMISSION
REGULAR SESSION
473 S. MAIN STREET, SUITE 106
THURSDAY, MAY 14, 2026, at 6:00 P.M.

ZOOM MEETING LINK:
https://us02web.zoom.us/j/86158837262?pwd=goJEzB5u3vgrY2H78ehUyX4lHFLF79.1
One Tap Mobile: 1-669-900-9128 or 1-253-215-8782
Meeting ID: 861 5883 7262
Passcode: 620914

1. Call to Order
Chairman Tippett called the meeting to order at 6:01 PM

2. Roll Call. Commissioner Renee Hall, Commissioner Monte Pierce, Commissioner Todd Scantlebury, Commissioner David Gressly, Commissioner Jack Confer, Chairperson Bill Tippett.
Vice Chairperson Peter Gutierrez was absent

Also Present: Acting Senior Planner Cory Mulcaire, Development Services Director Christian Green, Town Manager Miranda Fisher, Special Initiatives Manager Cliff Bryson, Town Attorney Matt Podracky

3. Pledge of Allegiance
Commissioner Gressly led the pledge of allegiance.

4. Consent Agenda - All 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 a separate item if a member of the Commission requests it.

a. **Approval of Minutes:**
1) Regular Session – April 30, 2026

b. **Set Next Meeting, Date(s) and Time(s):**
1) Regular Session – May 28, 2026, at 6:00 p.m. – cancel
2) Work Session – June 4, 2026, at 5:00 p.m.
3) Regular Session – June 11, 2026 at 6:00 p.m.

On a **motion** by Commissioner Pierce, seconded by Commissioner Gressly, the commission **moved to approve** the consent agenda with change to consent agenda canceling the June 11, 2026 meeting.

Roll Call Vote:
Commissioner Hall: aye

Commissioner Scantlebury: aye
Commissioner Pierce: aye
Commissioner Confer: aye
Commissioner Gressly: aye
Vice Chairman Gutierrez: absent
Chairman Tippett: aye
Motion carried 6-0

5. **Call to the Public for items not on the agenda –** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Commission from taking any action on items not on the agenda. At the conclusion of an open meeting call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS § 38.431.01(H).

There was no public comment.

6. **Public Hearing: Discussion, consideration, and possible recommendation to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, regarding approval of Resolution 2026-1216 for Use Permit #2025-0008, authorizing the operation of a Recreational Vehicle Park, (Jackpot Ranch RV Park) with conditions, located at 2025 W Reservation Loop Road, Camp Verde, Arizona, 86322 (APN 403-17-006L).** Staff Resource: Special Initiatives Manager Cliff Bryson

Staff Comments: Special Initiatives Manager Cliff Bryson provided an overview of the use application proposal and history of Jackpot Ranch.

Applicant Comments: Project manager Mark Kite presented on the property owner's vision for the 44 space RV Park.

Open Public Hearing: Chairman Tippett open the public hearing at 7:34p.m. There were two speaker cards.

Ryna Rock opposed the proposal.
Tim Kendall opposed the proposal.

Close Public Hearing: Chairman Tippett closed the public hearing at 7:43 p.m.

Commission Discussion: Commission directed questions regarding the proposal to Town staff and the applicant.

Special Initiatives Manager Cliff Bryson, Town Manager Miranda Fisher, and applicant Mark Kite responded to questions from the Commission.

On a **motion** made by Commissioner Scantlebury, seconded by Commissioner Hall, the

Commission **moved to recommend denial** of Resolution 2026-1216 for Use Permit #2025-0008, authorizing the operation of a Recreational Vehicle Park, (Jackpot Ranch RV Park) with conditions, located at 2025 W Reservation Loop Road, Camp Verde, Arizona, 86322 (APN 403-17-006L).

Roll Call Vote:
Commissioner Hall: aye
Commissioner Scantlebury: aye
Commissioner Pierce: aye
Commissioner Gressly: aye
Commissioner Confer: aye
Vice Chairman Gutierrez: absent
Chairman Tippett: aye
Motion carried 6-0

7. Public Hearing: Discussion, consideration, and possible recommendation for approval of Ordinance No. 2026-A515 to the Mayor and Common Council amending the Town Code by adopting Article 17-6 through 17-20 related to Mandatory Adequate Water Supply Requirements, Water Conservation, Water Infrastructure, Metering, and Master Planning.
Staff Resource: Town Manager Miranda Fisher

Staff Comments: Town Manager Miranda Fisher presented the Rural Water Management Working Groups code amendment recommendations.

Open Public Hearing: Chairman Tippett opened the public hearing at 8:17 pm.

Tony Gioia spoke in favor.
Claudia Hauser spoke in favor.
Sylvia Strobel spoke in favor.

Closed Public Hearing: Chairman Tippett closed the public hearing at 8:23 pm.

Commission Discussion: Town Manager Miranda Fisher responded to Commission's questions.

Commissioner Scantlebury recommended the following amendments to the Ordinance, "Section 17-7-3 A- add "timeframe" after reasonable. Section 17-7-4 D – add the following to the "Landscape Design and Water -Efficient Practices"

- Passive water harvesting using berms and swales.
- Appropriate irrigation techniques (water saving drip irrigation)."

On a **motion** made by Commissioner Scantlebury, seconded by Commissioner Hall, the Commission **moved to recommend approval** of Ordinance No. 2026-A515 to the Mayor and Common Council amending the Town Code by adopting Article 17-6 through 17-20 related to Mandatory Adequate Water Supply Requirements, Water Conservation, Water Infrastructure, Metering, and Master Planning.

Roll Call Vote:
Commissioner Hall: aye
Commissioner Scantlebury: aye

Commissioner Pierce: aye
Commissioner Gressly: aye
Commissioner Confer: aye
Vice Chairman Gutierrez: absent
Chairman Tippett: aye
Motion carried 6-0

8. Discussion regarding development of working agreements for the Town Council, Boards, and Commissions. Staff Resource: Town Manager Miranda Fisher

Town Manager Miranda Fisher discussed working agreements with the Commission and had them identify what they expect from other Commissioners and staff.

9. Current Events - Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the public of such events and activities. The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.

There were no comments from the Commission.

10. Staff Comments - Town staff may provide brief summaries of current events, activities and/or projects they are working on. These summaries are strictly for informational purposes. The Commission will take no discussion, consideration, or action on any such item presented by Town staff, except that an individual Commission member may request an item be placed on a future agenda.

Development Services Director Green gave updates on developer meetings, as well as attending ICSC.

Acting Senior Planner Cory Mulcaire gave updates on the Comprehensive Planning and Zoning Update.

Town Manager Miranda Fisher provided updates on the need to elect a new Vice Chair, Board vacancies, and thanked Commissioner Hall for her service to the Planning and Zoning Commission.

11. Adjournment

Chairman Tippett adjourned the meeting at 8:55 P.M.

_____ _____

Chairman Bill Tippett Attest: Acting Senior Planner Cory Mulcaire

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of

DRAFT

the Planning and Zoning Commission of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona held on May 14, 2026. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2026.

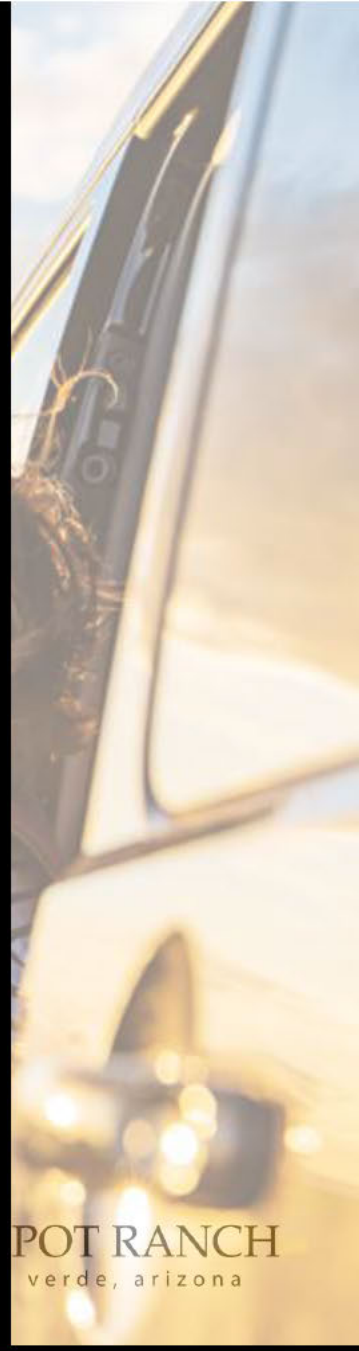
_____

Acting Senior Planner Cory Mulcaire

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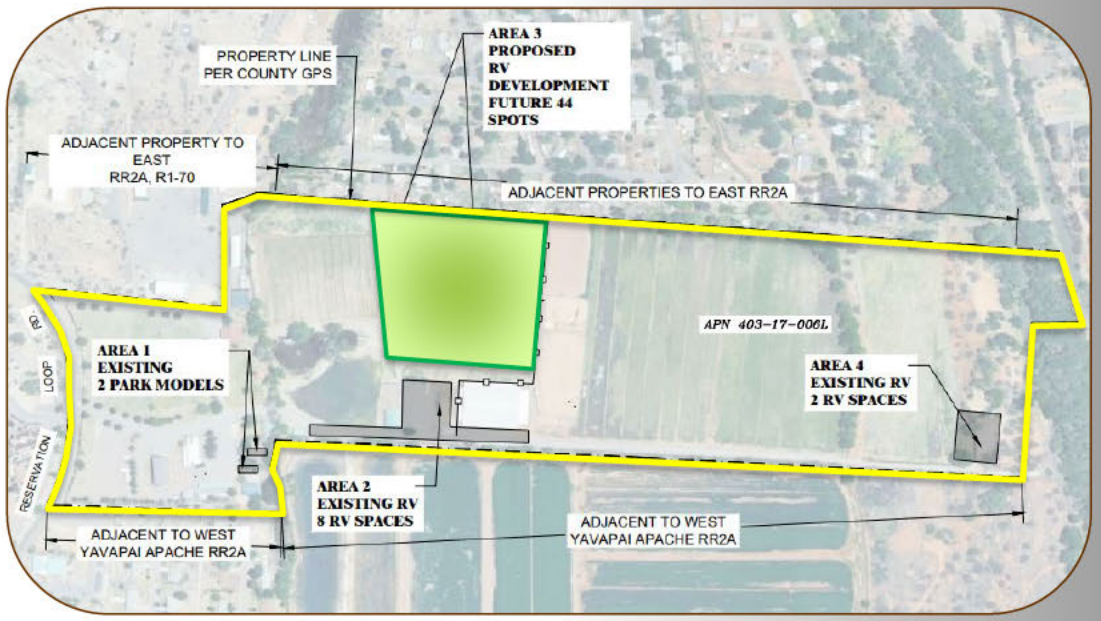
What Is Actually Being Proposed

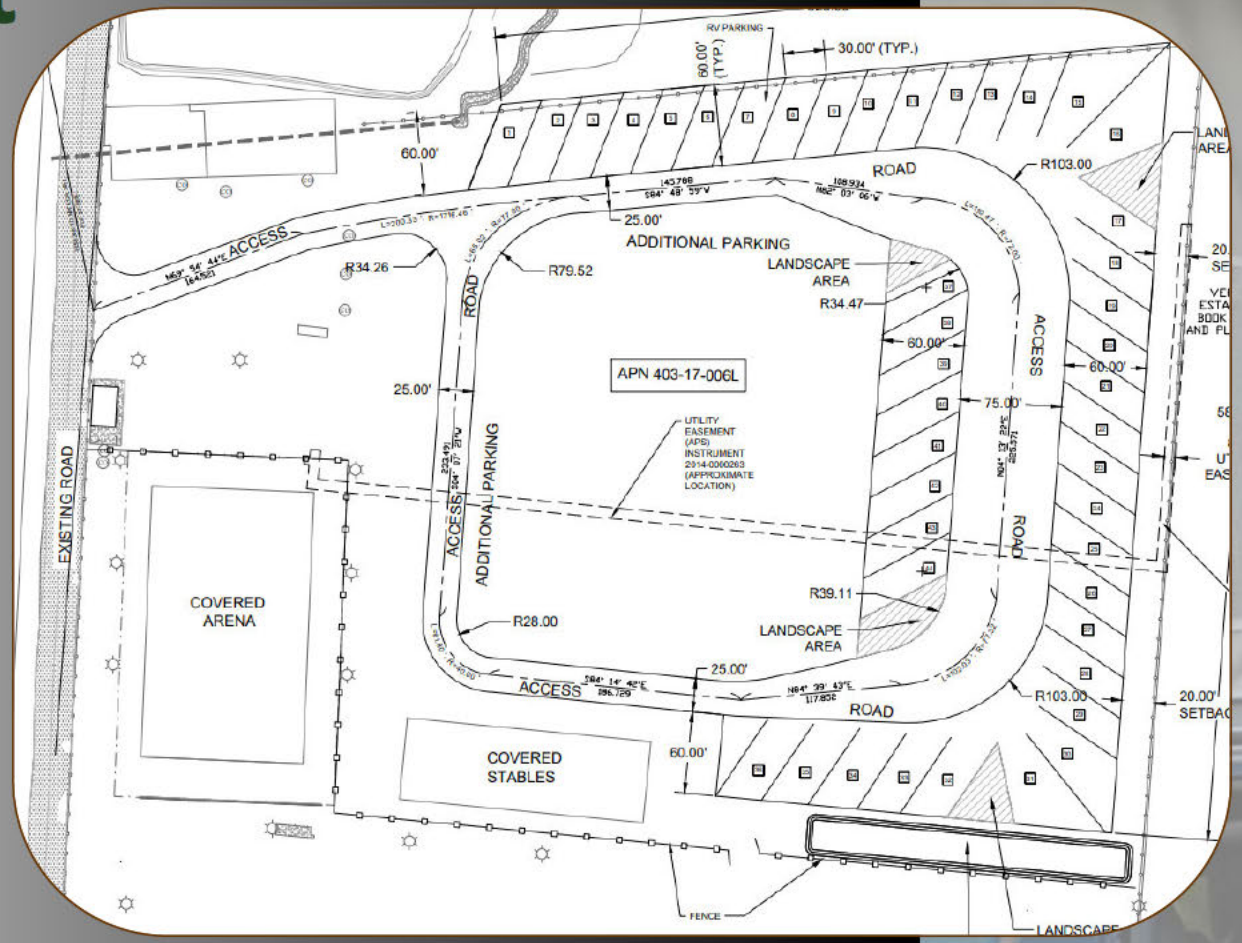
- Limited, managed RV guest accommodations within an existing ranch property
- Final refined plan:
  - 44 RV Sites (Primary RV Park Area)
  - 12 Additional (Short-Term ≤ 10 days)
  - 56 Total Units
- Short-term guest lodging, not heavy commercial traffic
- Professionally managed private property
- Supports travelers, event guests, and seasonal visitors



Final Refined Site Layout

- Single managed access point
- Internal loop road for safe circulation
- 20-foot setbacks and buffers
- Organized, orderly, professionally planned





POT RANCH
verde, arizona



Traffic & Community Compatibility

- Primarily passenger vehicles
- Distributed arrivals/departures—not commuter surges
- No industrial truck traffic
- Designed to respect neighboring properties



The Process Made the Project Better

- Earlier concepts refined through Town revie
- Reduced to final 44-site plan
- Improved spacing, circulation, and layout
- Added setbacks and neighbor separation
- Final plan reflects feedback and collaboratio





JACKPOT RANCH
camp verde, arizona

Responsible Operations & Benefits

- Supports tourism and local spending
- Expands lodging options
- On-site management, quiet hours, rule enforcement
- We respectfully ask for your approval







JACKPOT RANCH
camp verde, arizona

MAY 14 '26 17:48

RV Guest Rules, Regulations & Operations Policy

1. Purpose

This document establishes the mandatory rules, operational standards, and enforcement protocols governing RV guest use of Jackpot Ranch property and facilities.

The purpose of these regulations is to ensure that the property operates as a **controlled, low-impact, professionally managed lodging environment** that:

- Protects the quiet enjoyment of neighboring properties
- Maintains compatibility with rural land uses
- Minimizes impacts related to traffic, noise, lighting, and dust
- Complies with all applicable local regulations

These policies reflect existing operational practices currently enforced at Jackpot Ranch and are expanded specifically for RV accommodations.

2. Management Authority & Enforcement

Jackpot Ranch is a privately owned and actively managed property. All guests are subject to continuous oversight.

Management has full authority to:

- Monitor guest behavior and site conditions
- Enforce all rules without exception
- Assign violations at its sole discretion

Enforcement Actions Include (but are not limited to):

- Verbal or written warning
- Immediate removal from property without refund
- Assessment of additional fees or damages
- Denial of future access

3. Registration & Overnight Guests

- The campground is strictly limited to **registered guests only**
- Any additional guests must be authorized 48 hours in advance
- All non-registered guests must exit the property by 10 p.m.

Unauthorized guests are prohibited and may result in rental termination.

4. Quiet Hours & Noise Control

To protect surrounding properties:

- Quiet Hours: 10:00 p.m. – 7:00 a.m.
    - After 10 p.m. no amplified sound will be allowed.
    - Outdoor activity must be quiet and non-disruptive to other lots

At all times:

- Loud, disorderly, or disruptive behavior is prohibited
- Music, television, or gatherings outside the RV must not be disruptive or intrude on other lots

Violations will result in immediate enforcement action. including removal.

5. Generators

If used:

- Must be low-noise inverter generators only
- Prohibited during quiet hours
- May be prohibited at any time at management's discretion

6. Lighting & Dark Sky Compliance

All lighting must comply with dark sky principles and local expectations:

- Downward directed
- Shielded
- Low intensity
- Light trespass onto neighboring properties is prohibited
- Floodlights and high-output lighting are not allowed
- All non-essential lighting must be turned off during quiet hours

7. Traffic, Vehicles & Site Access

This property is designed for **low-intensity traffic only**.

Requirements:

- Speed Limit: 10 MPH (strictly enforced)
- Maximum of two (2) vehicles per site
- ATVs, motorbikes, go-carts, and dune buggies must remain stored while on property
- Vehicles must remain on designated roadways
- Parking only in assigned areas

Prohibited:

- Off-road driving
- Parking on grass or unassigned areas
- Commercial vehicles, fleet vehicles, or staging
- Vehicle washing (due to water system limitations)
- Major vehicle repairs

Vehicles must be operable. registered. and in good condition.

8. Traffic Characteristics (Clarification)

- Private passenger vehicles only, no commercial vehicles
- Arrival times are assigned to lessen periods of high traffic
- Use of ATVs, motorbikes, go-carts, and dune buggies are prohibited on property.

9. Dust Control

To minimize dust impacts:

- Vehicles must remain on designated roads
- Speed limits strictly enforced
- Spinning tires or reckless driving prohibited

Jackpot Ranch will:

- Maintain road conditions
- Monitor dust levels
- Implement corrective measures as needed

10. Site Condition, Cleanliness & Storage

Guests are responsible for maintaining a clean and orderly site.

General Cleanliness:

- Please leave all areas just as you found them, so other guests can enjoy them too.
- Trash bins are located throughout the property. Thank you for using them.
- Guests (or their coordinators) are responsible for cleaning all event areas after use.
- Guests are responsible for cleaning and maintaining their RV spot during their stay.
- RV spots must be cleaned and cleared before departure. A minimum $50 cleaning fee will be charged for any site left unclean.

Requirements:

- No accumulation of:
  - Trash
  - Excess equipment (Personal belongings, bicycles, toys, etc.)
  - Only outdoor-appropriate furniture permitted
- No storage of:
  - Tires
  - Extra propane tanks
  - Storage boxes
  - Pools or clotheslines

11. Occupancy & Length of Stay

- RV sites are intended for temporary lodging only.
  - May 1 – Sept 30 (30 day maximum)
  - Oct 1 – April 30 (180 day maximum)
- Occupancy must be reasonable for the size of the RV and site.
- Management reserves the right to limit occupancy, refuse additional guests, or require removal of unauthorized occupants.

Violations:

- Violations of occupancy policies may result in additional charges, removal of unauthorized guests, or termination of stay without refund.
- Management actively monitors and enforces park rules to help maintain a safe, quiet, and enjoyable environment for all guests.

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12. Pet Policy

- Maximum of two (2) pets per site
- Must be:
  - On a leash (max 6 feet) at all times
  - Under owner control at all times
- Pets may not be:
  - Left unattended
  - Allowed to create noise disturbances

Owners must pick up after your pets right away!
To make this easy, dog bag dispensers are mounted at all restroom facilities.

13. Fire, Firearms & Safety

- Fireworks: **Strictly prohibited**
- Firearms: No brandishing firearms or discharging them on property
- Open fires:
  - Fires are permitted only in designated outdoor fireplaces and fire pits located on the property.
  - The flames of open fires may not exceed 3 feet.
  - Open ground fires or campfires outside of these designated areas are strictly prohibited.
  - Guests are responsible for providing their own firewood. We do not supply wood for personal use.
  - Fires must be supervised at all times and fully extinguished before leaving the area or turning in for the night.

All fire use must comply with local restrictions.[1] Please respect any posted restrictions

14. Alcohol, Drugs & Conduct

- Alcohol must be consumed responsibly
- The following will not be tolerated:
  - Public intoxication
  - Underage drinking (Arizona legal age 21)
  - Loud or disruptive parties
  - Illegal drug use

Violations result in immediate removal without refund.

15. Prohibited Activities

The following are strictly prohibited:

- Commercial activity or business operations
- Storage of hazardous materials
- Threats, violence, or disorderly conduct
- Activities that disturb neighboring properties
- Unauthorized modifications to RV sites

[1] https://www.yavapaiaz.gov/files/sharedassets/public/v/1/resident-services/public-works-amp-roads/documents/2025-2-outdoor-fire-ordinance.pdf

16. Property Protection

- Cutting or damaging vegetation is prohibited
- Littering is prohibited
- Trash must not be left out overnight

Guests are responsible for maintaining property condition.

17. Right To Remove & Termination

Jackpot Ranch reserves the absolute right to:

- Terminate any guest stay immediately
- Require guests to vacate the property
- Enforce removal without refund

Failure to comply with any rule will result in termination of occupancy and immediate removal.

18. Community Compatibility Commitment

Jackpot Ranch is committed to:

- Operating as a low-impact, managed lodging use
- Protecting neighboring properties from nuisance conditions
- Maintaining a controlled and orderly environment
- Enforcing all rules consistently and professionally

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Public Notice to be published Saturday, June 27, 2026, and Saturday, July 11, 2026: The Town of Camp Verde Town Council is holding a Public Hearing. The public hearing will be held on Wednesday, July 15, 2026, at 6:00 pm in the Town Council Chambers at 473 South Main Street in Camp Verde, AZ. The purpose of the hearing is to consider a Use Permit for Jackpot Ranch to operate a Recreational Vehicle Park (RV Park). The proposed RV park will be located at 2025 W. Reservation Loop Road, Camp Verde, AZ 86322, with supplemental addresses of 2883 N. Verde River Dr., Camp Verde, AZ 86322, and 1879 W. Cimarron Dr. (APN 403-17-006L). For questions or more information, please contact the Camp Verde Town Administration at 928.554.0003 or cliff.bryson@campverde.az.gov.

TAG: This notice is for the Development Services Department.

Client	11163 - Town of Camp Verde	Phone	(928) 567-6631
Address	473 S Main St	E-Mail	Cory.Mulcaire@campverde.az.gov
	Camp Verde, AZ, 86322-7272	Fax	

Order#	677512	Requested By		Order Price	$39.62
Classification	0055 - NOTICE OF HEARINGS	PO #	JACKPOT RANCH RV PAR	Tax 1	$0.00
Start Date	06/27/2026	Created By	UJ	Tax 2	$0.00
End Date	07/11/2026	Creation Date	06/23/2026, 01:17:35 pm	Total Net	$39.62
Run Dates	2			Payment	$0.00
Publication(s)	VERDE INDEPENDENT	Dimensions	1.6 " X 1.9 "		

Sales Rep	4006 - Ursula Jimenez	Phone	(928) 634-2241 Ext: 6028
		E-Mail	publicnotices@verdenews.com
		Fax	

Proofed by Ursula Jimenez, 06/23/2026 01:17:40 pm

The Town of Camp Verde
Town Council is holding a Public Hearing. The public hearing will be held on Wednesday, July 15, 2026, at 6:00 pm in the Town Council Chambers at 473 South Main Street in Camp Verde, AZ. The purpose of the hearing is to consider a Use Permit for Jackpot Ranch to operate a Recreational Vehicle Park (RV Park). The proposed RV park will be located at 2025 W. Reservation Loop Road, Camp Verde, AZ 86322, with supplemental addresses of 2883 N. Verde River Dr., Camp Verde, AZ 86322, and 1879 W. Cimarron Dr. (APN 403-17-006L). For questions or more information, please contact the Camp Verde Town Administration at 928.554.0003 or cliff.bryson@campverde.az.gov. TAG: This notice is for the Development Services Department.
2TVIPub: June 27, July 11, 2026

Jun 24, 2026 at 1:34:54 PM
W Reservation Loop Rd
Camp Verde AZ 86322
United States


Jun 24, 2026 at 1:37:21 PM
2023–2099 W Reservation Loop Rd
Camp Verde AZ 86322
United States
2025
TOWN COUNCIL
PUBLIC HEARING
RV USE PERMIT (USE-25-0008)
473 S. MAIN ST.
Wednesday July 15,
2026
6:00 PM
2025 W .
RESERVATION LOOP
RD.
PARCEL 403-17-006L
ZONING RR-2A

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Town Council
Agenda Information Memorandum

Meeting Date: July 15, 2026

Agenda Item Type:

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

Requesting Department: Public Works **Staff Resource:** CIP Project Manager Martin Smith

Agenda Title: Discussion, consideration, and possible award of Bid No. 26-230 for the Verde Lakes Drive Sidewalk Improvements Project to Lincoln Constructors in the amount of $481,238.75, funded through the Federal Transportation Improvement Program Grant.

Attached Documents:

- Results of Bid
- Lincoln Constructor's Itemized Bid Tab
- Agreement No. 26-230

Estimated Presentation Time: 5 minutes **Estimated Discussion Time:** 10 minutes

Reviewed By:

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

Financial Review (if applicable)**:**

- Funding Source / GL Account Number: 03-480-20-804000
- 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 Town of Camp Verde is advancing the Verde Lakes Drive Sidewalk Improvements Project, a critical infrastructure initiative intended to enhance pedestrian safety, accessibility, and overall mobility within an important corridor of the community. The project includes the installation of vertical curb and gutter, as well as a new concrete sidewalk along the west side of Verde Lakes Drive, extending from Arizona State Route 260 to approximately 150 feet south of Dawn Drive. This section of roadway currently lacks dedicated pedestrian infrastructure, creating potential safety concerns for residents, students, and visitors who travel through the area on foot. Completion of the project will provide a continuous and clearly defined pedestrian pathway while improving separation between pedestrian and vehicular traffic. These improvements are expected to increase safety, improve walkability, and support long term transportation connectivity within the area.

Project design was completed in house by Town staff, representing a cost-effective use of internal resources and allowing the project to advance efficiently toward construction. With the design phase finalized, staff coordinated extensively with the Arizona Department of Transportation to identify and secure funding opportunities necessary to construct the improvements. Through this coordination effort,

the Town was programmed to receive $738,644 in federal Transportation Improvement Program funding for the project.

On May 6, 2026, Town staff presented the project to the Council and received authorization to proceed with the Highway User Revenue Fund exchange process associated with the Transportation Improvement Program funding. Participation in the HURF exchange program reduced the total available funding amount to $664,780; however, the exchange process significantly reduced the federal administrative and compliance requirements associated with the project. By utilizing the HURF exchange program, the Town is able to streamline project delivery, reduce administrative costs, and maximize the efficiency of available funding for construction activities.

Following execution of the Intergovernmental Agreement with ADOT, Town staff proceeded with the formal public bidding process in accordance with the procurement procedures outlined in the Town's Financial Operations Guidelines. Sealed bids were received on June 25, 2026, and a public bid opening was conducted at that time. The bids were opened and witnessed by Town staff and representatives from several responding contractors. At the conclusion of the bid opening, an apparent low bidder was identified pending completion of the Town's verification and review process.

Following the opening, staff conducted a detailed review of each submitted bid to confirm compliance with all bidding requirements, including verification that all required forms, documentation, and bid bonds were properly submitted. The apparent low bidder, Lincoln Constructors, successfully satisfied all bid verification requirements and is being recommended for award of the construction contract for the project.

The construction bids received for this project were significantly lower than expected, resulting in available Transportation Improvement Program (TIP) funding beyond what is needed to complete the currently bid scope of work.

As designed, the proposed sidewalk terminates at the location shown on the approved plans due to the need to extend an existing drainage structure to accommodate the additional width required for the new vertical curb, gutter, and sidewalk improvements. Extending the sidewalk farther south would require widening this drainage structure, which was not included in the original bid documents in order to maintain the project within the anticipated construction budget.

The lowest responsive and responsible bid was submitted by Lincoln Constructors in the amount of $384,991.00. With the inclusion of a 25% Owner's Allowance of $96,247.75, the total construction authorization is $481,238.75.

The project has been awarded $664,780 in Arizona Department of Transportation (ADOT) Transportation Improvement Program (TIP) funding. If the project is completed without utilizing the Owner's Allowance or adding additional work, approximately $279,789 of the available federal funding will remain unused.

To maximize the use of the available TIP funding and further enhance pedestrian connectivity along Verde Lakes Drive, staff recommends working with Lincoln Constructors to develop pricing for widening

the existing drainage structure and extending the sidewalk farther south beyond the current project limits. If the pricing is determined to be reasonable and sufficient funding remains available, staff intends to bring forward a change order during construction to complete this additional work. This approach would expand the project's overall benefit while making efficient use of the federal funds already programmed for the project.

Having met all requirements of the bidding process, staff recommends award of Bid No. 26-230, Verde Lakes Sidewalk Improvements Project, to Lincoln Constructors in the amount of $481,238.75.

Connection to the FY27 Strategic Plan
This project complies with the Community Infrastructure focus area of the FY27 Strategic Plan.

Question(s) before the Council:

- Does Council have any question regarding the process used to secure these bids?
- Does Council have any questions regarding the next steps of this project?

Proposed Motion(s):

I move to **AWARD** of Bid No. 26-230, Verde Lakes Drive Sidewalk Improvements Project, to Lincoln Constructors in the amount of $481,238.75.

-or-

I move to **AWARD** of Bid No. 26-230, Verde Lakes Drive Sidewalk Improvements Project, to Lincoln Constructors in the amount of $481,238.75 **with the following changes...**

-or-

I move to **REJECT** Bid No. 26-230, Verde Lakes Drive Sidewalk Improvements Project, to Lincoln Constructors in the amount of $481,238.75.

VERDE LAKES DRIVE SIDEWALK IMPROVEMENTS PROJECT

26-230

AGREEMENT

THIS AGREEMENT, made and entered into this 15th day of July, 2026, by and between the **Town of Camp Verde**, Yavapai County, State of Arizona (herein called the "Town") acting herein by the **Mayor, Marie Moore,** and Common Council, party of the first part, and **Lincoln Constructors, Inc.** (herein called the "**Contractor**") party of the second part.

WITNESSETH THAT:

The Town of Camp Verde desires to engage the Contractor to render construction services (Work) for the Verde Lakes Drive Sidewalk Improvements Project #26-230, located within the Town of Camp Verde, Arizona 86322.

1. **Work**
   The Contractor shall complete all Work as specified in these bid documents and set forth in the Plan Set, Specifications and Agreement General Provisions attached, or incorporated in this Agreement. The Contractor shall furnish the qualified personnel, materials, equipment and other items necessary to carry out the terms of this Agreement with regards to the performance of the Work and the Agreement. This Work shall be accomplished in the agreed upon time per the Notice to Proceed per these Agreement Documents.

2. **Access to Information**
   It is agreed that all information, data reports, records as exist, available and necessary for carrying out of the Work outlined in the Plan Set, Specifications and General Provisions have been furnished to the Contractor by the Town and its agencies. The Contractor hereby acknowledges receipt of the same. The Town and its agencies will cooperate with the Contractor in every way possible to facilitate the performance of the Work described herein with regards to any and all information required.

3. **Project Manager - Administration**
   The Town has designated the Public Works Department and Town CIP Project Manager, as Project Administrator and Manager for this Project and Agreement. The Project Manager shall be empowered to perform all administrative functions as required for management of the project.

4. **Agreement Time**
   Contract time for this project shall be **75 calendar days to Substantial Completion** and **90 calendar days to Final Completion**. The Town of Camp Verde Project Manager shall contact the successful Contractor/Bidder once the project is formally awarded by the Town of Camp Verde Council and Mayor. The Project Manager will schedule a pre-construction meeting with the Contractor and Public Works staff. Prior to this meeting, the Contactor shall provide the Town of Camp Verde with performance and payment bonds for the total project as well as a detailed Project Work Schedule. At the pre-construction meeting the Town of Camp Verde Project Manager shall provide the Contractor/Bidder with a formal Notice to Proceed with the project starting dates, term of project, and project completion dates. The Notice to Proceed shall be signed by both the Contractor/Bidder and the Public Works Department. This will serve to establish a clear understanding of the project start date and completion date for liquidated

damages should the Agreement completion date be exceeded by the Contractor due to inadequate performance.

5. Compensation

The Town of Camp Verde agrees to compensate the Contractor for the satisfactory performance and completion of the Work described herein in accordance with the Contractor's submitted bid. The total Agreement amount for the Work shall be $384,991.00 with an Owner's Allowance of $96,247.75, for a total bid amount of $481,238.75, as accepted and approved by the Town of Camp Verde Mayor and Common Council through formal award of the Project. Compensation shall be paid in accordance with the terms and conditions of this Agreement and the applicable provisions of the Contract Documents. Any increase or decrease in the Agreement amount resulting from approved change orders shall be authorized only through written amendment executed by the Town and Contractor.

Any adjustments to Compensation for change orders or changes made to the Work by the Town shall be handled under an additional written Agreement between the Town and the Contractor and follow the Town of Camp Verde Financial Operations Guide and may be subject to approval/disapproval by the Town of Camp Verde Council.

6. Termination of Agreement

a. If, for any reason, the Contractor shall fail to fulfill in a timely and proper manner his/her obligations under this Agreement, or if the Contractor shall violate any of the covenants, agreements, or stipulations of this Agreement, the TOWN shall thereupon have the right to terminate the Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof. In such event, all finished or unfinished site or structural improvements as well as all materials or equipment acquired or stored by the Contractor under this Agreement shall, at the option of the TOWN, become the TOWN's property and the Contractor shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder.

Notwithstanding the above, the Contractor shall not be relieved of liability to the TOWN for damages sustained by the TOWN by virtue of any breach of the Agreement by the Contractor, and the TOWN may withhold any payments to the Contractor for the purpose of set-off until such time as the exact amount of damages due the TOWN from the Contractor is determined.

b. The TOWN may terminate this Agreement at any time by giving at least ten (10) days' notice in writing to the Contractor. If the Agreement is terminated by the TOWN as provided herein, the Contractor will be paid for the time expended and expenses incurred up to the termination date. If this Agreement is terminated due to the fault of the Contractor, all conditions relative to termination given within this Part 6 shall apply.

c. This Agreement may be terminated as per A.R.S. §38-511, Conflict of Interest.

7. Miscellaneous Provisions

a. This Agreement shall be construed under and in accordance with the laws of the State of Arizona, and all obligations of the parties created hereunder are performable in Camp Verde, Yavapai County, Arizona.

b. This Agreement shall be binding upon and ensure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.

In any case one or more of the provisions contained in this Agreement shall, for any reason, be held to be invalid, illegal or unenforceable said holding shall not affect any other provision hereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision and never been contained herein.

c. Action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover, in addition to costs, such sum as the court including the appellate court, may adjudge reasonable as attorney fees.

d. This Agreement represents the entire understanding of the TOWN and Contractor as to those matters contained in this Agreement, and no prior oral or written understanding shall be of any force or effect with respect to this Agreement. This Agreement may be amended only by mutual agreement of the parties hereto in writing to be attached to and incorporated into this Agreement.

8. Project Familiarity and Identification of Conflicts

In order to induce the TOWN to enter into this Agreement, Contractor makes the following representation:

a. The Contractor has familiarized himself/herself with the nature and extent of the Agreement documents, work, site, locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the work.

b. The Contractor has given the Project Manager a written notice of all conflicts, errors, or discrepancies discovered in the Agreement documents and the written resolution thereof by the Project Manager is acceptable to the Contractor.

c. The Contractor has examined and carefully studied the Agreement documents and other related data identified in the bidding documents.

d. The Contractor is familiar with and satisfied as to all federal, state and local laws and regulations that may affect cost, progress, performance and furnishing of the work.

9. Insurance/Bonding

The Contractor shall procure and maintain, at Contractor's sole expense, until completion of the Agreement, coverages as specified in the Agreement General Provisions within this Bidder Packet.

Certificate(s) of Insurance naming the Town of Camp Verde as Additional Insured verifying the minimum coverage's specified in the Agreement General Provisions within this Bidder Packet shall be delivered to the Town just prior to issuance of the Notice to Proceed. A Performance and Payment Bond with a Corporate Surety, each in the amount of 100% of the Agreement price shall be required for this Project. Performance and Payment Bonds must be executed and approved and submitted to the Town of Camp Verde at the Pre-Construction and Scheduling Meeting in

exchange for the formal Notice to Proceed. The Notice to Proceed will not be issued without the submission of these bonds.

10. Indemnity

The Contractor agrees, to the fullest extent permitted by law, to indemnify, defend, save and hold harmless the Town of Camp Verde, its departments, agencies, boards, commissions, and its officers, officials, agents, and employees (hereinafter referred to as "Indemnities") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of its owners, officers, directors, agents, employees or sub-contractors. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except to the extent Claims arise from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this Agreement, the Contractor agrees to waive all rights of subrogation against the Town of Camp Verde, its officers, officials, agents and employees for losses arising from the work performed by the Contractor for the TOWN.

11. Agreement Documents

All items and documents contained in or included with or attached to this Bidder Packet are a part of the Agreement Documents and are to be followed and/or completed by those bidding this project as required portions of the Agreement. In the event of conflicts between or among these documents, the documents shall be interpreted in the following order: The Agreement, the Agreement Special Provisions, the Agreement General Provisions, the Plan Set, Project Specifications and Special Notes, the Bid Schedule and Bid Totals, and last the Invitation for Bids; with each specific item or document serving as the most important for its own specific purposes.

IN WITNESSETH HEREOF, the parties have hereunto set their hands and seals.

For the Town of Camp Verde

Approved as to Form:

Town Attorney, Trish Stuhan

Mayor, Marie Moore

Attest:

Town Clerk, Leah Rhodes

For the Contractor:

Robert K Sanders

Contractor's Name

President

Title

Contractor's Signature

Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

26-230 Verde Lakes Drive Sidewalk Improvements Project - Itemized Bid Tab

No.	Description	Unit	Quantity	Cost	Total
1	Mobilization	LS	1	$ 2,500.00	$ 2,500.00
2	Construction Survey	LS	1	$ 20,000.00	$ 20,000.00
3	Traffic Control	LS	1	$ 25,000.00	$ 25,000.00
4	Quality Control / Testing (*See notes below)	LS	1	$ 15,000.00	$ 15,000.00
5	Earthwork	LS	1	$ 20,000.00	$ 20,000.00
6	Erosion Control per approved plans	LS	1	$ 8,500.00	$ 8,500.00
7	Saw cut existing asphalt pavement.	LF	2,410	$ 4.00	$ 9,640.00
8	Remove existing asphalt pavement.	SY	595	$ 25.00	$ 14,875.00
9	Remove & relocate existing street sign.	EA	8	$ 600.00	$ 4,800.00
10	Protect existing appurtenance in place.	EA	5	$ 1,000.00	$ 5,000.00
11	Relocate existing water meter and box to back of right-of-way.	EA	1	$ 4,000.00	$ 4,000.00
12	Remove vegetation as required for sidewalk installation.	LS	1	$ 4,000.00	$ 4,000.00
13	Saw cut and remove existing drain pipe	LF	12	$ 300.00	$ 3,600.00
14	Install Type a curb and gutter per MAG Std. Det. 220-1.	LF	1,740	$ 40.00	$ 69,600.00
15	Install curb termination per MAG Std. Det. 222.	EA	12	$ 500.00	$ 6,000.00
16	Install curb ramp per MAG Std. Det. 236-5.	SF	1,489	$ 15.00	$ 22,335.00
17	Install 5' wide concrete sidewalk per MAG Std. Det. 230.	SF	6,325	$ 7.00	$ 44,275.00
18	Install 6" ABC compacted to 100% MDD.	SY	609	$ 24.00	$ 14,616.00
19	Install bituminous tack coat to all concrete and asphalt surfaces directly adjacent to the area to receive paving materials.	LF	4,147	$ 3.00	$ 12,441.00
20	Install 3" or existing (which ever is greater) ac pavement.	SY	609	$ 75.00	$ 45,675.00
21	Install type a thickened asphalt edge per MAG Std. Det. 201.	LF	376	$ 50.00	$ 18,800.00
22	Install type a sign base and sign per MAG Std. Det. 131.	EA	8	$ 650.00	$ 5,200.00
23	Install parallel curb ramp per detail on sheet 3.	SF	126	$ 15.00	$ 1,890.00
24	Adjust water valve box to finished grade per MAG Std. Det. 391-1 and 391-2.	EA	2	$ 650.00	$ 1,300.00
25	Install driveway entrance per MAG Std. Det. 250-2. width per plans.	SF	308	$ 12.00	$ 3,696.00
26	Install 6" compacted ABC driveway.	SY	66	$ 24.00	$ 1,584.00
27	Restore existing landscaping granite. match existing color, size, and thickness.	SF	332	$ 2.00	$ 664.00
				Subtotal:	$ 384,991.00
				25% Owner Allowance:	$ 96,247.75
				TOTAL:	**$ 481,238.75**

Revised: 5/20/2026

Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

Notes:

1. All costs provided shall include all applicable taxes, fees, overhead, profit, etc.
2. Materials testing requirements
   - Earthwork / Subgrade
     - 95% MDD compaction in roadway section and within 4' of paved shoulder
     - 90% MDD compaction beyond 4' of paved shoulder
   - Aggregate Base Course
     - 100% MDD at optimum moisture
   - Concrete
     - All concrete shall be 3000 psi. minimum or per approved plans and specifications
     - Testing every 50 CY or daily, whichever is greater
     - Testing to include temperature, slump, air entrainment, and (4) cylinders
   - Asphalt
     - 1 marshall and 1 gradation per day
     - Required compaction: 95% of marshall
     - Density technician must be present for entirity of paving operations

Signature of Company Official	6/24/26 Date Signed
CEO Title	
Lincoln Constructors Inc. Company Name	602-316-3800 Phone Number
1802 N 27th Ave, Address	 Fax Number
Phoenix,AZ.85009 City State/Zip	Bobs@lci-az.com Email Address

Revised: 5/20/2026

Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

BID SUBMITTAL CHECKLIST

Notice to All Bidders:
All items and documents contained in or included with this Bidder Packet and shown in this Table of Contents are a part of the Agreement Documents and are to be followed and/or completed by those bidding this project as required portions of the Agreement. Be careful to utilize and include this Bid Submittal Checklist with your Bid Submission to assure that your Bid is complete and acceptable. Any items not submitted that are shown as mandatory items on this Bid Submittal Checklist will mean the immediate rejection of that particular Bidder Packet as incomplete and that particular Bid will not be accepted by the Town of Camp Verde.

Mandatory Items to be Included with Bid Submittals:

_____ Bid Submittal Checklist Page 97

_____ Addendum Acknowledgement Bid 26-230 Page 98

_____ Item Bid Schedule and Bid Total 26-230 Page 99

_____ Non-Collusion Affidavit Bid 26-230 Page 100

_____ Bid Certification 26-230 Page 101

_____ Disclosure of Responsibility Statement Page 103

_____ List of Known Subcontractors Page 105

_____ Bid Bond 10% Bid Amount Page 106

ADDENDUM ACKNOWLEDGEMENT BID 26-230

Bidders shall verify that they have fully read all Addendums that were officially issued over the Public Purchase Website for this specific Project Bid 26-230 by acknowledgement of those Addendums below. Add additional pages if required.

Lincoln Constructors Inc., Robert K. Sanders

(Bidder Company Name and Name of Individual Completing this Acknowledgement)

Addendum #'s Received	Date Received
Addendum #1	06/18/2026

PROJECT ITEM BID SCHEDULE

The Project Item Bid Schedule is attached as a separate document via download at the Public Purchase Website. www.publicpurchase.com, and is required in your bid submittal as a mandatory item on your bid submittal checklist.

PROJECT BIDDING PACKET / AGREEMENT DOCUMENTS – NON-COLLUSION AFFIDAVIT

Robert K. Sanders ; as CEO
(Name of Individual) (Title)

for Lincoln Constructors Inc. ; certifies that neither he/she nor
(Name of Business)

anyone that is associated with the said Lincoln Constructors Inc.
(Name of Business)

has, directly or indirectly entered into an agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with the project known as: VERDE LAKES DRIVE SIDEWALK IMPROVEMENTS PROJECT /TOWN OF CAMP VERDE PROJECT NO. 26-230.

(Signature of Individual for Name of Business)

BID CERTIFICATION for BID 26-230

1. The undersigned bidder proposes and agrees, if this bid is accepted, to enter into an Agreement with the Town of Camp Verde in the form included in this Bidder Packet and agrees to perform and furnish all work, materials, licenses, bonds etc. as specified or indicated in these Agreement documents for the price stated in the Bid Schedule, and within the time indicated once there is an agreed upon project schedule and in accordance with the other terms and conditions of these Agreement documents.

2. Bidder accepts all of the terms and conditions of the Agreement Documents, Attachments and Addenda. This bid is accompanied by a certified check, cashier's check or surety bid bond for 10 percent (10%) of the amount of the total bid as a guarantee that if selected, the Bidder will enter into an Agreement to complete "VERDE LAKES DRIVE SIDEWALK IMPROVEMENTS PROJECT , Bid 26-230". The Bid will remain subject to acceptance for 30 days after the day of bid opening. The successful Bidder will submit a 100% Statutory Performance Bond, 100% Statutory Payment Bond, and other insurance certification requirements within 10 work days after the date of Notice of Award or at the Pre-Construction Meeting prior to issuance of the Notice to Proceed, whichever occurs at the earliest date.

3. In submitting this bid, Bidder represents, as more fully set forth in the Agreement that:

   a. Bidder has examined copies of all of the bidding documents and has completed the Bidder Packet in full, together with the Bid Submittal Checklist.

   b. Bidder has familiarized himself/herself with the nature and extent of the Request for Bid Documents, scope of work, site locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the work.

   c. Bidder acknowledges that the Town of Camp Verde and the Project Manager/Administrator do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the bidding documents with respect to facilities at or contiguous to the site. Bidder has obtained and examined (or assumes responsibility for having done so) all such additional or supplementary examinations or investigations concerning conditions (surface and subsurface) at or contiguous to the site or otherwise which relate to any aspect of the means, and procedures of construction to be employed by Bidder and safety precautions and programs incident thereto. Bidder does not consider that any additional examinations, tests, studies or data are necessary for the determination of this bid for performance and furnishing of the work in accordance with the times, price and conditions of the bid documents.

   d. Bidder has provided the Project Manager/Administrator written notice of all conflicts, errors, ambiguities or discrepancies that Bidder has discovered in the bid documents; and the written resolution thereof by the Project Manager/Administrator is acceptable to the Bidder, and the bid documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the work for which this bid is submitted.

e. This bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for himself/herself any advantage over any other bidder or over the Town of Camp Verde.

5. Communications concerning this bid shall be addressed to:

Name: Robert K. Sanders

Address: 1802 N 27th Ave, Phoenix,AZ.85009

Phone: 602-316-3800

Firm Name: Lincoln Constructors Inc.

State Contractor License No.: ROC 310165

6/24/2026

Signature/Title Date Submitted

DISCLOSURE OF RESPONSIBILITY STATEMENT

A. List any and all past or present litigations or convictions of any person, subsidiary, or affiliate of your company, arising out of obtaining, or attempting to obtain a public or private contract or subcontract, or in the performance of such a contract or subcontract.

B. List any and all past or present litigations or convictions of any person, subsidiary, or affiliate of your company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offenses indicating a lack of business integrity or business honesty.

C. List any convictions or civil judgements in the history of your firm under state or federal antitrust statutes.

D. List any violations by your firm of contract provisions such as failure to perform (without good cause), or unsatisfactory performance in accordance to the specifications of a contract.

E. List any prior suspensions or disbarments by any governmental agency with respect to your firm or its licensing.

F. List any past construction contracts that your firm did not complete on time.

G. List any penalties and/or liquidated damages imposed on your firm for time delays and/or quality of materials or workmanship on past construction projects.

H. List any violations of federal or state labor laws, regulations, standards, or occupational safety and health rules by your firm in the past.

I, Robert K. Sanders, as CEO
(Name of Individual) (Title & Authority)
Of Lincoln Constructors Inc., declare under oath that the above statements,
(Company Name)
Including any supplemental responses attached hereto, are true.

By: _____
(Signature of Individual/Representative)

STATE OF: ARIZONA)
) ss.
COUNTY OF: MARICOPA)

On this 24th day of JUNE, 2026, before me, the undersigned NOTARY PUBLIC, personally appeared ROBERT K. SANDERS who acknowledged to me that they executed the foregoing instrument for the purposes therein contained.

IN WITNESS WHEREOF, I hereunto set my hand and official seal. SEAL

Frank Pavlich
NOTARY PUBLIC

My Commission Expires: 7-17-2027

FRANK PAVLICH
NOTARY PUBLIC · ARIZONA
Maricopa County
Commission # 655500
My Comm. Exp. July 17, 2027

SUBCONTRACTING CERTIFICATION

At the time of submission of bids for **VERDE LAKES DRIVE SIDEWALK IMPROVEMENTS PROJECT IN, CAMP VERDE, ARIZONA – PROJECT # 26-230,** my intention concerning subcontracting a portion of the work is indicated below.

In indicating that it is my intention to subcontract a portion of this work, this will acknowledge that the subcontractors are identified below, and any documentation, such as copies of letter, requests for quotations, quotations, etc., substantiating the actions taken and the responses to such actions will be made available upon request. This document must be completed and submitted with your bid.

__K__ It is not my intention to subcontract all or a portion of the work.

_____ It is my intention to subcontract all or a portion of the work using the following subcontractors. (List company name and business name of each specialty subcontractor.

Only one name shall be listed for each category. Use a second page if necessary.)

(1) _____

_____

_____

(2) _____

_____

_____

(3) _____

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(4) _____

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(5) _____

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(6) _____

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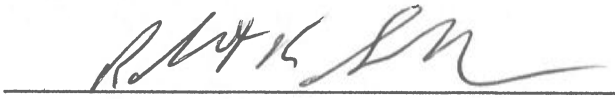
(7) _____

_____

_____

Lincoln Constructors Inc.

Name of Firm



By: (Signature/Title)

6/24/2026

Date

BID BOND:

All bid submissions must be accompanied with a bid bond in the amount of 10% of your total bid. Bid bonds must be executed by a duly licensed corporate surety in the State of Arizona and be made payable to the Town of Camp Verde. Said bid security shall be considered liquidated damages and shall be forfeited to the Town of Camp Verde in the event the bid is accepted by the Town of Camp Verde, and the successful bidder fails to execute and deliver to the Town of Camp Verde the completed Agreement Documents within 10 days after the Agreement is awarded to the successful bidder.

ARIZONA STATUTORY BID BOND FOR CONSTRUCTION
PURSUANT TO TITLES 28, 34, AND 41, ARIZONA REVISED STATUTES
(Penalty of this bond must not be less than 10% of the bid amount)

KNOW ALL MEN BY THESE PRESENTS THAT: **Lincoln Constructors, Inc.**

(hereinafter "Principal"), as Principal, and **Endurance American Insurance Company** (hereinafter "Surety"), a corporation organized and existing under the laws of the State of **DE** with its principal office in the City of **Purchase, NY 10577,** holding a certificate of authority to transact surety business in Arizona issued by the Director of the Department of Insurance pursuant to Title 20, Chapter 2, Article 1, as Surety, are held and firmly bound unto the **Town of Camp Verde** (hereinafter "Obligee") in the sum of Ten Percent (10%) of the amount of the bid of Principal, submitted by Principal to the Obligee for the work described below, for the payment of which sum, the Principal and Surety bind themselves, and their heirs, administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for
Verde Lakes Drive Sidewalk Improvements Project PROJECT NO. 26-230

NOW, THEREFORE, if the Obligee shall accept the proposal of the Principal and the Principal shall enter into a contract with the Obligee in accordance with the terms of the proposal and give the bonds and certificates of insurance as specified in the standard specifications or Contract documents with good and sufficient surety for the faithful performance of the contract and for the prompt payment of labor and materials furnished in the prosecution of the contract, or in the event of the failure of the Principal to enter into the contract and give the bonds and certificates of insurance, if the Principal pays to the Obligee the difference not to exceed the penalty of the bond between the amount specified in the proposal and such larger amount for which the Obligee may in good faith contract with another party to perform the work covered by the proposal then this obligation is void. Otherwise, it remains in full force and effect provided, however, that this bond is executed pursuant to the provisions of Section 34-201, Arizona Revised Statutes, and all liabilities on this bond shall be determined in accordance with the provisions of that section to the extent as if it were copied at length herein.

Witness our hands this **25th** day of **June, 2026.**

Lincoln Constructors, Inc.
PRINCIPAL SEAL

By _____

Title: _____

Endurance American Insurance Company
SURETY SEAL



By _____
Crysta J. Powell, Attorney-in-Fact
Constructors Bonding, Inc. of Nevada
Agency of Record
P. O. Box 36797, Las Vegas, NV 89133-6797
Agency Address

SPO Form 301-C Rev 1/94

Approved by Arizona Department of Administration- Effective 1/1/94

SOMPO INTERNATIONAL
INSURANCE

SURETY BOND CORPORATE SEAL AND DIGITAL SIGNATURE NOTICE

ENDURANCE AMERICAN INSURANCE COMPANY ("ENDURANCE AMERICAN") has authorized its respective Attorneys-in-Fact to affix ENDURANCE AMERICAN'S corporate seal and digital signatures to any surety bond executed on behalf of ENDURANCE AMERICAN by any such Attorney-in-Fact.

This notice verifies a surety bond that is executed on behalf of ENDURANCE AMERICAN by its Attorney-in-Fact and utilizes the corporate seal below for ENDURANCE AMERICAN shall be deemed affixed to said bond to the same extent as if its raised corporate seal was physically affixed to the face of the bond. ENDURANCE AMERICAN also hereby agrees that the digital signatures applied to said bond are considered acceptable as if a wet ink signature was physically added to the face of the bond.

Dated this 18th day of May, 2021.

ENDURANCE AMERICAN INSURANCE COMPANY

By: Richard M Appel

Endurance American Insurance Company
CORPORATE
SEAL
1996
DELAWARE

SOMPO INTERNATIONAL
INSURANCE

POWER OF ATTORNEY

26097

KNOW ALL BY THESE PRESENTS, that **Endurance Assurance Corporation, a Delaware corporation ('EAC'), Endurance American Insurance Company, a Delaware corporation ('EAIC'), Lexon Insurance Company, a Texas corporation ('LIC'), and/or Bond Safeguard Insurance Company, a South Dakota corporation ('BSIC'), each,** a "Company" and collectively, **"Sompo International,"** do hereby constitute and appoint: **Crysta J. Powell, Gregory P. Griffith, Nicholas S. Griffith, Stephanie L. Bucholz**

as true and lawful Attorney(s)-In-Fact to make, execute, seal, and deliver for, and on its behalf as surety or co-surety; bonds and undertakings given for any and all purposes, also to execute and deliver on its behalf as aforesaid renewals, extensions, agreements, waivers, consents or stipulations relating to such bonds or undertakings provided, however, that no single bond or undertaking so made, executed and delivered shall obligate the Company for any portion of the penal sum thereof in excess of the sum of **One Hundred Million ($100,000,000.00)**

Such bonds and undertakings for said purposes, when duly executed by said attorney(s)-in-fact, shall be binding upon the Company as fully and to the same extent as if signed by the President of the Company under its corporate seal attested by its Corporate Secretary.

This appointment is made under and by authority of certain resolutions adopted by the board of directors of each Company by unanimous written consent effective the 30th day of March, 2023 for BSIC and LIC and the 17th day of May, 2023 for EAC and EAIC, a copy of which appears below under the heading entitled "Certificate".

This Power of Attorney is signed and sealed by facsimile under and by authority of the following resolution adopted by the board of directors of each Company by unanimous written consent effective the 30th day of March, 2023 for BSIC and LIC and the 17th day of May, 2023 for EAC and EAIC and said resolution has not since been revoked, amended or repealed:

RESOLVED, that the signature of an individual named above and the seal of the Company may be affixed to any such power of attorney or any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signature or seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN WITNESS WHEREOF, each Company has caused this instrument to be signed by the following officers, and its corporate seal to be affixed this 25th day of May, 2023.

Endurance Assurance Corporation

By:
Richard Appel; SVP & Senior Counsel

Endurance Assurance Corporation CORPORATE SEAL 2002 DELAWARE

Endurance American Insurance Company

By:
Richard Appel; SVP & Senior Counsel

Endurance American Insurance Company CORPORATE SEAL 1996 DELAWARE

Lexon Insurance Company

By:
Richard Appel; SVP & Senior Counsel

LEXON INSURANCE COMPANY CORPORATE SEAL MARCH 16, 1954 STATE OF TEXAS

Bond Safeguard Insurance Company

By:
Richard Appel; SVP & Senior Counsel

BOND SAFEGUARD INSURANCE COMPANY A SOUTH DAKOTA INSURANCE COMPANY

ACKNOWLEDGEMENT

On this 25th day of May, 2023, before me, personally came the above signatories known to me, who being duly sworn, did depose and say that he/they is an officer of each of the Companies; and that he executed said instrument on behalf of each Company by authority of his office under the by-laws of each Company.

By:
Amy Taylor, Notary Public – My Commission Expires 3/9/27

AMY TAYLOR STATE OF TENNESSEE NOTARY PUBLIC

CERTIFICATE

I, the undersigned Officer of each Company, DO HEREBY CERTIFY that:

1. That the original power of attorney of which the foregoing is a copy was duly executed on behalf of each Company and has not since been revoked, amended or modified; that the undersigned has compared the foregoing copy thereof with the original power of attorney, and that the same is a true and correct copy of the original power of attorney and of the whole thereof;
2. The following are resolutions which were adopted by the board of directors of each Company by unanimous written consent effective the 30th day of March, 2023 for BSIC and LIC and the 17th day of May, 2023 for EAC and EAIC and said resolutions have not since been revoked, amended or modified:
   "RESOLVED, that each of the individuals named below is authorized to make, execute, seal and deliver for and on behalf of the Company any and all bonds, undertakings or obligations in surety or co-surety with others: RICHARD M. APPEL, MATTHEW E. CURRAN, MARGARET HYLAND, SHARON L. SIMS, CHRISTOPHER L. SPARRO,
   and be it further
   RESOLVED, that each of the individuals named above is authorized to appoint attorneys-in-fact for the purpose of making, executing, sealing and delivering bonds,
   undertakings or obligations in surety or co-surety for and on behalf of the Company."
3. The undersigned further certifies that the above resolutions are true and correct copies of the resolutions as so recorded and of the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal this 25th day of June, 2026

By: Daniel S. Lude, Secretary

NOTICE: U. S. TREASURY DEPARTMENT'S OFFICE OF FOREIGN ASSETS CONTROL (OFAC)

No coverage is provided by this Notice nor can it be construed to replace any provisions of any surety bond or other surety coverage provided. This Notice provides information concerning possible impact on your surety coverage due to directives issued by OFAC. **Please read this Notice carefully.**

The Office of Foreign Assets Control (OFAC) administers and enforces sanctions policy, based on Presidential declarations of "national emergency". OFAC has identified and listed numerous foreign agents, front organizations, terrorists, terrorist organizations, and narcotics traffickers as "Specially Designated Nationals and Blocked Persons". This list can be located on the United States Treasury's website – https://www.treasury.gov/resource-center/sanctions/SDN-List.

In accordance with OFAC regulations, if it is determined that you or any other person or entity claiming the benefits of any coverage has violated U.S. sanctions law or is a Specially Designated National and Blocked Person, as identified by OFAC, any coverage will be considered a blocked or frozen contract and all provisions of any coverage provided are immediately subject to OFAC. When a surety bond or other form of surety coverage is considered to be such a blocked or frozen contract, no payments nor premium refunds may be made without authorization from OFAC. Other limitations on the premiums and payments may also apply.

Any reproductions are void.

Surety Claims Submission: LexonClaimAdministration@sompo-intl.com

Telephone: 615-553-9500 Mailing Address: Sompo International; 12890 Lebanon Road; Mount Juliet, TN 37122-2870

Town of Camp Verde
Gateway to the Verde Valley
♦ 395 S. Main Street ♦ Camp Verde, AZ 86322 ♦
♦ Telephone: 928.554.0872 ♦ www.campverde.az.gov♦

26-230 Verde Lakes Drive Sidewalk Improvements Project

Bid Opening: June 25, 2026 at 1:00 PM

Contractor	Bid Amount
Klass Services	483,831.08
Perkins Cinders, Inc	692,480.29
AAP, LLC	484,548.44
Azuse	665,824.18
Combs Construction	715,783.44
Sunland Asphalt	1,071,899.88
Val E west Construction	729,288.75
Lincoln Constructors	481,238.75
Standard Construction Co.	643,327.81

Town of Camp Verde
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♦ 395 S. Main Street ♦ Camp Verde, AZ 86322 ♦
♦ Telephone: 928.554.0872 ♦ www.campverde.az.gov♦

Contractor	Bid Amount

In Attendance:

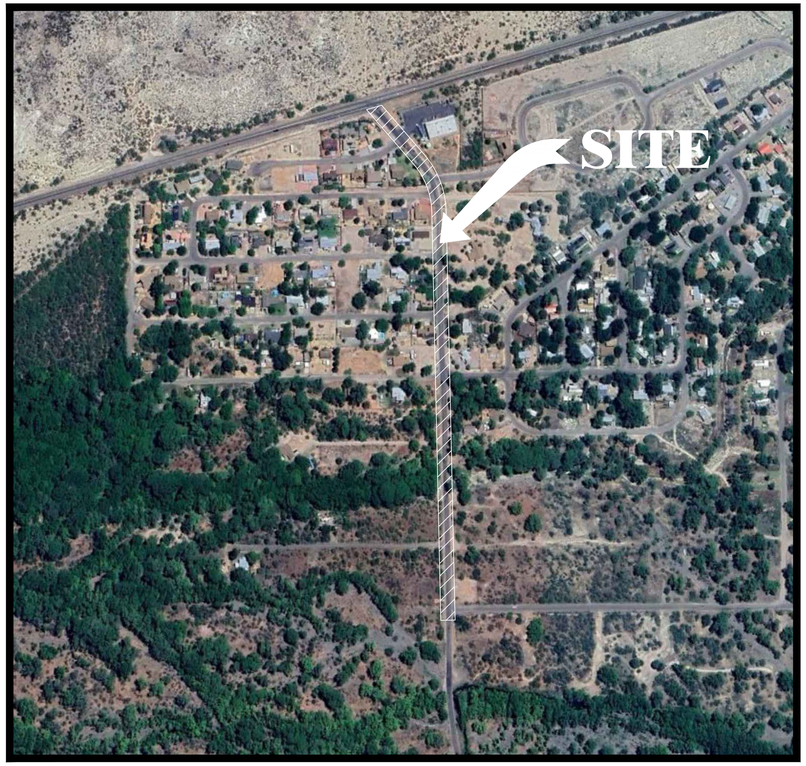
Martin Smith - Town of Camp Verde

Xiaowei Yang / Al De La Cerda — ASUSE Inc.
Jerry Burgess — Valwest Construction
Reese Perkins — Perkins Cinders inc.
Marianne Walters — Combs Construction Co.
Jimmy Cundiff — PAP LLC
Mariah Aja — Standard Construction Inc.
Leon Smith — Sunland Asphalt

VERDE LAKES DRIVE
SIDEWALK IMPROVEMENTS PROJECT
CAMP VERDE, ARIZONA

PROJECT QUANTITIES

NO.	DESCRIPTION	UNIT	QUANTITY
[1]	SAW CUT EXISTING ASPHALT PAVEMENT.	LF	2,401
[2]	REMOVE EXISTING ASPHALT PAVEMENT.	SY	595
[3]	REMOVE & RELOCATE EXISTING STREET SIGN.	EA	8
[4]	PROTECT EXISTING APPURTENANCE IN PLACE.	EA	5
[5]	RELOCATE EXISTING WATER METER AND BOX TO BACK OF RIGHT-OF-WAY.	EA	1
[6]	REMOVE VEGETATION AS REQUIRED FOR SIDEWALK INSTALLATION.	LS	2
[7]	SAW CUT AND REMOVE EXISTING DRAIN PIPE	LF	12
(1)	INSTALL TYPE A CURB AND GUTTER PER MAG STD. DET. 220-1.	LF	1,740
(2)	INSTALL CURB TERMINATION PER MAG STD. DET. 222.	EA	12
(3)	INSTALL CURB RAMP PER MAG STD. DET. 236-5.	SF	1,489
(4)	INSTALL 5' WIDE CONCRETE SIDEWALK PER MAG STD. DET. 230.	SF	6,325
(5)	INSTALL 6" ABC COMPACTED TO 100% MDD.	SY	609
(6)	INSTALL BITUMINOUS TACK COAT TO ALL CONCRETE AND ASPHALT SURFACES DIRECTLY ADJACENT TO THE AREA TO RECEIVE PAVING MATERIALS.	LF	4,147
(7)	INSTALL 3" OR EXISTING (WHICH EVER IS GREATER) AC PAVEMENT.	SY	609
(8)	INSTALL TYPE A THICKENED ASPHALT EDGE PER MAG STD. DET. 201.	LF	376
(9)	INSTALL TYPE A SIGN BASE AND SIGN PER MAG STD. DET. 131.	EA	8
(10)	INSTALL PARALLEL CURB RAMP PER DETAIL ON SHEET 3.	SF	126
(11)	ADJUST WATER VALVE BOX TO FINISHED GRADE PER MAG STD. DET. 391-1 AND 391-2.	EA	2
(12)	INSTALL DRIVEWAY ENTRANCE PER MAG STD. DET. 250-2. WIDTH PER PLANS.	SF	308
(13)	INSTALL 6" COMPACTED ABC DRIVEWAY.	SY	66
(14)	RESTORE EXISTING LANDSCAPING GRANITE. MATCH EXISTING COLOR, SIZE, AND THICKNESS.	SF	332



SITE MAP

SCALE: 1"=300' (APPROX)

SHEET INDEX

SHEET 1	COVER SHEET
SHEET 2	GENERAL NOTES
SHEET 3	GENERAL NOTES
SHEET 4	DETAILS
SHEET 5	DETAILS
SHEET 6	DETAILS
SHEET 7	DEMOLITION PLAN
SHEET 8	DEMOLITION PLAN
SHEET 9	SITE PLAN
SHEET 10	SITE PLAN
SHEET 11	GRADING PLAN
SHEET 12	GRADING PLAN
SHEET 13	GRADING PLAN
SHEET 14	GRADING PLAN

LEGEND

LS	LANDSCAPE TRACT
PUE	PUBLIC UTILITY EASEMENT
℄	STREET CENTERLINE
R/W	RIGHT-OF-WAY
B/C	BACK OF CURB
T/C	TOP OF CURB
F/L	FLOW LINE OF CURB
FG	FINISHED GRADE
M.A.G.	MARICOPA ASSOC. OF GOVERNMENTS
C.O.P.	CITY OF PHOENIX
—W—	PROPOSED WATER
	PROPOSED FIRE HYDRANT
	PROPOSED WATER VALVE
EX 8"W	EXISTING WATER
	EXISTING WATER VALVE
	EXISTING FIRE HYDRANT
EX 8"S	EXISTING SEWER
	EXISTING SEWER MANHOLE
	EXISTING CONTOURS
	SHEET DRAINAGE
	OFFSITE STREET DRAINAGE
—S—	PROPOSED SEWER
	PROPOSED SEWER MANHOLE
	PROPOSED SURVEY MONUMENT
	PROPOSED SIGN
	PROPOSED SWALE
	PROPOSED ULTIMATE LOW OUTFALL

SURVEY CONTROL POINTS

CONTROL POINT 1: AERIAL SURVEY GROUND REFERENCE PANEL WITH NAIL IN CENTER. SOUTHWEST CORNER OF HIGHWAY 260
NORTHING: 1283855.20
EASTING: 736949.50
ELEVATION: 3168.45

CONTROL POINT 2: AERIAL SURVEY GROUND REFERENCE PANEL WITH NAIL IN CENTER. EAST SIDE OF VERDE LAKES DRIVE APPROXIMATELY 129' SOUTH OF PHYLLIS CIRCLE
NORTHING: 1283667.92
EASTING: 737203.92
ELEVATION: 3160.18

CONTROL POINT 3: AERIAL SURVEY GROUND REFERENCE PANEL WITH NAIL IN CENTER. EAST SIDE OF VERDE LAKES DRIVE APPROXIMATELY 75' NORTH OF ABERDOVEY DRIVE.
NORTHING: 1283312.79
EASTING: 737281.83
ELEVATION: 3143.12

CONTROL POINT 4: AERIAL SURVEY GROUND REFERENCE PANEL WITH NAIL IN CENTER. SOUTHWEST CORNER OF CACTUS BLOSSOM LANE
NORTHING: 1282686.75
EASTING: 737226.08
ELEVATION: 3131.07

CONTROL POINT 5: AERIAL SURVEY GROUND REFERENCE PANEL WITH NAIL IN CENTER. NORTHEAST CORNER OF WHITE CAP ROAD
NORTHING: 1282003.59
EASTING: 737317.06
ELEVATION: 3133.67

Call at least two full working days before you begin excavation.
ARIZONA 811
Arizona Blue Stake, Inc
Dial 8-1-1 OR 1-800-STAKE-IT (782-5348)
In Maricopa County: (602) 263-1100

Engineer: Bruce Connolly
Technician: Martin Smith
Scale: NONE
Date: 05/20/26
Drawing No: Sheet 01.dwg

Revisions:

COVER SHEET
VERDE LAKES DRIVE
SIDEWALK IMPROVEMENTS PROJECT
CAMP VERDE, ARIZONA

Registered Professional Engineer (Civil) CERTIFICATE NO. 67064 BRUCE W. CONNOLLY Date Signed 5-20-26 ARIZONA, U.S.A.

Engineering Department
395 South Main Street
Camp Verde, AZ 86322

SHEET 1 OF 14

DWG FullPath: W:\Private Folder\CIP - Project Manager\Verde Lakes Drive Sidewalk\Drawings\Sheet 01.dwgPlot Date/Time: 05/20/26 03:31pm

TOCV GENERAL NOTES

1. THE TOWN OF CAMP VERDE DOES NOT WARRANT ANY QUANTITIES SHOWN ON THESE PLANS. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY ALL QUANTITIES. THE TOWN OF CAMP VERDE SHALL NOT BE HELD RESPONSIBLE FOR ERRORS IN ESTIMATES OF QUANTITIES, MATERIALS, SCHEDULE, INSTALLATION REQUIREMENTS, OR SIZE.TE DIRECTOR LEVEL APPROVAL.
2. THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT AND INSPECTION STAFF SHALL BE NOTIFIED 48 HOURS PRIOR TO ANY CONSTRUCTION WORK BY TELEPHONE AT (928) 554-0823. ANY WORK CONCEALED WITHOUT INSPECTION SHALL BE SUBJECT TO EXCAVATION FOR INSPECTION AND REMOVAL AND REPLACEMENT AT THE CONTRACTOR'S EXPENSE.
3. AN APPROVED SET OF PLANS MUST BE AVAILABLE ON THE JOB SITE AT ALL TIMES. THE CONTRACTOR'S REPRESENTATIVE (CAPABLE OF COMMUNICATING WITH THE TOWN'S REPRESENTATIVES) SHALL BE ON THE JOB AT ALL TIMES THE WORK IS BEING PURSUED.
4. THE PROCEDURES AND METHODS USED TO SAMPLE, TEST MATERIALS, AND REPORT TEST RESULTS WILL BE DETERMINED BY THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT. FOR ALL PHASES OF CONSTRUCTION, THE TYPE, SCHEDULING, FREQUENCY AND LOCATION OF ALL MATERIALS TESTING AND SAMPLING SHALL BE DETERMINED BY THE ENGINEERING DEPARTMENT. THE INSPECTOR SHALL SELECT TESTING LOCATIONS AND INCREASE OR DECREASE THE FREQUENCY OF THE TESTS. COSTS OF MATERIAL TESTING SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR. A THIRD PARTY TESTING LABORATORY SHALL BE USED FOR ALL MATERIAL TESTING. AS A GENERAL GUIDELINE TESTING FREQUENCY SHALL BE:
   - A. CONCRETE – 1 SET OF 4 CYLINDERS PER 50 CUBIC YARDS OR DAILY
   - B. SUBGRADE – 1 DENSITY TEST PER 500 LINEAL FEET – COMPACTION MINIMUM 95% MAXIMUM DRY DENSITY
   - C. BASE COURSE – 1 DENSITY TEST PER 500 LINEAL FEET – COMPACTION MINIMUM 100% MAXIMUM DRY DENSITY
   - D. ASPHALT – 1 DENSITY TEST PER 500 LINEAL FEET IN EACH LANE. 1 OIL CONTENT PER DAY OF PAVING. 1 GRADATION CHECK PER PAVING DAY. 1 MARSHALL TEST PER DAY OF PAVING.
5. THE CONTRACTOR IS RESPONSIBLE FOR THE DEMOLITION, REMOVAL, AND LEGAL DISPOSAL OF ALL ITEMS SHOWN AS BEING REMOVED ON THESE PLANS.
6. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO VERIFY THE PRESENCE AND LOCATION OF ALL EXISTING OVERHEAD AND /OR UNDERGROUND UTILITIES AND IRRIGATION LINES THAT MAY INTERFERE WITH THIS CONSTRUCTION, WHETHER OR NOT SAID UTILITIES ARE SHOWN ON THE CONSTRUCTION PLANS FOR THIS PROJECT AND TO ADEQUATELY PROTECT, REPAIR AS REQUIRED, AND MAINTAIN ANY SUCH UTILITIES AND IRRIGATION LINES.
7. THE CONTRACTOR IS ENCOURAGED TO USE RECLAIMED WATER FOR COMPACTION AND DUST CONTROL. RECLAIMED WATER PURCHASE IS AVAILABLE BY CONTACTING THE TOWN OF CAMP VERDE UTILITIES DEPARTMENT (928) 554-0850.
8. ALL DRAINAGE PROTECTIVE DEVICES SUCH AS SWALES, INTERCEPTION DITCHES, PIPES PROTECTIVE BERMS, CONCRETE CHANNELS OR OTHER MEASURES DESIGNED TO PROTECT IMPROVEMENTS, WHETHER EXISTING OR PROPOSED, FROM RUNOFF OR DAMAGE FROM STORM WATER, MUST BE CONSTRUCTED PRIOR TO THE CONSTRUCTION OF ANY IMPROVEMENTS.
9. TRAFFIC CONTROL SHALL CONFORM WITH THE CURRENT TOWN OF CAMP VERDE R.O.W. PERMIT AND MUTCD GUIDELINES, AS APPLICABLE.
10. ALL CONTRACTORS ARE RESPONSIBLE TO OBTAIN AN AZPDES POLLUTION DISCHARGE ELIMINATION SYSTEM PERMIT IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS, INCLUDING NOTICE OF INTENT (NOI), NOTICE OF TERMINATION, AND STORM WATER POLLUTION PREVENTION PLAN (SWPPP). A COPY OF THE NOI AND SWPPP SHALL BE AVAILABLE ON THE JOB SITE AT ALL TIMES. THIS APPLIES TO ALL COMMERCIAL AND RESIDENTIAL SITES WITH A EARTHWORK DISTURBANCE GREATER THAN 1 ACRE IN SIZE.
11. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO OBTAIN ANY AND ALL OTHER PERMITS AND MEET ANY REQUIREMENTS SET FORTH BY OTHER AGENCIES OR UTILITIES, WHICH HAVE JURISDICTION, AT THE CONTRACTOR'S EXPENSE, INCLUDING OSHA.
12. ALL CONTRACTORS ARE RESPONSIBLE TO CONSTRUCT STABILIZED CONSTRUCTION ENTRANCES, IF REQUIRED, IN ORDER TO REDUCE OR ELIMINATE THE TRACKING OF SEDIMENT ONTO PUBLIC RIGHTS-OF-WAYS OR STREETS. GRAVEL TRACK-OUT PADS SHALL MEET CURRENT ADOT EROSION AND POLLUTION CONTROL MANUAL STANDARDS. THE CONTRACTOR SHALL IMMEDIATELY REMOVE ANY SEDIMENT TRACKED ONTO PUBLIC RIGHTS-OF-WAYS OR STREETS.
13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL WORK AREAS INCLUDING STREETS & PAVED AREAS, DRAINAGEWAYS AND DRAINAGE APPURTENANCES, WORK AREA UTILITIES WHETHER BURIED AND EXPOSED, EMBANKMENTS & CUT SLOPES, AND ALL UNFINISHED WORK AREAS. THE CONTRACTOR SHALL DO WHAT IS REQUIRED SO THAT ACCESS IS NOT DENIED TO ANY PROPERTY ALONG THE PROPOSED CONSTRUCTION FOR ANY DURATION THAT WOULD INTERFERE WITH NORMAL DAILY INGRESS AND EGRESS. ALL DRIVING AREAS SHALL BE GRADED TO FINISH SURFACE FOLLOWING THE REQUIRED TRENCH FILL SPECIFICATIONS IMMEDIATELY AFTER THE INSTALLATION IS COMPLETE IN ORDER THAT ACCESS IS NOT INTERRUPTED AND THAT ACCESS IS UNINHIBITED. NO UNEVEN SURFACES SHALL BE ALLOWED THAT COULD CAUSE ACCIDENTS, VEHICLE DAMAGE, OR LIMITED ACCESS. THE CONTRACTOR SHALL DO WHAT IS REQUIRED TO ASSURE THAT NO UTILITIES ARE INTERRUPTED ALONG THE PROPOSED CONSTRUCTION. THE CONTRACTOR SHALL LEAVE ALL DRAINAGEWAYS AND APPURTENANCES IN OPERATING ORDER THROUGHOUT THE CONSTRUCTION DURATION. THE CONTRACTOR SHALL ASSURE THAT ALL CUT AND FILL SLOPES ARE RESTORED TO THE PRIOR CONDITIONS OR AS SHOWN ON THE APPROVED PLANS. THE CONTRACTOR SHALL SEE THAT ALL UNFINISHED WORK AREAS SHALL BE MAINTAINED TO ASSURE THAT OPEN TRENCHES ARE SECURE AND NOT LEFT UNATTENDED, THAT DRAINAGE IS NOT ALLOWED TO ENTER OPEN TRENCHES AND DAMAGE EXISTING AND NEW UTILITIES, AND THAT PUBLIC SAFETY IS ASSURED ALONG THE ENTIRE CONSTRUCTION ROUTE AT ALL TIMES. CONTRACTOR SHALL MEET OSHA STANDARDS FOR TRENCH SAFETY.
14. PRIOR TO THE START OF ANY WORK, THE CONTRACTOR SHALL SCHEDULE AND ATTEND A PRE-CONSTRUCTION AND UTILITY COORDINATION MEETING. ALL WORK, PLANS, SPECIFICATIONS, INSPECTION REQUIREMENTS, AND SCHEDULING SHALL BE DISCUSSED AT THIS MEETING.
15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FOLLOWING ALL ARIZONA 811 LAWS PRIOR TO AND DURING CONSTRUCTION BY CONTACTING THE 811 AUTHORITY AT (602) 659-7500. THE CONTRACTOR IS RESPONSIBLE FOR MAINTAINING THE INTEGRITY OF THE UTILITY LOCATION AS IS REQUIRED THROUGHOUT THE PROJECT CONSTRUCTION DURATION. THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE ARIZONA 811 AUTHORITY REGULATIONS. CONTRACTOR SHALL PROVIDE THE TOWN OF CAMP VERDE ENGINEERING STAFF WITH EVIDENCE OF ANY AREA BEING DISTURBED HAVING BEEN LOCATED PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
16. THE CONTRACTOR IS RESPONSIBLE TO PROVIDE SUFFICIENT MANPOWER, MATERIALS, AND EQUIPMENT ON THE JOB AT ALL TIMES DURING THE DURATION OF THE CONSTRUCTION PROJECT TO BOTH COMPLY WITH THE PROJECT SPECIFICATIONS AND ALSO ACCOMPLISH THE WORK IN A TIMELY MANNER.
17. CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE SPECIFICATIONS AS REQUIRED IN THE CURRENT UNIFORM STANDARD SPECIFICATIONS AND DETAILS OF PUBLIC WORKS CONSTRUCTION BY MARICOPA ASSOCIATION OF GOVERNMENT COMMONLY REFERRED TO AS MAG STANDARDS, TOWN OF CAMP VERDE REGULATIONS OR SPECIFICATIONS, ANSI/AWWA SPECIFICATIONS, AND/OR OTHER STATE AND FEDERAL SPECIFICATIONS, AS APPLICABLE.
18. THE CONTRACTOR SHALL BE RESPONSIBLE TO DETERMINE TRENCH BRACING, SHEATHING, SHORING OR SIDE SLOPES AS REQUIRED FOR THE SAFETY AND CONFORMANCE TO ALL APPLICABLE OSHA LAWS AND CONSTRUCTION STANDARDS FOR THE EXCAVATION AND TRENCHING OF THIS PROJECT. THE CONTRACTOR SHALL ASSURE THAT SUITABLE AND SAFE CONDITIONS, INCLUDING PROPER TRAFFIC AND SAFETY CONTROL, ARE MET THROUGHOUT THE PROJECT DURATION OR WORK WILL BE CEASED UNTIL SUCH TIME THAT THE UNSAFE CONDITION IS RECTIFIED. THE TOWN OF CAMP VERDE SHALL NOT BE HELD IN ANY WAY RESPONSIBLE FOR ANY LOST TIME BY THE CONTRACTOR DUE TO UNSAFE CONDITIONS OR THE ENFORCEMENT OF THIS SPECIFICATION
19. THE CONTRACTOR SHALL SUBMIT A TRAFFIC CONTROL PLAN TO THE TOWN OF CAMP VERDE PUBLIC WORKS PROJECT MANAGER FOR APPROVAL PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
20. THE TOWN OF CAMP VERDE MAY SUSPEND THE WORK BY WRITTEN NOTICE WHEN, IN THEIR JUDGMENT, PROGRESS IS UNSATISFACTORY OR UNAUTHORIZED, THE PRODUCT IS UNSATISFACTORY, WEATHER CONDITIONS ARE UNSUITABLE OR THERE IS DANGER TO THE PUBLIC.
21. SHOP DRAWINGS SHALL BE PROVIDED BY THE CONTRACTOR PER MAG SECTION 105.2.
22. THE CONTRACTOR MAY SUBMIT CAREFULLY DOCUMENTED AND CONSIDERED WRITTEN PROPOSALS FOR ALTERNATE MATERIALS AND CONSTRUCTION METHODS WHICH WILL BE CONSIDERED BY THE TOWN ENGINEER.
23. ALL IMPROVEMENTS SHALL BE CONSTRUCTED BY CONTRACTORS LICENSED BY THE ARIZONA STATE REGISTRAR OF CONTRACTORS, WITH A CLASS OF LICENSE(S) FOR THE SPECIFIC WORK BEING PERFORMED.
24. THE TOWN OF CAMP VERDE INSPECTION STAFF SHALL BE NOTIFIED 48 HOURS PRIOR TO BEGINNING DIFFERENT PHASES OF CONSTRUCTION THAT WILL REQUIRE INSPECTION.
25. THE TOWN OF CAMP VERDE RESERVES THE RIGHT TO REQUIRE MODIFICATIONS TO THESE PLANS DURING CONSTRUCTION IF FIELD CONDITIONS WARRANT.
26. ANY DEFECTS WHICH APPEAR IN THE WORK WITHIN THE WARRANTY PERIOD GIVEN IN THE PROJECT CONTRACT FROM THE DATE OF ACCEPTANCE AND WHICH ARE DUE TO IMPROPER WORKMANSHIP OR INFERIOR MATERIALS SUPPLIED SHALL BE CORRECTED BY AND AT THE EXPENSE OF THE CONTRACTOR.
27. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF THE STREETS AND OF PARTIALLY COMPLETED PORTIONS OF THE WORK UNTIL FINAL ACCEPTANCE OF THE WORK. CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE QUALITY OF EXISTING STREETS LEADING TO THE PROJECT SITE. EXISTING STREETS FOUND TO BE DAMAGED BY CONSTRUCTION TRAFFIC SHALL BE REPAIRED TO THE SATISFACTION OF THE TOWN OF CAMP VERDE TOWN ENGINEER BY THE CONTRACTOR AT NO ADDITIONAL EXPENSE TO THE OWNER.
28. ALL ITEMS REMOVED AND NOT NOTED TO BE SALVAGED IN THE PLANS SHALL BECOME THE PROPERTY OF THE CONTRACTOR AND SHALL BE HAULED AWAY.
29. STREETS CLOSED BECAUSE OF CONSTRUCTION SHALL BE PROVIDED WITH BARRICADES AND/OR HAZARD SIGNS AS REQUIRED AND APPROVED BY THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT AND INSPECTION STAFF. THE TOWN OF CAMP VERDE EMERGENCY SERVICES SHALL BE NOTIFIED 48 HOURS PRIOR TO ANY STREET CLOSURE.
30. PRIOR TO APPROVAL OF AN IMPROVEMENT PROJECT, AN "AS-BUILT" PLAN MUST BE SUBMITTED TO THE TOWN OF CAMP VERDE ENGINEER IN THE FORM OF HARD COPIES, DIGITAL PDF, AND CAD DRAWING. THE AS-BUILT PLAN SHALL INDICATE THE ACTUAL LOCATION OF WATER MAINS, SEWER MAINS, UNDERGROUND DRAINAGE STRUCTURES, ALL SEWER AND WATER SERVICES, ALL FITTINGS, VALVES AND MANHOLES RELATIVE TO RIGHT-OF-WAY BOUNDARIES, LOT LINE, OTHER POINTS OF SURVEY, OR OTHER IMPROVEMENTS IN PLANS.
31. THE ACCURACY OF ALL CONSTRUCTION WORK SHALL BE MAINTAINED AND VERIFIED BY THE CONTRACTOR'S SURVEYOR AT THE CONTRACTOR'S EXPENSE. STAKES WILL BE SET ESTABLISHING LINES AND GRADES (FINISH OR FLOWLINE) FOR ALL CONSTRUCTION INCLUDING ROADS, CURB AND GUTTER, SIDEWALKS, UTILITIES, STRUCTURES, AND OTHER WORK AS CONSIDERED NECESSARY. ALL SURVEY CONTROL SHALL BE SET BY THE CONTRACTOR'S SURVEYOR FROM MONUMENTS PER THESE APPROVED PLANS.
32. A COPY OF THE A.D.E.Q. PERMITS ISSUED PRIOR TO NEW CONSTRUCTION, EXTENSION TO, OR MODIFICATION OF A WATER DISTRIBUTION SYSTEM, SEWAGE COLLECTION OR INDIVIDUAL SEWAGE TREATMENT SYSTEM SHALL BE ONSITE AT ALL TIMES.
33. RELOCATION OF SIGNS, TREES, SHRUBS, MAILBOXES AND OTHER INCIDENTALS SHALL BE MOVED ONLY FAR ENOUGH TO ALLOW CONSTRUCTION OF THE PROJECT AND CAUSE THE LEAST DISRUPTION TO PRIVATE PROPERTY, AND LANDSCAPE. FINAL POSITIONS SHALL BE APPROVED BY THE TOWN OF CAMP VERDE PRIOR TO RELOCATION. ALL RELOCATED ITEMS SHALL CONTINUE TO WORK IN THEIR INTENDED CAPACITY AFTER THE RELOCATION HAS BEEN ACCOMPLISHED. NO SIGNS SHALL BE RELOCATED TO POSITIONS OUTSIDE DESIGNATED RIGHTS-OF-WAY. SAFETY SHALL BE A PRIMARY CONSIDERATION IN THE PLACEMENT OF SHRUBBERY AND SIGNS WHICH COULD POSSIBLY DISRUPT THE SIGHT DISTANCE OF MOTORISTS.
34. NO JOB WILL BE CONSIDERED COMPLETE UNTIL FINAL GRADING IS COMPLETE AND ALL CURBS, PAVEMENT, AND SIDEWALKS HAVE BEEN SWEPT CLEAN OF ALL DIRT AND DEBRIS, ALL SURVEY MONUMENTS ARE INSTALLED, AND ALL VALVES, MANHOLES AND BOXES HAVE BEEN ADJUSTED TO GRADE ACCORDING TO THESE APPROVED PLANS.
35. TOWN OF CAMP VERDE TOWN ENGINEER RESERVES THE RIGHT TO AMEND NOTES AND DETAILS AS DEEMED NECESSARY WITH APPROPRIATE DIRECTOR LEVEL APPROVAL.

TOCV GRAGING & DRAINAGE NOTES

1. EXCAVATING CONTRACTOR MUST GIVE LOCATION FOR WASTING EXCESS EXCAVATION IF LOCATED WITHIN THE TOWN OF CAMP VERDE AND A LETTER FROM OWNER GIVING PERMISSION FOR DUMPING PRIOR TO STARTING ON-SITE CONSTRUCTION. IF EXCESS EXCAVATION EXCEEDS 100 CUBIC YARDS AND IS DISPOSED OF ON PRIVATE PROPERTY THE DISPOSAL SITE WILL ALSO REQUIRE A GRADING AND DRAINAGE PERMIT.
2. GRADING AND DRAINAGE PLAN APPROVAL INCLUDES THE CONSTRUCTION OF ALL SURFACE IMPROVEMENTS SHOWN ON THE APPROVED PLANS.
3. COMPACTION SHALL COMPLY WITH M.A.G. SECTION 601 OR AS SPECIFIED IN THESE PLANS.
4. TREES AND SHRUBBERY THAT CONFLICT WITH PROPOSED IMPROVEMENTS SHALL NOT BE REMOVED WITHOUT BEING SHOWN IN THE APPROVED PLANS OR APPROVAL OF THE TOWN ENGINEER.
5. NO CHANGES TO LANDSCAPE PLANS SHALL BE MADE WITHOUT WRITTEN APPROVAL FROM THE TOWN.
6. SUBGRADE PREPARATION SHALL CONFORM WITH THE GEOTECHNICAL REPORT, IF APPLICABLE, FOR THIS PROJECT UNLESS OTHERWISE DIRECTED IN THESE APPROVED PLANS.
7. THE CONTRACTOR SHALL PRESERVE AND MAINTAIN CONSTRUCTION STAKING AND REFERENCE AND CONTROL POINTS UNTIL SUCH A TIME THAT THEY ARE NO LONGER REQUIRED. IN THE EVENT THAT THESE ITEMS ARE MOVED OR DESTROYED, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO HAVE THOSE ITEMS RE-ESTABLISHED FOR LOCATION AND GRADE.
8. THE CONTRACTOR IS RESPONSIBLE FOR THE DEMOLITION, REMOVAL, AND LEGAL DISPOSAL OF ALL ITEMS SHOWN AS BEING REMOVED ON THESE PLANS.
9. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO VERIFY THE PRESENCE AND LOCATION OF ALL EXISTING OVERHEAD AND /OR UNDERGROUND UTILITIES AND IRRIGATION LINES THAT MAY INTERFERE WITH THIS CONSTRUCTION, WHETHER OR NOT SAID UTILITIES ARE SHOWN ON THE CONSTRUCTION PLANS FOR THIS PROJECT AND TO ADEQUATELY PROTECT, REPAIR AS REQUIRED, AND MAINTAIN ANY SUCH UTILITIES AND IRRIGATION LINES.
10. THE CONTRACTOR IS ENCOURAGED TO USE RECLAIMED WATER FOR COMPACTION AND DUST CONTROL. RECLAIMED WATER PURCHASE IS AVAILABLE BY CONTACTING THE TOWN OF CAMP VERDE UTILITIES DEPARTMENT (928) 554-0850.
11. ALL DRAINAGE PROTECTIVE DEVICES SUCH AS SWALES, INTERCEPTION DITCHES, PIPES PROTECTIVE BERMS, CONCRETE CHANNELS OR OTHER MEASURES DESIGNED TO PROTECT IMPROVEMENTS, WHETHER EXISTING OR PROPOSED, FROM RUNOFF OR DAMAGE FROM STORM WATER, MUST BE CONSTRUCTED PRIOR TO THE CONSTRUCTION OF ANY IMPROVEMENTS.
12. ALL CONTRACTORS ARE RESPONSIBLE TO OBTAIN AN AZPDES POLLUTION DISCHARGE ELIMINATION SYSTEM PERMIT IN ACCORDANCE WITH FEDERAL AND STATE REGULATIONS, INCLUDING NOTICE OF INTENT (NOI), NOTICE OF TERMINATION, AND STORM WATER POLLUTION PREVENTION PLAN (SWPPP). A COPY OF THE NOI AND SWPPP SHALL BE AVAILABLE ON THE JOB SITE AT ALL TIMES. THIS APPLIES TO ALL COMMERCIAL AND RESIDENTIAL SITES WITH AN EARTHWORK DISTURBANCE GREATER THAN 1 ACRE IN SIZE.
13. ALL CONTRACTORS ARE RESPONSIBLE TO CONSTRUCT STABILIZED CONSTRUCTION ENTRANCES, IF REQUIRED, IN ORDER TO REDUCE OR ELIMINATE THE TRACKING OF SEDIMENT ONTO PUBLIC RIGHTS-OF-WAYS OR STREETS. GRAVEL TRACK-OUT PADS SHALL MEET CURRENT ADOT EROSION AND POLLUTION CONTROL MANUAL STANDARDS. THE CONTRACTOR SHALL IMMEDIATELY REMOVE ANY SEDIMENT TRACKED ONTO PUBLIC RIGHTS-OF-WAYS OR STREETS.
14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF ALL WORK AREAS INCLUDING STREETS & PAVED AREAS, DRAINAGEWAYS AND DRAINAGE APPURTENANCES, WORK AREA UTILITIES WHETHER BURIED AND EXPOSED, EMBANKMENTS & CUT SLOPES, AND ALL UNFINISHED WORK AREAS. THE CONTRACTOR SHALL DO WHAT IS REQUIRED SO THAT ACCESS IS NOT DENIED TO ANY PROPERTY ALONG THE PROPOSED CONSTRUCTION FOR ANY DURATION THAT WOULD INTERFERE WITH NORMAL DAILY INGRESS AND EGRESS. ALL DRIVING AREAS SHALL BE GRADED TO FINISH SURFACE FOLLOWING THE REQUIRED TRENCH FILL SPECIFICATIONS IMMEDIATELY AFTER THE INSTALLATION IS COMPLETE IN ORDER THAT ACCESS IS NOT INTERRUPTED AND THAT ACCESS IS UNINHIBITED. NO UNEVEN SURFACES SHALL BE ALLOWED THAT COULD CAUSE ACCIDENTS, VEHICLE DAMAGE, OR LIMITED ACCESS. THE CONTRACTOR SHALL DO WHAT IS REQUIRED TO ASSURE THAT NO UTILITIES ARE INTERRUPTED ALONG THE PROPOSED CONSTRUCTION. THE CONTRACTOR SHALL LEAVE ALL DRAINAGE WAYS AND APPURTENANCES IN OPERATING ORDER THROUGHOUT THE CONSTRUCTION DURATION. THE CONTRACTOR SHALL ASSURE THAT ALL CUT AND FILL SLOPES ARE RESTORED TO THE PRIOR CONDITIONS OR AS SHOWN ON THE APPROVED PLANS. THE CONTRACTOR SHALL SEE THAT ALL UNFINISHED WORK AREAS SHALL BE MAINTAINED TO ASSURE THAT OPEN TRENCHES ARE SECURE AND NOT LEFT UNATTENDED, THAT DRAINAGE IS NOT ALLOWED TO ENTER OPEN TRENCHES AND DAMAGE EXISTING AND NEW UTILITIES, AND THAT PUBLIC SAFETY IS ASSURED ALONG THE ENTIRE CONSTRUCTION ROUTE AT ALL TIMES. CONTRACTOR SHALL MEET OSHA STANDARDS FOR TRENCH SAFETY.
15. ANY GRADING WITHIN A FLOOD HAZARD AREAS WILL REQUIRE THE REVIEW AND APPROVAL OF GRADING PLANS BY THE TOWN OF CAMP VERDE TOWN ENGINEER.
16. THE TOWN OF CAMP VERDE HAS ADOPTED THE MOST CURRENT YAVAPAI COUNTY DRAINAGE MANUAL.
17. ALL OUTFLOWS FROM DEVELOPED PROPERTY MUST BE EQUAL TO OR LESS THAN PRE-DEVELOPMENT HISTORIC FLOWS. ANY RESIDENTIAL OR COMMERCIAL DEVELOPMENT SHALL NOT CAUSE ADVERSE IMPACT TO ANY DOWNSTREAM OR NEIGHBORING PROPERTIES, INFRASTRUCTURE, DRAINAGES, AND WATERWAYS BY DISCHARGE OF AN INCREASED POST DEVELOPMENT FLOW.
18. ALL DEVELOPMENTS WILL REQUIRE SUBMITTAL OF GRADING & DRAINAGE PLANS AND DRAINAGE REPORT BY AN ARIZONA LICENSED PROFESSIONAL CIVIL ENGINEER.
19. GRADING & DRAINAGE PLANS AND DRAINAGE REPORT MUST INCLUDE NECESSARY CALCULATIONS TO ANALYZE ALL CHANGES MADE TO SITE FROM NATIVE LAND TO POST DEVELOPMENT SITE CONDITIONS FOR FIRST CATCH/FLUSH & DETENTION.
20. DETENTION/ RETENTION FACILITIES SHALL CONFORM TO THE CURRENT YAVAPAI COUNTY DRAINAGE MANUAL AND ARIZONA DEPARTMENT OF WATER RESOURCES (ADWR) STATE STANDARD 8-99.

TOCV SWPP NOTES

1. WEATHER INFORMATION AND STORM PREDICTIONS CAN BE OBTAINED BY CALLING THE NATIONAL WEATHER SERVICE – FLAGSTAFF WEATHER FORECAST OFFICE AT 928.556.9161 OR BY VISITING THE NATIONAL WEATHER SERVICE WEBSITE AT HTTP: //WWW.WRH.NOAA.GOV/FGZ
2. PERMANENT EROSION CONTROL MEASURES SHALL BE INSTALLED AS AREAS ARE DETERMINED TO BE COMPLETE.
3. ALL DRAINAGE INLETS RECEIVING RUNOFF FROM DISTURBED SOIL AREAS SHALL BE PROTECTED WITH AN APPROVED SEDIMENT TRAP INLET PROTECTION MEASURE OR BMP.
4. A COPY OF THE APPROVED GRADING & DRAINAGE PLAN FOR THIS PROJECT, TOGETHER WITH A COPY OF THE NOTICE OF INTENT (NOI) AND THIS STORM WATER POLLUTION PREVENTION PLAN (SWPPP), SHALL BE MAINTAINED ON THE SITE AND AVAILABLE FOR REVIEW AT ALL TIMES. THOSE ELEMENTS OF THE GRADING & DRAINAGE PLAN PERTINENT TO OR REFERENCED ON THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) SHALL BE CONSIDERED A PART OF THE SWPPP.
5. THE NOTICE OF INTENT (NOI) SHALL BE COMPLETED AND SUBMITTED TO THE ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY (ADEQ) AND THE TOWN OF CAMP VERDE AT LEAST 48 HOURS PRIOR TO ANY CONSTRUCTION ACTIVITY.
6. THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) AND RELATED RECORDS SHALL BE MADE AVAILABLE UPON REQUEST TO THE ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY (ADEQ) AND THE TOWN OF CAMP VERDE.
7. THE OWNER OR DESIGNATED CONTRACTOR SHALL AMEND THIS PLAN AS RAINFALL EVENTS, DESIGN CHANGES AND CONSTRUCTION METHODS DICTATE. ALL MODIFICATIONS TO THIS PLAN SHALL BE SUBMITTED TO THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT FOR REVIEW AND ACCEPTANCE PRIOR TO IMPLEMENTATION.
8. THE IMPLEMENTATION OF THESE PLANS, AND THE CONSTRUCTION, MAINTENANCE, REPLACEMENT, AND UPGRADES OF THESE FACILITIES IS THE RESPONSIBILITY OF THE OWNER OR DESIGNATED CONTRACTOR UNTIL ALL CONSTRUCTION HAS BEEN APPROVED AND A NOTICE OF TERMINATION (NOT) HAS BEEN SUBMITTED TO THE ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY (ADEQ) AND THE TOWN OF CAMP VERDE.
9. THE FACILITIES SHOWN ON THIS PLAN SHALL BE CONSTRUCTED IN CONJUNCTION WITH ALL CLEARING AND GRADING ACTIVITIES IN SUCH A MANNER AS TO ENSURE THAT SEDIMENT-LADEN WATER DOES NOT LEAVE THE PROJECT SITE, ENTER INTO THE DRAINAGE SYSTEM, OR VIOLATE APPLICABLE WATER QUALITY STANDARDS. ADDITIONALLY, THE FACILITIES SHALL BE INSTALLED AND OPERATIONAL PRIOR TO ANY GRADING OR LAND CLEARING ACTIVITIES.
10. WHEN POSSIBLE, MAINTAIN ANY NATURALLY OCCURRING VEGETATION AS A SILT CONTROL BEST MANAGEMENT PRACTICE (BMP).
11. THE CONTRACTOR TO WHOM THE 'AT-RISK'/FINAL GRADING & DRAINAGE PERMIT WILL BE ISSUED SHALL HAVE THE APPROVED STORM WATER POLLUTION PREVENTION PLAN (SWPPP) ISSUED IN THEIR NAME.
12. THE NOTICE OF INTENT (NOI), THE APPROVED STORM WATER POLLUTION PREVENTION PLAN (SWPPP) SHALL BE PROVIDED TO THE TOWN OF CAMP VERDE BEFORE THE GRADING & DRAINAGE PERMIT WILL BE ISSUED.
13. THE OWNER OR DESIGNATED CONTRACTOR OF THE PROJECT SHALL ALSO MAINTAIN RECORDS WITH THE FOLLOWING INFORMATION:
   - A) THE DATES WHEN MAJOR GRADING ACTIVITIES OCCUR IN A PARTICULAR AREA.
   - B) THE DATES WHEN CONSTRUCTION ACTIVITIES CEASE IN A PARTICULAR AREA (TEMPORARILY OR PERMANENTLY).
   - C) THE DATES WHEN AN AREA IS STABILIZED (TEMPORARILY OR PERMANENTLY).
   - D) THE DATES OF ANY MAINTENANCE, REPLACEMENT, OR REMOVAL OF REQUIRED BMP'S HAS OCCURRED.
14. ONCE THE CONSTRUCTION ACTIVITIES HAVE BEEN COMPLETED AND THE SITE HAS MET THE FINAL STABILIZATION REQUIREMENTS OF THE PERMIT, THE AUTHORIZED SITE REPRESENTATIVE SHALL FILE A NOTICE OF TERMINATION (NOT) WITH THE ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY (ADEQ) AND PROVIDE A COPY TO THE TOWN OF CAMP VERDE.
15. THE PERMITTEE SHALL MAINTAIN ALL RECORDS ON FILE, INCLUDING THE NOTICE OF INTENT (NOI), THE STORM WATER POLLUTION PREVENTION PLAN (SWPPP), THE NOTICE OF TERMINATION (NOT), AND ANY AND ALL INSPECTION REPORTS FOR A MINIMUM OF THREE (3) YEARS FROM THE FILING DATE OF THE NOTICE OF TERMINATION (NOT).
16. THE OUTLETS OF ALL SEDIMENT BASINS, TRAPS, AND LOCATIONS OF ARTIFICIALLY CONCENTRATED FLOW SHALL BE PROVIDED WITH OUTLET PROTECTION TO PREVENT EROSION AND SCOUR.
17. THOSE RESPONSIBLE FOR SWPPP PREPARATION, IMPLEMENTATION AND PERMIT COMPLIANCE SHALL BE PROPERLY TRAINED, AND SHALL ATTEND THE PRE-CONSTRUCTION MEETING.
18. A CONCRETE WASHOUT SHALL BE INSTALLED FOR ALL PROJECTS THAT PROPOSE CONCRETE TO BE MIXED ON SITE OR BE DELIVERED FROM A BATCH PLANT. THE CONCRETE WASHOUT SHALL BE LOCATED A MINIMUM OF FIFTY (50) FEET FROM ANY DRAINAGE INFRASTRUCTURE OR NATURAL DRAINAGE FEATURES OR WATER BODIES AND INCORPORATE AN IMPERMEABLE LINER (6.0 MIL MINIMUM THICKNESS) TO CONTAIN THE REQUIRED VOLUME. ALL DRIED CONCRETE WASTE SHALL BE BROKEN INTO MANAGEABLE PIECES AND DISPOSED OF OFF-SITE AT AN APPROVED DISPOSAL FACILITY.
19. THE CONTRACTOR SHALL HAVE EMERGENCY MATERIALS AND EQUIPMENT ON-SITE FOR UNFORESEEN SITUATIONS, SUCH AS DAMAGE TO UNDERGROUND WATER AND SEWER UTILITIES WHEREBY FLOWS MAY GENERATE EROSION AND SEDIMENT POLLUTION.
20. SEDIMENT AND EROSION CONTROLS MAY BE REMOVED ONLY WHEN CONTRIBUTORY UPSTREAM AREAS BECOME STABILIZED OR ARE MANAGED UPSTREAM AND AS LONG AS SEDIMENT LADEN RUNOFF WILL NOT DISCHARGE FROM THE SITE.
21. THIS PLAN SHALL BE IN EFFECT UNTIL ALL DISTURBED AREAS ARE PERMANENTLY STABILIZED, TRANSFERRED TO NEW OWNERSHIP, OR DEVELOPED UNDER FUTURE PLANS WITH A NEW NOTICE OF INTENT (NOI), SWPPP, AND PERMIT.

Revisions:	
Engineer: Bruce Connolly	
Technician: Martin Smith	
Scale: AS NOTED	
Date: 05/20/26	
Drawing No: Sheet 02.dwg	

GENERAL NOTES
VERDE LAKES DRIVE
SIDEWALK IMPROVEMENTS PROJECT
CAMP VERDE, ARIZONA

Registered Professional Engineer (Civil) CERTIFICATE 67064 BRUCE W. CONNOLLY 5-21-26 Date Signed ARIZONA, U.S.A.

Engineering Department
395 South Main Street
Camp Verde, AZ 86322

SHEET 2 OF 14

DWG FullPath: W:\Private Folder\CIP - Project Manager\Verde Lakes Drive Sidewalk\Drawings\Sheet 02.dwgPlot Date/Time: 05/20/26 03:32pm

TOCV EROSION CONTROL NOTES

1. A COPY OF THE APPROVED GRADING AND DRAINAGE PLANS FOR THIS PROJECT, TOGETHER WITH A COPY OF THE NOTICE OF INTENT (NOI) AND THE STORM WATER POLLUTION PREVENTION PLANS, SHALL BE MAINTAINED ON THE SITE AND AVAILABLE FOR REVIEW. THOSE ELEMENTS OF THE GRADING AND DRAINAGE PLAN PERTINENT TO OR REFERENCED ON THE SWPPP SHALL BE CONSIDERED A PART OF THE SWPPP.
2. THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT AND INSPECTION STAFF SHALL BE NOTIFIED 48 HOURS BEFORE ANY ON-SITE AND/OR OFF-SITE CONSTRUCTION BEGINS, AT (928) 554-0823
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING DUST CONTROL MEASURES. THE CONTRACTOR ENCOURAGED TO USE RECLAIMED WATER FOR COMPACTION AND DUST CONTROL. RECLAIMED WATER PURCHASE IS AVAILABLE BY CONTACTING THE TOWN OF CAMP VERDE UTILITIES DEPARTMENT (928) 554-0823
4. THE CONTRACTOR SHALL PERFORM, AT A MINIMUM, A VISUAL INSPECTION OF THE CONSTRUCTION SITE ONCE EVERY MONTH AND WITHIN 24 HOURS OF A RAINFALL GREATER THAN OR EQUAL TO A HALF OF AN INCH OR MORE. THE CONTRACTOR SHALL PREPARE A REPORT DOCUMENTING HIS/HER FINDINGS ON THE CONDITIONS OF THE SWMP CONTROLS AND NOTE ANY PROBLEM AREAS. THE CONTRACTOR'S REPORT IS TO BE SUBMITTED TO THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT, INSPECTION STAFF, FOR REVIEW AND APPROVAL. FACILITIES SHALL BE MAINTAINED AS NECESSARY TO ENSURE THEIR CONTINUED FUNCTIONING. IN ADDITION, ALL TEMPORARY SILTATION CONTROLS SHALL BE MAINTAINED IN A SATISFACTORY CONDITION UNTIL SUCH TIME THAT CLEARING AND/OR CONSTRUCTION IS COMPLETED, PERMANENT DRAINAGE FACILITIES ARE OPERATIONAL, AND THE POTENTIAL FOR EROSION HAS PASSED.
5. THE CONTRACTOR SHALL AMEND THE SWPPP AS NECESSARY DURING THE COURSE OF CONSTRUCTION TO RESOLVE ANY PROBLEM AREAS, WHICH BECOME EVIDENT DURING THE CONSTRUCTION AND/OR DURING RAINFALLS.
6. THE PERMITTEE SHALL FILE A NOTICE OF TERMINATION (N.O.T.) AFTER COMPLETION OF CONSTRUCTION AND PLACEMENT OF FINAL LANDSCAPE MATERIALS. THE N.O.T. IS TO BE SUBMITTED TO THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT. THE N.O.T. IS NOT TO BE FILED UNTIL FINAL ACCEPTANCE OF WORK HAS BEEN GRANTED BY THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT.
7. THE PERMITTEE SHALL SAVE ALL RECORDS, INCLUDING THE N.O.I., SWMP, N.O.T., AND INSPECTION REPORTS ON FILE FOR A MINIMUM OF THREE YEARS FROM THE DATE OF FILING THE N.O.T.
8. THE IMPLEMENTATION OF THESE PLANS AND THE CONSTRUCTION, MAINTENANCE, REPLACEMENT, AND UPGRADING OF THESE FACILITIES IS THE RESPONSIBILITY OF THE PERMITTEE/CONTRACTOR UNTIL ALL CONSTRUCTION IS APPROVED AND THE N.O.T. IS SUBMITTED TO THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT, INSPECTION STAFF.
9. THE FACILITIES SHOWN ON THIS PLAN MUST BE CONSTRUCTED IN CONJUNCTION WITH ALL CLEARING AND GRADING ACTIVITIES IN SUCH A MANNER AS TO ENSURE THAT SEDIMENT-LADEN WATER DOES NOT ENTER THE DRAINAGE SYSTEM OR VIOLATE APPLICABLE WATER STANDARDS, AND MUST BE INSTALLED AND OPERATIONAL PRIOR TO ANY GRADING OR LAND CLEARING. WHEREVER POSSIBLE, MAINTAIN NATUR AL VEGETATION FOR SILT CONTROL.
10. PLAN APPROVAL IS FOR 180 DAYS. PRIOR TO PLAN APPROVAL EXPIRATION, ALL ASSOCIATED PERMITS SHALL BE PURCHASED OR THE PLANS SHALL BE RESUBMITTED FOR EXTENSION OF PLAN APPROVAL.
11. IN AREAS REQUIRING SEEDING AS NOTED ON THESE APPROVED PLANS THE CONTRACTOR SHALL FOLLOW THE SPECIFICATIONS GIVEN IN SECTION 805 OF THE ADOT STANDARD SPECIFICATIONS.
12. ALL LANDSCAPE PROJECTS REQUIRING TOWN MAINTENANCE OR WITHIN THE TOWN RIGHT-OF-WAY SHALL BE INSPECTED FOR THE FOLLOWING:
    A. PLANT LOCATIONS: THESE LOCATIONS SHALL BE STAKED IN THE FIELD WITH IDENTIFICATION AS TO TREES OR SHRUBS; OR HOLES FOR THE PLANT MATERIALS MAY BE DUG WITH IDENTIFICATION OF PLANT TYPE. USE OF THIS METHOD DOES NOT RELIEVE THE CONTRACTOR OF ANY PLANT RELOCATIONS MADE BY THE TOWN.
    B. IRRIGATION INSTALLATION: INSPECTIONS SHALL BE MADE AT THE POINT THE IRRIGATION SYSTEM IS INSTALLED. INSPECTIONS OF THE PIPE DEPTH, AUTOMATIC VALVE INSTALLATION AND EMITTER/SPRAY INSTALLATIONS WILL BE MADE.
    C. SUBSTANTIAL COMPLETION: AN INSPECTION AT COMPLETION OF THE LANDSCAPE AND IRRIGATION INSTALLATION WILL BE MADE. ANY DEFICIENCIES IN THE INSTALLATION WILL BE NOTED AND CORRECTED BY THE CONTRACTOR DURING THE MAINTENANCE PERIOD.
    D. FINAL ACCEPTANCE: A FINAL INSPECTION IS REQUIRED PRIOR TO TOWN ACCEPTANCE OF THE LANDSCAPE AND IRRIGATION IMPROVEMENTS. THE ABOVE INSPECTIONS REQUIRE A MINIMUM OF 48-HOURS PRIOR NOTIFICATION TO THE TOWN. CALL THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT AT (928) 554-0823 TO ARRANGE FOR THESE INSPECTIONS.
13. ALL PLANTINGS AT MATURITY SHALL MAINTAIN A MINIMUM 6'-0" CLEARANCE AROUND ALL FIRE HYDRANTS AND FIRE SUPPRESSION DEVICES.
14. ALL PLANTING AREAS (EXCEPT TURF AREAS) TO BE MAINTAINED BY THE TOWN SHALL BE TREATED WITH A PRE-EMERGENT HERBICIDE BY A LICENSED APPLICATOR PRIOR TO AND AFTER THE PLACEMENT OF THE DECOMPOSED GRANITE, RIVER ROCK ETC. APPLICATION DOCUMENTATION WILL BE REQUIRED PRIOR TO ACCEPTANCE OF THE LANDSCAPING BY THE TOWN.
15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE INSPECTION, MODIFICATION, AND PROPER MAINTENANCE OF THE EROSION CONTROL DEVICES AS NECESSARY. IN THE EVENT OF FAILURE OR REFUSAL TO PROPERLY MAINTAIN SAID DEVICES, THE TOWN ENGINEER MAY CAUSE EMERGENCY MAINTENANCE WORK TO BE DONE TO PROTECT ADJACENT PRIVATE AND PUBLIC PROPERTY, THE COST (INCLUDING AN INITIAL MOBILIZATION AMOUNT) SHALL BE CHARGED TO THE CONTRACTOR.
16. ALL EROSION CONTROL MEASURES REQUIRED TO RETAIN SEDIMENT ON-SITE AND TO SAFELY DISCHARGE ANY ACCELERATED RUNOFF GENERATED BY THE PROJECT SHALL BE INSTALLED DURING THE INITIAL CONSTRUCTION PHASE OF THE PROJECT.
17. THE CONSTRUCTION AND MAINTENANCE OF ALL EROSION CONTROL SYSTEMS SHALL BE IN SUBSTANTIAL CONFORMANCE WITH THE APPROVED EROSION CONTROL PLAN.
18. TEMPORARY EROSION CONTROL DEVICES SHOWN ON THE EROSION CONTROL PLAN WHICH INTERFERE WITH THE WORK SHALL BE RELOCATED OR MODIFIED AS THE WORK PROGRESSES AS RECOMMENDED BY THE ENGINEER OF RECORD AND AS APPROVED BY THE TOWN ENGINEER.
19. ALL REMOVABLE PROTECTION DEVICES SHOWN SHALL BE IN PLACE AT THE END OF EACH WORKING DAY WHEN THE 5-DAY RAIN PROBABILITY FORECAST EXCEEDS 25-PERCENT.
20. EROSION CONTROL SYSTEMS SHALL BE SERVICED AND MAINTAINED TO PROVIDE CONTINUOUS TOWN AND ADEQUACY TO FUNCTION AS DESIGNED. AFTER PRECIPITATION EXCEEDING ONE QUARTER (1/4) INCH IN ANY 12-HOUR PERIOD, OR UPON DIRECTION OF THE TOWN ENGINEER, SILT AND DEBRIS SHALL BE REMOVED FROM CHECK DAMS AND DESILTING BASINS AND THE BASINS PUMPED DRY AND OTHERWISE RESTORED TO THE ORIGINAL DESIGN CONDITION.
21. DESILTING BASINS CONSTRUCTED OF COMPACTED EARTH SHALL BE COMPACTED TO A RELATIVE COMPACTION OF 90 PERCENT OF MAXIMUM DENSITY. A SOIL ENGINEERING REPORT INCLUDING THE TYPE OF FIELD TESTING PERFORMED, LOCATION AND RESULTS OF TESTING SHALL BE SUBMITTED TO THE TOWN ENGINEER FOR APPROVAL UPON COMPLETING THE DESILTING BASIN.
22. EROSION CONTROL PROVISIONS SHALL INCLUDE AND COMPLEMENT DRAINAGE PATTERNS DURING THE CURRENT AND FUTURE PHASES OF GRADING THROUGHOUT THE RAINY SEASON.
23. PAVED STREETS, SIDEWALKS, AND OTHER IMPROVEMENTS SHALL BE MAINTAINED IN A NEAT AND CLEAN CONDITION, FREE OF LOOSE SOIL, CONSTRUCTION DEBRIS, AND TRASH. STREET SWEEPING OR OTHER EQUALLY EFFECTIVE MEANS SHALL BE USED ON A REGULAR BASIS TO CONTROL EROSION. WATERING SHALL NOT BE USED TO CLEAN STREETS EXCEPT FOR THE REMOVAL OF FINE MATERIAL NOT OTHERWISE REMOVED BY SWEEPING OR OTHER MECHANICAL MEANS.
24. STAND-BY CREWS SHALL BE ALERTED BY THE CONTRACTOR OR OWNER FOR EMERGENCY WORK DURING RAINSTORMS.
25. ALL UTILITY TRENCHES SHALL BE BACKFILLED WITHIN 24 HOURS AND MUST BE BACKFILLED BEFORE THE END OF THE WORK DAY IF A 25-PERCENT CHANCE OF RAIN IS PREDICTED.
26. A GRAVEL BAG SILT BASIN OR TRAP SHALL BE PROVIDED AT EVERY STORM DRAIN INLET TO PREVENT SEDIMENT FROM ENTERING THE STORM DRAIN SYSTEM.
27. ALL EROSION CONTROL PLANS MUST PROVIDE A 24-HOUR TELEPHONE NUMBER AND THE NAME(S) OF THE PERSON(S) RESPONSIBLE FOR EMERGENCY WORK. A TELEPHONE ANSWERING MACHINE OR ANSWERING SERVICE IS UNACCEPTABLE.
28. OWNER/CONTRACTOR SHALL USE APPLICABLE BEST MANAGEMENT PRACTICES (BMP'S) AS CONTAINED IN THE ADOT EROSION AND POLLUTION CONTROL MANUAL. OTHER BMP'S MAY BE CITED AND USED PROVIDED SUFFICIENT DETAIL IS CONTAINED IN THE SWPPP OR APPROVED EROSION CONTROL PLAN.
29. CONTRACTOR MUST ENSURE THAT THE CONSTRUCTION SITE IS PREPARED PRIOR TO THE ONSET OF ANY STORM. CONTRACTOR SHALL HAVE ALL EROSION AND SEDIMENT CONTROL MEASURES IN PLACE PRIOR TO THE ARRIVAL OF THE RAINY SEASON.
30. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE MAINTAINED UNTIL DISTURBED AREAS ARE STABILIZED. CHANGES TO THIS EROSION AND SEDIMENT CONTROL PLAN SHALL BE MADE TO MEET FIELD CONDITIONS ONLY WITH THE APPROVAL OF OR AT THE DIRECTION OF THE TOWN ENGINEER.
31. ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE CHECKED BEFORE AND AFTER ALL STORMS TO ENSURE MEASURES ARE FUNCTIONING PROPERLY.
32. CONTRACTOR SHALL MAINTAIN A LOG AT THE SITE OF ALL INSPECTIONS OR MAINTENANCE OF BMP AS WELL AS ANY CORRECTIVE CHANGES TO THE BMPS OR EROSION AND SEDIMENT CONTROL PLAN.
33. THE CONTRACTOR SHALL INSTALL THE STABILIZED CONSTRUCTION ENTRANCE PRIOR TO COMMENCEMENT OF GRADING. LOCATION OF THE ENTRANCE MAY BE ADJUSTED BY THE CONTRACTOR TO FACILITATE GRADING OPERATIONS. ALL CONSTRUCTION TRAFFIC ENTERING THE PAVED ROAD MUST CROSS THE STABILIZED CONSTRUCTION ENTRANCE.
34. ALL SEDIMENT DEPOSITED ON PAVED ROADWAYS SHALL BE SWEPT AT THE END OF EACH WORKING DAY OR AS NECESSARY.
35. CONTRACTOR SHALL IMPLEMENT HOUSEKEEPING PRACTICES AS FOLLOWS: SOLID WASTE MANAGEMENT: PROVIDE DESIGNATED WASTE COLLECTION AREAS AND CONTAINERS. ARRANGE FOR REGULAR REMOVAL AND DISPOSAL. CLEAR SITE OF TRASH INCLUDING ORGANIC DEBRIS, PACKAGING MATERIALS, SCRAP, OR SURPLUS BUILDING MATERIALS AND DOMESTIC WASTE DAILY. MATERIAL DELIVERY AND STORAGE: PROVIDE A DESIGNATED MATERIAL STORAGE AREA WITH SECONDARY CONTAINMENT SUCH AS BERMING. CONCRETE WASTE: PROVIDE A DESIGNATED AREA FOR A TEMPORARY PIT TO BE USED FOR CONCRETE TRUCK WASH-OUT. DISPOSE OF HARDENED CONCRETE OFFSITE. AT NO TIME SHALL A CONCRETE TRUCK DUMP ITS WASTE AND CLEAN ITS TRUCK INTO THE TOWN STORM DRAINS. CONTRACTOR SHALL INSPECT DAILY TO CONTROL RUNOFF AND WEEKLY FOR REMOVAL OF HARDENED CONCRETE. VEHICLE FUELING, MAINTENANCE, AND CLEANING: PROVIDE A DESIGNATED FUELING AREA WITH SECONDARY CONTAINMENT SUCH AS BERMING. DO NOT ALLOW MOBILE FUELING OF EQUIPMENT. PROVIDE EQUIPMENT WITH DRIP PANS. RESTRICT ONSITE MAINTENANCE AND CLEANING OF EQUIPMENT TO A MINIMUM. INSPECT AREA WEEKLY. HAZARDOUS MATERIALS MANAGEMENT: PREVENT THE DISCHARGE OF POLLUTANTS FROM HAZARDOUS MATERIALS TO THE DRAINAGE SYSTEM THROUGH PROPER MATERIAL USE, WASTE DISPOSAL AND TRAINING OF EMPLOYEES. HAZARDOUS WASTE PRODUCTS COMMONLY FOUND ON-SITE INCLUDE BUT ARE NOT LIMITED TO PAINTS & SOLVENTS, PETROLEUM PRODUCTS, FERTILIZERS, HERBICIDES & PESTICIDES, SOIL STABILIZATION PRODUCTS, ASPHALT PRODUCTS AND CONCRETE CURING PRODUCTS.
36. MAINTENANCE IS TO BE PERFORMED AS FOLLOWS:
    A. REPAIR DAMAGES CAUSED BY SOIL EROSION OR CONSTRUCTION AT THE END OF EACH WORKING DAY.
    B. SWALES SHALL BE INSPECTED PERIODICALLY AND MAINTAINED AS NEEDED.
    C. SEDIMENT TRAPS, BERMS, AND SWALES ARE TO BE INSPECTED AFTER EACH STORM AND REPAIRS MADE AS NEEDED.
    D. SEDIMENT SHALL BE REMOVED AND SEDIMENT TRAP RESTORED TO ITS ORIGINAL DIMENSIONS WHEN SEDIMENT HAS ACCUMULATED TO A DEPTH OF 1 FOOT.
    E. SEDIMENT REMOVED FROM TRAP SHALL BE DEPOSITED IN A SUITABLE AREA AND IN SUCH A MANNER THAT IT WILL NOT ERODE.
    F. RILLS AND GULLIES MUST BE REPAIRED.
37. CONTROL MEASURES REQUIRING MAINTENANCE OR ADJUSTMENT SHALL BE REPAIRED IMMEDIATELY AFTER OBSERVATION OF THE FAILING CONTROL MEASURE.
38. SAND BAG INLET PROTECTION SHALL BE CLEANED OUT WHENEVER SEDIMENT DEPTH IS ONE HALF THE HEIGHT OF ONE SAND BAG.
39. REASONABLE CARE SHALL BE TAKEN WHEN HAULING ANY EARTH, SAND, GRAVEL, STONE, DEBRIS, PAPER, OR ANY OTHER SUBSTANCE OVER ANY PUBLIC STREET, ALLEY, OR OTHER PUBLIC PLACE. SHOULD ANY BLOW, SPILL, OR TRACK OVER AND UPON SAID PUBLIC OR ADJACENT PROPERTY, IMMEDIATE REMEDY SHALL OCCUR.
40. DURING THE RAINY SEASON, ALL PAVED AREAS SHALL BE KEPT CLEAR OF EARTH MATERIAL AND DEBRIS. THE SITE SHALL BE MAINTAINED SO AS TO MINIMIZE SEDIMENT LADEN RUNOFF TO AN STORM DRAINAGE SYSTEMS, INCLUDING EXISTING DRAINAGE SWALES AND WATERCOURSES.
41. CONSTRUCTION OPERATIONS SHALL BE CARRIED OUT IN SUCH A MANNER THAT EROSION AND WATER POLLUTION WILL BE MINIMIZED. STATE AND LOCAL LAWS CONCERNING POLLUTION ABATEMENT SHALL BE COMPLIED WITH.

TOCV PAVING NOTES

1. ALL CONSTRUCTION SHALL CONFORM TO THE LATEST APPLICABLE MARICOPA ASSOCIATION OF GOVERNMENTS (MAG) UNIFORM STANDARD SPECIFICATIONS AND DETAILS OR SPECIFICALLY AS SHOWN IN THESE PLANS..
2. THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT, (928) 554-0826, SHALL BE NOTIFIED 48 HOURS PRIOR TO ANY CONSTRUCTION WORK COMMENCING.
3. EXISTING OR NEWLY DAMAGED AND/OR DISPLACED CONCRETE CURB, GUTTER, SIDEWALK, OR DRIVEWAY SLABS SHALL BE REPAIRED OR REPLACED, AS NOTED BY TOWN INSPECTORS, BEFORE FINAL ACCEPTANCE OF THE WORK.
4. OBSTRUCTIONS TO PROPOSED IMPROVEMENTS SHALL BE REMOVED OR RELOCATED BEFORE BEGINNING CONSTRUCTION OF THE PROPOSED IMPROVEMENTS.
5. PAVING SHALL NOT START UNTIL ALL APPROPRIATE TESTING HAS BEEN COMPLETED AND ACCEPTED BY THE TOWN OF CAMP VERDE ENGINEERING DEPARTMENT.
6. SUBGRADE COMPACTION SHALL COMPLY WITH MARICOPA ASSOCIATION OF GOVERNMENTS (MAG) SECTION 601 OR PER GEOTECHNICAL RECOMMENDATIONS.
7. BASE MATERIAL SHALL COMPLY WITH MARICOPA ASSOCIATION OF GOVERNMENTS (MAG) SECTION 702. PLACEMENT AND CONSTRUCTION SHALL BE PER MAG 310.
8. BASE MATERIAL SHALL BE PLACED IN UNIFORM LAYERS NOT TO EXCEED 6" IN DEPTH. EACH LAYER SHALL BE BLADED TO A SMOOTH SURFACE CONFORMING TO THE CROSS SECTION SHOWN ON THE PLANS AND SHALL BE WATERED AND THOROUGHLY ROLLED IN A MANNER SATISFACTORY TO THE TOWN OF CAMP VERDE.
9. ASPHALTIC CONCRETE REQUIREMENTS SHALL BE IN ACCORDANCE WITH SECTION 409 OF ADOT STANDARD SPECIFICATIONS OR SECTION 321 OF M.A.G. STANDARD SPECIFICATIONS. MIX DESIGN SHALL BE SUBMITTED TO THE TOWN OF CAMP VERDE ENGINEER FOR REVIEW AND APPROVAL.
10. ASPHALTIC CONCRETE SHALL BE COMPACTED TO NOT LESS THAN 95.0 PERCENT OF LABORATORY DENSITY. THE LABORATORY DENSITY WILL BE DETERMINED BY THE CONTRACTOR'S ENGINEER BASED UPON FIELD SAMPLES IN ACCORDANCE WITH THE REQUIREMENTS OF AASHTO T-245, 75 BLOW MARSHALL DENSITY.
11. CORE SAMPLES SHALL BE TAKEN BY THE CONTRACTOR AT RANDOM LOCATIONS IN ACCORDANCE WITH QUALITY CONTROL TESTING.
12. WHEN THE AVERAGE PERCENT OF COMPACTION IS LESS THAN 95.0%, THE CONTRACTOR WILL BE REQUIRED TO REMOVE AND REPLACE ANY PORTIONS AT THE SOLE DISCRETION OF THE TOWN OF CAMP VERDE ENGINEER.
13. BITUMINOUS TACK COAT SHALL BE APPLIED TO ALL ADJACENT CONCRETE AND ASPHALT SURFACES ADJACENT TO THE AREA TO RECEIVE ASPHALTIC CONCRETE. IF THE ASPHALTIC CONCRETE IS TO BE INSTALLED IN MULTIPLE LIFTS THE CONTRACTOR SHALL INSTALL BITUMINOUS TACK COAT IN BETWEEN EACH LIFT AT A MINIMUM APPLICATION OF 0.10 GALLON PER SQUARE YARD.
14. THE MAXIMUM THICKNESS OF A SINGLE LIFT OF PAVEMENT SHALL BE 4".
15. THE EXACT POINT OF MATCHING TERMINATION AND OVERLAY, IF NECESSARY, SHALL BE DETERMINED IN THE FIELD BY THE TOWN ENGINEER OR HIS AUTHORIZED REPRESENTATIVE. WHEN A LONGITUDINAL JOINT ASSOCIATED WITH A TRENCH PATH, PAVEMENT MATCHUP, OR OTHER OCCURS ON A STREET THAT INCLUDES A BIKE LANE, THE JOINT SHALL BE LOCATED OUTSIDE OF THE BIKE LANE.
16. NO JOB WILL BE CONSIDERED COMPLETE UNITL:
    A. ALL CURBS, PAVEMENTS, SIDEWALKS, CATCH BASINS, STORM DRAINS, AND MANHOLES HAVE BEEN CLEANED OF ALL DIRT AND DEBRIS.
    B. SURVEY MONUMENTS ARE INSTALLED AND STAMPED.
    C. ALL FRAMES, COVERS, AND VALVE BOXES ARE ADJUSTED TO GRADE
17. NO PAVING CONSTRUCTION SHALL BE STARTED UNTIL ALL UTILITY LINES UNDER PROPOSED PAVED AREAS ARE COMPLETED, TESTED, AND APPROVED.
18. THE BASE COURSE WILL NOT BE PLACED UNTIL THE SUBGRADE HAS BEEN APPROVED BY THE TOWN ENGINEER OR HIS AUTHORIZED REPRESENTATIVE.
19. THE LOCATION OF ALL WATER VALVES, FIRE HYDRANTS, AND MANHOLES MUST AT ALL TIMES DURING CONSTRUCTION BE REFERENCED AND MADE ACCESSIBLE TO THE TOWN.
20. ANY UTILITY FACILITIES IN CONFLICT WITH THIS WORK WILL BE RELOCATED BY THE PERMITTEE OR THE UTILITY OWNER. THIS ACTIVITY SHALL BE COORDINATED WITH THE OWNER OF THE UTILITY TO PREVENT ANY UNNECESSARY INTERRUPTION OF SERVICE TO EXISTING CUSTOMERS.
21. ANY EXISTING STREET NAME SIGNS, TRAFFIC SIGNAL DEVICES DESIGNED WITH THE PROJECT SHALL BE MAINTAINED DURING CONSTRUCTION AND PROTECTED BY THE CONTRACTOR AS SHOWN ON THE APPROVED PLANS.
22. ANY CHANGES OR ADDITIONS TO THE PAVEMENT MARKINGS CAUSED BY PAVEMENT OVERLAY, CHIP SEAL, OR INSTALLATION OF UNDERGROUND FACILITIES SHALL BE SHOWN ON THE APPROVED PLANS.

CHIP SEAL

1. EMULSIFIED ASPHALT SHALL BE TYPE CRS-2P APPLIED AT A RATE OF 0.30 TO 0.40 GALLONS PER SQUARE YARD AND 3/8" INCH CHIP COVER AGGREGATE. EMULSIFIED ASPHALT SHALL BE APPLIED TO THE SURFACE OF THE ROAD IN ACCORDANCE WITH SECTION 330.4 OF THE MAG STANDARD SPECIFICATIONS. TYPE CRS-2P EMULSIFIED ASPHALT SHALL CONFORM TO TABLE 330-2 OF MAG STANDARD SPECIFICATIONS.
2. CHIP SEAL COAT SHALL NOT BE APPLIED FOR A MINIMUM OF 14 DAYS AFTER COMPLETION OF THE ASPHALTIC CONCRETE.
3. THE COVER MATERIAL SHALL CONFORM TO MAG SPECIFICATION 716. THE COVER MATERIAL SHALL BE APPLIED AT A RATE OF 25 TO 30 POUNDS PER SQUARE YARD.

SIEVE SIZE	% PASSING
1/2 INCH	100
3/8 INCH	97/100
1/4 INCH	70/100
NO 8	0-5
NO 200	0-2

4. THE CONTRACTOR IS RESPONSIBLE FOR ALL LABORATORY TEST AND CERTIFICATIONS TO ASSURE THAT THE CHIP MATERIAL IS IN CONFORMANCE TO THE REQUIREMENTS SET FORTH IN THESE SPECIFICATIONS.
5. REPRESENTATIVE SAMPLES OF THE AGGREGATE COVER MATERIAL SHALL BE TAKEN DAILY, AND THE LABORATORY TEST RESULTS AND CERTIFICATES OF COMPLIANCE, CERTIFIED BY THE CONTRACTOR'S ENGINEER, SHALL BE SUBMITTED TO THE TOWN OF CAMP VERDE ENGINEER. THE TOWN OF CAMP VERDE ENGINEER MAY REJECT DELIVERED CHIP MATERIAL IF, IN HIS OPINION, THE DELIVERED MATERIAL DIFFERS SIGNIFICANTLY FROM THE REPRESENTATIVE SAMPLE.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SUCCESSFUL PLACEMENT OF THE CHIP SEAL COAT REGARDLESS OF TEMPERATURES OF MATERIAL COMPLIANCE, AND SHALL GUARANTEE THE SUCCESS OF THE CHIP SEAL COAT PER MAG SPECIFICATION SECTION 330.
7. THE CONTRACTOR SHALL HAVE EACH INDIVIDUAL ROAD SWEPT WITHIN 24 HOURS OF THE COMPLETION OF THE CHIP SEAL. THE CONTRACTOR SHALL MAINTAIN TRAFFIC CONTROL AND LOOSE GRAVEL SIGNS UNTIL ALL SWEEPING HAS BEEN COMPLETED.
8. BLOTTING SHALL BE DONE WHEREVER AND WHENEVER NECESSARY, WITH A MATERIAL APPROVED BY THE TOWN OF CAMP VERDE ENGINEER. ALL EXCESS BLOTTER MATERIAL SHALL BE SWEPT AWAY AND SURFACE OF THE BITUMINOUS ROADWAY SHALL BE REASONABLY CLEAN AND FREE OF ALL LOOSE MATERIAL BEFORE THE SEAL COAT MAY BE APPLIED.

PERMANENT PAVEMENT MARKINGS

1. LONGITUDINAL PAVEMENT MARKINGS SHALL BE INSTALLED IN ACCORDANCE WITH ADOT STANDARD SPECIFICATION 708.
2. TRANSVERSE PAVEMENT MARKINGS SUCH AS STOP BARS, CROSSWALKS, ARROWS AND LEGENDS SHALL BE INSTALLED IN ACCORDANCE WITH ADOT STANDARD SPECIFICATION 705 OR 709.

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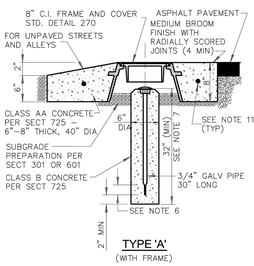
Engineer: Bruce Connolly | Revisions:
Technician: Martin Smith
Scale: AS NOTED
Date: 05/20/26
Drawing No: Sheet 03.dwg

GENERAL NOTES
VERDE LAKES DRIVE
SIDEWALK IMPROVEMENTS PROJECT
CAMP VERDE, ARIZONA

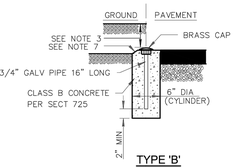
Registered Professional Engineer (Civil) CERTIFICATE NUMBER 67064 BRUCE W. CONNOLLY Date Signed 5/20/26 ARIZONA, U.S.A.

Engineering Department
395 South Main Street
Camp Verde, AZ 86322

SHEET 3 OF 14



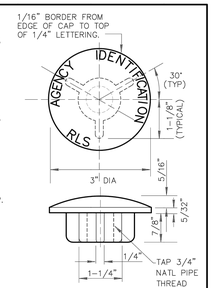
TYPE 'A'
(WITH FRAME)



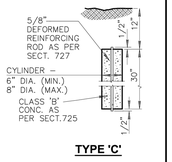
TYPE 'B'
(WITHOUT FRAME)

NOTES:

1. TYPE 'A' TO BE USED AT INTERSECTIONS OF MAJOR STREETS & COLLECTOR STREETS, SECTION CORNERS, SECTION 1/4 CORNERS, CENTER OF SECTIONS, AND AT OTHER POINTS AS SHOWN ON PLANS.
2. TYPE 'B' TO BE USED (EXCEPT WHERE TYPE 'A' IS SPECIFIED) AT INTERSECTION OF STREET CENTERLINES, PC'S, PT'S AND PI'S OF CURVES, SECTION 1/16 CORNERS, SUBDIVISION CORNERS, CHANGE IN ALIGNMENT OF SUBDIVISION BOUNDARIES, AND AT OTHER POINTS AS SHOWN ON PLANS.
3. FOR UNPAVED STREETS AND ALLEYS SET TOP OF MARKER SIX INCHES BELOW FINISHED GRADE.
4. CAP TO BE CONSTRUCTED OF RED BRASS OR BRONZE.
5. LETTERS TO BE APPROX. 1/32" WIDE & 1/32" DEEP.
6. FLATTENING THE BOTTOM 2" OF THE GALVANIZED PIPE IS OPTIONAL.
7. TOP OF CONCRETE POST IS CHAMFERED 3/4" EXCEPT WHEN SET FLUSH WITH PAVEMENT.
8. THE CAP SHALL SHOW THE POINT SURVEYED BY A PUNCH MARK OR SCRIBED CROSS AND THE CAP SHALL BE STAMPED WITH THE YEAR AND THE REGISTERED LAND SURVEYOR'S (RLS) REGISTRATION NUMBER.
9. WHEN APPLICABLE, THE CAP SHALL BE STAMPED WITH THE APPROPRIATE PUBLIC LAND MARKING PER CURRENT MANUAL OF INSTRUCTIONS FOR THE SURVEY OF PUBLIC LANDS OF THE UNITED STATES, PREPARED BY THE BUREAU OF LAND MANAGEMENT.
10. SUBMIT TO THE ENGINEER A COPY OF THE RECORDED CORNER RECORD OR RESULTS OF SURVEY TO DOCUMENT COMPLIANCE WITH THE ARIZONA BOARD OF TECHNICAL REGISTRATION REQUIREMENTS.
11. #4 REINFORCING STEEL HOOP EQUALLY CENTERED HORIZONTALLY & VERTICALLY.

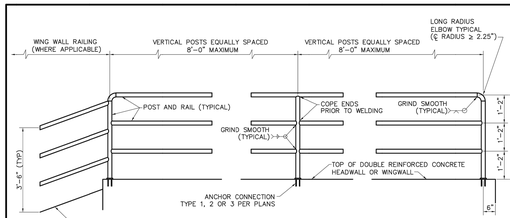


CAP DETAIL



TYPE 'C'

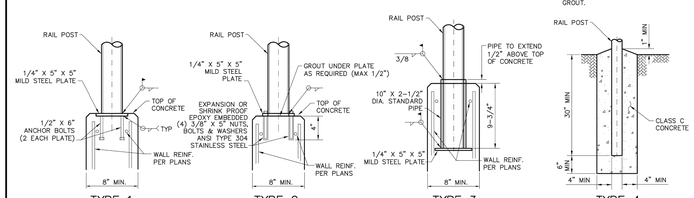
DETAIL NO.	STANDARD DETAIL		REVISED	DETAIL NO.
120	MARICOPA ASSOCIATION of GOVERNMENTS ENGLISH	SURVEY MARKER	01-01-2025	120



ELEVATION

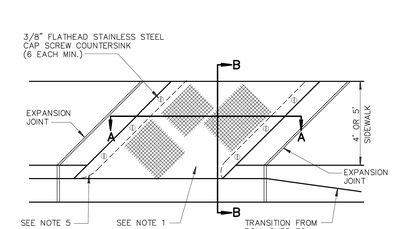
NOTES:

1. POSTS AND RAILS SHALL BE 1.90 INCH OUTSIDE DIAMETER, HIGH STRENGTH HEAVY INDUSTRIAL STEEL PIPE CONFORMING TO ASTM F1043 MATERIAL GROUP IA-2 (2.72 LB/FT, MINIMUM YIELD STRENGTH=50 KSI) OR MATERIAL GROUP IC GALVANIZED AFTER FORMING (2.28 LB/FT, MINIMUM YIELD STRENGTH=50 KSI)
2. PAINT RAIL PER MAG SPECIFICATIONS SECTION 530 WHEN REQUIRED BY PLANS. SHOP PRIME WITH RUST INHIBITING PRIMER (FIELD REPAIR PRIMER AS NEEDED). COLOR PER PLANS.
3. VERTICAL POSTS TO BE EVENLY SPACED.
4. REMOVE ALL SHARP EDGES.
5. INSTALL SAFETY RAIL AS REQUIRED BY PLANS OR SPECIFICATIONS.
6. THE EMBEDMENT FOR ANCHOR TYPES 1, 2, AND 3 SHALL BE LOCATED INSIDE THE WALL REINFORCEMENT CAGE.
7. SAFETY RAIL IS NOT TO BE USED AS A PEDESTRIAN BRIDGE RAIL.
8. FOR SAFETY RAIL ON 8" BLOCK (CMU) WALLS, THE TOP COURSE SHALL BE A BOND BEAM WITH 2-#4 LONGITUDINAL REBAR AND GROUT.



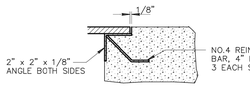
NOTE: SEE PLANS FOR ANCHORAGE DETAILS FOR ATTACHMENT TO SINGULARLY REINFORCED AND NON-REINFORCED WALLS.

DETAIL NO.	STANDARD DETAIL		REVISED	DETAIL NO.
145	MARICOPA ASSOCIATION of GOVERNMENTS ENGLISH	SAFETY RAIL	01-01-2020	145

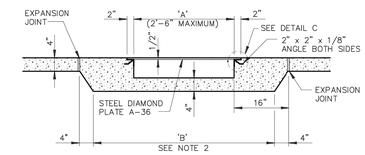


NOTES:

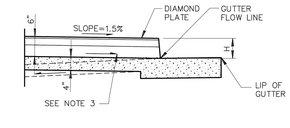
1. ANGLE EQUALS 45° UNLESS SPECIFIED ON PLAN.
2. DIMENSION 'B' EQUALS 'A' + 2'
3. (———) INDICATES DIRECTION OF FLOW.
4. PAINT STEEL ACCORDING TO SECTION 790. PAINT NUMBER 1-A OR 1-B.
5. R EQUALS 1" UNLESS OTHERWISE DIRECTED.
6. H EQUALS CURB FACE HEIGHT.
7. FOR ROLL CURB AND GUTTER, USE 2' TRANSITIONS TO VERTICAL CURB.
8. CONCRETE SHALL BE CLASS B PER SECT. 725 AND INSTALLED PER SECT. 505.



DETAIL C

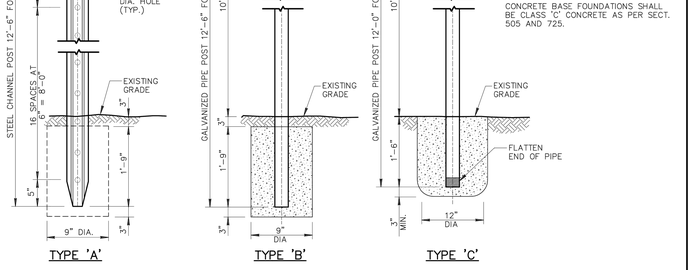


SECTION 'A-A'



SECTION 'B-B'

DETAIL NO.	STANDARD DETAIL		REVISED	DETAIL NO.
203	MARICOPA ASSOCIATION of GOVERNMENTS ENGLISH	SCUPPERS	01-01-1998	203



NOTES

TYPE 'A'

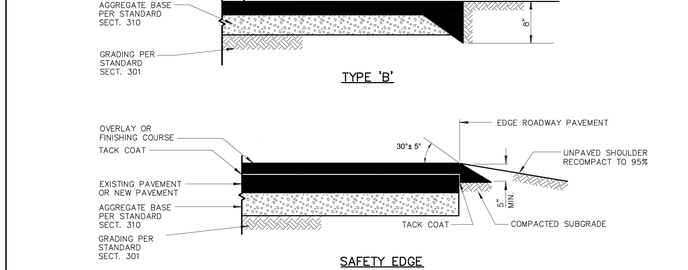
USE DRIVING HEAD FOR DRIVING ALL FLANGED STEEL 'U' CHANNEL POSTS.

IN LIEU OF DRIVING FLANGED STEEL 'U' CHANNEL POSTS MAY BE SET IN CONCRETE BASE FOUNDATION AS PER TYPE 'B' BASE.

TYPE 'B' & TYPE 'C'

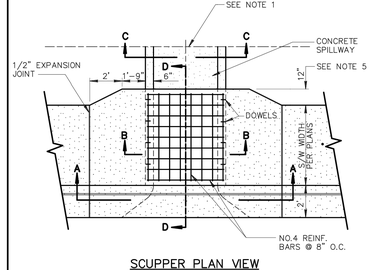
CONCRETE BASE FOUNDATIONS SHALL BE CLASS 'C' CONCRETE AS PER SECT. 505 AND 725.

DETAIL NO.	STANDARD DETAIL		REVISED	DETAIL NO.
131	MARICOPA ASSOCIATION of GOVERNMENTS ENGLISH	STREET SIGN BASE	01-01-1998	131



SAFETY EDGE

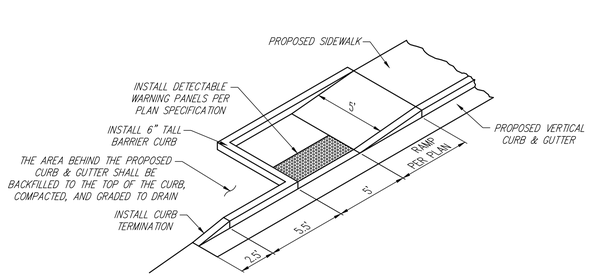
DETAIL NO.	STANDARD DETAIL		DATE	DETAIL NO.
201	MARICOPA ASSOCIATION of GOVERNMENTS ENGLISH	ASPHALT PAVEMENT EDGE DETAILS	01-01-2014	201



NOTES:

1. TRANSITION TO SPILLWAY/CHANNEL AS PER APPROVED PLANS.
2. A CENTER WALL SHALL BE INSTALLED IN SCUPPERS WIDER THAN 4' OR IF MORE THAN 1 SCUPPER IS BUILT IN SERIES.
3. EXPANSION JOINT FILLER SHALL BE 1/2" BITUMINOUS TYPE PREFORMED EXPANSION JOINT FILLER, ASTM D-1751.
4. CONCRETE FOR THE SCUPPER SHALL BE CLASS 'A' PER SECTION 725. CONCRETE FOR THE SPILLWAY SHALL BE CLASS 'A' OR CLASS 'B'.
5. 12" OFFSET DISTANCE SHALL BE INCREASED TO 2'-6" FOR DESIGNATED BICYCLE PATHS.

DETAIL NO.	STANDARD DETAIL		REVISED	DETAIL NO.
206-1	MARICOPA ASSOCIATION of GOVERNMENTS ENGLISH	CONCRETE SCUPPER	01-01-2018	206-1



PARALLEL CURB RAMP DETAIL

DETAILS
VERDE LAKES DRIVE
SIDEWALK IMPROVEMENTS PROJECT
CAMP VERDE, ARIZONA

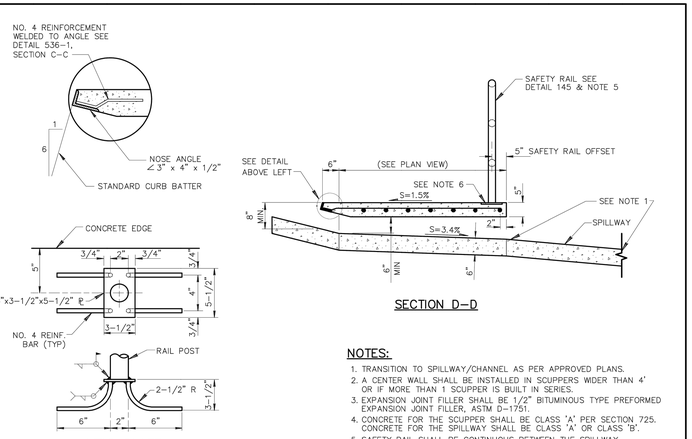
Revisions:
Engineer: Bruce Connolly
Technician: Martin Smith
Scale: AS NOTED
Date: 05/20/26
Drawing No: Sheet 04.dwg

Registered Professional Engineer (Civil)
CERTIFICATE NO.
67064
BRUCE W.
CONNOLLY
Date Signed 05/20/26
ARIZONA, U.S.A.

Engineering Department
395 South Main Street
Camp Verde, AZ 86322

SHEET 4 OF 14

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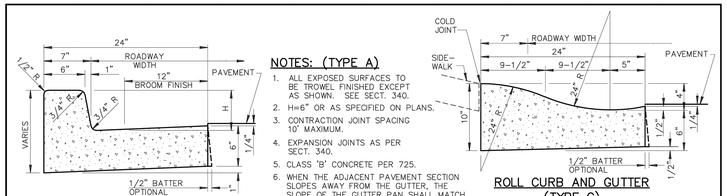
WELD PLATE

SECTION D–D

NOTES:

1. TRANSITION TO SPILLWAY/CHANNEL AS PER APPROVED PLANS.
2. A CENTER WALL SHALL BE INSTALLED IN SCUPPERS WIDER THAN 4' OR IF MORE THAN 1 SCUPPER IS BUILT IN SERIES.
3. EXPANSION JOINT FILLER SHALL BE 1/2" BITUMINOUS TYPE PREFORMED EXPANSION JOINT FILLER, ASTM D-1751.
4. CONCRETE FOR THE SCUPPER SHALL BE CLASS 'A' PER SECTION 725. CONCRETE FOR THE SPILLWAY SHALL BE CLASS 'A' OR CLASS 'B'.
5. SAFETY RAIL SHALL BE CONTINUOUS BETWEEN THE SPILLWAY EXTERIOR WALLS.
6. USE WELD PLATES FOR SAFETY RAIL ANCHORS LOCATED IN THE 5" THICK CONCRETE.

DETAIL NO.			REVISED	DETAIL NO.
206–2	MARICOPA ASSOCIATION of GOVERNMENTS STANDARD DETAIL ENGLISH	CONCRETE SCUPPER	01–01–2007	206–2

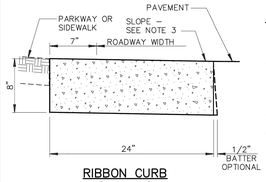


VERTICAL CURB AND GUTTER (TYPE A)

NOTES: (TYPE A)

1. ALL EXPOSED SURFACES TO BE TROWEL FINISHED EXCEPT AS SHOWN. SEE SECT. 340.
2. H=6" OR AS SPECIFIED ON PLANS.
3. CONTRACTION JOINT SPACING 10' MAXIMUM.
4. EXPANSION JOINTS AS PER SECT. 340.
5. CLASS 'B' CONCRETE PER 725.
6. WHEN THE ADJACENT PAVEMENT SECTION SLOPES AWAY FROM THE GUTTER, THE SLOPE OF THE GUTTER PAN SHALL MATCH PAVEMENT CROSS SLOPE.

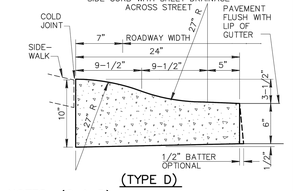
ROLL CURB AND GUTTER (TYPE C)



RIBBON CURB (TYPE B)

NOTES: (TYPE B)

1. CONSTRUCT CURB AND INSTALL 1/2" MASTIC EXPANSION JOINTS, A.S.T.M. D-1751. SECT. 340.
2. BROOM FINISH ALL SURFACES.
3. RIBBON CURB MAY SLOPE TOWARDS PAVEMENT OR PARKWAY AS INDICATED ON PLANS.
4. CONTRACTION JOINT SPACING 10' MAXIMUM.
5. CONCRETE SHALL BE CLASS 'B' PER SECT. 725 AND INSTALLED PER SECT. 505.

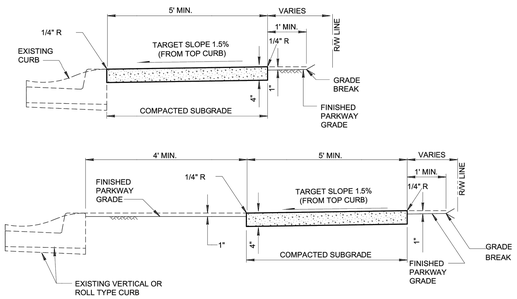


(TYPE D)

NOTES: (C & D)

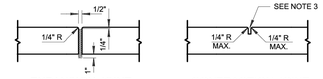
1. ALL WORK AND MATERIALS SHALL CONFORM TO SECT. 340, 505 AND 725. BROOM FINISH TO EXPOSED SURFACE.
2. CONTRACTION JOINT SPACING 10' MAXIMUM.
3. EXPANSION JOINTS AS PER SECT. 340.
4. CLASS 'B' CONCRETE PER 725.

DETAIL NO.			REVISED	DETAIL NO.
220–1	MARICOPA ASSOCIATION of GOVERNMENTS STANDARD DETAIL ENGLISH	CURB AND GUTTER TYPES A, B, C AND D	01–01–2021	220–1



NOTES:

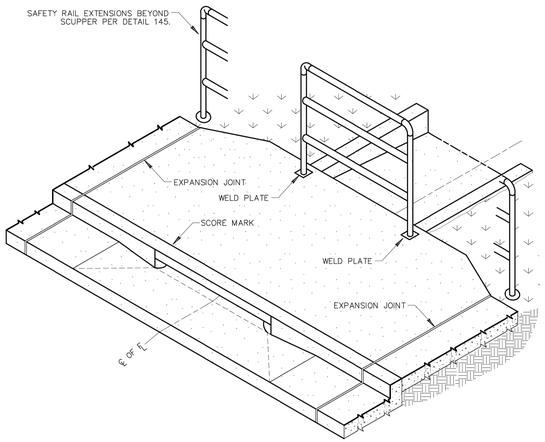
1. SIDEWALK CONSTRUCTION SHALL CONFORM TO SECTION 340.
2. EXPANSION JOINTS SHALL BE 1/2" BITUMINOUS TYPE PREFORMED EXPANSION JOINT FILLER, PER SECTION 729.
3. LARGE AGGREGATE, IN CONTRACTION JOINT SHALL BE SEPARATED TO A DEPTH OF 1", FINISH DEPTH SHALL BE A MINIMUM OF 3/4".
4. EXPANSION JOINTS SHALL CONFORM TO SECTION 340, BE INSTALLED PRIOR TO CONCRETE PLACEMENT, AND AT A MAXIMUM SPACING OF 50'.
5. CONCRETE SHALL BE CLASS 'B' PER SECTION 725.
6. WHEN SIDEWALK AND ADJACENT CURB ARE CONSTRUCTED MONOLITHICALLY, ALL EXPANSION AND CONTRACTION JOINTS SHALL EXTEND ACROSS THE CURB.
7. SLOPE TOLERANCE 0.5% TO 2.0%. SIDEWALK NOT IN TOLERANCE SHALL BE REMOVED AND REPLACED BY THE CONTRACTOR.



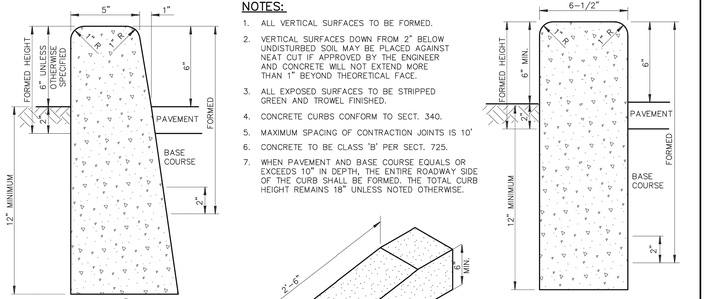
EXPANSION JOINT

CONTRACTION JOINT

DETAIL NO.			REVISED	DETAIL NO.
230	MARICOPA ASSOCIATION of GOVERNMENTS STANDARD DETAIL ENGLISH	SIDEWALKS	01-01-2023	230



DETAIL NO.			REVISED	DETAIL NO.
206–3	MARICOPA ASSOCIATION of GOVERNMENTS STANDARD DETAIL ENGLISH	CONCRETE SCUPPER	01–01–2007	206–3

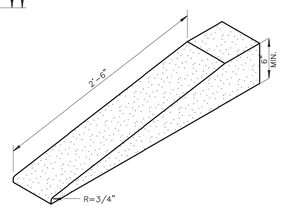


TYPE 'A'

NOTES:

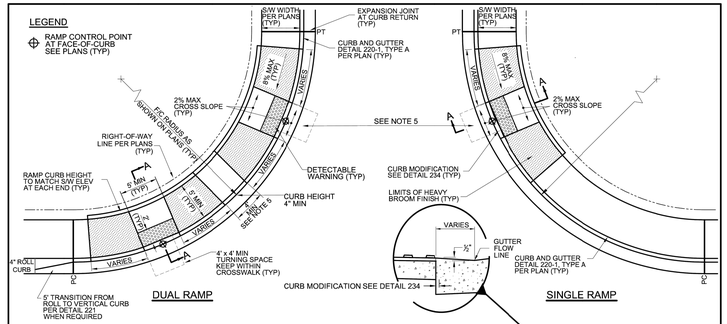
1. ALL VERTICAL SURFACES TO BE FORMED.
2. VERTICAL SURFACES DOWN FROM 2" BELOW UNDISTURBED SOIL MAY BE PLACED AGAINST NEAT CUT IF APPROVED BY THE ENGINEER AND CONCRETE WILL NOT EXTEND MORE THAN 1" BEYOND THEORETICAL FACE.
3. ALL EXPOSED SURFACES TO BE STRIPPED GREEN AND TROWEL FINISHED.
4. CONCRETE CURBS CONFORM TO SECT. 340.
5. MAXIMUM SPACING OF CONTRACTION JOINTS IS 10'
6. CONCRETE TO BE CLASS 'B' PER SECT. 725.
7. WHEN PAVEMENT AND BASE COURSE EQUALS OR EXCEEDS 10" IN DEPTH, THE ENTIRE ROADWAY SIDE OF THE CURB SHALL BE FORMED. THE TOTAL CURB HEIGHT REMAINS 18" UNLESS NOTED OTHERWISE.

TYPE 'B'



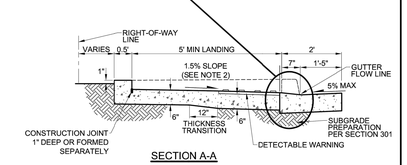
TYPICAL CURB TERMINATION

DETAIL NO.			REVISED	DETAIL NO.
222	MARICOPA ASSOCIATION of GOVERNMENTS STANDARD DETAIL ENGLISH	SINGLE CURB – TYPES A, B AND TERMINATION	01–01–2008	222



NOTES:

1. CLASS 'A' CONCRETE PER SECTION 725, PC TO PT.
2. CONSTRUCTION INCLUDING JOINTS AND MAXIMUM SLOPES SHALL CONFORM TO SECTION 340.
3. WALKWAY SURFACE TO MATCH 1.5% SLOPE FROM TOP OF CURB.
4. DETECTABLE WARNING IS TO COMPLY WITH THE JURISDICTIONAL AGENCY'S REQUIREMENTS.
5. DISTANCE BETWEEN RAMPS MAY BE ADJUSTED TO IMPROVE ALIGNMENT WITH RECEIVING RAMP WHEN ALLOWED BY THE JURISDICTIONAL AGENCY.
6. SPECIAL DESIGN IS REQUIRED FOR GUTTER GRADES GREATER THAN 2%.
7. TYPICALLY USED FOR RETROFITS. REQUIRES AGENCY APPROVAL PRIOR TO USE.



SECTION A-A

DETAIL NO.			REVISED	DETAIL NO.
236-5	MARICOPA ASSOCIATION of GOVERNMENTS STANDARD DETAIL ENGLISH	25' - 35' R - RADIAL PARALLEL CURB RAMP	01–01–2018	236-5

Revisions:

Engineer: Bruce Connolly

Technician: Martin Smith

Scale: AS NOTED

Date: 05/20/26

Drawing No: Sheet 05.dwg

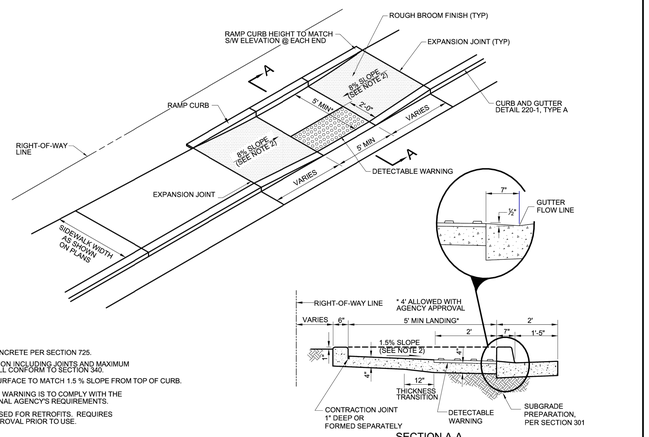
DETAILS
VERDE LAKES DRIVE
SIDEWALK IMPROVEMENTS PROJECT
CAMP VERDE, ARIZONA

Registered Professional Engineer (Civil) CERTIFICATE NO. 67064 BRUCE W. CONNOLLY Date Signed 05-20-26 ARIZONA, U.S.A.

Engineering Department
395 South Main Street
Camp Verde, AZ 86322

SHEET 5 OF 14

DWG FullPath: W:\Private Folder\CIP – Project Manager\Verde Lakes Drive Sidewalk\Drawings\Sheet 05.dwg Plot Date/Time: 05/20/26 03:32pm

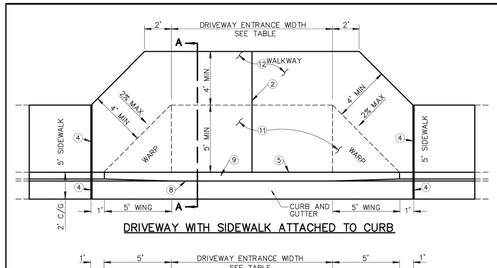


NOTES:

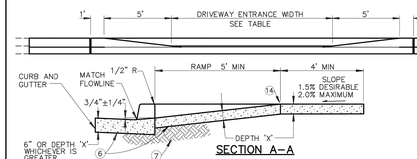
1. CLASS 'B' CONCRETE PER SECTION 725.
2. CONSTRUCTION INCLUDING JOINTS AND MAXIMUM SLOPES SHALL CONFORM TO SECTION 340.
3. SIDEWALK SURFACE TO MATCH 1.5 % SLOPE FROM TOP OF CURB.
4. DETECTABLE WARNING IS TO COMPLY WITH THE JURISDICTIONAL AGENCY'S REQUIREMENTS.
5. TYPICALLY USED FOR RETROFITS. REQUIRES AGENCY APPROVAL PRIOR TO USE.

SECTION A-A

DETAIL NO.	STANDARD DETAIL		REVISED	DETAIL NO.
238-3	MARICOPA ASSOCIATION of GOVERNMENTS ENGLISH	PARALLEL CURB RAMP	01-01-2018	238-3



DRIVEWAY WITH SIDEWALK ATTACHED TO CURB



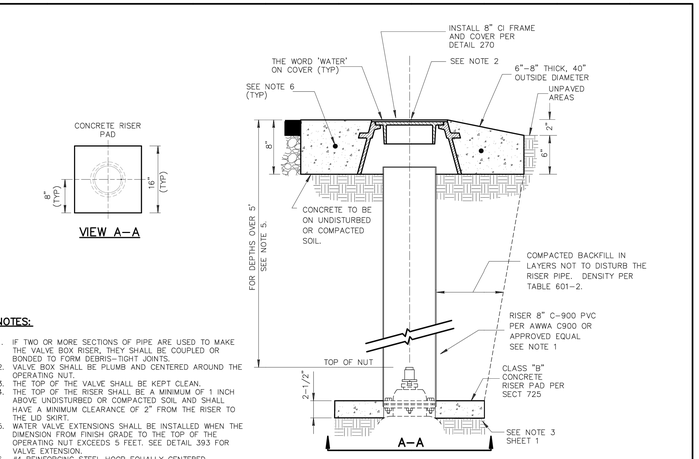
SECTION A-A

NOTES:

1. DEPRESSED CURB SHALL BE PAID FOR AT THE CONTRACT UNIT PRICE FOR THE TYPE OF CURB USED AT THAT LOCATION.
2. CONTRACTION JOINT(S) FOR DRIVEWAY ENTRANCE: WIDTH LESS THAN 22' NONE REQUIRED; WIDTH GREATER THAN 22' AND LESS THAN 30' LOCATE SINGLE JOINT ON D/W CENTERLINE; WIDTH OF 30' OR GREATER LOCATE TWO JOINTS TO EQUALLY DIVIDE THE DRIVEWAY ENTRANCE WIDTH.
3. DETAIL GEOMETRICS ARE BASED ON A CURB HEIGHT OF SIX INCHES (6"), AN ATTACHED SIDEWALK WIDTH OF FIVE FEET (5'), AND A DRIVEWAY RAMP LENGTH NOT EXCEEDING SIX FEET (6'). GEOMETRIC MODIFICATIONS MAY BE REQUIRED WHEN CONDITIONS ARE MODIFIED.
4. 1/2-INCH EXPANSION JOINTS SHALL COMPLY WITH SECTION 340.
5. BACK OF CURB – CONSTRUCTION JOINT.
6. CONCRETE CLASS AS NOTED IN TABLE. CONCRETE PER SECTION 725.
7. SUBGRADE PREPARATION, SECT. 301.
8. FLOW LINE OF GUTTER.
9. DEPRESSED CURB.
10. SECT. A–A AND ELEVATION: D/W SHOWN WITH VERTICAL CURB AND GUTTER, ROLL TYPE CURB AND GUTTER TREATED SIMILARLY.
11. ROUGH BROOM FINISH FULL WIDTH OF RAMP AND WINGS.
12. TROWEL AND USE LIGHT HAIR BROOM FINISH FOR WALKWAY AREA.
13. "DRIVEWAY ENTRANCE WIDTH" IS THE DRIVEWAY WIDTH PLUS ADDITIONAL WIDENING REQUIRED BY THE LOCAL JURISDICTION.
14. ELEVATION AT TOP OF DRIVEWAY RAMP SHALL BE EQUAL TO OR HIGHER THAN NORMAL CURB ELEVATION.

COMMERCIAL AND INDUSTRIAL					RESIDENTIAL				
DRIVEWAY ENTRANCE WIDTH	MIN.	MAX.	CLASS	DEPTH 'X'	DRIVEWAY ENTRANCE WIDTH	MIN.	MAX.	CLASS	DEPTH 'X'
COMMERCIAL	* 16'	40'	A	9"	MAJOR STREET	16'	30'	B	5"
INDUSTRIAL	* 16'	40'	A	9"	COLLECTOR STREET	* 12'	30'	B	5"
* 24' MIN. FOR TWO WAY TRAFFIC					LOCAL STREET	12'	30'	B	5"
					*16' DESIRABLE				

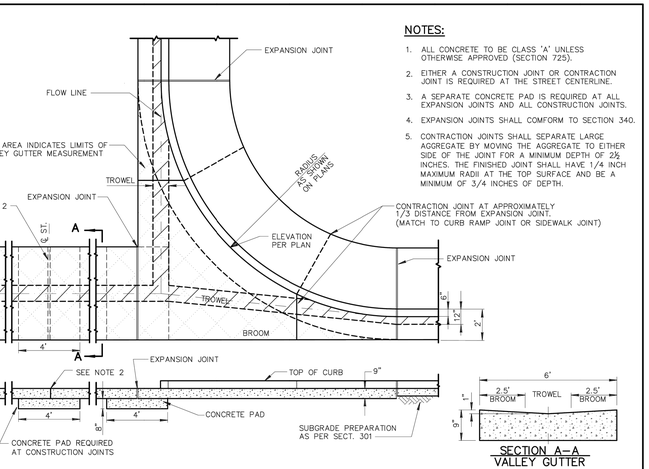
DETAIL NO.	STANDARD DETAIL		REVISED	DETAIL NO.
250–2	MARICOPA ASSOCIATION of GOVERNMENTS ENGLISH	DRIVEWAY ENTRANCES WITH SIDEWALK ATTACHED TO CURB	01-01-2013	250–2



NOTES:

1. IF TWO OR MORE SECTIONS OF PIPE ARE USED TO MAKE THE VALVE BOX RISER, THEY SHALL BE COUPLED OR BONDED TO FORM DEBRIS–TIGHT JOINTS.
2. VALVE BOX SHALL BE PLUMB AND CENTERED AROUND THE OPERATING NUT.
3. THE TOP OF THE VALVE SHALL BE KEPT CLEAN.
4. THE TOP OF THE RISER SHALL BE A MINIMUM OF 1 INCH ABOVE UNDISTURBED OR COMPACTED SOIL AND SHALL HAVE A MINIMUM CLEARANCE OF 2" FROM THE RISER TO THE LID SKIRT.
5. WATER VALVE EXTENSIONS SHALL BE INSTALLED WHEN THE DIMENSION FROM FINISH GRADE TO THE TOP OF THE OPERATING NUT EXCEEDS 5 FEET. SEE DETAIL 393 FOR VALVE EXTENSION.
6. #4 REINFORCING STEEL HOOP EQUALLY CENTERED HORIZONTALLY & VERTICALLY.

DETAIL NO.	STANDARD DETAIL		REVISED	DETAIL NO.
391–2	MARICOPA ASSOCIATION of GOVERNMENTS ENGLISH	VALVE BOX INSTALLATION AND GRADE ADJUSTMENT	01–01–2023	391–2

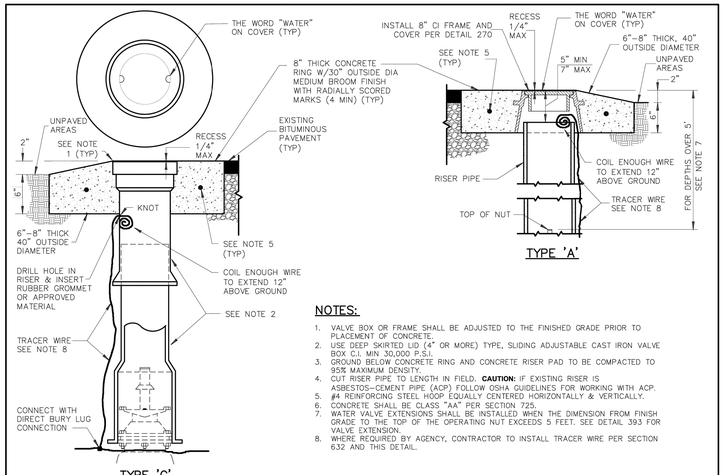


NOTES:

1. ALL CONCRETE TO BE CLASS 'A' UNLESS OTHERWISE APPROVED (SECTION 725).
2. EITHER A CONSTRUCTION JOINT OR CONTRACTION JOINT IS REQUIRED AT THE STREET CENTERLINE.
3. A SEPARATE CONCRETE PAD IS REQUIRED AT ALL EXPANSION JOINTS AND ALL CONSTRUCTION JOINTS.
4. EXPANSION JOINTS SHALL COMFORM TO SECTION 340.
5. CONTRACTION JOINTS SHALL SEPARATE LARGE AGGREGATE BY MOVING THE AGGREGATE TO EITHER SIDE OF THE JOINT FOR A MINIMUM DEPTH OF 2½ INCHES. THE FINISHED JOINT SHALL HAVE 1/4 INCH MAXIMUM RADII AT THE TOP SURFACE AND BE A MINIMUM OF 3/4 INCHES OF DEPTH.

SECTION A–A
VALLEY GUTTER

DETAIL NO.	STANDARD DETAIL		REVISED	DETAIL NO.
240	MARICOPA ASSOCIATION of GOVERNMENTS ENGLISH	VALLEY GUTTER	01–01–2010	240



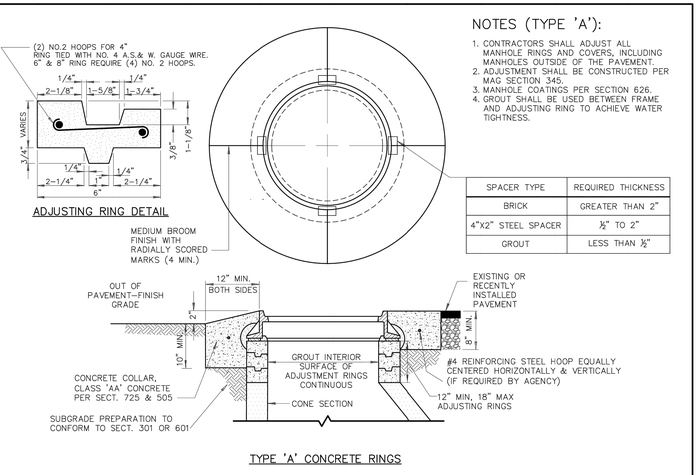
TYPE 'A'

TYPE 'C'

NOTES:

1. VALVE BOX OR FRAME SHALL BE ADJUSTED TO THE FINISHED GRADE PRIOR TO PLACEMENT OF CONCRETE.
2. USE DEEP SKIRTED LID (4" OR MORE) TYPE, SLIDING ADJUSTABLE CAST IRON VALVE BOX C.I. MIN 30,000 P.S.I.
3. GROUND BELOW CONCRETE RING AND CONCRETE RISER PAD TO BE COMPACTED TO 95% MAXIMUM DENSITY.
4. CUT RISER PIPE TO LENGTH IN FIELD. **CAUTION:** IF EXISTING RISER IS ASBESTOS–CEMENT PIPE (ACP) FOLLOW OSHA GUIDELINES FOR WORKING WITH ACP.
5. #4 REINFORCING STEEL HOOP EQUALLY CENTERED HORIZONTALLY & VERTICALLY.
6. CONCRETE SHALL BE CLASS "AA" PER SECTION 725.
7. WATER VALVE EXTENSIONS SHALL BE INSTALLED WHEN THE DIMENSION FROM FINISH GRADE TO THE TOP OF THE OPERATING NUT EXCEEDS 5 FEET. SEE DETAIL 393 FOR VALVE EXTENSION.
8. WHERE REQUIRED BY AGENCY, CONTRACTOR TO INSTALL TRACER WIRE PER SECTION 632 AND THIS DETAIL.

DETAIL NO.	STANDARD DETAIL		REVISED	DETAIL NO.
391–1	MARICOPA ASSOCIATION of GOVERNMENTS ENGLISH	VALVE BOX INSTALLATION AND GRADE ADJUSTMENT	01–01–2025	391–1



NOTES (TYPE 'A'):

1. CONTRACTORS SHALL ADJUST ALL MANHOLE RINGS AND COVERS, INCLUDING MANHOLES OUTSIDE OF THE PAVEMENT.
2. ADJUSTMENT SHALL BE CONSTRUCTED PER MAG SECTION 345.
3. MANHOLE COATINGS PER SECTION 626.
4. GROUT SHALL BE USED BETWEEN FRAME AND ADJUSTING RING TO ACHIEVE WATER TIGHTNESS.

SPACER TYPE	REQUIRED THICKNESS
BRICK	GREATER THAN 2"
4"X2" STEEL SPACER	½" TO 2"
GROUT	LESS THAN ½"

TYPE 'A' CONCRETE RINGS

DETAIL NO.	STANDARD DETAIL		REVISED	DETAIL NO.
422-1	MARICOPA ASSOCIATION of GOVERNMENTS ENGLISH	MANHOLE FRAME AND COVER ADJUSTMENT	01-01-2022	422-1

DETAILS
VERDE LAKES DRIVE
SIDEWALK IMPROVEMENTS PROJECT
CAMP VERDE, ARIZONA

Revisions:

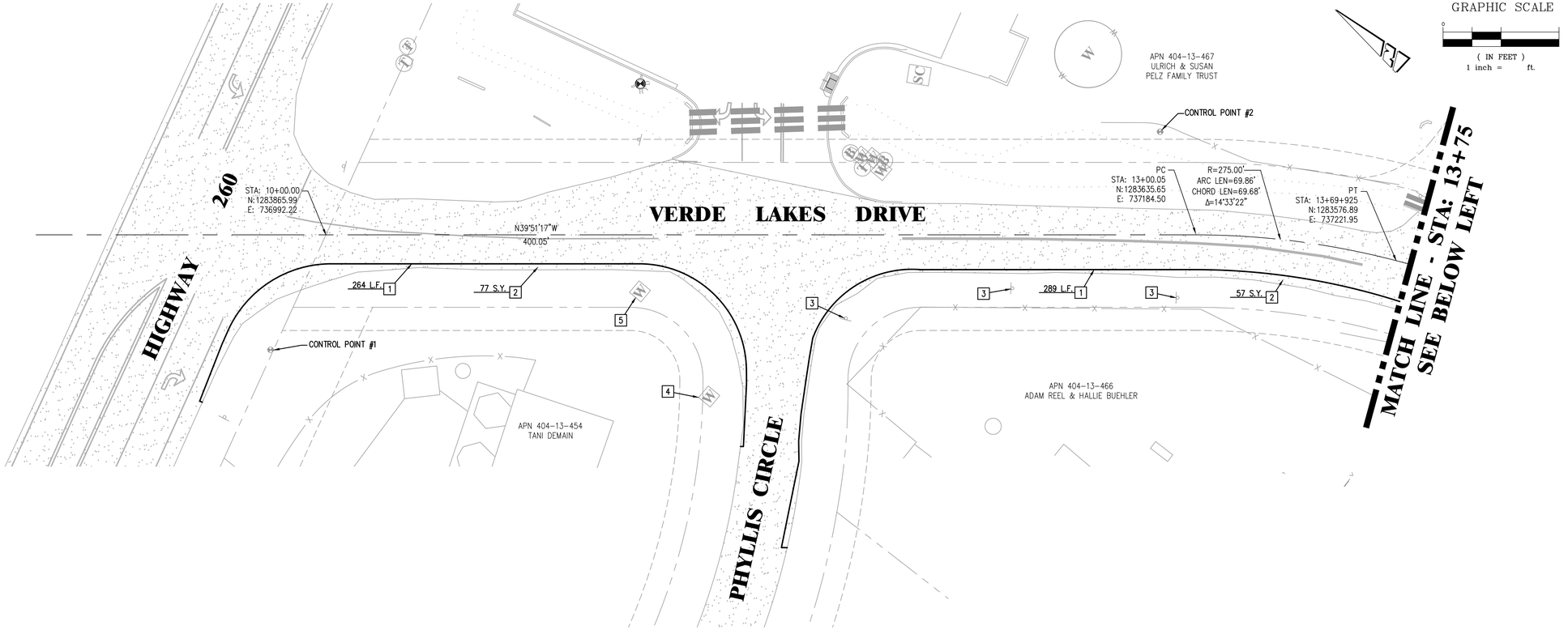
Engineer: Bruce Connolly
Technician: Martin Smith
Scale: AS NOTED
Date: 05/20/26
Drawing No: Sheet 06.dwg

Registered Professional Engineer (Civil) CERTIFICATE NO. 67064 BRUCE W. CONNOLLY Date Signed 5-20-26 ARIZONA, U.S.A.

Engineering Department
395 South Main Street
Camp Verde, AZ 86322

SHEET 6 OF 14

DWG FullPath: W:\Private Folder\CIP – Project Manager\Verde Lakes Drive Sidewalk\Drawings\Sheet 06.dwg Plot Date/Time: 05/20/26 03:53pm



CONSTRUCTION NOTES:

1. SAW CUT EXISTING ASPHALT PAVEMENT.
2. REMOVE EXISTING ASPHALT PAVEMENT.
3. REMOVE & RELOCATE EXISTING STREET SIGN.
4. PROTECT EXISTING APPURTENANCE IN PLACE.
5. RELOCATE EXISTING WATER METER AND BOX TO BACK OF RIGHT-OF-WAY.
6. REMOVE VEGETATION AS REQUIRED FOR SIDEWALK INSTALLATION.
7. SAW CUT AND REMOVE EXISTING DRAIN PIPE.

Revisions:

Engineer: Bruce Connolly
Technician: Martin Smith
Scale: 1" = 20'
Date: 05/20/26
Drawing No: Sheet 07.dwg

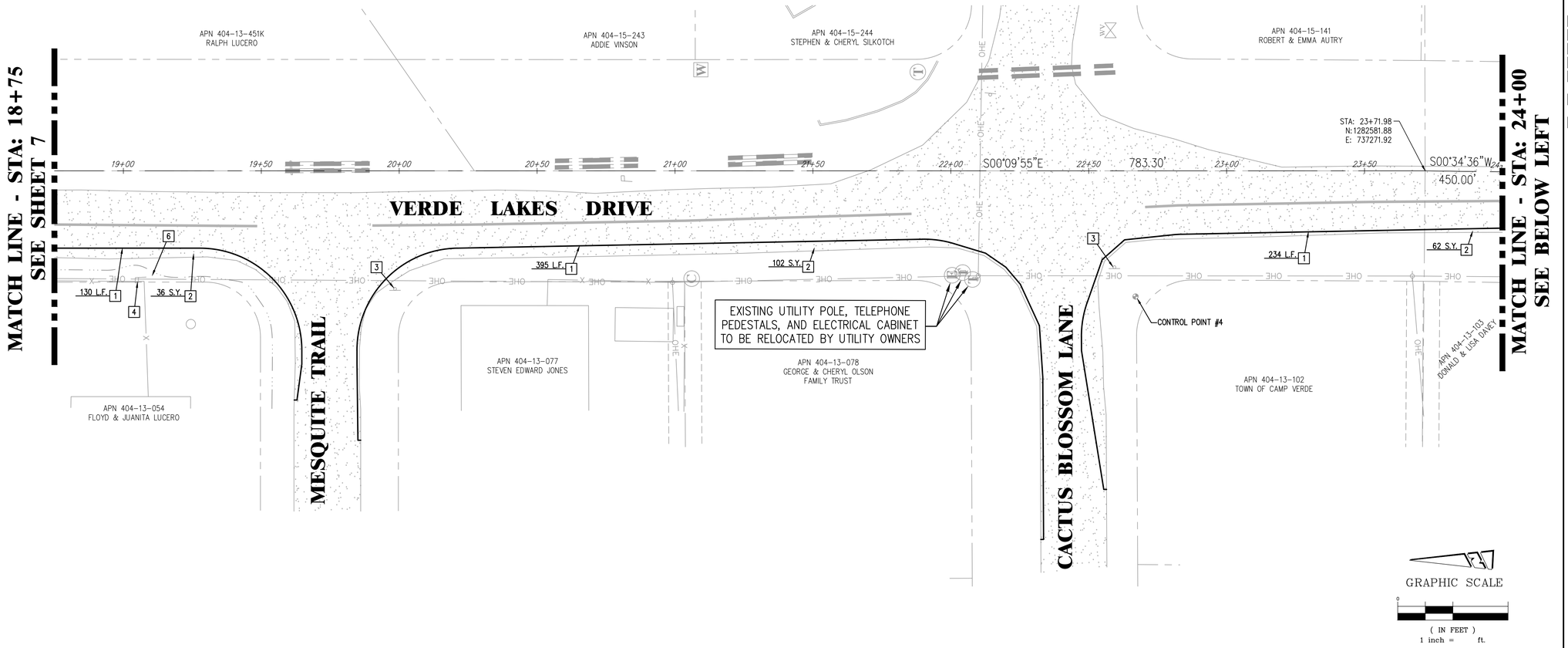
DEMOLITION PLAN
VERDE LAKES DRIVE
SIDEWALK IMPROVEMENTS PROJECT
CAMP VERDE, ARIZONA

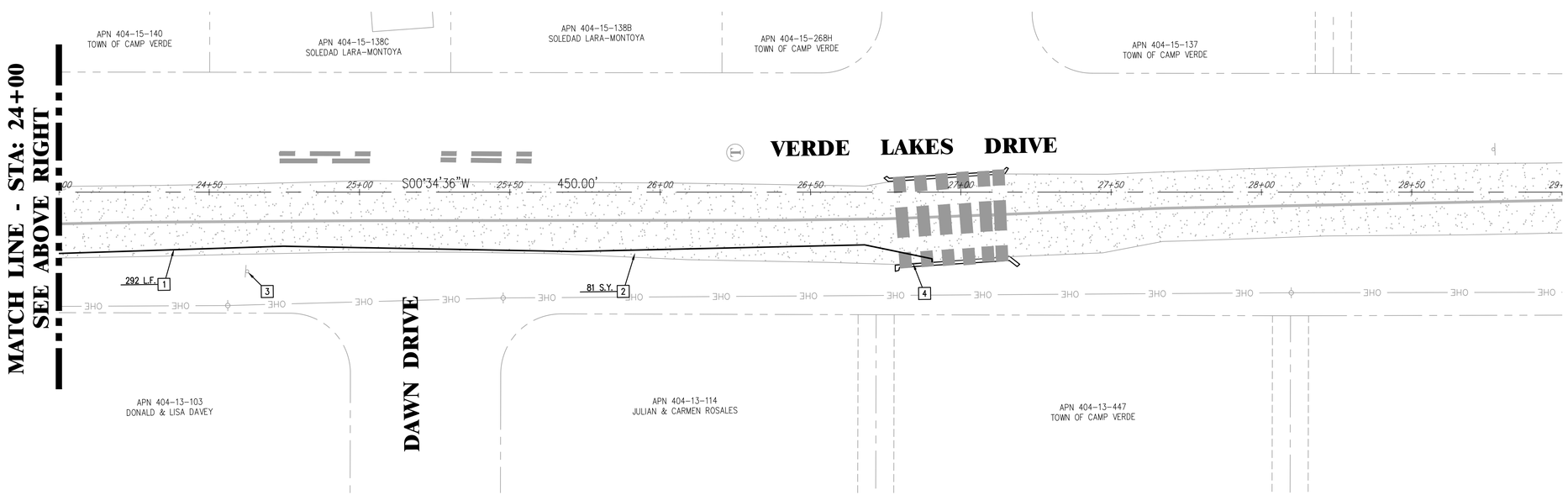
Registered Professional Engineer (Civil)
CERTIFICATE NO.
67064
BRUCE M.
CONNOLLY
Date Signed
ARIZONA, U.S.A.

Engineering Department
395 South Main Street
Camp Verde, AZ 86322

SHEET 7 OF 14

DWG FullPath: W:\Private Folder\CIP - Project Manager\Verde Lakes Drive Sidewalk\Drawings\Sheet 07.dwgPlot Date/Time: 05/20/26 03:33pm





CONSTRUCTION NOTES:

1. SAW CUT EXISTING ASPHALT PAVEMENT.
2. REMOVE EXISTING ASPHALT PAVEMENT.
3. REMOVE & RELOCATE EXISTING STREET SIGN.
4. PROTECT EXISTING APPURTENANCE IN PLACE.
5. RELOCATE EXISTING WATER METER AND BOX TO BACK OF RIGHT-OF-WAY.
6. REMOVE VEGETATION AS REQUIRED FOR SIDEWALK INSTALLATION.
7. SAW CUT AND REMOVE EXISTING DRAIN PIPE.

Revisions:

Engineer: Bruce Connolly
Technician: Martin Smith
Scale: 1" = 20'
Date: 05/20/26
Drawing No: Sheet 08.dwg

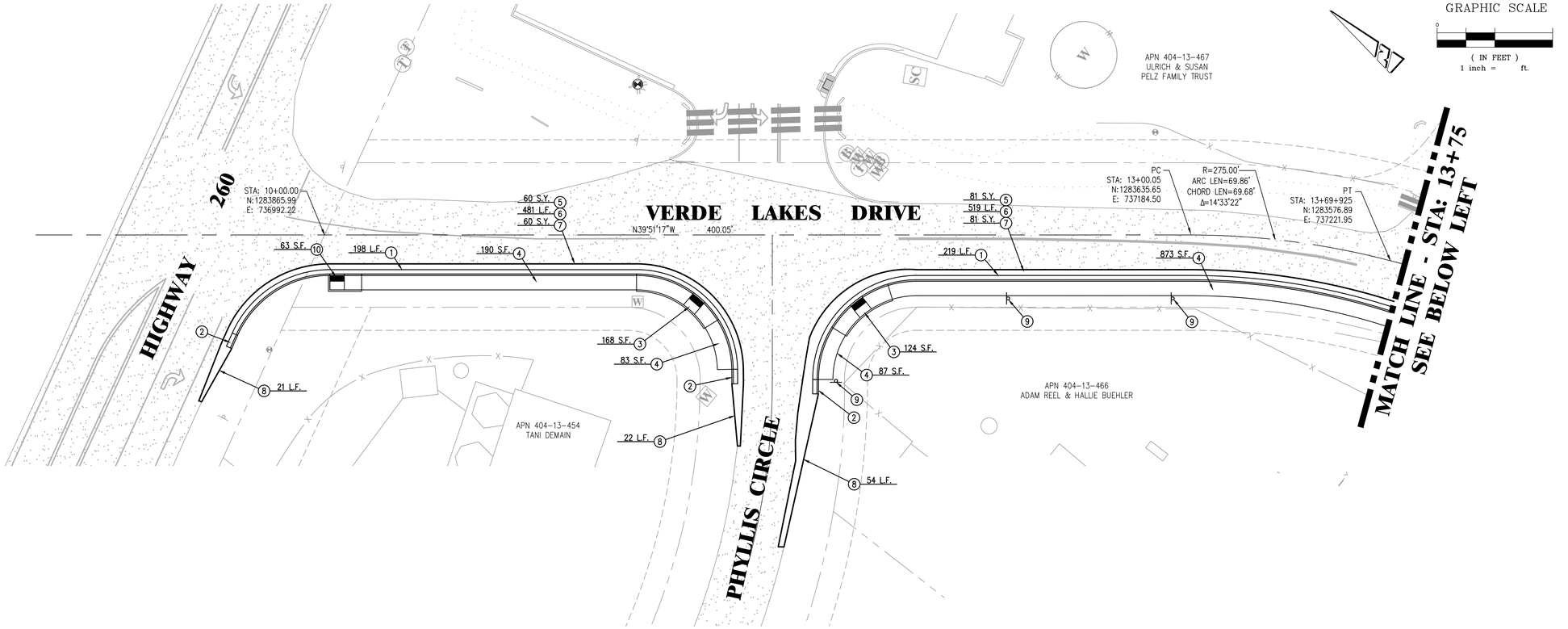
DEMOLITION PLAN
VERDE LAKES DRIVE
SIDEWALK IMPROVEMENTS PROJECT
CAMP VERDE, ARIZONA

Registered Professional Engineer (Civil) CERTIFICATE NO. 67064 BRUCE W. CONNOLLY Date Signed 5/26 ARIZONA, U.S.A.

Engineering Department
395 South Main Street
Camp Verde, AZ 86322

SHEET 8 OF 14

DWG FullPath: W:\Private Folder\CIP - Project Manager\Verde Lakes Drive Sidewalk\Drawings\Sheet 08.dwgPlot Date/Time: 05/20/26 03:33pm



CONSTRUCTION NOTES:

1. INSTALL TYPE A CURB AND GUTTER PER MAG STD. DET. 220-1.
2. INSTALL CURB TERMINATION PER MAG STD. DET. 222.
3. INSTALL CURB RAMP PER MAG STD. DET. 236-5.
4. INSTALL 5' WIDE CONCRETE SIDEWALK PER MAG STD. DET. 230.
5. INSTALL 6" ABC COMPACTED TO 100% MDD.
6. INSTALL BITUMINOUS TACK COAT TO ALL CONCRETE AND ASPHALT SURFACES DIRECTLY ADJACENT TO THE AREA TO RECEIVE PAVING MATERIALS.
7. INSTALL 3" OR EXISTING (WHICH EVER IS GREATER) AC PAVEMENT.
8. INSTALL TYPE A THICKENED ASPHALT EDGE PER MAG STD. DET. 201.
9. INSTALL TYPE A SIGN BASE AND SIGN PER MAG STD. DET. 131.
10. INSTALL PARALLEL CURB RAMP PER DETAIL ON SHEET 3.
11. ADJUST WATER VALVE BOX TO FINISHED GRADE PER MAG STD. DET. 391-1 AND 391-2.
12. INSTALL DRIVEWAY ENTRANCE PER MAG STD. DET. 250-2. WIDTH PER PLANS.
13. INSTALL 6" COMPACTED ABC DRIVEWAY.
14. RESTORE EXISTING LANDSCAPING GRANITE. MATCH EXISTING COLOR, SIZE, AND THICKNESS.

Revisions:

Engineer: Bruce Connolly
Technician: Martin Smith
Scale: 1" = 20'
Date: 05/20/26
Drawing No: Sheet 09.dwg

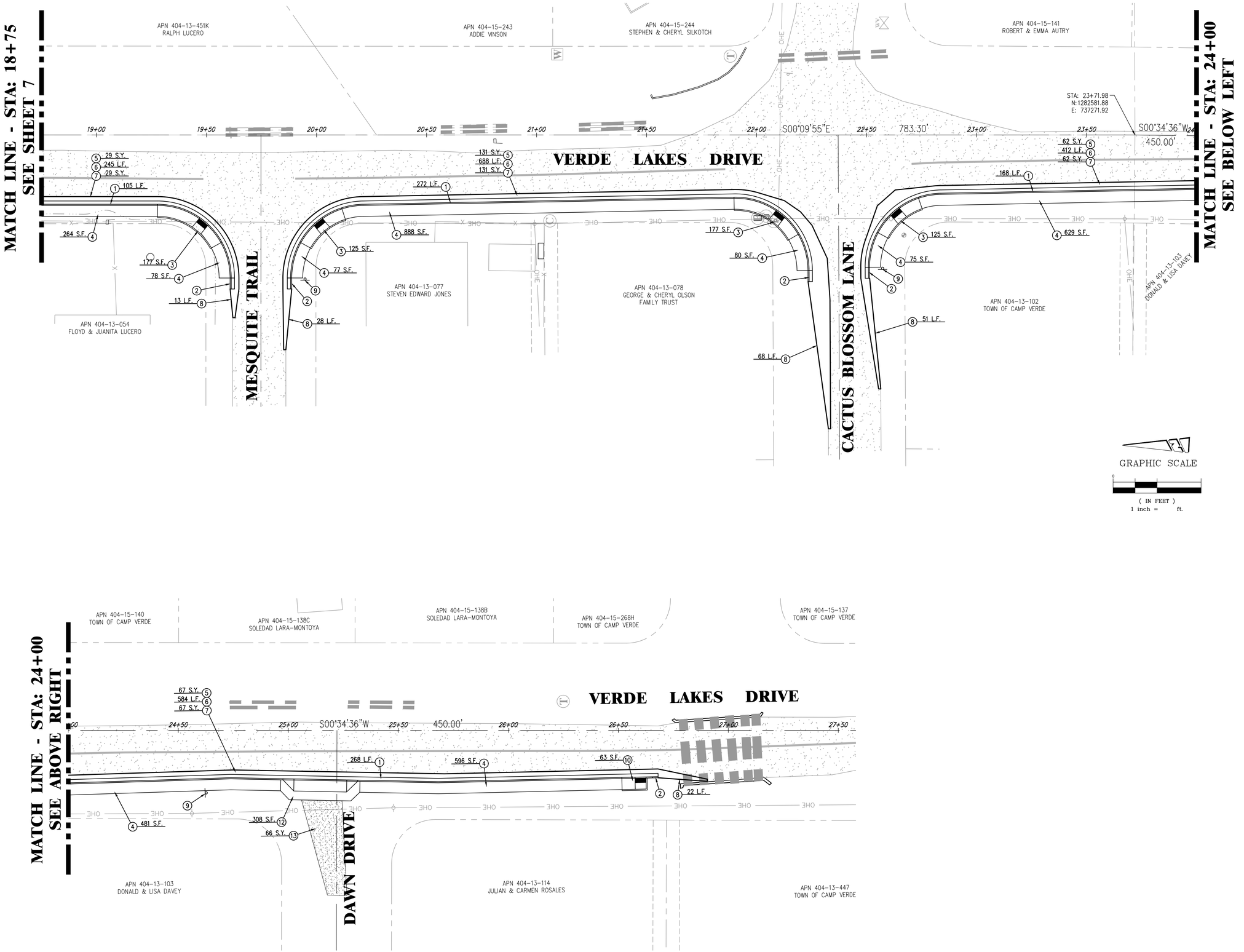
SITE PLAN
VERDE LAKES DRIVE
SIDEWALK IMPROVEMENTS PROJECT
CAMP VERDE, ARIZONA

Registered Professional Engineer (Civil) CERTIFICATE NO. 67064 BRUCE W. CONNOLLY Date Signed 6/30/26 ARIZONA, U.S.A.

Engineering Department
395 South Main Street
Camp Verde, AZ 86322

SHEET 9 OF 14

DWG FullPath: W:\Private Folder\CIP - Project Manager\Verde Lakes Drive Sidewalk\Drawings\Sheet 09.dwg Plot Date/Time: 05/20/26 03:33pm



GRAPHIC SCALE

(IN FEET)
1 inch = ft.

CONSTRUCTION NOTES:

1. INSTALL TYPE A CURB AND GUTTER PER MAG STD. DET. 220-1.
2. INSTALL CURB TERMINATION PER MAG STD. DET. 222.
3. INSTALL CURB RAMP PER MAG STD. DET. 236-5.
4. INSTALL 5' WIDE CONCRETE SIDEWALK PER MAG STD. DET. 230.
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6. INSTALL BITUMINOUS TACK COAT TO ALL CONCRETE AND ASPHALT SURFACES DIRECTLY ADJACENT TO THE AREA TO RECEIVE PAVING MATERIALS.
7. INSTALL 3" OR EXISTING (WHICH EVER IS GREATER) AC PAVEMENT.
8. INSTALL TYPE A THICKENED ASPHALT EDGE PER MAG STD. DET. 201.
9. INSTALL TYPE A SIGN BASE AND SIGN PER MAG STD. DET. 131.
10. INSTALL PARALLEL CURB RAMP PER DETAIL ON SHEET 3.
11. ADJUST WATER VALVE BOX TO FINISHED GRADE PER MAG STD. DET. 391-1 AND 391-2.
12. INSTALL DRIVEWAY ENTRANCE PER MAG STD. DET. 250-2. WIDTH PER PLANS.
13. INSTALL 6" COMPACTED ABC DRIVEWAY.
14. RESTORE EXISTING LANDSCAPING GRANITE. MATCH EXISTING COLOR, SIZE, AND THICKNESS.

Revisions:

Engineer: Bruce Connolly
Technician: Martin Smith
Scale: 1" = 20'
Date: 05/20/26
Drawing No: Sheet 10.dwg

SITE PLAN
VERDE LAKES DRIVE
SIDEWALK IMPROVEMENTS PROJECT
CAMP VERDE, ARIZONA

Registered Professional Engineer (Civil) CERTIFICATE NO. 67064 BRUCE M. CONNOLLY Date Signed ARIZONA, U.S.A.

Engineering Department
395 South Main Street
Camp Verde, AZ 86322

SHEET 10 OF 14

DWG FullPath: W:\Private Folder\DP - Project Manager\Verde Lakes Drive Sidewalk\Drawings\Sheet 10.dwgPlot Date/Time: 05/20/26 03:34pm

APN 404-13-467
ULRICH & SUSAN PELZ FAMILY TRUST

HIGHWAY 260

VERDE LAKES DRIVE

MATCH LINE - STA: 12+25
SEE BELOW LEFT

APN 404-13-454
TANI DEMAIN

PHYLLIS CIRCLE

APN 404-13-466
ADAM REEL & HALLIE BUEHLER

GRAPHIC SCALE
0 5' 10' 20'
(IN FEET)
1 inch = 10' ft.

MATCH LINE - STA: 12+25
SEE ABOVE RIGHT

VERDE LAKES DRIVE

APN 404-13-466
ADAM REEL & HALLIE BUEHLER

CAVE VIEW LANE

MATCH LINE - STA: 14+50
SEE SHEET 12

GRADING PLAN
VERDE LAKES DRIVE
SIDEWALK IMPROVEMENTS PROJECT
CAMP VERDE, ARIZONA

Engineer: Bruce Connolly	Revisions:
Technician: Martin Smith	
Scale: 1" = 20'	
Date: 05/20/26	
Drawing No. Sheet 11.dwg	

Registered Professional Engineer (Civil)
CERTIFICATE NO.
67064
BRUCE W.
CONNOLLY
Date Signed: 5-20-26
ARIZONA, U.S.A.

Engineering Department
395 South Main Street
Camp Verde, AZ 86322

SHEET 11 OF 14

DWG Fullpath: W:\Private Folder\CIP - Project Manager\Verde Lakes Drive Sidewalk\Drawings\Sheet 11.dwgPlot Date/Time: 05/20/26 03:34pm

MATCH LINE - STA: 14+50
SEE SHEET 11

MATCH LINE - STA: 17+18
SEE BELOW LEFT

MATCH LINE - STA: 17+18
SEE ABOVE RIGHT

MATCH LINE - STA: 20+20
SEE SHEET 13

VERDE LAKES DRIVE

CAVE VIEW LANE

ABERDOVEY DRIVE

MESQUITE TRAIL

APN 404-13-031
MARTIN GARCIA

APN 404-13-032
DANIEL PORTER & TARA FINNIGAN

APN 404-13-053B
NICHOLAS & SABRINA WILSON

APN 404-13-054
FLOYD & JUANITA LUCERO

APN 404-13-077
STEVEN EDWARD JONES

GRAPHIC SCALE
0 5' 10' 20'
(IN FEET)
1 inch = 10' ft.

GRADING PLAN
VERDE LAKES DRIVE
SIDEWALK IMPROVEMENTS PROJECT
CAMP VERDE, ARIZONA

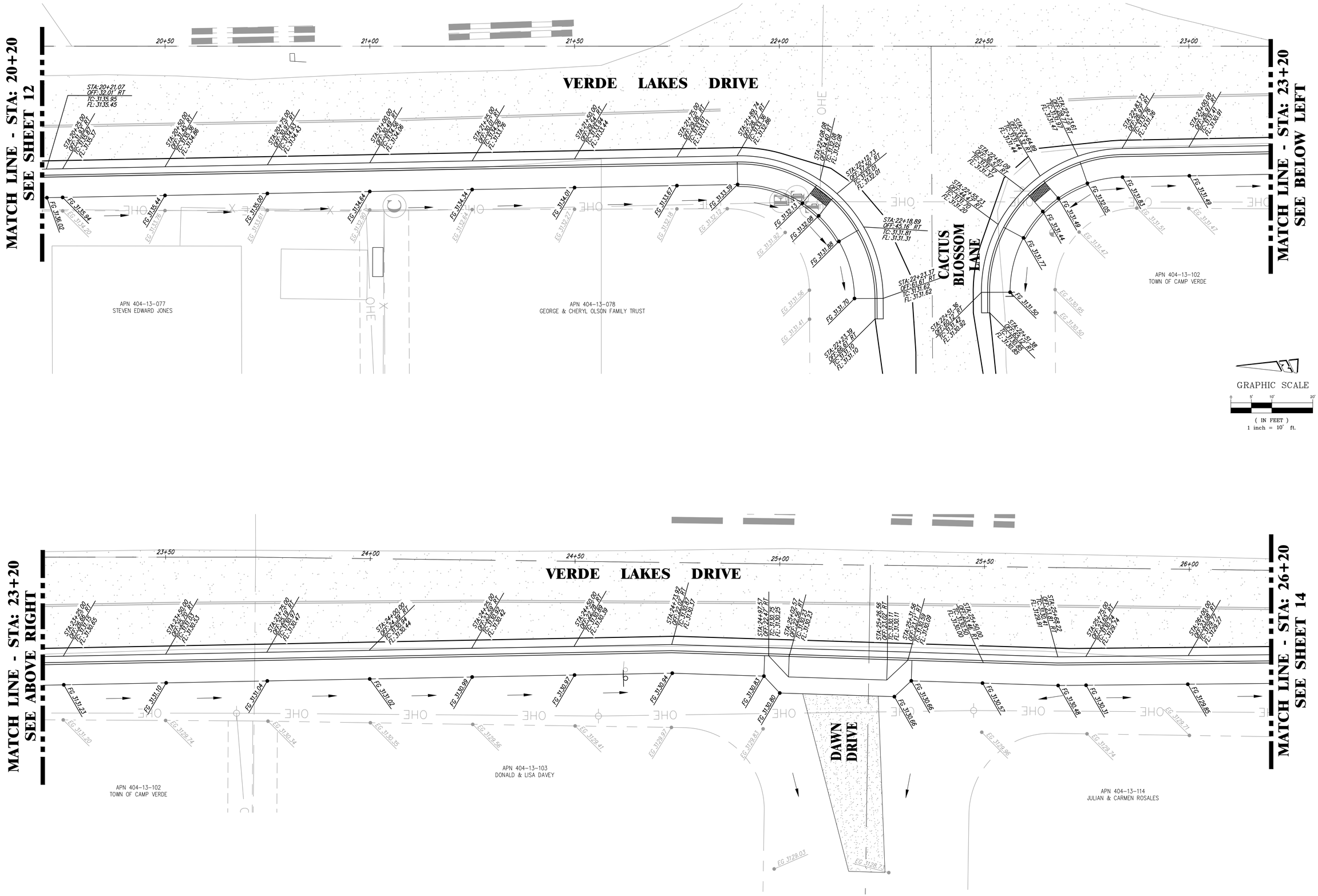
Revisions:	
Engineer: Bruce Connolly	
Technician: Martin Smith	
Scale: 1" = 10'	
Date: 05/20/26	
Drawing No: Sheet 12.dwg	

Registered Professional Engineer (Civil)
CERTIFICATE NO.
67064
BRUCE M.
CONNOLLY
Date Signed 5/20/26
ARIZONA, U.S.A.

Engineering Department
395 South Main Street
Camp Verde, AZ 86322

SHEET 12 OF 14

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Engineer: Bruce Connolly	Revisions:
Technician: Martin Smith	
Scale: 1" = 10'	
Date: 05/20/26	
Drawing No: Sheet 13.dwg	

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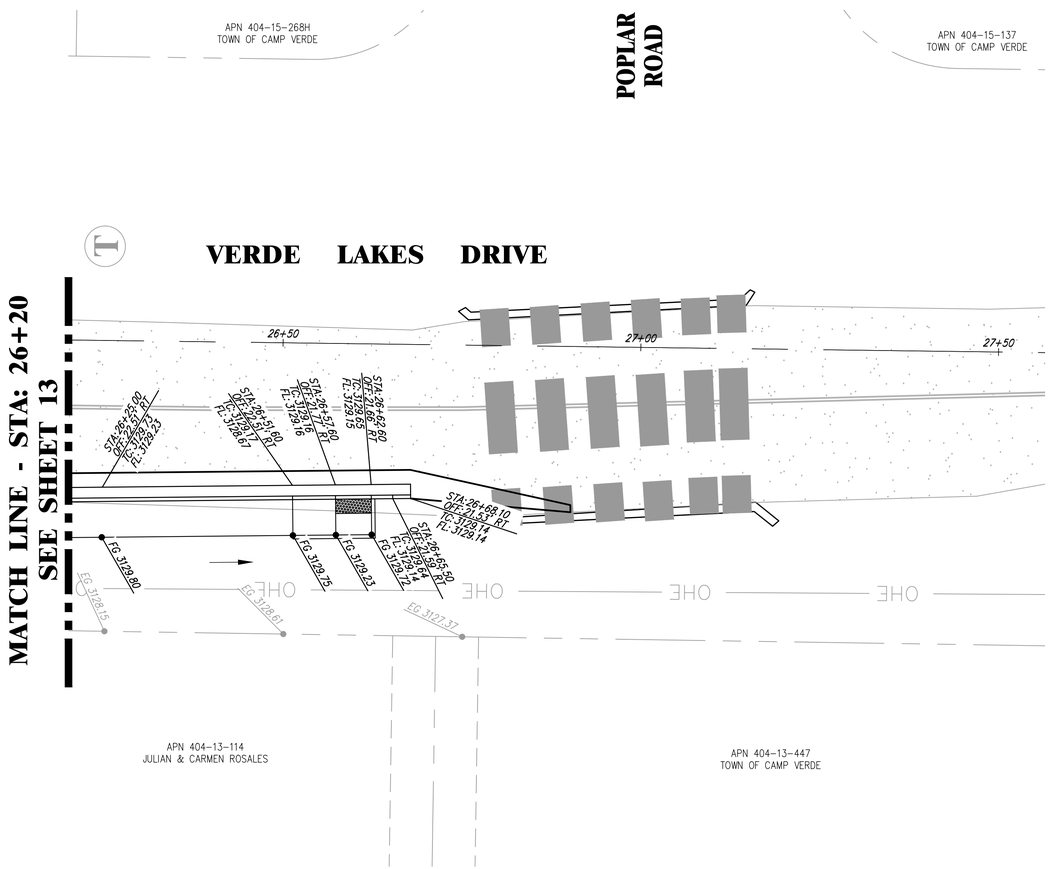
SHEET 13 OF 14

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0 5' 10' 20'

(IN FEET)
1 inch = 10' ft.



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SHEET 14 OF 14

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Town Council
Agenda Information Memorandum

Meeting Date: July 15, 2026

Agenda Item Type:

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

Requesting Department: Human Resources
Staff Resource: HR Director Julia Kaiser & Town Manager Miranda Fisher

Agenda Title: Consideration and possible approval of the proposed revisions and amendments to the Town's Personnel Manual.

Attached Documents:

- Town of Camp Verde Personnel Manual as amended.
- Summary of revisions to the Town Personnel Manual.

Estimated Presentation Time: 5 minutes **Estimated Discussion Time:** 20 minutes

Reviewed By:

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

Financial Review (if applicable)**:**

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

The attached Personnel Manual document reflects the annual review of the Town's Personnel Manual. The Human Resources Department presented draft revisions to the Town Council at its June 17, 2026, and July 1, 2026, meetings.

At the July 1, 2026, meeting, the Town Council removed the item from the Consent Agenda to allow for additional discussion. The Council directed staff to place the Personnel Manual on a future agenda to provide an opportunity for further discussion of the proposed revisions, as well as to review any additional sections of the Personnel Manual that the Council may wish to consider.

Bereavement Benefits

At the June 17, 2026, meeting, the Council directed staff to further evaluate the application of bereavement leave across different employee classifications, including full-time, part-time, and seasonal employees.

In response, the Human Resources Department reviewed bereavement leave policies among comparable Arizona municipalities. The review found that bereavement leave is commonly provided to full-time employees and, in many cases, to regular part-time employees. Staff did not identify municipalities that routinely extend bereavement leave benefits to seasonal employees.

Based on this review, staff recommends adding clarifying language to the Personnel Manual specifying that bereavement leave is available to regular full-time and regular part-time employees and is not available to seasonal employees.

Dissolution of Positions

At the July 1, 2026, meeting, the Mayor and members of the public commented on the proposed revision to Section 3-2-3, Position Classifications, which would authorize the Town Manager to abolish any position not established by Title 9, Arizona Revised Statutes. Under the current Personnel Manual, this authority is reserved to the Town Council.

The proposed revision is intended to align the Personnel Manual with the Town Code. Section 3-2-1(D)(3) of the Town Code provides the Town Manager with the authority to: "Appoint, remove, promote, and demote any and all officers and employees of the Town, except the Town Attorney and the Town Magistrate, all of whom shall be appointed by the Council."

Currently, when a position is eliminated, the change is reflected through the Town Council's annual adoption of the Salary Table. Under the proposed revision, the Town Manager would have the authority to administratively amend the Salary Table to remove positions that have been abolished.

It is important to note that the Salary Table identifies authorized positions and corresponding pay ranges but does not obligate the Town to fill every listed position. Likewise, the elimination of an authorized position does not affect the Council's authority to approve the annual budget or establish staffing levels through the budget process. As such, the proposed revision is intended to streamline the administrative process and ensure consistency between the Personnel Manual and the Town Code.

At the July 1, 2026 meeting, Vice Mayor Escoffier requested clarification of which positions are established under Title 9-237, which include the following the Town Clerk, Town Marshal and Town Engineer. Under ARS 9-238, the Town Clerk can serve as the Treasurer too; however, in Camp Verde, the Finance Director, appointed by the Town Manager, serves as the Town’s treasurer.

While the Town does operate under a Council-Manager form of government, the Town Manager position has been established at the Council’s pleasure through ordinance and as such, is not considered one of the Title 9 positions referenced in the Personnel Manual.

Exit Interviews

At the July 1, 2026, meeting, the Mayor requested additional information regarding the Town's exit interview process. Human Resources Director Kaiser explained that exit interviews are voluntary and are offered to employees who voluntarily separate from employment. Exit interviews are not conducted for employees who are involuntarily terminated. Additionally, the Town does not conduct exit interviews for employees whose employment ends pursuant to a separation agreement.

Neither federal nor Arizona law requires employers to conduct exit interviews, and employees do not have a legal right to participate in one. Consistent with this practice, the Town's Personnel Manual states: "Regular full-time and regular part-time employees can participate in an exit interview."

This provision authorizes the Town to offer an exit interview but does not create an entitlement for employees to receive one.

Connection to the FY25-FY30 Strategic Plan

Annual personnel manual revisions allow for more effective operations and personnel management thus contributing towards retaining, developing, and engaging a highly effective workforce as outlined in the

Strategic Plan under “Effective Government”.

Question(s) before the Council:

- Does Council have any questions for staff?
- Does Council have questions or recommended changes to the areas of the Personnel Manual that Town staff have amended?
- Are there other areas of the Personnel Manual that the Council wants to discuss outside of the identified changes?

Proposed Motion:

Move to **APPROVE** the revisions and amendments to the Town’s Personnel Manual.

OR

Move to **APPROVE** the revisions and amendments to the Town’s Personnel Manual **with the following amendments...**

OR

Move to **DENY** the revisions and amendments to the Town’s Personnel Manual.

Town of Camp Verde

PERSONNEL MANUAL



7/1/2026

FORWARD

The Town of Camp Verde, Arizona personnel policies have been designed, revised, approved, and implemented to provide each Town employee with a clear and concise understanding of the policies by which the Town strives to operate, as well as the conditions under which employment with the Town is accepted, expected, and/or continued. Knowing your responsibilities to the Town and understanding your rights and privileges will serve to optimize your working conditions, while resulting in an enjoyable, professional, safe, and efficient workplace environment.

The Town Council has the sole authority to authorize amendments or additions to this Personnel Manual (Manual). Each employee shall be advised of amendment(s) or addition(s) and shall immediately adhere to the new policy(ies). No employee, Department Head, or Council Member is authorized to make any oral representations of promises that vary from the provisions of this Manual or that vary from the departmental rules and regulations (if any) applicable to that employee's department. Any such oral representations or promises are hereby declared to be null and void and should not be relied upon by any employee(s). Neither this Manual, nor the personnel policies create an employment contract with employees.

Violations of these personnel policies will be considered a serious matter and may result in disciplinary and/or other administrative action.

PERSONNEL POLICIES & PROCEDURES

SECTION 1 PURPOSE

These policies were developed to provide:

1. A written set of guidelines on which Human Resources might base decision(s);
2. A means of communication with employees, supervisors, and directors;
3. A framework for consistency and fairness in recruitment, selection, placement, promotion, retention, and separation of Town employees based upon employee qualifications for a position;
4. A method in which to promote the Council's philosophy;
5. A tool to assist Managers in the development of sound management practices and procedures; and
6. A means of protecting the legal interests of the Town in compliance with Federal and State laws.

SECTION 2 SCOPE

A) These policies and procedures apply to all Town employees and volunteers, except elected officials, Boards and Commission members, and other personnel as designated by the Council.

B) In the event of conflict between this Manual and the Town Code, ordinances, resolutions, and/or State or Federal law, the terms and conditions of the Town Code, ordinance, resolution, State, or Federal law shall prevail.

SECTION 3 AMENDMENTS AND REVISION-S

A) Amendments and revisions to this Manual may be proposed to the Town Council through the Town Manager. The Council may, at its sole discretion by ordinance and/or resolution, change, amend, repeal, or modify this Manual at any time with or without notice other than agenda postings as required by law. Amendments and revisions to these policies become effective upon their adoption by the Town Council as provided by law.

B) Amendments to this Manual may be adopted by a majority vote of the Town Council at any public meeting of the Council, after the proposed amendments have been submitted to the Council for consideration. Amendments and revisions may be proposed and adopted on the Consent Agenda.

SECTION 4 PERSONNEL POLICY ADMINISTRATION

Administration of the personnel policies is the responsibility of the Human Resources Director and/or the Town Manager.

SECTION 5 DISCLAIMER

None of these provisions shall be deemed to create a vested contractual right for any employee or to limit the power of the Council to repeal or modify these rules. The policies are not to be interpreted as promises of specific treatment.

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CHAPTER 1

GENERAL EMPLOYMENT RIGHTS AND RESPONSIBILITIES

POLICY 1-1 EQUAL EMPLOYMENT OPPORTUNITY

The Town of Camp Verde provides equal employment opportunities to all employees and applicants without regard to age, race, religion, national origin, gender, sexual orientation, veteran status, disability, or political affiliation in accordance with applicable Federal laws.

SECTION 1-1-1 - NON-DISCRIMINATION

The Town complies with applicable State and Federal laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, and leaves of absence, compensation, and training.

The Town also provides equal treatment for disabled employees who are able to perform, with reasonable accommodation, the essential tasks of the position. The Town is not required to make such accommodation if it would impose an "undue hardship" on the business of the town. Undue hardship is an action which would require significant difficulty or expense in light of the town's size, financial resources, and nature of the operation involved.

SECTION 1-1-2 - CONSEQUENCES OF PROHIBITED CONDUCT

Violations of this policy may be cause for the full range of disciplinary action, up to and including termination.

SECTION 1-1-3 - EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

The Equal Employment Officer (Human Resources Director) shall undertake the following actions to ensure equal employment opportunities in the Town:

A) Periodically review all position qualifications and descriptions to ensure requirements are relevant to the tasks to be performed and make recommendations as needed to delete requirements not reasonably related to the tasks to be performed.

B) Ensure that pay and benefits depend upon position responsibility and, along with overtime work, are administered on a non-discriminatory basis.

C) Inform and provide guidance to staff and management personnel who make hiring decisions so that all applications for selections, promotion, and termination, including those of minorities and women, are considered without discrimination and all applicants be given equal opportunity regardless of race, color, national origin, sex, age, disability or status as a veteran in accordance with applicable federal laws.

D) Create a pool of qualified candidates to encourage diversity and ensure equal employment opportunity in hiring. The following practices for listing jobs will be followed under the Equal Employment Opportunity Officer's direction:

1. Regular full-time jobs must be open for a minimum of 10 working days.

2. Jobs must be advertised to the broadest audience available and appropriate for the position.

E) Provide orientation for new employees that specifically emphasizes how the Town assures equal opportunity and encourages all employees to avail themselves of equal employment services.

F) Distributes the Equal Opportunity Policy to employees, contractors, and suppliers.

G) Include an equal employment opportunity phrase on applications and job announcements.

SECTION 1-1-4 - PROGRAM RESPONSIBILITY

The Human Resources Director shall serve as the Equal Opportunity Officer to carry out the Equal Employment Policy and Program.

A) The Equal Employment Opportunity Officer shall be the focal point for the Town's equal opportunity efforts and shall advise staff and management personnel in all matters regarding implementation of and compliance with the Equal Employment Opportunity Policy and be responsible for the successful execution of the program, utilizing the assistance of appropriate state and community agencies.

B) The Equal Employment Opportunity Officer will have the responsibility to examine existing internal policies and procedures that may serve as barriers to implementing the Equal Employment Opportunity Program.

SECTION 1-1-5 - ANTI-HARASSMENT POLICY

The Town of Camp Verde strictly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, status as a veteran or status in any group protected by federal, state, or local law. Harassment is unwelcome conduct that is based on race, color, national origin, disability, or age. Such harassment is unlawful if:

1. The offensive conduct is a condition of continued employment, or

2. The conduct is severe or pervasive causing a work environment that a reasonable person would find intimidating, hostile or abusive.

State and Federal discrimination laws also protect employees against retaliation by other employees for complaining about discrimination, participating in an investigation relating to the discrimination laws, or proceeding under such discrimination laws including the filing of a discrimination charge or lawsuit.
Improper interference with the ability of the Town's employees to perform their expected job duties will not be tolerated. Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers.

With respect to sexual harassment, the Town prohibits the following:

A) Unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment:

2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or

3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

B) Offensive comments, jokes, innuendoes, and other sexually oriented statements. Example of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

1. Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair or brushing against another's body;
2. Sexually suggestive touching;
3. Grabbing, groping, kissing, fondling;
4. Violating someone's "personal space";
5. Lewd, off-color, sexually oriented comments or jokes;
6. Foul or obscene language;
7. Leering, staring, or stalking;
8. Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons;
9. Sexually oriented or explicit remarks;
10. Questions about one's sex life or experience;
11. Repeated requests for dates.

SECTION 1-1-6 - PLAN FOR HARASSMENT PREVENTION AND ELIMINATION

A) Education
The Human Resources Department shall be responsible for formally notifying all employees, Department Heads, elected or appointed officials, volunteers, and contractors/vendors of the existence of this policy. The Human Resources Director shall periodically conduct training on the topic of offensive behavior/harassment, and attendance will be mandatory for all employees and will be offered to elected or appointed officials and others.

B) Implementation
The Town Manager and the Department Heads are responsible for creating a productive work environment in which offensive conduct or harassment is completely out of place; taking immediate and appropriate corrective action in response to any confirmed violation of this policy; and assuring that no reprisals are taken against those who complain or against corroborating witnesses.

C) Enforcement
The Town is committed to promptly and thoroughly investigate each complaint and take immediate and appropriate corrective action on all confirmed violations of this policy. The Human Resources Director is responsible for auditing the operation of this policy, providing the Town Manager, or

appropriate Department Head is responsible for thoroughly investigating and resolving any complaints.

SECTION 1-1-7- REPORTING POSSIBLE HARASSMENT

A) If an Employee experiences any job-related harassment based on sex, race, national origin, disability, or other protected factor, or believes that he or she has been treated in an unlawful, discriminatory manner, the incident should be reported promptly to a Department Head, the Human Resources Director, or the Town Manager, who will immediately investigate, as necessary, to determine the cause of the complaint and work with the employee to affect an equitable solution. Every effort shall be made to resolve the difficulty at the lowest level practicable. The complaint will be kept confidential to the maximum extent practicable.

B) All other employees, including supervisors, managers, or directors, who become aware of possible harassment of an employee, either as a result of having received a complaint directly from the employee, from any other reliable source of information, or from his or her personal observations, shall report the situation to a Department Head, the Human Resources Director, or the Town Manager.

SECTION 1-1-8- INVESTIGATION

A) The goal will be to investigate any such complaint promptly and thoroughly.

B) If the Town determines that an employee has harassed another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

SECTION 1-1-9 - NO REPRISALS

No reprisals of any kind by any employee or manager shall be taken against an employee because that employee has asserted a complaint or because that individual has reported, witnessed, or has assisted in any way in the investigation of a harassment complaint.

SECTION 1-1-10 - OPTION TO REPORT TO OUTSIDE AGENCY(IES)

At the option of the employee, the State of Arizona Attorney General Civil Rights Division, 1275 West Washington, Phoenix Arizona 85007 or the Federal Equal Employment Opportunity Commission, 3300 N. Central Avenue, Suite 690, Phoenix Arizona 85012 may be contacted for assistance.

SECTION 1-1-11 - EMPLOYEE DEVELOPMENT

The Following actions shall be undertaken to achieve employee job satisfaction and fair treatment:

A) Assure that there shall be no discrimination with regard to training and educational opportunities, upgrading, promotions, layoffs, and termination of any employee. Any action that might adversely affect employees in accordance with State and Federal laws shall be brought to the attention of the Equal Opportunity Officer.

B) Actively encourage employees to increase their skills and job potential through training and educational opportunities. Offer guidance and counseling in developing programs tailored to individual aptitudes and desires, taking full advantage of programs offered by State and Federal agencies and other appropriate programs.

SECTION 1-1-12 - COORDINATION WITH STATE AND FEDERAL LAWS

The Town recognizes its responsibilities to comply with and ensure that equal opportunity and non-discrimination policies of State and Federal agencies with which it conducts business are carried out in compliance with Executive Order No.11246, as amended.

SECTION 1-1-13 - DEFINITIONS

A) Equal Employment Opportunity Policy: The commitment to ensure equal employment opportunity for all employees and appointed officials to the full extent of State and Federal law.

B) Equal Employment Opportunity Program: The written results-oriented program specifically set forth in this policy detailing the steps to be taken to ensure equal employment opportunity.

C) Equal Employment Opportunity Officer: That person designated by the Town Manager who is responsible for meeting the obligations and requirements of the Equal Employment Opportunity Policy and Program.

POLICY 1-2 CODE OF CONDUCT

As employees of the Town of Camp Verde, we must manage our personal and business affairs so as to avoid situations that might lead to conflict, or the appearance of conflict, between self-interest and our duty to the Town, to the persons served by the Town and to the general public.

Common sense and good judgment will dictate the proper course of action in most situations. However, if there is a question of even a slight conflict with our Code of Conduct, others will tend to exaggerate it. The best policy is to resolve such questions by addressing them at the outset so they will not become embarrassing problems later. Such matters can easily be addressed by discussing them with the Department Head or Human Resources Director. Handling these matters in this manner should avoid any occasion for disciplinary action. However, any violation of this Code of Conduct may result in disciplinary action. Depending upon the severity of the violation, such disciplinary action could include any one or a combination of the following: oral warning, written reprimand, probation, and/or suspension or discharge. Situations may arise that have not been directly addressed in this Code of Conduct. The final resolution to such situations rests with the Town Manager.

SECTION 1-2-1 - PERFORMANCE OF DUTIES

A) Employees should perform official duties diligently, conscientiously and to the best of their ability, remembering that they are public servants.

B) All Town employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties.

C) Employees should always perform their duties with courtesy and respect for the public and for co-workers and without bias or prejudice, manifested by words or conduct, based upon age, race, religion, national origin, gender, sexual orientation, veteran status, disability or political affiliation.

D) With support from the Town, employees should seek to maintain and improve their personal and professional growth and development and that of their co-workers through cooperation and participation in training and educational programs relevant to their duties and through any licensing or certification required for their position.

E) Employees should perform their duties impartially in a manner consistent with law and the public interest, unswayed by kinship, position, partisan interests, public pressure or fear of criticism or reprisal.

F) Employees should bring to the attention of their supervisor any information that, by its nature or inference, could disclose or cause to be addressed any condition or situation that is detrimental to the image of the Town of Camp Verde or that they regard as a threat of liability, a threat to safety, or a breach of law. The Town will not retaliate against any employee who makes such a disclosure in good faith. Resolution shall be pursued in accordance with the provisions of applicable local, and State and Federal law.

SECTION 1-2-2 - ABUSE OF POSITION

A) No employee should use or attempt to use his or her official position to secure unwarranted privileges or exemptions.

B) No employee or a member of the employee's immediate family should accept, solicit, or agree to accept any gift, favor, or anything of value with the understanding that the official actions, decisions, or judgments of any employee will be influenced.

C) No employee should request or accept any fee or compensation beyond that received by the employee in his or her official capacity for advice or assistance given in the course of his or her public employment.

D) Each employee should use the public resources, property, and funds under the employee's control responsibly and for the public purpose intended by law and not for any private purpose.

SECTION 1-2-3 - CONFLICT OF INTEREST

Every employee has an obligation to diligently identify, disclose, avoid, and/or manage conflicts of interest. Potential conflicts of interest exists when an employee or an employee's immediate family has a substantial financial or ownership interest that may be favorably or detrimentally impacted by a decision made by the Town of Camp Verde in which the employee participates. Even if no abuse of position actually occurs, a conflict of interest or its appearance can seriously undermine the public's confidence and trust in the Town's governmental system. A violation of conflict-of-interest rules may result in criminal penalties under state law.

For purposes of this policy, immediate family members or relatives have the same definition as "relatives" under state law A.R.S. § 38-502 (spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse).

A) Outside Contracts: Employees and their immediate family members should not enter into any contract with any component of the Town government for financial gain or to secure valuable things or benefits for themselves that would not ordinarily accrue in the performance of the employee's official duties, apart from an employment appointment without full disclosure and satisfactory management of any potential conflict of interest in accordance with policies established by the Town of Camp Verde.

B) Nepotism: Employees should not be involved in the decision to hire or provide any other benefits or anything of value to members of their immediate family. Further, employees should not be in a position to have any authority over the decisions made by their immediate family. or in the supervision of any member of their immediate family.

1. Immediate family or employees who reside in the same household will be allowed to work in the

same department, and neither will be required to transfer or terminate employment, as long as neither is in a position that requires supervising the other, overseeing any decisions made by the other, or holding any other authority over the other.

2. If a supervisory responsibility is involved, then the affected employees will determine which of them will transfer or resign in order to ensure compliance with this policy. The Town will assist in exploring transfer opportunities to like or similar positions for either employee.

3. If no transfer opportunity exists after 90 days, one of the employees will be required to resign from employment with the Town.

C) Business with Private Party or Vendor: Employees should not participate in decisions regarding conduct of Town business with any private party or vendor by whom the employee or an immediate family member is employed or is actively seeking employment.

D) Acceptance of Gifts, Gratuities, and Hospitality: Employees should not accept gifts, loans, gratuities, discounts, favors, hospitality, services, or other compensation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the employee in the performance of duties. Examples of acceptable courtesies include a meal for speaking at a meeting or event; floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, and promotions; or a sample or promotional gift of nominal value ($25 or less).

SECTION 1-2-4 - OUTSIDE EMPLOYMENT

A) While the Town of Camp Verde does not oppose employees engaging in outside employment, each full-time employee should consider his or her position with the Town of Camp Verde to be his/her primary place of employment. The outside employment of part-time employees may also reflect on the Town. Therefore, the Town of Camp Verde will oppose outside employment when it interferes with any employee's duties with the Town of Camp Verde, involves a potential conflict of interest, or compromises the integrity or credibility of the Town. Consequently, in addition to conflict-of-interest situations addressed above, employees should avoid:

1. Outside employment with an entity that conducts business with the Town or requires the employee to have frequent contact with entities that regularly do business with the Town without full disclosure and satisfactory management of any potential conflict of interest.

2. Outside employment that cannot be accomplished outside of the employee's normal working hours or is otherwise incompatible with the performance of the employee's duties by placing the employee in a position of conflict between the employee's role at the Town of Camp Verde and the employee's role in the outside employment.

3. Performance of work for any governmental entity within the State of Arizona without written consent of both employers.

4. Outside employment that exploits official position or confidential information acquired in the performance of official duties for personal gain.

5. Outside employment that the public may view as work on behalf of the Town of Camp Verde.

B) An exception to restrictions on outside employment pertains to the police. Outside employment of

police must conform to the Marshal's Office Policies and Procedures.

C) Due to the importance of the public's perception of the governmental system, the Town of Camp Verde requires that all employees who engage in outside employment disclose such work to the Department Head, who will notify the Human Resource Director. Outside employment is subject to review for conformance to the Code of Conduct. Employees engaged in outside employment determined not to be in conformance may be required to cease such employment.

SECTION 1-2-5 - VOLUNTEER ACTIVITIES

Employees are encouraged to engage in volunteer activities. However, employees should evaluate their volunteer activities in the same manner as outside employment to identify any potential conflict with the employee's position with the Town of Camp Verde. Employees should discuss these potential conflicts with their Department Head.

A) An employee should declare volunteer activities only if the employee believes there is some reason of concern consistent with the spirit of this Code of Conduct.

B) All reported volunteer activities will be reviewed for appropriateness under the guidelines in this policy by the Department Head and the Human Resources Director.

C) Should an employee disagree with the decision of the Department Head and Human Resources Director, he/she may request an additional review by the Town Manager, whose decision is final.

SECTION 1-2-6 - CONFIDENTIALITY

Employees of the Town of Camp Verde should carry out their duties in a manner which would withstand public scrutiny. Some employees handle confidential court-related, law enforcement-related, or employee-related documents, while others handle sensitive matters concerning the operation of the government. Employees should maintain the confidentiality of these matters, ensuring information about these activities is made public only upon appropriate authorization by the Department Head, Human Resources Director, or Town Manager.

SECTION 1-2-7 - POLITICAL ACTIVITY

The Town seeks to maintain neutrality concerning political matters to the extent humanly possible. Employees of the Town of Camp Verde have a right to entertain and express personal opinions about political candidates and issues, but when performing their duties on behalf of the Town during working hours, employees of the Town of Camp Verde should endeavor to maintain neutrality in action and appearance, except where an employee's position entails political advocacy on the part of the Town.

A) Political Campaigns

1. Each employee retains the right to vote as the employee chooses and is free to participate actively in political campaigns during non-working hours. Such activity includes, but is not limited to, membership and holding office in a political party, campaigning for a candidate in a partisan election by making speeches and making contributions of time and money to individual candidates, political parties, or other groups engaged in political activity.

2. An employee who chooses to participate in political activity during off-duty hours should not use his or her position or title within the Town in connection with such political activities.

B) Candidate for Office

1. An employee who declares an intention to run for partisan elective office must take an unpaid

leave of absence upon filing of nomination papers, unless more than 50% of the employee's salary is paid by Federal funds; in which case the employee must resign. If elected, he or she must resign.

2. An employee may be a candidate for an unpaid non-partisan elective office or may be appointed to an unpaid non-partisan office in another jurisdiction, without separating from employment, provided that the employee otherwise complies with this Code of Conduct.

C) Political Activism
Employees should not engage in political activity during scheduled work hours, or when using government vehicles or equipment, or on Town property except in the performance of their duties on behalf of the Town. Political activity includes, but is not limited to:

1. Displaying literature, badges, stickers, signs, or other items of political advertising on behalf of any party, committee, agency, candidate for political office, or political issues sought to be placed on the ballot.

2. Using official authority or position, directly or indirectly, to influence or attempt to influence any other employee in Town employment to become a member of any political organization or take part in any political activity.

3. Soliciting signatures for political candidacy or for the purpose of placing an issue on the ballot.

4. Soliciting or receiving funds for political purposes.

D) Political Discrimination: Employees should not discriminate in favor of or against any employee or applicant for employment on account of political contributions or permitted political activities.

SECTION 1-2-8 - USE OF PUBLIC/TOWN-OWNED VEHICLES

A) Vehicles owned by the Town of Camp Verde will be used for official business only.

1. Employees may, with approval of their supervisor, use their personal vehicle to conduct Town business and will be reimbursed at the current approved mileage rate.

2. All employees who drive Town vehicles or drive their own vehicle on Town business must have in their possession the appropriate Arizona driver's license when driving on Town business.

3. Town vehicles shall not be used for transportation to an employee's place of residence as a take-home vehicle unless the employee lives within the town limits or is an emergency services employee with less than a thirty-minute response time back to the Town limits, and is required by the Town to commute in the vehicle for the following reasons:
   a) The department assignment of the vehicle shall be to a position that is responsible for responding to an emergency situation related to public health or safety and the protection of property on a 24-hour basis.
   b) Use of a Town vehicle to commute between home and work, under U.S. Internal Revenue Service (IRS) regulations, is required to be reported as auto fringe benefit compensation unless the vehicle is a qualified non-personal use vehicle. Examples of qualified non-personal use vehicles include clearly marked police vehicles and unmarked police vehicles used by law enforcement officers if the officer is authorized to carry a firearm, execute search warrants, and make arrests.

B) No employee of the Town shall request, use or permit the use of Town-owned clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such Town property is to be restricted to such services as are available to the Town generally and for the conduct of official Town business.

C) Authorized personnel use includes taking a Town vehicle to lunch when going to and from meetings on workdays as needed, use of a Town copy machine at cost, stopping to run personal errands when in a Town vehicle when the destination point is in conjunction with official or authorized business, and other nominal personal uses as permitted by the Town Manager on a case-by-case basis.

SECTION 1-2-9 - DRIVER'S LICENSE STATUS

A) The Town reserves the right to authorize the Human Resources Director to verify annually the driver's license status of employees who use Town vehicles in performing their job duties.

B) Any Town employee who drives Town vehicles as part of their job duties and has their license suspended or revoked must report this fact to their Department Head.
1. The employee will be automatically suspended from driving a Town vehicle followed by a notice to the employee to explain the revocation or suspension of his/her license.

2. An inadequate explanation could be grounds for dismissal.

C) If a Town employee drives Town vehicles as part of their job duties, has their license suspended or revoked and they do not report this fact to their Department Head, this could be considered grounds for dismissal.

D) Department Heads will advise the Human Resources Director and the Town Manager of such revocation or suspension.

SECTION 1-2-10 - INVESTIGATION BY OUTSIDE AGENCY

Complaints or allegations against employees that may be criminal in nature may be referred to an appropriate outside agency for investigation.

SECTION 1-2-11 - RESTRICTION ON CHILDREN AND NON-EMPLOYEES IN THE WORKPLACE

A) So long as a professional ambiance is maintained and the productivity and safety of the employee, nearby co-workers, the visitor or the public is not compromised, a child or non-employee of the Town is permitted to accompany or visit an employee in the workplace in the following circumstances:
1. Friend or family member visits are reasonable in length and frequency to the extent that it does not compromise work productivity or customer service. It will be the Department Head's responsibility to monitor this activity.

2. An unexpected emergency when a minor child or legal ward of an employee has no other available reasonably safe alternative than to stay with the employee, provided that the child shall in no event remain in the workplace for more than four hours. If a child is contagious with an illness, the child will not be allowed in the workplace.

3. Occasional Town-sanctioned activities, such as bringing your child to work day.

B) An employee should not permit children and non-employees to use Town computers, Town issued equipment and vehicles to include transporting family members in a Town issued vehicle.

CHAPTER 2

EMPLOYMENT PROCESS

POLICY 2-1 - HIRING PROCESS

Vacancies may be filled by transfer, promotion, demotion, re-employment, or from an employment list or other selection process established for filling that particular vacancy, a current employee must have completed the initial evaluation period in order to be eligible for a vacancy. After each recruitment or promotion and subsequent appointment, the employment list established for that purpose may be destroyed after six (6) months.

POLICY 2-2 - JOB POSTING FOR CURRENT EMPLOYEES

When job openings arise, qualified internal candidates will be given full consideration in filling those openings where possible. However, internal posting is not required, and the Town may recruit directly from outside sources. To encourage employees to express their interest, the Town has established a job-posting program. The program will notify employees of openings below the senior management level and provide a method for employees to apply. If the internal candidate pool consists of less than two candidates, the job posting must be reposted externally to attract any and all qualified applicants. Vacancies for exempt positions will be posted internally and externally.

SECTION 2-2-1 - ELIGIBILITY

To be eligible, an employee must be in good standing, meaning that the employee's overall work record is acceptable, and have completed the initial evaluation period. The Town Manager may approve a promotion or transfer for an employee who has not completed the initial evaluation period in his or her current position upon the recommendation of the Department Head.

SECTION 2-2-2 - EMPLOYEE RESPONSIBILITIES

Employees are responsible for monitoring job vacancy notices and submitting their application forms for jobs posted to the Human Resources staff. They are also responsible for demonstrating that they are qualified for the open position(s).

SECTION 2-2-3 - REVIEW OF QUALIFICATIONS

The hiring supervisor will contact employees who may apply to discuss the job opportunity and the employee's qualifications. If the employee is not selected, the hiring supervisor will generally explain why.

SECTION 2-2-4 - NOTIFICATION OF CURRENT SUPERVISOR

Employees are not required to notify their supervisors when applying for a posted position in a different department. However, if an employee is a finalist for a position, the hiring supervisor will then contact the current supervisor for, among other purposes, a recommendation.

POLICY 2-3 - JOB ANNOUNCEMENT

SECTION 2-3-1 - FULL-TIME POSITIONS

After all internal recruitment options have been exhausted through the job posting program for non-department head positions only, all positions, other than temporary positions, shall be publicized to the general public by advertisement in a variety of job posting sites; by posting announcements in the Town building; through electronic means such as the Internet; or other methods determined by the Human

Resources Director.

A) The announcements may specify the title of the position, the nature of the work to be performed, minimum requirements for the position, the manner of making application, salary range, and other pertinent information. The announcement shall indicate that the Town is an equal opportunity employer.

B) The announcement will be open for 10 working days and contain a closing date for receipt of applications as determined by the Human Resources Director in conjunction with the Department Head or Town Manager. The Human Resources Director may extend the application deadline.

C) If a position vacancy occurs within 60 calendar days of the closing date of a previously advertised position in the same classification, the position will not require re-advertisement. If there are not a sufficient number of qualified applications received for position openings, the position may be re-advertised.

SECTION 2-3-2 - PART-TIME POSITIONS

The Town Manager may make part-time appointments where positions require someone less than full-time. Part-time employees hired after September 2009 are not eligible for employee benefit programs offered by the Town.

SECTION 2-3-3 - TEMPORARY POSITIONS

The Town Manager may authorize temporary appointments, provided budgeted funds are available. Temporary positions shall generally be limited to a maximum of 3 full calendar months. Temporary positions may be extended for up to an additional 3 months. Temporary employees may apply for part-time or full-time positions through the normal application for the general public.

POLICY 2-4 - APPLICATION

SECTION 2-4-1 - DEFINITION OF APPLICANT

An applicant is an individual who applies to the Town by completing an official Town employment application or delivering a resume. An applicant can deliver an application or resume by mail (electronically or U.S. mail) or in person.

SECTION 2-4-2 - APPLICATION FORMS

A) Application forms shall be accepted for positions that are open.

B) An Applicant may apply for more than one position, provided that each position is open for applications.

C) Application forms require information regarding training, work experience, other pertinent personal and employment information, and employment references. Each applicant, including senior management, must submit a completed application.

D) Each application must be signed by the person submitting the application and filed with the Human Resources Department. All applications, together with accompanying materials, become the property of the Town.

E) The employment process may require that applicants submit to a physical examination in

compliance with the American with Disabilities Act and/or to fingerprint background investigations as defined in the Fingerprinting Policy. When recruiting for key leadership positions, the employment process shall require the Human Resources Director to form a hiring committee that will be responsible for objectively evaluating and rating the qualifications of all applicants and making recommendations of which applicants shall move forward in the process.

SECTION 2-4-3 - REJECTION OF APPLICATION

The Town may reject any application that indicates that the applicant does not possess the minimum qualifications required for the position, has made a misstatement of any material fact, or has practiced any deception or fraud in his/her application.

SECTION 2-4-4 - APPLICATION RETENTION

Applications shall be kept active for six months and may be destroyed pursuant to the A.R.S. Retention Schedule.

POLICY 2-5 - EXAMINATION

Selection techniques used by the Town are impartial, practical, and job-related, and are designed to determine the candidate's knowledge, skills, and abilities for the position. The examinations used may include, but are not limited to oral, written, performance, assessment center, physical/mental fitness, and training/experience evaluations. In addition, evaluation of past work performance, work samples, personal interviews, and background investigations may be used in the selection process.

SECTION 2-5-1 - PHYSICAL AND MENTAL FITNESS

A) All applicants for Town employment shall be of sufficient mental and physical fitness to be able to perform the essential functions of the positions for which they have applied. The physical and mental fitness of individuals entering Town employment may be evaluated by physicians or employee assistance professionals approved by the Town. Current employees may be subject to medical examinations or inquiries when they are job-related and consistent with business necessity.

B) Reasonable accommodations for a qualified individual with a disability shall be provided unless provision of such an accommodation would impose an undue hardship upon the Town. The physical and mental qualifications of entering or current employees with disabilities may be evaluated by physicians approved by the Town.

C) Sworn police employees who belong to the Public Safety Personnel Retirement System must continue to meet the physical, mental, psychological, and emotional requirements for their job classifications.

SECTION 2-5-2 - PRE-EMPLOYMENT DRUG TEST

Applicants selected for employment to certain positions will submit to a pre-employment drug test for illegal drugs. These positions include police employees, positions that require a commercial drivers' license (CDL), and any position considered a safety-sensitive position. Potential hires who test positive for illegal drug use will be ineligible for employment with the Town.

SECTION 2-5-3 - TEST DEVELOPMENT

The hiring department develops the examination contents with assistance provided by the Human Resources Department. Examination contents are confidential, and unauthorized disclosure to any candidate is grounds for discipline. In certain situations, outside consultants may be contracted to assist with test development.

SECTION 2-5-4 - TEST ADMINISTRATION

The Human Resources Department will administer the testing process unless otherwise designated to the hiring department.

SECTION 2-5-5 - REASONABLE ACCOMMODATION

The Human Resources Department shall ensure that reasonable accommodations are made in test procedures so that persons with disabilities can be tested in an appropriate manner.

POLICY 2-6 - DISABILITY PREFERENCE

Any person certified as a qualified individual with a disability who meets the requirements set forth in the selection process may be given additional consideration. Proof of eligibility for the disability preference (i.e., signed physician's statement) must be presented to the Human Resources Department at the time of application or examination.

POLICY 2-7 - INTERVIEWING

Interviews may be conducted to gather information specific to the candidate's ability to meet job requirements. Interviewers will prepare an appropriate process that relates to the applicant's ability to meet educational, technical, and other requirements of the position to be filled. The focus of the interview will be the applicant's work and pertinent non-work experience.

SECTION 2-7-1 - INTERVIEW PROCESS

A) The Human Resources Director shall coordinate the interview process unless otherwise designated to the hiring department.

B) An interview panel will be selected and confirmed by the Human Resources Director with input by the hiring department. The panel shall generally consist of personnel who have expertise with the technical elements of the position and other persons who can professionally contribute to the process. A Human Resource representative may also be present. Relatives or personal friends of the applicant will be excluded from serving on the panel. Reasonable accommodations shall be made for disabled applicants to allow participation in the interview process.

C) The Department Head or designee and the Human Resources Director shall be responsible for the development of interview questions and standards for measurement of candidate responses.

1. Consistency will be maintained in the questions asked of all candidates.
2. The questions must be job related.
3. Questions that pertain to race, religion, sex, marital status, or other protected classes or other inquiries that directly or indirectly disclose such information are prohibited.
4. Inquiries about an applicant's ability to read, write, or speak a foreign language are permitted when such inquiries are based on job requirements.
5. The Human Resources staff will provide the interview panel with copies of the applications of final candidates prior to the interview, along with proposed interview questions and a schedule of interviews. The Human Resources staff will also meet on an as-needed basis with panel members prior to the interview for an orientation on appropriate interview and assessment techniques needed to evaluate each candidate objectively.
6. Each panel member will score the candidates independently.

7. Following the interview, the interview panel shall reach consensus and report the interview results and recommendations to the Human Resources Director.

POLICY 2-8 - REFERENCE CHECK

It is the policy of the Town to carefully investigate the backgrounds of all prospective applicants selected for employment to ensure that the relevant facts about an applicant's employment history and personal background have not been misstated, either on the employment application or resume or during the job interview.

SECTION 2-8-1 - PROCEDURE

A) After an applicant has been selected for employment, the Human Resources staff will conduct employment verification and reference checks on the applicant. Parts of the reference check may be delegated to the hiring department.. The Human Resources Department shall issue a conditional offer of employment, contingent upon the successful completion of background and reference checks.

B) Certain safety-sensitive positions designated by the Human Resources Department will undergo a thorough background check. The background process will include: 1) the completion of a background questionnaire and interview; 2) psychological examination; 3) polygraph examination; 4) drug screening; and 5) medical examination.

C) Applicants are required to sign a release authorizing the respective employer or educational institution to release the appropriate information to the Town.

D) Results of the reference check and/or background check will help determine the applicant's fitness for the position.

POLICY 2-9 - VETERAN'S PREFERENCE

SECTION 2-9-1 - ELIGIBILITY

A) Any veteran who served on active duty for 6 months or longer in any branch of the United States military, has an honorable discharge, and meets the requirements set forth in the selection process may be given additional consideration.

B) Veterans entitled to compensation for a service-connected disability will receive consideration in addition to the duty-served consideration.

C) Proof of eligibility for veteran or special disability preference must be submitted at the time of application or examination.

SECTION 2-9-2 - SPOUSE ELIGIBILITY

A) Veterans' spouses are given additional consideration if the veteran, during active duty as a member of any branch of the United States armed forces, is either missing in action, captured, or forcibly detained by a foreign power, or has a total, permanent service-connected disability; or died while having such disability.

B) Proof of eligibility must be submitted at the time of application or examination.

POLICY 2-10 - SELECTION

The Town Manager will approve the selection and hiring process used by the Human Resources Department to include conditions of extending an offer of employment.

SECTION 2-10-1 - NOTIFICATION

A) The appropriate Department Head shall notify both the successful and unsuccessful candidate(s) unless otherwise delegated to the appropriate supervisor.

B) A completed Personnel Action Form (PAF) signed by the Town Manager constitutes approval of hiring the candidate. The candidate will be asked to accept or reject the offer within a set number of days.

C) If the first offer is rejected, the Human Resources Director will decide, with input from the department, whether to hire another candidate or to re-open the position.

SECTION 2-10-2 - APPOINTMENT

A) For all positions, the Human Resources Department in cooperation with the hiring department will contact the final accepting candidate to outline, in writing, the terms of employment.

B) Personnel Action Forms will be prepared for the new employee by the hiring department.

SECTION 2-10-3 - APPLICANT EXPENSES

A) The Town does not reimburse any applicant for travel costs in conjunction with the hiring process.

B) If selected, the employee pays relocation costs in full.

C) For Key Leadership positions, the Town Council may consider travel and relocation costs.

SECTION 2-10-4 - NOTICE TO UNSUCCESSFUL APPLICANTS

Once a candidate accepts the employment offer, all other candidates are notified that they were not selected for the position.

POLICY 2-11 - FINGERPRINTING

The Town appreciates and values potential employees, current employees, and volunteers who assist the Town in serving the citizens of our community. The Town believes that employees and volunteers have an obligation to the public to demonstrate a high level of integrity and ethical standards in both personal and official conduct. It is, therefore, the Town of Camp Verde's policy that when hiring and appointing employees and volunteers, steps are taken to ensure a safe working environment for our children, employees, citizens, and visitors.

SECTION 2-11-1 - AFFECTED POSITIONS

A) All potential employees, current employees, and volunteers will need to be background checked and fingerprinted if they:
   1. Are being appointed to a position that involves the supervision or working with children, (i.e., managing, coaching, refereeing, teaching,) and/or
   2. Appointed to a position that involves public safety/ security sensitive positions, and/or
   3. Appointed to a position that involves the handling of town funds, and/or

4. Discloses on their application that they have a prior criminal conviction.

B) The Human Resources department has the responsibility for ensuring that fingerprints are taken, and a background investigation is completed before an employee or volunteer is appointed.

SECTION 2-11-2 - FAILURE TO COMPLY

A) Any potential employee who is subject to the requirements of this policy and who fails to agree to be fingerprinted shall not be offered employment with the Town.

B) Any volunteer who is subject to the requirements of this policy and who fails to agree to be fingerprinted will not be allowed to volunteer for the Town.

C) Any current employee who is or becomes subject to the requirements of this policy and fails to agree to be fingerprinted shall be subject to immediate termination.

POLICY 2-12 - EMPLOYEE ORIENTATION

All new full-time and part-time employees will be scheduled to meet with Human Resources staff for general orientation and onboarding no later than their start date. Each employee will be provided with information on employee benefits and Town policies. Human Resources staff will distribute and explain the benefits enrollment forms and their completion deadlines.

SECTION 2-12-1 - CITIZENSHIP

All newly hired employees must present evidence of United States citizenship or registration as a legally documented worker in accordance with the Immigration Reform and Control Act of 1986. All newly hired employees shall complete a Form I-9, Employment Eligibility Verification. All applicants for sworn police officer positions must be United States citizens.

SECTION 2-12-2 - LOYALTY OATH

All Town employees shall take the oath or affirmation as prescribed by state law.

SECTION 2-12-3 - HIRING DEPARTMENT RESPONSIBILITIES

The hiring department provides additional information, including:

A) Work standards and regulations
B) Hours of work, time sheets, leave requests;
C) Description and duties of the position;
D) Safety rules and procedures, location of safety or protective equipment;
E) Tour of the work area, including location of equipment, supplies, etc., and the procedures for use of the work area materials;
F) Introduction to co-workers;
G) Schedules for lunch and breaks;
H) When and to whom to report absence from work;
I) Who is responsible for performance planning and review.

SECTION 2-12-4 - DATE OF HIRE/LENGTH OF SERVICE ANNIVERSARY

Date of hire shall mean the effective starting date of the individual's employment with the Town to determine length of service.

POLICY 2-13 - INITIAL EVALUATION PERIOD

All new classified employees placed in full-time and part-time positions must serve a period of initial evaluation. The evaluation period is designed to give the employee time to learn the position and to give the supervisor time to evaluate the employee's potential and performance.

SECTION 2-13-1 - LENGTH OF TIME

A) All newly hired full-time employees shall be subject to an initial evaluation period of not less than 6 full calendar months of actual service during which the supervisor and employee are to evaluate the employee's ability to learn and do the job.

B) Part-time employees shall be subject to an initial evaluation period of 12 full calendar months.

C) The initial evaluation period for certified peace officers and dispatchers shall be for a period of not less than 12 full calendar months.

D) All promotional appointments, voluntary transfers, and voluntary demotions shall be subject to an evaluation period of 6 full calendar months.

E) Informal evaluations should be conducted during the course of the evaluation period to assess performance and to advise the employee of expectations regarding performance.

SECTION 2-13-2 - COMPLETION OF INITIAL EVALUATION PERIOD

At the end of the evaluation period, the employee is formally evaluated and provided with written documentation of progress. This formal evaluation will accompany a Personnel Action Form and becomes official acknowledgement of successful completion of the initial evaluation period. The evaluation and Personnel Action Form will be placed in the employee's personnel file.

SECTION 2-13-3 - EXTENSION OF INITIAL EVALUATION PERIOD

A) Under unusual circumstances, the initial evaluation period may be extended. This extension is only after a review of the situation and the employee's abilities and demonstrated potential on a case-by-case basis. An initial evaluation period extension is made only upon the recommendation of the supervisor and the Department Head and approval of the Town Manager and may only be extended one time.

B) If an emergency arises during an employee's initial evaluation period that requires a leave of absence, such time off, if granted, will not be considered as time worked. Granting such time off is solely the responsibility of the Department Head.

SECTION 2-13-4 - EMPLOYMENT CLASSIFICATION CHANGE

When the employee successfully completes the initial evaluation period, they will become a regular employee.

SECTION 2-13-5 - DISMISSAL DURING INITIAL EVALUATION PERIOD

A) During the initial evaluation period, a newly hired employee may be dismissed at any time by the Department Head with the approval of the Town Manager, with or without cause and without any recourse through the Disciplinary Appeals Procedure.

B) Written notification of the termination shall be given to the employee and a copy filed in his/her

personnel file.

POLICY 2-14 - EMPLOYEE IDENTIFICATION CARDS

Town identification cards may be issued to Town employees who may require Town identification while working or representing the Town. The Human Resources Department is responsible for the issuance of identification cards.

SECTION 2-14-1 - ISSUANCE, USE AND RETURN OF CARD

A) The card shall be carried when an employee is acting in an official capacity. The card shall be used as identification if requested by a member of the public or another employee.

B) Unauthorized or inappropriate use of the employee identification card is prohibited and will result in disciplinary action.

C) Each employee is responsible for possession of the identification card and to take care to protect it from loss, theft, or misuse. If a card is lost, damaged, or destroyed, it is the responsibility of the employee to report to the Human Resources Department so that it can be replaced.

D) All cards remain the property of the Town and shall be returned to the Human Resources Department upon termination of employment or upon special request by the employee's Department Head or the Human Resources Department.

CHAPTER 3

COMPENSATION

POLICY 3-1 - CLASSIFIED AND UNCLASSIFIED SERVICE

The Town of Camp Verde employment service is divided into unclassified and classified service.

SECTION 3-1-1 - CLASSIFIED POSITIONS

All employees of the Town not specifically listed as unclassified employees shall be part of the classified service.

SECTION 3-1-2 - UNCLASSIFIED POSITIONS

A) Unclassified employees are part of a management team designed to carry out the goals and policies of the Town.

B) The following are unclassified employees:

1. All Town Officers appointed by the Town Council:
    a. Town Manager
    b. Town Attorney
    c. Town Magistrate

2. All Town Officers appointed by the Town Manager pursuant Article 3-2 of Town Code.

C) The Camp Verde Town Code states:

1. The Town Manager and Town Attorney (if serving as an employee) may be removed from their positions for cause or removed by the Council other than for cause, by offering severance pay of six (6) months' salary. All other department heads and classified employees report to the Town Manager and may be removed for cause.

2. The Town Magistrate shall serve for a term of either two or four years. During such a term, a magistrate may be removed only for cause.

POLICY 3-2 - CLASSIFICATION PLAN

The Town Manager will ensure the preparation and maintenance of a classification plan consisting of descriptions of positions defined by essential tasks, qualifications, and knowledge, skills, and abilities characteristic of the position.

SECTION 3-2-1 - PURPOSE

The classification plan shall be developed and maintained so that all positions substantially similar with respect to duties, responsibilities, authority, and character of work are similarly classified and compensated, and positions substantially different in scope complexity are appropriately classified and compensated.

SECTION 3-2-2 - PLAN AMENDMENT

A) The classification plan may be amended from time to time by ordinance, resolution, motion, or adoption of the Town's budget.

B) When a new position is created, the classification plan shall be amended. The Town Council must approve any additions to the Town's Classification Plan.

SECTION 3-2-3 - POSITIONS CLASSIFICATIONS

A) Position descriptions shall be maintained by the Human Resources Department for all regular full-time and regular part-time positions.

B) Position descriptions are descriptive only and are not restrictive in nature. Examples of essential tasks listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of tasks does not exclude them from the position if the work is similarly related or a logical assignment to the position. Supervisors may assign different tasks to a position when the duties are similar in type and responsibility to those described in the classification description.

C) The position description does not constitute an employment agreement between the Town and employee and is subject to change as the needs of the Town and the requirements of the job change.

D) When the duties or responsibilities of positions have changed significantly, the Town Manager will ensure that the position is reclassified accordingly.

E) Each employee's position description is maintained as part of his/her Personnel File.

F) A position may be reclassified to a higher-level classification, or the classification may be assigned to a higher salary maximum. An affected employee may or may not receive a salary increase.

G) A position may be reclassified to a lower-level classification, or the classification may be assigned to a lower salary range. An employee's salary will be frozen if the new maximum is lower than the incumbent's salary. The employee will receive no salary increase until the new maximum salary is higher than the employee's salary.

H) Abolished Positions

1. The Town Manager may abolish any position not established by Title 9, Arizona Revised Statutes.
2. Employees transferred, demoted, or laid-off because a position is abolished do not have the right to appeal.

SECTION 3-2-4 - EMPLOYMENT CLASSIFICATIONS

A) Work Schedule Classifications

1. Full-time – An employee hired for an indefinite period in a position for which the normal work schedule is 30 to 40 hours per week.
2. Part-time – An employee hired for an indefinite period in a position for which the normal work schedule is less than 30 hours per week.
3. Initial Evaluation – An employee hired for an indefinite period in a position for which the normal work schedule is up to 40 hours per week whose performance is being evaluated to determine if further employment in a specific position or with the Town is appropriate.

4. Promotion Evaluation – An employee who has been promoted and is being evaluated to determine if the promotion is appropriate.
5. Regular – An employee who has successfully completed his or her initial evaluation period.
6. Temporary – An employee hired for a position for which the scheduled work week can range from any number of hours up to 40 hours, but the position is required for only a specific, known duration, usually less than 3 months. Employment beyond any initially stated period does not in any way imply a change in employment status.

B) Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. A nonexempt employee devotes most of his or her hours to activities that are not managerial, administrative, or professional.

C) Exempt employees are excluded from specific provisions of federal and state overtime wage and hour laws and are not entitled to overtime pay. An exempt employee devotes most of his or her hours to activities that are managerial, administrative, or professional.

POLICY 3-3 - SALARY PLAN

It is the policy of the Town to establish a compensation system that will allow the Town to effectively compete for qualified personnel and to ensure that salaries are equitable and commensurate with the duties performed by each employee. All employees are paid a salary or wage established for a job classification under the Classification and Salary Plan adopted by the Town Council. In arriving at rates or ranges, consideration is given, but not limited to prevailing rates of pay for similar work in other public and private employment arenas of similar size and environment, as well as the Town's financial condition and other relevant factors. The Town Manager shall direct such further studies of the salary plan as may be requested or approved by the Town Council. Compensation is stated in terms of monthly salary or hourly wage.

SECTION 3-3-1 - NEW EMPLOYEES

New employees will ordinarily be paid the minimum rate to mid-point rate in the appropriate salary range. When circumstances warrant, the Town Manager may authorize new employment or re-employment at other than the minimum rate dependent upon the experience and qualifications of the individual being hired.

SECTION 3-3-2 - GENERAL INCREASES

General salary increases, adjustments, or modifications may be granted at the sole discretion of the Town Council.

SECTION 3-3-3 - SALARY SCHEDULE

A) The salary schedule shall be adopted by the Town Council in conjunction with the budgetary process. Copies are available in the Human Resources Department and on a Town Staff shared drive.

B) Pay is an administrative decision and is not subject to appeal.

SECTION 3-3-4 - ANNIVERSARY DATES

A) Date of Hire/Length of Service Anniversary means the effective starting date of the individual's employment with the Town. This date is used to determine how long an employee has worked for the Town.

B) An employee who is promoted, demoted, or transferred will have his/her performance evaluation anniversary date changed to the effective date of the promotion, demotion, or re-employment.

C) An employee returning from a leave of absence without pay will have his or her performance evaluation anniversary date extended by the same length of time the employee was on leave without pay.

D) There will be no change in an employee's performance evaluation anniversary date where there has been a reallocation of an employee's position to a new classification title when there have been no recent, abrupt, and/or significant changes in tasks and responsibilities.

E) An employee reinstated to the same position or a position in the same class following layoff from the Town will have his/her performance evaluation anniversary period extended by the same length of time as the duration of the layoff.

SECTION 3-3-5 - PLAN AMENDMENT

A) The salary plan may be amended from time to time by action of the Town Council. Amendments and revisions shall be submitted to the Town Council through the Town Manager.

B) In the event that a salary of any position is re-evaluated by the Town Manager, and the Town Council authorizes implementation, and results in an increased salary range for the position, the employee shall retain his/her current salary within the range or assume the entry level step of the new range, whichever is greater.

SECTION 3-4 - MERIT PAY POLICY

The purpose of merit pay is to reward individual employees' efforts and contributions.

SECTION 3-4-1 ELIGIBILITY

A) Employees must be in a regular full-time or part-time position with at least twelve months of continuous service to be considered for a merit increase.

B) Employees must have completed evaluation on file with Human Resources for the most recent performance cycle.

C) Employees must receive an overall rating of "Meets Expectations" or "Exceeds Expectations" in their annual performance evaluation.

D) Employees who have an overall rating of "Needs Improvement" or "Unsuccessful" are not eligible for a merit increase.

E) Employees whose pay is at the maximum of their position's salary range may not be granted a merit increase that would cause the base salary to exceed the maximum of the position's range. An employee who is at the maximum of the pay grade within his/her salary range is eligible for a merit bonus based on performance. The merit bonus shall be awarded as an annualized one-time lump sum payment

equivalent to 2% of their pay. The employee's base rate of pay shall remain unchanged.

F) Salary increases for Council-appointed positions shall be at the discretion of the Council.

G) In addition to the overall evaluation rating, merit pay shall also be based on the following criteria:

Performance: Commendable performance of job duties or contributions.
Work Behavior: Attitude toward the job, including initiative and dependability, and cooperation with others. Disciplinary action that occurs before a merit increase becomes effective or an employee's placement on performance improvement plan may be cause to withhold a merit increase as determined by the Department Director in collaboration with Human Resources.
Additional responsibilities: Taking on additional responsibilities, employees, and/or projects due to new programs/services and/or increased skills and abilities.
Education achievement: An employee's competition of a degree program, certification, or licensing program related to the employee's position, duties, and responsibilities, and/or career development plan.

SECTION 3-4-2 MERIT PAY PROCESS

A) Merit increase funding levels are recommended by the Town Manager and approved by the Town Council during the fiscal year budget process.

B) Eligibility requirements must be met as a condition of receiving merit pay.

C) Merit pay may vary according to each employee's contributions, performance, and work behavior.

D) Department Directors shall make a written recommendation to Human Resources outlining the proposed increase and its justification for each employee.

E) Recommendations must be reviewed by Human Resources and authorized by the Town Manager.

F) Merit increases are not subject to appeal or grievance.

SECTION 3-4-3 MERIT PAY AMOUNT

Eligibility for merit increases and merit payments is based on an eligible employee's overall annual performance rating, as measured by a performance review, plus the additional factors outlined above.
Rating "meet expectations" will allow an employee to be recommended for up to 75% of the allotted increase, not to exceed 75% of the allotted amount.
Rating "exceeds expectations" will allow an employee to be recommended for 75-100% of allotted increase.

POLICY 3-5 - PERFORMANCE EVALUATION

The purpose of the performance evaluation is to provide employees with timely reports of their progress and allow for correction of deficiencies; to provide employees with positive recognition of strengths and special abilities; to provide an ongoing performance record that may become part of documentation used in making personnel decisions; to provide employees with an opportunity to discuss ways and means for improvement; to provide a means to focus on expectations; and to provide direction for future performance.

SECTION 3-5-1 - TIMELY EVALUATIONS

A) Employees on initial evaluation status shall be evaluated two weeks prior to the end of the initial evaluation period, at which time the employee shall be advised of his or her status. Department Heads may choose to evaluate each employee more often during the evaluation period. The initial evaluation period is not tied to the pay plan.

B) All regular full-time and regular part-time employees shall be evaluated at least once a year within 30 days of the performance evaluation anniversary date. Department heads may choose to evaluate employees more often. The annual performance evaluation period is tied to the pay plan.

C) It is the responsibility of each Department Head to maintain a list of employee performance anniversary dates and to evaluate employees within the appropriate time frame.

SECTION 3-5-2 - PROCESS

A) The supervisor is responsible for completing the performance evaluation and discussing it with the employee. The evaluation shall be forwarded to the Department Head. The Department Head may return it for reconsideration due to evidence of rating error, bias, or other relevant factors.

B) Completed evaluations are subject to review and approval by the Department Head, whose determination shall be final.

C) The completed evaluation shall be forwarded to the Human Resources Department for processing.
1. If the evaluation meets the criteria for a pay adjustment, a completed Personnel Action Form and evaluation will be forwarded to the Town Manager for his/her approval of the pay adjustment.

2. If the evaluation does not meet the criteria for a pay increase and is not an initial evaluation, the evaluation will be filed with no Personnel Action Form completed.

D) The original employee performance evaluation and employee comments, if any, are placed in the Personnel File and will remain filed for the length of time required by law.

SECTION 3-5-3 - RATING DEFINITIONS

A) Exceeds Expectations: A clear and obvious strength. The employee's performance is definitely and clearly superior, extraordinarily motivated and well above the expected general performance of essential tasks set for the position.

B) Meets Expectations: Totally competent performance. Good solid contributor. The employee performs consistently at a trained and qualified level of efficiency and effectiveness.

C) Needs Improvement: Needs development. Performance is inconsistent and fluctuates. Some improvement required. More skill, experience, and time in the job are required to attain successful performance.

D) Unsuccessful: Fails to meet minimum levels of acceptable performance. The employee does not perform or make consistent, visible effort to achieve established performance standards.

SECTION 3-5-4 - APPEAL OF EVALUATION

A) If, after discussion of the evaluation between the employee and the supervisor, there is disagreement about the evaluation, the supervisor's comments shall take priority. The employee may submit a separate page that explains the employee's disagreement and includes documentation, if available, to support the employee's comments.

B) Evaluations may be appealed within 3 working days of the completion date of the evaluation to the next higher supervisor, with final appeal to the Town Manager or the Town Manager's appointee.

POLICY 3-6 - PAY PERIODS AND PAY DATES

SECTION 3-6-1 - PAY PERIODS

A pay week begins every Sunday at 12:01 AM and ends the following Saturday at 12:00 midnight. There are 26 pay periods in the year.

SECTION 3-6-2 - TIME SHEETS AND PAYROLL RECORDS

A) Time sheets are to be completed by all employees. Falsification of time sheets is reason for disciplinary action.

B) Changes in rate, position, and status shall be supported by a Personnel Action Form (PAF) approved by the Town Manager submitted through the Human Resources Department. The PAF shall be made a part of the employment history record of the employee. No salary change shall be implemented unless accompanied by an approved PAF.

C) Payroll records shall be maintained by the Town for a minimum of seven years.

D) The Finance Department is responsible for answering inquiries concerning payroll matters.

SECTION 3-6-3 - PAY DATES

Town employees are paid biweekly. If a pay date falls on a holiday, the day of pay shall be the last working day preceding the normal pay date.

SECTION 3-6-4 - PAY CHECKS

A) Checks or vouchers are distributed by the Finance Department to each department by noon on the Wednesday following the close of the pay period.

B) With each paycheck or voucher, employees receive a statement of earnings, deductions, leave balances, and compensatory time balances for the period covered by the payment.

C) In the absence of specific instructions or direct deposit, the Finance Department or employee's Department Head or supervisor will hold checks for those who are away on the regular pay date until the employee returns to work. Other arrangements must be made in writing.

D) An employee's paycheck may be released to the employee's spouse, designated family member or to another person only if authorized in writing by the employee.

E) For safety, loss prevention, and overall efficiency, employees are encouraged to use Direct Deposit. Employees are expected to cash their paychecks on their personal time.

SECTION 3-6-5 - PAY ADVANCES

The Town of Camp Verde does not grant requests for pay in advance of regular paychecks.

POLICY 3-7 - OVERTIME/COMPENSATORY TIME

It is the Town's policy to avoid the necessity of overtime whenever possible, but overtime work may sometimes be necessary to meet emergency situations, seasonal or peak workload requirements of a critical nature. Department Heads are responsible for the planning required to minimize the need for overtime. If, in the judgment of a Department Head, work beyond the normal workday or workweek is required, the Department Head may authorize such work. This policy shall not contravene the provisions of the Federal Fair Labor Standards Act (FLSA) pertaining to the minimum rate of compensation for employment in excess of an established work period, excluding exempt positions.

SECTION 3-7-1 - NONEXEMPT EMPLOYEES

A) Whenever any nonexempt employee is required to work overtime in excess of 40 hours per week, that person shall be compensated for such excess time at the rate of either:
   1. Pay for Service – One and one-half (1 ½) times the regular rate of pay at which such person is employed; or
   2. Compensatory Time Off – One and one-half (1 ½) hours of compensatory time off for each hour worked in lieu of cash payment.

B) The determination of whether an employee receives Pay for Service or Compensatory Time Off for overtime worked will depend on the current budget capacity. In all cases, the Department Head's decision is final. Department Heads may adjust the weekly work schedule to avoid overtime at the end of the workweek.

C) "Hours worked" for purposes of calculation of overtime pay shall be defined as time on the job performing a responsible work assignment.

D) Time shall begin once the employee is at the workstation or at the call origination for emergencies as outlined in the Time and Attendance Policy.

E) Employees who participate in the required training are paid only for actual time in training sessions and, if the training is off-site, for travel time to and from the training. Overtime will be compensated for travel time only if travel time is compensable under the FLSA. Employees who are on out-of-town business for the Town will be compensated only for actual hours worked during the trip.

F) Vacation, sick, and other leave shall not be considered time worked and shall be deducted from "hours worked" during overtime calculation for each workweek.

G) The Department Head must specifically authorize the rendering of overtime services. Employees shall obtain such authorization prior to working any overtime if possible.

H) The Town Manager will ensure that all overtime is recorded and that work schedules that will allow all employees full opportunity to use accumulated compensatory time off within reasonable periods of time are developed as delineated under the Town's Compensatory Leave Policy.
   1. An employee may accumulate no more than 120 hours of compensatory time.

   2. Accumulated compensatory time in excess of that permitted must be used within 60 calendar

days from the date the compensatory time is recorded.

3. The Town Manager may make an exception in the accumulated compensatory time as recommended by the Department Head, such exceptions shall be documented in writing and filed in personnel file.

4. Upon termination of employment or change in status (classification) and/or an employee being placed on an additional duty assignment resulting in a change of pay rate, compensatory time shall be paid out at the same pay rate as when the compensatory time was accumulated.

SECTION 3-7-2 - EXEMPT EMPLOYEES

A) The overtime provisions shall not apply to employees whose positions have been determined to be exempt from the provisions of the Fair Labor Standards Act. The Town Council shall be responsible for these designations, and the Human Resources Department shall maintain a list of exempt employees.

POLICY 3-8 – HOLIDAY PAY

It is the policy of the Town to pay for a selected number of holidays. The Town administration is generally closed on those days.

A) Holidays recognized by the Town are:

New Year's Day	Independence Day	Day after Thanksgiving
Civil Rights Day	Labor Day	Christmas Eve
President's Day	Veteran's Day	Christmas Day
Memorial Day	Thanksgiving Day	

B) The Town Administration shall establish an annual calendar designating the observance of recognized holidays.

SECTION 3-8-1 - ELIGIBILITY

A) Employees eligible for holiday pay are:
   1. Full-time employees
   2. Employees in their initial evaluation period
   3. Other classifications of employees approved by the Town Manager

B) Holidays will be observed without loss of pay. Regular full-time employees in active pay status will receive an amount equivalent to their regularly scheduled shift for each Designated Holiday in the pay period in which the Holiday is observed at their base rate, not to exceed 10 hours.

C) Regular full-time employees on unpaid leave are not eligible for holiday pay.

D) The Town will grant paid holiday leave to all eligible employees immediately upon assignment to an eligible classification.

E) An employee who is absent without authorized leave on the day immediately preceding or following a holiday shall not be eligible for the holiday pay and shall lose pay for the day absent.

F) Offices will only be closed for observed holidays that occur on regularly scheduled workdays (Monday through Friday). Observed holidays that occur on days that offices are normally closed shall not result in additional office closures.

Designated Holidays observed while an employee is on Paid Time Off (PTO) will be counted as a holiday and not as PTO.

SECTION 3-8-2 - WORK ON HOLIDAY FOR HEALTH OR SAFETY REASONS

A) Public Safety and other essential service employees may be required to work on holidays. For other positions, work on a holiday shall only be scheduled as result of an emergency or unusual and extraordinary circumstance or in cases where the nature of the Town's operations cannot be interrupted by the observance of the holiday.

B) Employees who are required to work on an observed holiday shall receive overtime pay (time and one-half) for the time actually worked. The employee may request to have the additional and half-time hours converted to compensatory time in lieu of additional pay.

C) If the actual holiday is different than the observed holiday, employees will receive holiday pay for working the actual holiday and not the observed holiday.

D) If an eligible employee is required to work on an actual holiday, the employee will receive the employee's overtime rate of pay for that usual shift. Any hours worked on an actual holiday over 40 hours in that workweek will be paid at an overtime rate. Working on an Observed Holiday, as opposed to an actual Holiday, will be treated as a normal workday with hours paid at the employee's regular hourly rate.

POLICY 3-9 - PAYROLL DEDUCTIONS

SECTION 3-9-1 - MANDATORY DEDUCTIONS

Deductions required by law are withheld from the employee paycheck each pay period. These include federal income tax, state income tax, Social Security, Medicare (FICA), retirement, and any legal wage garnishment.

SECTION 3-9-2 - VOLUNTARY DEDUCTIONS

Other deductions require an employee's written authorization. Examples include but are not limited to direct deposit, deferred compensation, United Way, dependent health insurance coverage, and supplemental health or life insurance.

POLICY 3-10 PROMOTION

The Town attempts to fill vacant positions with qualified Town employees before advertising to the general public, following a policy of upward mobility whenever possible. A promotion is a change to a position in a salary range higher than the one an employee currently occupies. Employees are encouraged to apply for any vacancy for which they may qualify.

SECTION 3-10-1 - ELIGIBILITY

A) Regular employees who have completed the designated initial evaluation period in the current position at a satisfactory level of performance may apply for promotion outside the employee's current department. An exception to this policy may be granted with prior approval of the Town Manager.

B) Selection of an employee for a promotion is based on past work record and performance appraisal,

education and special training undertaken, knowledge of the job duties, licensing relevant to the position, length of service, or other pertinent evidence of increased service value of an employee to the Town.

C) Only employees who meet requirements set forth in promotion examination announcements may compete in promotion examinations.

SECTION 3-10-2 - PROCEDURE

Procedures for requesting consideration vary among departments, and supervisors can advise an employee on how to proceed within the department. Promotion examinations shall be conducted whenever necessary in the opinion of the Department Head and with the approval of the Town Manager.

A) A job posting application should be submitted to Human Resources.

B) When considering the promotion of Town employees having the same or similar qualifications, the position will be filled after considering the factors listed above.

C) In cases where only one employee applies for a position and the hiring department knows the person's abilities and qualifications, the formal selection process may be dispensed with upon concurrence with the Human Resources Director.

D) The Department Head may make temporary assignments for a specified time or assignment as necessary. Such appointments are made on an "acting" basis, and the employee returns to his or her regular position upon completion of the assignment. The salary for "acting" appointments is set by the Department Head in consultation with the Human Resources Director.

SECTION 3-10-3 - SALARY FOR PROMOTION POSITION

A) Upon promotion to another class, the employee shall be placed at a rate within the new pay range corresponding to the qualifications for the class. Generally, this rate would be the minimum of the range, but not less than a 5% increase from their former base rate of pay.

B) Upon promotion to a supervisory position, employees shall receive a salary at least 10% higher than their former base rate of pay.

SECTION 3-10-4 - PROMOTION PERFORMANCE EVALUATION PERIOD

A) The promotion evaluation period shall be used by both the supervisor and the employee for closely observing and assessing work performance suitable for the new position.

B) Promoted employees shall be subject to an evaluation period of not less than 6 full calendar months of service in the promotion position.

C) A formal evaluation will be conducted 2 weeks prior to the end of the promotion evaluation period.

D) Promoted employees who successfully complete their promotion evaluation period will be notified by their Department Head. The performance evaluation will be submitted to Human Resources, who will complete a Personnel Action Form for processing.

E) Successful completion of the promotion evaluation period does not create any contractual rights for promoted employees.

F) Promotions do not change the person's date of hire/length of service anniversary. However, the performance evaluation anniversary date for future performance evaluations and pay adjustments will be revised to coincide with the promotion date.

G) Promoted employees who fail to meet the standards for the promoted positions m a y be reinstated to a position in the classification in which he or she most recently completed an evaluation period, within the department in which that evaluation period was completed, and at the same salary that he or she received prior to promotion. This may take place only if the previously held position is available with the approval of the Town Manager. The employee's performance evaluation date prior to his or her promotion will be reinstated if requested. Promoted employees who fail to meet the standards for the promoted positions are subject to the progressive disciplinary system outlined in Section 5-5 of the employee manual.

H) Promoted employees who fail to complete the promotion evaluation period because of a lay-off are entitled to return to their former position and salary held before promotion if the position is available. Their performance evaluation anniversary date will return to the date prior to promotion.

POLICY 3-11 LATERAL TRANSFER

A lateral transfer is a change in position at the same or lower salary range than the one currently occupied.

SECTION 3-11-1 - ELIGIBILITY

A) A regular full-time or part-time employee is eligible to seek a lateral transfer to another position within the same department any time a position is vacant.

B) A full-time or part-time employee is eligible to seek a lateral transfer to another department after successfully completing the current department's initial evaluation period.

SECTION 3-11-2 - PROCEDURES

A) Any current eligible employee interested in applying for a transfer must file a completed Town application form with the Human Resources Department according to instructions listed on the job posting.

B) If the employee meets the stated requirements for the position, and is in good standing, she/he will proceed through the regular hiring process with all other general public applicants.

C) The Personnel File of the transfer applicant will be made available to the Department Head responsible for filling the open position.

D) If the current employee is selected, his/her Department Head will be advised prior to the offer being made to the employee.

E) If the employee accepts the position, it will be the responsibility of the two Department Heads, along with the employee, to reach agreement on a transfer date. Every effort should be made to accomplish the transfer within two weeks of the offer's acceptance.

SECTION 3-11-3 - SALARY FOR TRANSFER POSITION

The salary offered to the employee must be consistent with the salary and requirements of the new position.

A) An employee who meets only the minimum requirements for the position will be started at the minimum of the salary range regardless of the employee's current salary.

B) An Employee who exceeds the minimum requirements for the position may be offered a salary in the new range that reflects the same percentage to the mid-point of the previous salary range.

SECTION 3-11-4 - TRANSFER EVALUATION PERIOD

A) Transferred employees are subject to an evaluation period of not less than 6 full calendar months in the transfer position.

B) The evaluation period is used by both the supervisor and the employee for closely observing and assessing work performance suitability for the new position.

C) Formal evaluation will be conducted 2 weeks prior to the end of the evaluation period.

D) Transferred employees who successfully complete their evaluation period will be notified by the Department Head. The performance evaluation will be submitted to Human Resources, who will complete a Personnel Action Form for processing.

E) Successful completion of the evaluation period does not create any contractual rights for transferred employees.

F) Transfers do not change the employee's performance evaluation anniversary.

G) If an employee is not able to perform the new duties satisfactorily, the employee may have the opportunity to return to his/her previous position if it has not been filled or may be referred to other job openings upon the approval of the Town Manager. If another position is not secured, the employee may be placed on administrative leave without pay.

POLICY 3-12 DEMOTION

An employee reassigned to a position in a lower classification regardless of the reason (disciplinary, voluntary, in lieu of layoff, for reasons of disability or incapacity, department reorganization, response to market data, etc.) will receive a cut in pay commensurate with the nature of the demotion as determined by the Department Head (unless it involves the Department Head) in consultation with the Human Resources Department and approved by the Town Manager.

SECTION 3-12-1 - ANNIVERSARY DATE CHANGE

A) Demotions do not change the person's date of hire. However, the performance evaluation anniversary date for future salary adjustments changes to the effective date of the demotion.

B) Employee in position classifications that are downgraded or upgraded in salary to reflect changes in market conditions will retain their existing anniversary date for future performance-based adjustments.

SECTION 3-12-2 - PROCEDURE

A) No employee shall be demoted to a position for which he or she does not possess the minimum qualifications.

B) An employee being demoted shall be notified two weeks prior to the effective date of demotion except in emergency situations.

C) Any demotion to prevent layoffs may be revised when the employee's previous position is reopened.

D) Persons demoted to new positions will be subject to the standard evaluation period for the new position, unless specifically waived by the Town Manager.

POLICY 3-13 RECLASSIFICATION PROCEDURE

Revision of position descriptions and reallocations within the classification plan shall be made as often as is necessary to provide current information on positions and classes. It is the duty of the Human Resources Director to examine the nature of all positions and to allocate them to existing or newly created classes; to recommend changes in the classification plan as are made necessary by changes in the duties and responsibilities of existing positions; and to periodically review the entire classification plan and recommend appropriate changes in the allocations of positions in the classification plan.

SECTION 3-13-1 - PROCEDURE

A) When a new position is requested by a Department Head or the duties of an old position are substantially changed, the Department Head shall submit a written recommendation to the Human Resources Director including justification for the reclassification and emphasizing changes in the position responsibilities or requirements for qualifications, such as experience, education, certifications, etc.

B) The request will be reviewed by the Human Resources Director. A job audit, which is an analysis of the critical elements of a position and placement in the Town's classification/salary schedule, will be undertaken.

C) If the request is justified, the budget impact will be determined, and a report prepared for review by the Town Manager and Town Council.

D) Any reclassification involving an upgrade of salary that is not requested and approved as part of the budget process must have specific Council approval.

E) If approved, the Human Resources Department will take the necessary steps to implement the reclassification.

F) If the requested action is for downgrading of a position, and the Town Manager agrees, the Human Resources Director shall coordinate implementation steps.

G) If the Town Manager does not concur with the request for the downgrade, the Department Head will be provided with reasons. The decision of the Town Manager is final.

H) As a result of reclassification, the salary range shall be increased or decreased.

I) Any employee who considers his or her position improperly classified shall first submit a request in writing for reclassification to his/her Department Head, who shall review the request and transmit with written recommendation to the Human Resources Director, who will follow the justification procedures above.

POLICY 3-14 - PAY FOR WORKING OUT OF CLASSIFICATION

Increased compensation for working out of classification is provided as monetary recognition to an employee for the assumption and performance of duties normally performed by an employee of a higher or professional classification.

SECTION 3-14-1 - JUSTIFICATION

A) The assumption and performance of the duties of the higher or professional classification must encompass the full range of responsibilities of the classification. It does not pertain to a temporary assignment made for the purpose of providing a training opportunity to the employee.

B) The performance of duties must be for an extended period of time to fill the needs of the vacant position. An extended period of time is generally considered as an assumption of duties and responsibilities that will last in excess of 30 working days.

C) Compensation for working out of classification shall be allowed only after written recommendation of the Department Head and Human Resources Director and approval of the Town Manager. Recommendation and approval shall be accomplished prior to the assumption of the higher or professional classification responsibilities.

D) The employee's compensation will increase to the starting salary of the higher or professional classification in which the employee is substituting, or 5% whichever is greater.

E) When the temporary assignment is completed, the employee's salary will be readjusted to its previous level or the level it would have attained, including general salary increases and performance-related adjustments, if the out-of-classification pay had not been made.

F) The employee's date of hire anniversary and performance evaluation anniversary will remain unchanged throughout the temporary assignment.

POLICY 3-15 TIMEKEEPING PROCEDURES

Commented [JK1]: The policy title has been updated to improve clarity and precision; no changes have been made to the policy content.

SECTION 3-15-1- PURPOSE

The Town of Camp Verde is subject to numerous laws and regulations that govern the way we conduct our business. The laws that regulate employees' wages and hours are designed to ensure that employees are paid as specified, within these regulations.

SECTION 3-15-2- DEFINITIONS

Exempt Employees: Exempt employees are exempt from the provisions of the Fair Labor Standards Act (FLSA).

Non-Exempt Employees: Non-exempt employees are not exempt from FLSA standards. Under the FLSA, these employees must be paid for travel time, on-call time, and overtime. Non-exempt employees may also be referred to as "hourly" employees.

Hours Worked: Hours worked include scheduled hours worked and, for all non-exempt employees, overtime

hours and compensable travel and on-call time (refer to the applicable collective bargaining agreement or non-union handbook for definitions and eligibility).

Paid time off: Paid time off refers to the specific type of paid time off provided by Town employees in accordance with the Town Employee Manual.

Meal Periods: Bona fide meal periods (30 minutes) are not compensated as work time, may also be referred to as "meal beaks". The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties while eating.

Rest Periods: Rest period of 10 minutes are paid for as working time, may also be referred to as "rest break".

Clock in, Punch in (or out) all denote the same meaning. They all refer to the action whereby an employee utilizes the electronic time and attendance software system and associated hardware to record their commencement or termination time from compensable work. This function may also be referred to as a "punch."

Travel Time: Time spent by an employee in travel as part of his/her principal activity, such as travel from jobsite to jobsite or to attend trainings, conferences, or meetings during the workday, must be considered as hours worked. An employee who travels from home before the regular workday and returns home at the end of the workday is engaged in ordinary home-to-work travel. This is not considered hours worked.

Time Collection Device – Employees will be required to punch using one of several devices that may include a computer web portal, electronic timeclock, smartphone app or other input device.

FLSA - Fair Labor Standards Act.

Grace Period - The period of time, 7 minutes, before and after a punch.

Time Off Request - Time off requests can be generated in Time and Attendance System using the timeclock or computer via the "Request Time Off" module. The automated leave request must be properly approved by the supervisor, prior to the time being taken by the employee. Once approved, Time approver will apply the time off to the timecard.

SECTION 3-15-3- PROCEDURES

Time Recording - Non-exempt employees are expected to record their hours worked accurately and completely. Knowingly falsifying time records for yourself or another person will result in immediate disciplinary action up to and including termination for all employees involved. Various departments may choose to use different time collection devices such as physical time clock devices, web portal on a workstation or phone application.
Personnel not using time collection device as assigned, clocking in for someone else or having other people clock in for them may be subject to disciplinary action, up to and including termination for all those involved.

Paid time off shall be used when an employee does not reach her or his regularly scheduled hours in a work week. Unpaid leave may be granted if no accrued leave is available at the discretion of the Town Manager.

Time Window for Clocking In/Out - Employees should attempt to clock in/out as close to their designated start/end time as possible. However, in large work groups, it may not be possible for all employees to clock in at their exact designated start time. Therefore, a time window of a seven-minute grace period before and after the designated start time has been created so that the employee will not be docked pay or paid overtime.

Clocking In Late - Employees are expected to clock in and out at times designated by their manager/supervisor. Employees clocking in past the grace period are considered late. Absenteeism and tardiness will be handled by the employee's manager or supervisor.

Clocking In Early - Employees may not clock in before the grace period of seven minutes before their scheduled work time without authorization from their manager or supervisor.

Clocking Out Late - Employees may not clock out more than the grace period of seven minutes after the scheduled work end time without authorization from their manager or supervisor.

Failure to Properly Clock In and Out - For hourly employees, it is each employee's responsibility to clock in and out. If an employee fails to punch, it is the responsibility of the employee to notify his/her supervisor no later than one day after it occurred. If the employee fails to notify their supervisor by the payroll deadline, missed pay may not be paid until the following payday.

Tardiness - Tracking tardies will be the responsibility of managers and supervisors. Employees are expected to be ready to work at their designated/scheduled start times.

Rest Periods

For every four hours worked, an employee will receive one fifteen (15) minute paid rest period each day. These breaks are scheduled by the supervisor and breaks not taken are lost at the end of each day. If an employee works in a department where breaks are not directly assigned, he/she must co-ordinate with co-workers to maintain adequate coverage at all times. Employees must return to work on time. These breaks are provided to enable associates to take care of their personal needs and may not be extended, tacked onto lunch hours, or used to compensate for late arrivals or early departures. Employees must remain on the job site during paid rest periods. Reasonable break times will be afforded to nursing mothers in accordance with the mandates of the Patient Protection and Affordable Care Act.

Meal Periods

A) A non-exempt employee who works six (6) hours or more will receive a thirty (30) minute unpaid meal period. This meal period will normally be scheduled approximately midway through the employee's shift. Employees are required to clock out at the beginning of the meal period and clock back in at its conclusion. If the shift can be completed in six (6) hours or less, the employee may waive the meal period, by mutual consent with his/her supervisor. Employees are relieved of all active responsibilities and restrictions during meal periods and not compensated for that time. While supervisors will advise their employees about their rest breaks and meal period schedules it is the employee's responsibility to ensure that all breaks are taken and properly recorded on their time records.

B) It is a violation of the Time and Attendance Policy for non-exempt employees to work through their meal period without supervisor's approval.

C) CVMO employees in certain positions designated by the Town Marshal, shall receive a paid meal period. In order to qualify for paid meal breaks, employees must be on call during their entire work shift and not leave the work premises unless authorized and must respond to duty calls during meal periods if necessary. Failure to respond to duty calls will be grounds for disciplinary action.

On-call Pay

A) On-call status begins after the completion of the workday and continues until resuming work the following workday, unless a defined length of time is determined prior to the time the call commences. Each job title that The Town of Camp Verde classifies as exempt (under the Fair Labor Standards Act) will not be eligible to receive call pay.

B) Employees will be considered engaged by The Town of Camp Verde from the time they leave home (or when they receive the call) until the work is completed. This time will be considered worked time and will be recorded as such on the time record by the employee. Circumstances causing an increase in travel time should not be included in the time worked.

C) Call pay cannot be taken when an employee is taking vacation, holiday, birthday, or personal day; absent for illness; absent for funeral leave; on a leave of absence; not able or available for work.

D) An employee's compensation for on-call status will be paid at the rate approved by the administrative staff.

E) An employee who is on call must meet the following criteria to receive the pay

1. When notified by must answer the call within five minutes.
2. Arrive in the work unit within 30 minutes or less after receiving the call.
3. Arrive in a condition "fit" for duty. If an employee does not meet this criterion, he or she will forfeit the call pay from the time of the first attempt to contact him or her to the end of the call period.
4. When an employee is called back to work, this work time will be paid at the employee's regular rate of pay or at his or her overtime rate if the employee has already worked the required hours.
5. The Town of Camp Verde reserves the right to validate the availability of an employee receiving on-call pay. Two attempts will be made to contact the call employee.

F) An employee will receive a minimum of two hours' pay for each time the employee is called out to perform emergency or needed services.

SECTION 3-15-4- TAMPERING AND FALSIFICATION

Any attempt to tamper with and/or falsify the timekeeping hardware, software, or any associated records is a serious offense that could result in termination of employment. Any attempt by an employee to record time for another employee or alter or modify in any way the time record of another employee may be subject to disciplinary action up to and including termination.

CHAPTER 4

EMPLOYMENT BENEFITS

POLICY 4-1 - BENEFITS CONTINUATION/COBRA

The federal Consolidation Omnibus Budget Reconciliation Act (COBRA) of 1985, amended by the Health Insurance Portability and Accountability Act (HIPAA) of 1996, gives covered employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Town of Camp Verde's health plan when a "qualifying event" would result in a loss of eligibility. Some common qualifying events are resignation, voluntary or involuntary termination of employment, death of an employee; a reduction in an employee's hours or a leave of absence, transition between jobs, an employee's divorce or legal separation; or a dependent child no longer meeting eligibility requirement.

SECTION 4-1-1 - WHO PAYS

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Town's group rates plus an administration fee as prescribed by federal law. Qualified individuals may be required to pay the entire premium for coverage, up to 102 percent of the cost of the plan.

SECTION 4-1-2 - WRITTEN NOTIFICATION OF ELIGIBILITY

The Town of Camp Verde, through its health insurance supplier, provides each eligible employee with a written notice describing rights and responsibilities under COBRA when the employee becomes eligible for coverage under the Town's health insurance plan; when the employee experiences a qualifying event; and at various federally required dates depending upon the employee's election of COBRA.

POLICY 4-2 - COMPENSATORY LEAVE

Compensatory time is credit for hours worked in excess of a person's normal workweek in accordance with the Fair Labor Standards Act (FLSA). Use of compensatory time as compensatory leave must be pre-approved by the immediate supervisor or department head.

SECTION 4-2-1 - NONEXEMPT EMPLOYEES

A) Nonexempt employees shall be paid overtime or given compensatory leave at the rate of time and one-half for all hours worked in excess of the normal 40-hour work week if the employee actually worked in excess of 40 hours in one week.

B) Upon termination of employment, a nonexempt employee will be paid at the employee's prevailing salary rate for unused compensatory time that has been earned through the last day of work.

SECTION 4-2-2 - EXEMPT EMPLOYEES

Executive, administrative, and professional employees are considered exempt employees and are not covered by the overtime pay provisions of the FLSA.

POLICY 4-3 FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act (FMLA) of 1993, the Town of Camp Verde provides family and medical leaves of absences without pay, for up to 12 weeks, to eligible employees who are temporarily unable to work due to a serious health condition or disability as defined by the act; who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or who must care for a child, spouse, or parent with a serious health condition. The Town of Camp Verde will maintain group health insurance coverage during the FMLA term.

SECTION 4-3-1 - DEFINITION OF SERIOUS HEALTH CONDITION

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a licensed health care provider.

SECTION 4-3-2 - ELIGIBILITY

A) Employees in the following employment classifications are eligible to request FMLA leave as described in this policy:
   1. Regular full-time employees who have worked for the Town at least 52 weeks (12 months).
   2. Regular part-time employees who have worked for the Town at least 1,250 hours in the previous 12 months.

B) Eligible employees should make written requests for FMLA leave to their supervisor at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events or within no more than two working days after learning of the unforeseen need for leave. An employee requesting unforeseen FMLA leave has the obligation to comply with the Town's regular reporting requirements.

C) It is the responsibility of the employee to notify the Human Resources Department of the need to take leave for a serious health condition. The notice must make clear that the serious health condition makes the employee unable to perform his job functions.

D) Department Heads must notify the Human Resources Department of all absences for medical leave reasons that exceed three working days, regardless of whether sick leave, vacation leave, or unpaid leave is used. The Human Resources Director will determine if the absence is under the FMLA.

SECTION 4-3-3 - VERIFICATION OF NEED

Employees requesting family leave related to the serious health condition of a child, spouse, or parent shall be required to submit a health care provider's statement verifying the need for family leave to provide care, its beginning and expected ending dates, and the estimated time required. FMLA leave may be used to maintain a reduced workweek for intermittent leave for preplanned and pre-scheduled medical treatment. Certification by a licensed health care provider shall be required. Certification forms are available from the US Department of Labor or at www.dol.gov.

SECTION 4-3-4 - MAXIMUM LEAVE TIME AVAILABLE

A) Eligible employees may request up to a maximum of twelve (12) weeks of FMLA leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. An eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the Nation Guard or Reserves, with a

serious injury or illness may be granted up to a total of 26 workweeks of unpaid leave during a single 12-month period to care for the service member.

B) Eligible spouses who both work for the Town shall be restricted to a combined total of twelve (12) weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition.

C) If this period of absence proves insufficient, consideration may be given to a written request for an extended (administrative) leave without pay, which shall not exceed one year.

SECTION 4-3-5 - HOW FMLA LEAVE IS MEASURED

The Town uses a rolling 12-month period measured backward from the date an employee takes any FMLA leave. Each time an employee uses FMLA leave, the remaining leave entitlement is the balance of the 12 weeks that has not been used during the immediately preceding 12 months.

SECTION 4-3-6 - USE OF ACCUMULATED LEAVE

Employees are required to first use any accumulated paid leave time before taking unpaid FMLA leave.

SECTION 4-3-7 - CONTINUATION OF HEALTH INSURANCE BENEFITS

A) Subject to the terms, conditions, and limitations of the applicable plans, the Town of Camp Verde will continue to provide benefits for health insurance for the full period of the approved family or medical leave in accordance with COBRA coverage mandates.

B) The employee will continue to be responsible for the cost of supplemental benefits and dependent care coverage if continued coverage is desired. Payments must be made by the 10th day of each month. If payment is more than 30 days overdue, coverage will be dropped.

SECTION 4-3-8 - SUSPENSION OF ACCUMULATION OF OTHER TOWN-PROVIDED BENEFITS

A) Employees on FMLA who are receiving vacation or sick leave pay will continue to be paid for holidays while on leave and accrue vacation and sick leave.

B) Employees who are on unpaid FMLA leave will have vacation and sick leave accrual and holiday benefits suspended during the unpaid leave and will resume upon return to active employment.

C) Use of FMLA leave is not considered a break in service when determining eligibility for vesting or for participation in a benefit.

SECTION 4-3-9 - RETURN TO WORK

A) So that an employee's return to work can be properly scheduled, an employee on FMLA leave is required to provide the Town with at least two days' advance notice of the date the employee intends to return to work.

B) If the employee was on FMLA leave due to a serious health condition, before returning to work, the employee must provide a work release from the health care provider attesting that they are able to resume work. The work release must be accepted by the Human Resources Department prior to the employee returning to work.

C) When an FMLA leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

D) The only exception may be for a highly compensated position. The employee in this position will be notified when he/she requests leave that the Town may choose to fill the position because it is key to the Town's operations. If the Town chooses to fill the position, it will first offer the employee the opportunity to return to work immediately.

SECTION 4-3-10 - INTERMITTENT LEAVE OR REDUCED WORK WEEK

A. In certain cases, intermittent use of the 12 weeks of FMLA leave or a part of a reduced workweek may be allowed by the Town. Employees wishing to use leave intermittently or to utilize a reduced work week schedule for FMLA birth, adoption, or foster care purposes will need to discuss and gain approval of such use from the employee's Department Head and the Human Resources Department.

B. If the need is for preplanned and prescheduled medical treatment of the employee, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt the Town's operations. Intermittent or reduced workweek use of FMLA is subject to medical certification by a license health care provider.

C. In some cases, the Town may temporarily transfer an employee using FMLA leave intermittently or on a reduced workweek schedule to a different job with equivalent pay and benefits if another position would better accommodate the intermittent or reduced workweek schedule.

SECTION 4-3-11 - TERMINATION OF EMPLOYMENT

A) If an employee resigns voluntarily before returning from FMLA, health insurance benefits are subject to COBRA law.

B) If an employee fails to report to work promptly at the end of the approved leave period, the Town will assume that the employee has resigned.

POLICY 4-4 – WORKER'S COMPENSATION

Worker's Compensation is a program of insurance administered by the State Industrial Commission to protect workers, their families, and dependents from loss due to a work-related or "industrial" accident or illness without assessing fault or blame for the accident or illness. The program provides for payment of medical bills, physical and vocational rehabilitation, and financial compensation while the worker is disabled – either temporarily or permanently – and is unable to work while on industrial leave. It also provides for lump sum payments for particularly serious injuries such as the loss of a finger, eye, foot, etc., and assures death benefits and compensation to the worker's family or dependents in the event the injury is fatal.
Industrial leave is defined as leave to obtain treatment and/or recuperation necessitated by an injury or condition sustained in the course and scope of employment with the Town of Camp Verde as determined by an authorized health care provider. Industrial leave is not accumulated but is available through the State Industrial Commission in conjunction with state law.

SECTION 4-4-1 - REPORTING REQUIREMENT

A) Any employee involved in an industrial injury, or an occupational illness as defined by the State Worker's Compensation laws must report the incident to his or her immediate supervisor or Department Head within 24 hours or as soon thereafter as possible.

B) Hours lost due to the injury or illnesses are reported on the employee time sheet as "industrial disability."

SECTION 4-4-2 - PAYMENTS

A) Worker's Compensation does not pay for the first seven days off unless the total number of days off exceeds 14 days. If the claim is approved for payment, paid leave used for the injury or illness may be reinstated to the employee's leave balance record upon reimbursement to the Town of the amount paid.

B) Worker's Compensation pays a State-mandated percentage of the employee's daily wage.

SECTION 4-4-3 - USE OF PAID LEAVE WHILE ON INDUSTRIAL LEAVE

A) An employee receiving disability payments under the Worker's Compensation laws may use accumulated paid leave in order to continue to maintain regular income. Arrangements to maintain regular income may be made through the Human Resources Department.

B) Sick leave or vacation leave may be used to supplement any payments that an employee is eligible to receive from State disability insurance. The combination of any such disability payments and Town paid sick or vacation leave benefits shall not exceed the employee's normal weekly earning. The purpose of this policy is to ensure that an employee does not suffer economic hardship as a result of a work-related injury or illness; however, the employee should not realize a financial gain as a result of injury or illness.

C) Lost time for worker's compensation in excess of seven days will run concurrent with Family Medical Leave (FMLA). While out due to an injury or illness covered by worker's compensation for over seven days, employees will be placed on FMLA leave up to twelve weeks.

D) No employee shall receive sick leave or use vacation time as a result of a job injury, illness, or disease incurred while employed by another employer.

SECTION 4-4-4 - RETURN TO WORK

An employee returning from Worker's Compensation leave must notify their supervisor of their intent to return to work and must provide a work release from the health care provider attesting that they are able to resume their normal work duties or modified duties. The work release must be accepted by the Human Resources Director prior to the employee's return to work.

POLICY 4-5 - MILITARY LEAVE

A military leave of absence will be granted to any employee, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services. Military leave shall be granted in accordance with the provisions of applicable State and Federal law. (i.e., A.R.S. § 26-168, 26-171, 38-610)

SECTION 4-5-1 - NO BREAK IN SERVICE

Active military service of an employee who is restored to employment with the Town of Camp Verde is not a break in service and shall be counted as credited service.

SECTION 4-5-2 - LIMIT OF PAID TIME OFF

Paid time off, in accordance with the law, shall be limited to an equivalent of thirty (30) workdays in a 24-month period. The period of time spent in training or scheduled drills under orders shall not be deducted from the paid vacation leave balance to which the employee is otherwise entitled unless it exceeds thirty workdays.

POLICY 4-6 SPECIAL LEAVE OF ABSENCE

Employees may be granted a special leave of absence as approved by the Town Manager. An employee shall not use a special leave of absence to work for another employer or to pursue self-employment.
Leaves are designed to accommodate employees who have critical personal situations only. An employee who fails to return to work on the date specified in the leave request without receiving an extension in advance is considered to have resigned.

SECTION 4-6-1 - SPECIAL LEAVE OF ABSENCE WITH PAY

A) In some cases, an employee may be granted a special leave with pay in the event the Town Manager or Mayor grants a temporary emergency leave for a natural disaster or other situation that may jeopardize the safety and/or health of employees, such as weather, fire, flood, or pandemic, or in a declared state of emergency, disaster, or grief.

B) In some instances, it may be necessary to remove an employee from the workplace to allow for an investigation by the Town into matters concerning possible discipline of the employee and/or other Town employee(s). This type of leave is not a disciplinary action, and in general, should not exceed fifteen (15) working days without written approval from the Town Manager or the Town Manager's designee.

C) The Town Manager, with Council approval, may also approve special leave with pay for an employee for a fixed period of time when such leave is considered by the Town Manager to be beneficial to the Town or in the best interest of the Town.

SECTION 4-6-2 - SPECIAL LEAVE OF ABSENCE WITHOUT PAY

A) A special leave of absence without pay for a period not to exceed 90 calendar days may be granted by the Town Manager to any full-time employee who has completed one year of employment. The granting of such an extended leave without pay must be for the benefit of the Town and must be approved by the Town Manager after recommendation from the respective Department Head. Such leave may be granted only after accrued vacation leave and compensatory leave has been exhausted.

B) Under extenuating circumstances, the Town Manager may grant an extension of a leave period upon written request by the employee. Such an extension may not exceed 3 months and will be based on departmental, as well as employee consideration.

C) Any employee who has been granted leave without pay shall retain his/her original date of hire but shall not accumulate any vacation or paid leave time during the unpaid leave of absence, nor be entitled to holiday pay.

D) Any employee who is on a leave without pay at the time of his/her performance evaluation anniversary may not be eligible for a regular annual review of job performance nor for an

adjustment in pay until the performance evaluation anniversary immediately following the return to active employment.

E) Employees on leave without pay may elect to continue group insurance coverage. However, the employee must bear the entire cost of both employee coverage and dependent coverage. Payment must be submitted to the Finance Department by the 10th of each month to ensure continued coverage.

F) The Town is not obligated to hold the employee's position open while the employee is on leave without pay. The position may be filled on a temporary or regular basis. The employee's right to return to the Town from leave without pay shall depend on the availability of an appropriate position.

POLICY 4-7 - BEREAVEMENT LEAVE

If a full-time or part-time employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately. Seasonal employees are not eligible for bereavement leave.

Commented [JK2]: The policy has been updated to include language addressing employee status, providing clear guidelines on employee eligibility for bereavement leave.

SECTION 4-7-1 - APPROVAL

A) Approval of bereavement leave for up to 3 days shall occur in the absence of unusual operating requirements. A supervisor shall extend the leave up to two additional days if travel outside the state is required.

B) Any employee may, with the supervisor's approval, use any available paid leave balances for additional time off as necessary.

SECTION 4-7-2 - IMMEDIATE FAMILY DEFINED

The Town of Camp Verde defines "immediate family" as the employee's spouse, parent, child, brother or sister, grandparent, or grandchild; the employee's spouse's parent, child, brother or sister, grandparent, or grandchild; and the child's spouse. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

POLICY 4-8 - SICK LEAVE

The Town of Camp Verde provides sick leave with pay to eligible employees. Sick leave credit is cumulative with a maximum accumulation of 480 hours.

SECTION 4-8-1 - ELIGIBILITY

In an effort to follow the Fair Wages and Healthy Families Act all employees are entitled to sick leave.

SECTION 4-8-2 - RATE OF ACCUMULATION

Regular full-time employees and employees who are in an initial evaluation period shall accumulate sick leave at a rate of 3.69 hours per pay period, equivalent to 12 days per year. Part-time employees accrue sick leave at the rate of one hour for every 30 hours worked up to 40 in a calendar year. Up to 40 unused, accrued hours will be carried over at the end of the year. Notwithstanding, part-time employees may only use up to 40 hours of paid sick leave per calendar year.

SECTION 4-8-3 - ALLOWABLE USES

A) Sick leave benefits are intended solely to provide income protection in the event of illness or injury. Sick leave shall be allowed for:

1. Personal illness, disease, or injury, which renders the employee unable to perform the duties of the position and travel time to and from a physician's office;
2. Surgical, medical, dental, or optical treatments, examinations, or fittings that must be made during working hours; or
3. Illness, injury, examination, or treatment by a health care provider of a member of the employee's immediate family.

B) The immediate family shall consist of the spouse, children, parents, grandparents, brothers, sisters, or other individuals whose relationship to the employee is that of a dependent.

C) An employee may be granted use of sick leave to care for an ill or injured immediate family member in compliance with the Family Medical Leave Act.

D) Sick leave cannot be used to care for well family members.

SECTION 4-8-4 - NOTIFICATION TO SUPERVISOR

A) Employees who are unable to report to work due to illness or injury shall notify their direct supervisor before the start of their workday or within two hours after the time set for beginning their daily duties.

B) The direct supervisor must also be contacted on each additional day of absence unless the sick leave is part of the FMLA leave program.

C) Employees who are unable to report to work to perform assigned duties due to illness are expected to be at home, or in transport to or from a physician's office or medical facility. Employees who fail to comply with this stipulation are subject to disciplinary action.

SECTION 4-8-5 - PHYSICIAN'S VERIFICATION

A) If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement shall be requested verifying the disability and its beginning and expected ending dates.

B) Verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits and/or to authorize that the employee may safely return to work.

C) If the evidence of illness provided is determined by the Department Head to be inadequate, the absence may be charged to another category of leave or considered leave without pay.

D) Physician's or other qualified medical practitioner's verification statements are to be forwarded to the Human Resources Department.

SECTION 4-8-6 - ADDITIONAL CONDITIONS

A) Sick leave shall not be used in lieu of vacation, nor shall it be used in addition to vacation.

B) An employee who is absent more than three workdays shall be subject to the Family Medical Leave Act. Department Heads are responsible for ensuring the Human Resources Department is immediately notified of absences of more than three days.

SECTION 4-8-7 - NO SICK LEAVE AVAILABLE

An employee who has a non-work-related illness or injury and has exhausted accumulated sick leave may apply for special leave without pay.

SECTION 4-8-8 - TRANSFER OF HOURS TO VACATION

Sick leave accumulated in excess of 480 hours must be converted on the 15th of December each year to either vacation time or cash value.

A) If converted to vacation time, the conversion shall be one hour of vacation for every two (2) hours of accumulated sick leave in excess of 480 hours.

B) If converted to cash value, the conversion rate shall be made at 50% of the employee's current hourly wage multiplied by the number of hours in excess of 480 hours.

SECTION 4-8-9 - TERMINATION OF EMPLOYMENT

A) At the time of resignation or retirement, an employee in good standing shall receive the cash value of their accumulated sick leave balance as calculated below:

Years of Continuous Service	Payout Percentage
One to less than ten (10) years	10%
Ten (10) to less than fifteen (15) years	25%
Fifteen (15) plus years	50%

B) Years will be calculated on the employee's Date of Hire/Length of Service Anniversary.

C) Employees, in good standing, who leave Town employment and become re-employed with the Town within 120 days, will use their original Date of Hire anniversary for calculating years of continuous service.

POLICY 4-9 - SICK LEAVE BANK

The Sick Leave Bank provides a short-term option to alleviate undue hardship to eligible member employees who become unable to work due to a serious personal illness or injury and has exhausted all available paid leave (vacation, sick leave, and compensatory time). This policy is based on compassion and generosity and is meant to promote a spirit of mutual support among employees. Membership in the Sick Leave Bank is voluntary.

SECTION 4-9-1 - DEFINITIONS

A) Serious Personal Illness or Injury: Is an illness or injury as defined by the Family and Medical Leave Act of 1993 that requires an employee to be absent from work for more than (3) three consecutive days.

B) Eligible member employee means all regular employees eligible to accrue sick leave who have enrolled in the Sick Leave Bank after six months of continuous employment.

C) Sick Leave Bank is a common pool of hours to which employees contribute hours on an annual basis to become members.

SECTION 4-9-2 - ELIGIBLE RECIPIENT

A) A recipient of donated hours must currently be on an approved medical leave of absence without pay and possess a physician's certification specifying that the recipient is not yet able to return to work.

B) The recipient:
1. Must have exhausted all paid vacation leave, sick leave, and compensatory time from his/her accounts; and
2. Is absent from work due to a condition that otherwise would meet FMLA standards; and
3. Is not eligible to receive benefits through an insurance program paid by the Town; and
4. Is not eligible to receive payments from the retirement system, which he/she is a member; and
5. Is not eligible to receive payments from Social Security; and
6. Has elected membership in the Sick Leave Bank.

SECTION 4-9-3 - GENERAL PROVISIONS

A) The maximum award a Sick Leave Bank member may receive is 240 hours per year as measured forward from the date of the last request.

B) The Sick Leave Bank is funded by the annual contribution of sick leave hours from each participating member. The amount of the contribution required is:
1. Full-time (30 – 40 hours a week) employees donating eight (8) hours of sick leave annually.
2. Sick Leave Bank donations are deducted and credited to the Bank following each open enrollment period.

C) Requests for Sick Leave Bank hours shall be made through the Department Head with the Finance Department, administration of these provisions shall be done by the Town Manager.

D) Sick Leave Bank hours are intended to support employees in their recovery and return to work. Once it is determined that an employee will not be returning, Sick Leave Bank hours will no longer be available.

POLICY 4-10 - VACATION LEAVE

Vacation leave is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

SECTION 4-10-1 - ELIGIBILITY

Employees in the following employment classification are eligible to earn vacation leave as described in this policy:

A) Regular full-time employees

B) Employees who are in an initial evaluation period.

SECTION 4-10-2 - BENEFIT YEAR

A) The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when an employee starts to earn vacation leave.

B) The benefit year for all eligible employees begins on the employee's effective date of hire.

C) An employee benefit year may be extended for any significant leave of absence except military leave of absence.

D) Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule.

E) During the initial evaluation period employees can request use of vacation leave to the extent of available balance.

SECTION 4-10-3 - RATE OF ACCUMULATION

A) The amount of paid vacation time employees receive each year increases with the length of their employment as shown on the following charts:

1. Eligible nonexempt employees:

Years of Service	Annual Vacation Accrual	Per Pay Period
Less than 1 to less than 5	80 hours	3.08 hours
5 to less than 10	104 hours	4.00 hours
10 or more to less than 15 15 or more	120 hours 160 hours	4.62 hours 6.15 hours

2. Eligible exempt employees:

Years of Service	Annual Vacation Accrual	Per Pay Period
Less than 1 to less than 5	120 hours	4.62 hours
5 to less than 10	144 hours	5.54 hours
10 or more	160 hours	6.15 hours

B) The maximum allowed accrued vacation time will be equal to double (x2) the employee's annual accrual based on years of service. Accrual will not continue if the employee is over maximum allowed.

C) Vacation leave will not accumulate while an employee is on leave of absence without pay.

D) Employees in good standing who leave Town employment and become re-employed with the Town within 120 days will use their original Date of Hire anniversary for calculating years of service.

E) A Exempt positions, at the discretion of the Town Manager, may be given years of service credit, not to exceed twelve (12) years, only for the purpose of accruing the proper level of leave commensurate with experience upon hire.

SECTION 4-10-4 - REQUEST FOR LEAVE

A) Paid vacation time can be used in minimum increments. Employees are encouraged to use five consecutive workdays (40 consecutive hours) of paid vacation time each year for rest, relaxation, and personal pursuits.

B) To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including Town needs and staffing requirements.

SECTION 4-10-5 - TERMINATION OF EMPLOYMENT

Upon termination, employees will be paid for unused vacation time that has been earned through the last day of work at their prevailing rate.

POLICY 4-11 - CIVIC DUTY

The Town of Camp Verde encourages employees to fulfill their civic responsibilities as citizens. In accordance with Arizona Revised Statutes, the periods of civic duty absence will be with pay and related benefits while serving on a jury, responding to a subpoena to appear as a witness or voting, according to the provisions below.

SECTION 4-11-1 - JURY DUTY

A) The Town of Camp Verde encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 10 days of paid jury leave over a one-year period. Employee classifications that qualify for paid jury duty leave are:
   1. Regular full-time employees
   2. Employees who are in an initial evaluation period

B) Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

C) Employees summoned to jury duty shall be paid their regular salary, provided they submit their jury duty fee amounts to the Finance Department.

D) Mileage and per diem amounts may be kept by the employee.

E) If employees are required to serve beyond the period of paid jury duty leave, they may use any available paid leave balances (i.e., vacation, comp time) or may request an unpaid jury duty special leave of absence.

F) Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence.

G) Employees are expected to report to work whenever the court schedule permits.

H) Either the Town of Camp Verde or the employee may request an excuse or postponement from jury duty if, in the Town's judgment, the employee's absence would create serious operational difficulties.

SECTION 4-11-2 - WITNESS DUTY

The Town of Camp Verde encourages employees to appear in court for witness duty when subpoenaed to

do so.

A) If employees have been subpoenaed or otherwise requested to testify as witnesses, they will be granted a maximum of 40 hours of paid time off per instance to appear in court.

B) Employees will be paid at their base rate and are free to use any remaining paid leave benefits (i.e. vacation, comp time) to receive compensation for any period of witness duty absence that would otherwise be unpaid.

C) The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence.

D) The employee is expected to report for work whenever the court schedule permits.

E) Time spent in court on personal matters will not be paid.

SECTION 4-11-3 - VOTING

Every employee is encouraged to exercise the right to vote in all public elections. Any employee eligible and registered to vote in any public election held within this state may request time off for voting.

A) The employee may be absent for three hours with pay on the day of the election for the purpose of voting after notifying his/her supervisor or Department Head.

B) The Department Head may specify the hours during which the employee may be absent for the purpose of voting. Before leaving their assigned duties or workplace, the employee shall notify his/her supervisor or department Head that they are leaving for the purpose of voting.

C) An employee may be required to provide evidence of eligibility to vote prior to approval for time off.

POLICY 4-12 - GROUP BENEFITS

The Town of Camp Verde provides group benefits coverage, which may change from time to time for eligible employees. The Town contributes toward all mandated programs such as Social Security, Worker's Compensation, Unemployment Insurance, etc. The Human Resources Department is responsible for the implementation and administration of all group insurance plans.

SECTION 4-12-1 - ELIGIBILITY

A) Regular employees of the Town are generally eligible for coverage under all of the Town's benefit programs, depending upon the restrictions and limitations of a particular benefit plan.

B) Where applicable, the employee may elect to cover dependents under these programs in accordance with current contract requirements and rate schedules. Normal eligibility rules must be met.

C) Other employment classifications are not eligible for benefit coverage except as specifically provided for in a particular benefit plan.

SECTION 4-12-2 - GROUP INSURANCE COVERAGE

The Town contributes to the cost of providing group insurance coverage for full-time employees who participate in the group insurance programs offered by the Town, depending upon the restrictions and limitations of the particular benefit plan.

SECTION 4-12-3 - VOLUNTARY BENEFITS

Voluntary benefits such as benefits for dependents, supplemental health benefits and additional employee-related benefits are offered by the Town through the Human Resources Department, depending upon the limitations and restrictions of the particular plan. Voluntary benefits are offered at the discretion of the Town Manager. Voluntary benefits are fully paid by the employee.

SECTION 4-12-4 - RETIREMENT PLAN

A) Employees whose normal workweek is 20 hours or more and who have met the eligibility requirement of the retirement plan are required to participate in a retirement plan offered by the Town.
   1. Certified police personnel participate in the Public Safety Personnel Retirement System (PSPRS).
   2. All other eligible employees participate in the Arizona State Retirement System (ASRS).

B) Retirement benefits accumulate from both employee and employer contributions. Contributions to the retirement system are mandatory for eligible positions and are deducted from the employee's salary each payroll period.

C) Employees are vested in accordance with the retirement plan in which they are enrolled.

D) If an employee terminates service without retiring, accumulated vested contributions, with earned interest, are refundable upon request.

E) Employees that are retired through the Public Safety Retirement System and therefore, ineligible to participate in the ASRS or PSPRS, the Town will match up to 3% of gross wages for alternate retirement plans.

SECTION 4-12-5 - EMPLOYEE ASSISTANCE PROGRAM

A) The Town provides an employee assistance program (EAP) to all full-time employees.

B) When an employee voluntarily seeks assistance from the EAP, confidentiality is maintained. The Town will not be informed that help has been sought unless the employee requests that the information be released.

C) When stress or personal problems interfere with job performance, the Town will encourage and may require participation in the EAP to deal with job-related performance issues. When participation is required, confidentiality is maintained. The EAP will only verify that the employee has participated as required.

D) Use of the EAP may be a condition of continued employment if the Town's drug and alcohol abuse policy is violated or at the discretion of the supervisor.

E) No employee will have his or her employment or promotional opportunities jeopardized solely by participating in the EAP, nor will participation in the EAP protect the employee from disciplinary action for substandard performance.

SECTION 4-12-6 – TRAUMATIC EVENT COUNSELING FOR PUBLIC SAFETY EMPLOYEES

A) The purpose of this benefit is to meet the requirements of A.R.S. §38-672 and §38-673 to provide up to twelve visits of licensed counseling to certified peace officers and police dispatchers who are exposed to certain events, as described below, while in the course of duty:
    1. Visually (or audibly) witnessing the death or maiming or visually (or audibly) witnessing the immediate aftermath of such a death or maiming of one or more human beings.
    2. Responding to or being directly involved in a criminal investigation of an offense involving a dangerous crime against children as defined in section A.R.S. §13-705.
    3. Requiring rescue in the line of duty where one's life was endangered.
    4. Using deadly force or being subjected to deadly force in the line of duty, regardless of whether the peace officer was physically injured.
    5. Witnessing the death of another peace officer while engaged in the line of duty.
    6. Responding to or being directly involved in an investigation regarding the drowning or near drowning of a child.

B) If the licensed mental health professional determines that the certified peace officer and/or police dispatcher needs additional visits of licensed counseling beyond that which the certified peace officer and/or police dispatcher are entitled to (12 visits) and that the additional visits are likely to improve the certified peace officer's and police dispatcher's condition, upon receiving a written recommendation including supporting evidence from the licensed mental health professional, the Town shall pay for up to an additional twenty-four (24) visits if the visit(s) occur within one (1) year after the first visit pursuant to this section.

C) If the employee leaves work to attend a treatment visit, they will be paid regular wages instead of using paid time off. Time off work for appointments and/or time off work during a no-work status may run concurrent with FMLA (Family Medical Leave Act).

POLICY 4-13 – SUPPLEMENTAL BENEFITS PLAN FOR PUBLIC SAFETY EMPLOYEES

The purpose of this Supplemental Benefits Plan for Public Safety Employees ("SBP" or "plan") is to meet the requirements of A.R.S. §38-961 and provide additional economic benefits to police employees who are injured and eligible for a specific category of workers' compensation benefits.

SECTION 4-13-1 - ELIGIBILITY

The Town has discretion to determine the eligibility of an employee to participate or continue in this plan. To be eligible for supplemental benefits under this plan initially and to continue in the plan as described in this policy, the employee must meet all of the following criteria:

A) Be a police officer employed full-time by the Town at the time of injury.
B) Be injured and eligible for workers' compensation benefits pursuant.
C) Be receiving workers' compensation lost-time wage replacement benefits.
D) Follow all other procedures for requesting benefits as outlined in this policy or related documents.
E) Participate in all risk management activities related to his or her workers' compensation injury.
F) Be physically unable to return to work for the Town in any capacity, including alternative work assignments or light duty, as determined by the Town and as supported by the employee's physician or an independent medical exam (IME) ordered by the Town directly or through its workers' compensation insurance provider. The employee's inability to work in a capacity assigned by the Town, including inability to work light duty assignments, must be supported by appropriate medical documentation in order for the employee to remain eligible under this supplemental benefits plan.

G) Remain a Town full-time employee during the time period the employee is receiving the supplemental benefits.

SECTION 4-13-2 – PLAN DESCRIPTION

All benefits under this plan will be provided while the employee meets all eligibility criteria, for a period up to six months from the date the employee receives first payment of workers' compensation lost-time wage replacement benefits pursuant to A.R.S. § 23-1041.

A) Payment by the Town of the difference in salary between the employee's base pre-injury salary, less taxes and the workers' compensation benefit paid to the employee, and any other voluntary deductions on the part of the employee.
B) Continued payment of the Town's employer portion of premium for health care benefits as was paid pre-injury and/or as is paid for other similarly enrolled employees. The employee remains responsible for paying the same portion of his/her health care benefits as was paid pre-injury and/or as is paid by similarly enrolled employees.
C) Payment by the Town of both employer and employee contributions to the Public Safety Personnel Retirement System as based on the employee's pre-injury salary.
D) Credit for service in the Public Safety Personnel Retirement System at the same accrual rate as pre-injury.
E) Maintenance of accrued Town leave balances at pre-injury level, including sick and vacation leave, and/or PTO.

To the extent the employee is eligible for and receives salary or benefit changes while receiving benefits under this plan, the plan benefits will be adjusted accordingly. If all employees are provided automatic salary adjustments as part of an annual process, the employee will receive benefits under this plan based on his/her new adjusted salary as he/she would receive if not injured. Such adjustments may or may not benefit the employee. If during the benefit period under this plan the Town changes employer health care benefits contributions, the employee may be required to pay additional premiums as would any other similarly situated employee.

SECTION 4-13-3 – PROCEDURE

The Town Manager's Office will receive all requests for plan benefits, in writing from the employee outlining the request and any relevant information needed for decision making by the Town. Such requests must be made within 30 days of the employee's receipt of his or her first lost-time wage replacement benefit paid under workers' compensation. The Town Manager's Office will provide the request to the employer-designated SBP administrator. Failure to make a request within the timeframe established herein shall be construed as a waiver of any rights under A.R.S. §38-961.

A) The Town SBP administrator will review the written request, the circumstances surrounding the injury, employee eligibility for workers' compensation, and any other relevant factors. Within 30 days of receipt of request for benefits under this plan, the SBP administrator shall provide the employee with written determination of benefits eligibility under this plan.
B) Supplemental benefits under the plan will be provided from the date of an employee's injury for a period not to exceed six months, as long as the employee continues to meet all eligibility criteria.
C) Employees granted benefits under this plan will cooperate fully with the Town, SBP administrator, and others working to coordinate benefits.
D) The employee's Town leave accounts will be frozen as of date of injury until conclusion of

participation in the plan.

E) If an employee is denied participation in the plan for any reason, he or she has a right to appeal such denial. The process for doing so is, exclusively, the following:

1. Within ten (10) working days from receipt of denial letter file a written appeal with the Town Manager stating the reason for the appeal and facts that the employee wishes to have considered.
2. Within five (5) working days the Town Manager will render a written opinion affirming or denying eligibility based upon the information provided.
3. If the Town Manager is also the SPB administrator, the appeals process shall be to the Town Council. Under such provision, the Town Council shall have up to thirty (30) days to render a written opinion.

CHAPTER 5

WORK RULES

POLICY 5-1 - HOURS OF WORK

An employee is expected to work the days and hours necessary to perform all assigned responsibilities and tasks in order to provide continuity in access by and service to the citizenry and facilitation of teamwork and supervisory assistance. Attendance shall be a consideration in determining promotions, transfers, satisfactory completion of evaluation periods and continued employment with the Town.

SECTION 5-1-1 - NORMAL WORK WEEK AND WORK HOURS

A) The basic work week is generally 40 hours of work pursuant to the Town Code. This begins for most employees at 12:01 AM Sunday and ends at 12:00 midnight on Saturday.

B) Modifications to the workweek and work schedule may be made by the Department Head to provide essential Town services, subject to any federal and State statutory or constitutional limitations relating to hours of work.

SECTION 5-1-2 - ABSENCES AND TARDINESS

A) Advanced notice of absence is expected; notice of unavoidable absences is expected within one-half hour of the beginning of duty or as soon as possible if the employee is physically unable to notify his or her supervisor or Department.

B) Advanced notice of anticipated tardiness is expected; notice of unavoidable tardiness is expected as soon as possible. Tardiness must be made up during the pay period in which it occurs.

C) Notification of an absence or tardiness by another employee, friend, or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification.

D) Poor attendance and frequent tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

E) Employees who fail to report to work for three consecutive business days without notifying the Town of the absence will be considered as having voluntarily resigned by job abandonment.

POLICY 5-2 - PERSONNEL FILES

The Town maintains a personnel file on each employee. The personnel file contains documentation regarding all aspects of the employee's tenure with the Town, such as performance appraisals, beneficiary designation forms, disciplinary action notices and employment history. Employees may review their personnel files at reasonable intervals during normal business hours in the presence of Human Resources staff.

SECTION 5-2-1 - ACCESS TO OFFICIAL PERSONNEL FILE

Access to information in an employee's personnel file is confidential to the extent permitted by federal and state law. During the normal course of employment, the following individuals are authorized to review an employee's personnel file: The Town Manager, Department Head, immediate supervisor, the employee, Town Attorney (or his/her designee) or a state or federal enforcement employee conducting an official

investigation.

SECTION 5-2-2 - UPDATING PERSONNEL RECORDS

A) Department Heads are responsible for forwarding documents for inclusion in the personnel files of those employees assigned to their department.

B) To ensure that personnel files are up to date at all times, employees should notify their supervisor or Human Resources staff of any changes in name, telephone number, home address, marital status, number of dependents, beneficiary designation, scholastic achievements, the individuals to notify in case of an emergency and so forth.

C) Each employee may inspect audit or copy, his or her personnel file to ensure accuracy and completeness of the file. A Human Resources representative must be present when a file is reviewed or copied.

D) The following portions of the employee's personnel file are matters of public record: Name of the employee, date of employment, current and previous duties and dates received, name, location, and dates of previous assignments, current and previous salaries, and dates of each change, and the name of the employee's current or last known supervisor. It is recognized that personal privacy is an exception to the public records disclosure requirements. Private sensitive information that is not freely available to the public and encompasses the individual's control of information concerning his/ her person such as social security numbers, personal addresses and personal phone numbers, birth dates, emergency point of contact, tax information, bank account information.

E) Personnel records do not include records of an individual relating to the conviction, arrest or investigation of conduct constituting a violation of criminal laws of this State or another state or the United States, confidential reports from previous employers or records maintained in compliance with Arizona Revised Statutes (consent of, access to, and control of personnel records).

SECTION 5-2-3 - MAINTENANCE OF PERSONNEL FILES

A) The Human Resources Director is responsible for maintaining personnel files and must approve materials for inclusion in a file.

B) An employee may submit a written statement for inclusion in his/her personnel file if he or she believes that any of the included materials requires correction and/or clarification.

C) Items not included in the official personnel file may not be used for either promotional or disciplinary proceedings unless the employee falsified a time sheet or other information.

SECTION 5-2-4 - RECORDS RETENTION

A) An employee's personnel file will be retained during the tenure of the employee and for a minimum of 5 years after the employee's employment with the Town has terminated unless a longer period is required by law. During this retention period, nothing will be removed from the personnel file.

B) Name, position, the date of hire, and the date of termination will be retained indefinitely.

SECTION 5-2-5 - RECORDS RELEASE

A) Human Resources treats as confidential all employee information except when requested to verify information relating to job title, department, base salary, and dates of employment.

B) Other information contained in the personnel file will be released with express written permission of the employee or to the extent allowed by law.

POLICY 5-3 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the organizational image the Town of Camp Verde presents to the general public. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Department Heads are responsible for determining and enforcing the dress code for their respective areas of responsibility.

SECTION 5-3-1 - ACCEPTABLE ATTIRE

Because of the changing nature of fashion, regulations pertaining to acceptable employee attire and grooming are flexible. There are, however, certain expected norms of professional appearance, of personal neatness, cleanliness, and good grooming that are applicable to all employees.

SECTION 5-3-2 - UNACCEPTABLE ATTIRE

A) Extravagance and extremes of style and attire are not in good taste in a public service environment. The Town of Camp Verde reserves the right to advise any employee at any time that his or her grooming, attire, or appearance is unacceptable.

B) After having been advised, the employee will be expected to comply with the suggested change. Failure to do so will result in the employee's suspension without pay until corrective action by the employee is taken.

C) Repeated lack of compliance may result in further disciplinary action, up to and including discharge.

SECTION 5-3-3 - UNIFORMS

A) Employees who are required to wear a uniform of any type in the performance of their duties will either be provided such uniforms by the Town or provided with a uniform allowance.

B) Uniforms that are provided by the Town become the property of the employee during the employment service to the Town.

C) Laundering, cleaning, and general upkeep of uniforms is the responsibility of each employee.

D) Employees should be aware that furnishing of uniforms and maintenance or replacement allowance, if any, might under certain circumstances, be considered a taxable benefit.

POLICY 5-4 MAIL, ELECTRONIC MAIL, COMPUTER, AND ONLINE SERVICES USAGE

SECTION 5-4-1 - CONDITIONS OF EMPLOYMENT

As a condition of employment and continued employment, employees agree as follows:

A) All electronic storage and communication systems and all information transmitted by, received from or stored in these systems are the property of the Town;

B) These systems are to be used solely for job related purposes and not for personal purposes;

C) Employees have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in the equipment;

D) The Town may monitor an employee's use of this equipment at any time at its discretion, which may include printing and reading all e-mails entering, leaving, or stored in these systems, as well as listening to any voice mail messages;

E) No employee will use a pass code or voice mail access code that is unknown to the Town or that is not expressly authorized; and

F) To obtain approval for, and have virus-scanned, all outside files prior to loading such files in the Town's computer system.

Mail received or distributed at the Town is the property of the Town. The Town may monitor, open, and review all mail at any time at its discretion.

SECTION 5-4-2 – SOFTWARE COPYRIGHT

The Town purchases and licenses various computer software for business purposes and does not own the copyright to this software or its related documentation. Employees may not reproduce such software or use it on more than one computer unless authorized to do so by the software license agreement. Employees with questions or concerns regarding the use of software or its related documentation should contact their Department Head.

SECTION 5-4-3 - PROHIBITED USE

Improper use of the Town's electronic storage and communications equipment is strictly prohibited. This includes, without limitation, transmission or reception of any material in violation of federal, state, or local law or regulation (including copyright material, threatening or obscene material or material that is trade secret or confidential); using the Town's equipment or resources for commercial activities, religious, or political causes, outside organizations, games, multimedia, or other non-employment related matters; and transmitting offensive jokes, sexually explicit messages, chain letters, or material that is otherwise disruptive to the orderly operation of the Town.

SECTION 5-4-4 - PASSWORDS

Employees should remember that log-on and other passwords should not be shared with anyone else, unless an authorized town official requests such information. Failure to cooperate with an authorized Town official in any investigation involving the Town's electronic communications system is a violation of the policy and shall result in discipline, up to and including termination of employment.

SECTION 5-4-5 - CONSEQUENCES OF PROHIBITED USE

Any violation of this policy shall result in disciplinary action, up to and including termination of employment.

POLICY 5-5 - DISCIPLINARY SYSTEM

Effective discipline is a positive process when its purpose is to train or develop by instruction. Whenever appropriate, training is encouraged as a means of improving employee productivity and effectiveness through positive and constructive methods. However, improper employee conduct shall be considered good cause for

disciplinary action.

Each supervisor shall have the responsibility and authority, with approval of the Department Head, to administer appropriate discipline to his/her subordinates using a positive progressive discipline process as a corrective measure.

It is the express policy of the Town that disciplinary actions be imposed in a fair and consistent manner.

SECTION 5-5-1 - DISCIPLINE PROCESS

A) In general, the concept of progressive discipline means that a series of increasingly severe disciplinary actions will be administered to correct employee behavior or performance.

B) This shall only be a guideline for supervisors, however. Not all discipline will begin with counseling or reprimands.

C) A Performance Improvement Plan (PIP) may be utilized by supervisors as a non-disciplinary tool to address some performance issues and provide a framework to assist employees to improve performance through informal discussions and the establishment of goals and objectives. A PIP may also be used in conjunction with progressive discipline.

D) The totality of the circumstances will dictate the appropriate level of discipline for each incident. Review of the particular facts and circumstances, such as the severity of the offense or an employee's disciplinary history, regardless of whether for the same offense, may indicate that more severe disciplinary measures, up to and including immediate termination, are appropriate.

E) Whether or not the procedures are followed, all employees are subject to discharge when, in the sole opinion of the management, an employee's job performance or conduct threatens the wellbeing of the Town, its employees or its citizens.

SECTION 5-5-2 - DEFINITIONS

A) Employee: Includes all Town employees of any status or classification, except elected officials.

B) Initial evaluation employee: new employee whose continued regular employment depends upon the successful completion of an initial evaluation period. An employee may be terminated at any time with or without cause during the initial evaluation period.

C) Notice of proposed disciplinary action: A written five (5) day advanced notice given to an employee documenting the proposed disciplinary action and the proposed effective date.

D) Pre-action meeting: A meeting with the employee, the employee's representative, if desired, and the Department Head where the employee may present reasons in writing or orally as to why the proposed disciplinary action should not be taken.

E) Progressive Discipline: A series of increasingly severe disciplinary actions, ranging from oral counseling to discharge.

F) Termination: Used interchangeably with the word "discharge," meaning dismissal from employment. This does not include a layoff.

SECTION 5-5-3 - GROUNDS FOR DISCIPLINARY ACTION

A) Discharge may occur as the result of a single serious infraction that warrants immediate dismissal, including but not limited to:

1. Dishonesty, including intentionally giving false information, intentionally falsifying records or making false statements when applying for employment, lying to supervisors in connection with the employee's job; falsifying time sheets for payroll.

2. Discrimination or failure to abide by Equal Employment Opportunity regulations, including sexual or other harassment of a protected class.

3. Reporting to work under the influence of intoxicants or nonprescription/illegal drugs or using such substances while on Town property.

4. Theft or removal of Town money, merchandise, or property, including property in custody of the Town without permission.

5. Possession of firearms, other weapons or explosives not authorized by the Town in Town facilities or while on Town business.

6. Conviction of a felony or gross misdemeanor. Failure to notify the Town within reasonable amount of time of being charged with a criminal offense while employed by the Town.

7. Other reasons deemed valid by Town officials.

B) Other grounds for disciplinary actions, up to and including discharge, include but are not necessarily limited to the following:

1. Being absent from work without permission or failure to report to the supervisor or Department when one is absent;

2. Being habitually absent or tardy for any reason;

3. Failure to follow reasonable orders of one's supervisor(s);

4. unwillingness and/or lack of sufficient competency to perform the assigned job; failure to perform assigned work in an efficient or effective manner;

5. Participation in prohibited political activities;

6. Acceptance of fees, gifts, or other valuable items in the performance of the employee's official duties for the Town;

7. Any action, on or off the job, bringing discredit to the Town;

8. Violations of any of the Town-wide and department specific policies, Town ordinances, State or federal law;

9. Violating safety rules and regulations;

10. being wasteful of material, property or working time; through negligence, recklessness, or carelessness.

11. Two written reprimands or other disciplinary actions in 24 consecutive months;

12. Inability to get along with fellow employees so that the work being done is hindered and not up to required levels; speaking critically or making derogatory or false accusations so as to discredit other employees or supervisors;

13. abusive attitude, language, behavior, or conduct towards a fellow employee or member of the general public while performing official duties as a Town employee;

14. Engaging in behavior that has resulted in physical harm, or threat thereof, to another employee or the public.

15. Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses;

16. Divulging or misusing confidential information, including removal from Town premises without proper authorization any employee lists, records, designs, drawings, or confidential information of any type;

17. Concealing or failing to properly report or document any information or incident required to be reported to federal and/or state agencies, and/or Town management as part of the employee's job duties and responsibilities.

18. Refusal to cooperate in a Town investigation or official inquiry.

19. Improper use of the Town's electronic storage and communications equipment, including without limitation the transmission or reception of any material in violation of federal, state, or local law or regulation or use for non-employment related matters;

20. Such other act, error or omission detrimental to the mission of the Town;

21. Other reasons deemed valid by Town officials.

SECTION 5-5-4 - TYPES OF DISCIPLINARY ACTION

A) Oral Warning or Counseling: A verbal notice to the employee discussing a problem of relatively minor degree of the employee's performance. The oral warning or counseling shall be given in private. The supervisor shall inform the employee that the supervisor is issuing an oral warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action. A written notation of the warning is to be included in the employee's personnel file after acknowledgement by the employee (See 5-5-4. B.3).

B) Written Reprimand:

1. A written reprimand is issued if the initial measure of oral warning is not sufficient or if the infraction is severe enough to warrant a written reprimand in the employee's personnel file.

2. Written reprimand notices must be issued within ten days after the occurrence of the violation claimed by the supervisor or ten days after completion of an administrative investigation. The contents of this notice will be explained to the employee in an interview.

3. The original will be signed by the employee and placed in the employee's personnel file. If the employee refuses to sign the acknowledgement, then the supervisor and one other witness shall note on the reprimand that the employee received a copy and refused to sign it.
4. A copy will be given to the employee and included in the employee's department file.

C) Suspension with Pay: A suspension with pay is involuntary time off without loss of pay as a result of a severe infraction of policies or for repeated violation. For minor infractions, a suspension may often be given after the employee has received a written warning.

1. Employee Decision-Making Suspension: The employee shall be instructed to decide during this "decision-making" suspension if he or she will commit to the correction of each performance deficiency and meet the Town's expected standards. Upon return to work, the employee will be required to submit, in writing, to the Department Head if and how he/she intends to meet the expected standards or has decided to leave the Town's employment. This type of suspension will not exceed one working day.

2. Town Investigative Suspension: This action may be used to remove an employee from the work site in order to allow for an investigation by the Town of behavior that is suspected of being illegal, that is not in the best interests of the Town, or that places other employees or citizens in jeopardy.
   a) If charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense and may include recovery of salary and benefits paid during the suspension.

   b) If charges are unfounded, the employee will be restored to duty and a letter of exoneration will be placed in the employee's official personnel file.

   c) This type of suspension is normally paid and shall ordinarily not exceed 21 calendar days. The Town Manager, however, may authorize an extension when a comprehensive investigation will require more time to reach a conclusion.

D) Suspension without Pay: Suspension without pay is involuntary time off with loss of pay. This type of action may be taken when the offense is of a serious enough nature to warrant discharge but when circumstances related to an employee's overall performance would not warrant immediate discharge. The length of suspension should not exceed 15 working days. The number of days of suspension, whether a specific number of days or indefinitely, will depend on the severity of the infraction.

E) Involuntary Demotion: An involuntary demotion consists of a reassignment to a lower position classification. This type of action may be taken for serious improper conduct and/or consistent inability to meet job performance expectations. Generally, it will occur in a situation in which it is determined the employee is either unwilling or unable to perform his or her responsibilities of that position. Demotion is not a substitute for dismissal when dismissal is warranted. Employees who are returned to their previous assignments before completing a promotion evaluation period are not considered to have been involuntarily demoted.

F) Discharge:

1. Discharge is the involuntary, permanent removal or termination of an employee from employment. Immediate removal of an employee from the job site pending review for discharge may be warranted in instances involving serious insubordination; theft; serious, illegal, or destructive acts while on the job; or other substantial reasons deemed appropriate by the Town Manager. An employee may also be discharged after repeated offenses of a less serious nature if the supervisor has documented the offenses and appropriate performance- related changes have not resulted from previous progressive disciplinary action. This does not include a layoff.

2. During the initial evaluation period, employees may be terminated at any time with or without cause and without the right of appeal. Written notification of dismissal shall be signed by the employee who has not completed the initial evaluation period and placed in the employee's personnel file, with a copy given to the employee. The dismissal of such employees requires the concurrence of the Department Head, the Human Resources Director, and the Town Manager.

SECTION 5-5-5 - NOTICE TO EMPLOYEE

An employee who has completed the initial evaluation period shall receive a 5-day written notice of intent whenever the Town intends to take a disciplinary action resulting in termination, reduction in pay, demotion, or suspension without pay. Notice under this section is not required for layoffs, assignments, transfers, or reassignments, including those to or from lead positions. The notice will generally provide the following information:

A) Notice of the intended disciplinary action and the proposed date of implementation.

B) The reasons for the action.

C) The date and time, not more than 3-days after the notice is given to the employee, of a pre-action meeting with the Department Head (or his or her designee), for the employee to present reasons in writing or orally as to why the proposed disciplinary action should not be taken.

1. The affected employee may have a non-attorney co-worker of the employee's choosing present during the pre-action meeting. The co-worker may not speak on behalf of the employee but may advise the employee during the meeting.

2. Any relevant information presented by the employee regarding the proposed disciplinary action shall be considered.

D) Failure by the employee either to attend the pre-action meeting or to timely submit reasons in writing why the proposed disciplinary action should not be taken will be deemed a waiver of the employee's right to do so and the proposed disciplinary action will be implemented as written.

POLICY 5-6 PERSONNEL ACTION REVIEW PROCEDURES

SECTION 5-6-1 - PURPOSE

The Town of Camp Verde provides personnel action review procedures as a means to:

A) Ensure all employees fair and equitable treatment;

B) Promote harmonious relations among employees, supervisors, and managers;

C) Encourage the settlement of disagreements informally at the employee-supervisor level;

D) Provide an orderly procedure to handle disagreements through the various supervisory levels when necessary;

E) Resolve grievances as quickly as possible.

SECTION 5-6-2 - SOLE REMEDY

Policy 5-6 is the sole and exclusive internal remedy available to employees for resolving disputes arising from Town employment.

SECTION 5-6-3 - INFORMAL PERSONNEL ACTION REVIEW PROCEDURES

A) An employee who has a problem or complaint, which does not qualify as a reviewable issue as defined below, should promptly inform, and discuss it with his or her immediate supervisor, endeavoring to resolve the matter expeditiously and informally at the employee-supervisor level.

B) If informal discussion does not resolve the problem or complaint to the employee's satisfaction, the employee should discuss it with his or her supervisor's immediate supervisor, if any, the Department Head, the Human Resources Director, or the Town Manager or designee.

C) Every effort should be made to find an acceptable solution by informal means at the lowest level of supervision.

SECTION 5-6-4 - FORMAL PERSONNEL ACTION REVIEW

Except where formal review of the employment matter is not authorized by these procedures, any regular employee, not appointed by the Town Council, may file a request for formal review of an employment action involving termination, reduction in pay, involuntary demotion, or suspension without pay in accordance with the Formal Personnel Review Procedures set forth in Section 5-6-7. The employee may also file a request for formal review of an employment action involving Written Reprimand up to and including steps through Section 5-6-7 (c).

SECTION 5-6-5 - EMPLOYMENT MATTERS NOT SUBJECT TO REVIEW

The following employment matters are not subject to formal review:

A) Placement of an employee in, or the content or structure of, the Town's Classification Plan;

B) Placement of an employee in, or the content or structure of, the Town's Salary Plan;

C) The content or structure of the Town's benefits programs;

D) An employee's performance evaluation;

E) Extension of an evaluation period;

F) Assignments, transfers, or reassignments, including those to or from lead positions or special positions.

G) Municipal finance or budgetary issues; and

H) Layoffs;

I) Oral warning or counseling.

SECTION 5-6-6 MISCELLANEOUS RULES

A) Employees who have not completed an initial evaluation period with the Town are not permitted to use the formal personnel action review procedures.

B) After an issue has been initially presented for review, an employee may not add new allegations at a subsequent step.

C) Time limits provided in these procedures may be extended to a date assured by mutual written agreement of the Town and the appealing employee.

D) An employee's failure to file a timely appeal in writing to the next step in the process will constitute a waiver, and the decision shall be final, binding and not subject to further review.

E) Meetings held under these procedures shall be conducted at a mutually agreed upon time and place that affords a fair and reasonable opportunity for all persons entitled to be present to attend.

F) No discipline, retaliation, or threats of retaliation shall be taken against any employee, representative, witness, or other participant, whether testifying or not, in these personnel action review procedures by reason of such participation.

G) All information obtained during the processing of a request for personnel action review will be maintained confidentially to the extent permitted by state law.

H) Employees may have an observer present at any interview in the process. The observer may not participate in the interview; rather, the observer may merely attend and watch the interview.

I) If the observer is a Town employee, the time spent attending the interview shall be counted as time worked for pay and benefit purposes.

J) During any interview in the process, the employee seeking review shall be permitted to take reasonable breaks of limited duration to consult with any other person.

K) For pay and benefit purposes, time spent by employees in discussions with management or in testifying before a "Hearing Officer" is considered time worked.

L) Employment matters subject to review may be resolved or settled at any step in the process. Such matters will be processed until: (a) the employee is satisfied; (b) the employee does not file a timely appeal (as defined by the formal steps); or (c) a decision has been made in the final step.

M) All employment decisions (and resulting wage and/or benefit losses flowing from them) are effective when made by the Department Head. Upon reversal of the decision at any step in the review process, the successful employee may recover any such wage and/or benefit losses previously incurred.

SECTION 5-6-7 – FORMAL PERSONNEL ACTION REVIEW PROCEDURE STEPS

A) Step One: Appeal to Department Head

1. Within five business days of the time the employee receives written notification of an employment matter that is subject to review, the employee must file a request for formal personnel action review with the Town's Human Resources Department on a form provided by the Town.

2. The Department Head (or in the Department Head's absence, the person designated to act on the Department Head's behalf) shall investigate the issue, attempt to resolve it, and give a written decision to the employee within ten business days of having received the employee's request for formal personnel action review from the Town's Human Resources Department.

3. If the issue involves the employee's Department Head, the Human Resources Department shall give the request for formal personnel action review to the Town Manager who shall proceed as stated in Step Two.

B) Step Two: Appeal to Town Manager

1. If the employee is not satisfied with the Department Head's decision or if no decision has been rendered within ten business days after submission to the Department Head, the employee may appeal the decision to the Town Manager.

2. The appeal must be submitted in writing to the Human Resources Department within ten business days after delivery to the employee of the decision (Step Two) being appealed.
3. The Town Manager will review the appeal and communicate a decision in writing to all concerned parties within ten business days of having received the employee's written notice of appeal from the Human Resources Department.

4. The Town Manager may delegate the duties under Step Two.

C) Step Three: Appeal to a Hearing Officer

1. If the employee is not satisfied with the Town Manager's decision or if no decision has been rendered within ten business days after submission to the Town Manager, and provided the employment matter is subject to a Step Three appeal, the employee may appeal the decision to a qualified, independent Hearing Officer appointed by the Town. The Town shall maintain a list of qualified, independent, Hearing Officers.

2. Provided they are not otherwise excluded under Section 5-6-5, only disciplinary actions taken by the Town that involve termination, reduction in pay, involuntary demotion, or suspension without pay are subject to a Step Three appeal to a Hearing Officer.

3. An appeal must be submitted in writing to the Human Resources Department within ten business days after delivery to the employee of the Town Manager's decision. If the employee fails to submit a written appeal within ten business days, the lower action will be automatically affirmed.

SECTION 5-6-8 - RULES OF APPEAL TO THE QUALIFIED HEARING OFFICER

A) The appeal will be a written statement, addressed to the Hearing Officer through the Human Resources Department, explaining the employment matter appealed, the action desired, and the reasons for it. The appeal shall also include all previous correspondence concerning the matter.

B) Upon receipt of a notice of appeal, the Human Resources Department shall set a date and place

for the hearing on the appeal within three (3) months from the effective date of the disciplinary action. The Human Resources Department shall notify all interested parties of the date, time, and place of the hearing.

C) If an appeal is made the Human Resources Director, in consultation with the Town Manager and Town Attorney, if necessary, shall determine whether the appeal complies with these procedures and is subject to review. If so, a qualified Hearing Officer shall be appointed by the Town.

D) Both the appellant and the Department Head shall submit to the Human Resources Department a list of witnesses, including names, addresses, and nature of the expected testimony from each, and a list of exhibits to be introduced at the hearing no later than seven (7) calendar days prior to the commencement of the hearing. No other witnesses or exhibits may be introduced at the hearing unless approved by the Hearing Officer. The Hearing Officer may grant a time extension beyond the required limits if requested by either party in writing and good cause is shown for granting the extension.

E) The Town Attorney shall represent the Town and present the case to the Hearing Officer. The employee has the right to be represented by counsel at the employee's expense, to written notice of the specific grounds for termination, to disclosure of the evidence supporting the termination, the opportunity to confront and cross examine available adverse witnesses, the opportunity to be heard, in person, and present evidence, and to subpoena witnesses.

F) Both the Town and the appellant will have the opportunity to present witnesses and evidence, to cross-examine witnesses, and to be heard in person.

G) The findings and recommendation of the Hearing Officer shall be made to the Town Manager and shall include a written statement as to the evidence relied upon by the Hearing Officer and the reasons for his or her decision. The Town Manager has the final decision on all personnel appeals, and can modify, accept, or reject the recommendations of the Hearing Officer. If the Town Manager rejects the Hearing Officer's recommendation, he or she must state the reasons therefore in writing.

CHAPTER 6

EMPLOYMENT DEVELOPMENT

POLICY 6-1 - EDUCATION ASSISTANCE

SECTION 6-1-1 - PURPOSE

The Town of Camp Verde recognizes that the skills and knowledge of its employees are critical to the success of the organization. The education assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the Town.

SECTION 6-1-2 - ELIGIBILITY FOR PARTICIPATION

A) All regular full-time employees with satisfactory work and attendance standards who have successfully completed the initial evaluation period are eligible to participate.

B) Employees who are receiving grants, scholarships, or veteran's benefits are eligible to participate, but only to the extent that employee's course tuition costs are not covered by these external funds.

C) Only those courses beginning after the new employee's initial evaluation period ends will be considered for reimbursement.

D) Employees participating in the program are required to achieve grade C or higher in order to remain eligible.

1. An original grade report or transcript must be provided to Human Resources within 45 days of the completion of each course. Failure to submit the grade report or transcript within the time limit will result in disqualification for tuition assistance.

2. Courses taken on a pass/fail basis must be "passed." Non-graded courses (graded satisfactory/unsatisfactory) must be completed with a "satisfactory" grade. No courses may be audited.

3. Courses will only be reimbursed one time through this program. If the employee elects or is required to retake the course, the employee will be responsible for the cost, regardless of time in between reimbursement, location of course, or reason for retaking the course.

E) Generally, only those courses requiring attendance during off-work hours will be considered for tuition assistance. With approval from their Department Head, an employee may flex their work schedule to attend an approved tuition assisted course.

SECTION 6-1-3 - CRITERIA FOR APPROVAL

A) All applications for educational assistance are expected to have the prior approval of their Department Head. The initial step to qualify for the educational assistance program is to apply for the assistance with the Human Resources Department. Human Resources will administer the educational assistance program. Tuition assistance funding levels are recommended by the Town Manager and approved by the Town Council through the fiscal year budget process.

B) The program provides tuition assistance for courses that are:

1. Directly related either to the employee's present job or to a position within the Town to which

the employee could logically progress in the future; or

C) A part of a planned program leading to an undergraduate or graduate degree in a field that has applicability to Town business (e.g., accounting, engineering, criminal justice, management).The course must be:
   1. Taken on the employee's own time and

   2. Approved by the applicable Department Head, and the Town Manager.

D) Courses may be taken at Town-approved:
   1. Accredited colleges, universities, community colleges;

   2. State or public-school systems, adult education systems, vocational and trade schools.

SECTION 6-1-4 - REIMBURSEMENT

A) The Town will reimburse 100% of the actual tuition as identified by the school, college, or university and agreed upon by the Human Resources Director and available funding.
   1) To ensure fund availability, employees are required to submit a Tuition Reimbursement request during the fiscal budget planning process.

   2) During limited funding periods, reimbursements are granted on a first-come-first-served basis.

B) The employee must bear all other expenses, which include but are not limited to books, supplies, parking, transportation, transcripts, application and administrative fees, lab fees, and other non-tuition expenses.

SECTION 6-1-5 - TERMINATION OF EMPLOYMENT

A) Each employee will be required to sign an agreement stating that if he or she separates from Town employment for any reason within two years of receiving reimbursement, an amount will be withheld from the final paycheck according to the following schedule:

Date of Separation	Percentage of Reimbursement Withheld from Final Paycheck
Under 6 months after receiving reimbursement	100%
6 to 12 months after receiving reimbursement	75%
12 to 18 months after receiving reimbursement	50%
18 to 24 months after receiving reimbursement	25%
24+ months after receiving reimbursement	0%

B) If the amount of the employee's final paycheck is not sufficient to cover costs, the individual will be required to reimburse the Town for the amount due at the time of termination.

POLICY 6-2 - TOWN-SPONSORED and REQUIRED TRAINING

It is the policy of the Town to encourage and coordinate training opportunities for employees and supervisors in order that services performed by the Town will be more efficient and effective. Training is defined as any work-related seminar, conference, convention, or workshop attended by an employee whose registration and expenses are funded in whole or in part by the Town.

SECTION 6-2-1 - PROCEDURES

A) Attendance at training programs within the state will be approved at the Department Head level.

B) Attendance at training programs out-of-state require approval by the Town Manager prior to registration.

C) After returning from a training program, employees will normally summarize for the Department Head what new expertise they have gained that may be shared with other employees. The Department Head will disseminate the information as appropriate.

D) Town-sponsored and required training shall generally be arranged during regularly scheduled work hours. A Department Head may change the standard work hours to accommodate or require attendance at such training activities. Required training shall be recorded as time worked within the meaning of this policy.

E) Employees who acquire training on their own time and expense are encouraged to notify the Human Resources Department so the information can be noted in the employee's personnel file. A copy of any certificates awarded should be forwarded for inclusion in the employee's personnel file.

F) The Human Resources Department shall maintain an employee training history and shall periodically audit training attendance and policy compliance.

SECTION 6-2-2 WAGE ADJUSTEMENTS FOR TRAINING AND CERTIFICATIONS

Some training and certifications may allow for the employee's wage adjustment.

A) Pay increases for obtaining any newly acquired certifications must be directly related to the employee's current position or a higher position within the same field of work to prepare the employee for potential promotional opportunities.

B) To be eligible for a wage adjustment for training and certification, an employee must be employed on a full-time basis and have a history of satisfactory work and attendance standards after successful completion of the initial evaluation period.

C) Pay increase amounts and funding levels are approved by the Town Manager during the annual fiscal year budget process.

D) Certifications and training that are required to perform essential job functions do not qualify for wage adjustments.

E) Certifications and training that are not evaluated by way of assessment (i.e. certificate of attendance) do not qualify for wage adjustments.

CHAPTER 7

SAFETY AND HEALTH

POLICY 7-1 - SAFETY AND LOSS MANAGEMENT

The Town is committed to providing a safe and healthy working environment. In this connection, the Town makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment. The Town's policy is aimed at minimizing the exposure of its employees and visitors to its facilities to health and safety risks.

SECTION 7-1-1 - EMPLOYEES SUPPORT FOR SAFE WORK PRACTICES

A) All employees are expected to work diligently to maintain safe and healthy working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

B) The responsibilities of all employees in this regard include:

1. Exercising maximum care and good judgment at all times to prevent accidents and injuries;
2. Reporting to supervisors and seeking first aid for all injuries, regardless of how minor;
3. Reporting unsafe conditions, equipment, or practices to supervisors;
4. Using safety equipment provided by the Town at all times;
5. Observing conscientiously all safety rules and regulations at all times;
6. Notifying their supervisor, before the beginning of the work day, of any medications they are taking that may cause drowsiness or other side effects that could lead to injury to them and their co-workers; and
7. Participating in appropriate safety training.

SECTION 7-1-2 - SAFETY COORDINATOR

The Town designates a full-time employee as its Safety Coordinator. The Safety Coordinator, along with the Town Manager, Department Heads, Supervisors, and Human Resources staff, will monitor and encourage compliance with safety and loss prevention programs, including education and training.

SECTION 7-1-3 - EVALUATION OF SAFETY PERFORMANCE

Employees are rated on appropriate safety performance as part of their performance evaluation.

SECTION 7-1-4 - USE OF TOWN EQUIPMENT AND VEHICLES

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, shall result in disciplinary action up to and including termination of employment.

POLICY 7-2 RETURN - TO – WORK PROGRAM

Employees of the Town who are, or could be, on leave of absence from their duties as a result of work-related illness or injury may be eligible for the Return-to-Work Program upon written certification of a medical care provider. The medical care provider must certify that the employee may return to work with restrictions on physical requirements of the job in question, and that those restrictions are not expected to last more than 180 days.

SECTION 7-2-1 TEMPORARY AND PERMANENT RESTRICTIONS

A restriction identifies a physical condition that prevents an employee from performing the full scope of his or her job duties as outlined in the job description. There are two types of restrictions.

A) Temporary restrictions are defined as those limitations placed on an injured employee by a physician that are of a relatively short duration (less than 180 days) and the employee is expected to fully recover and to return to normal working conditions.

B) Permanent restrictions are defined as those limitations placed on an employee by a physician that are expected to be long term (more than 180 days) or from which recovery is not expected. Employees who fall into this category are not eligible for participation in the Return-to-Work Program. They may elect to seek alternative employment or file for a “reasonable accommodation” under the Americans with Disabilities Act.

SECTION 7-2-2 - ALTERNATIVE JOB PLACEMENT

A) When an employee is approved for participation in the Return-to-Work Program, primary consideration will be given to job placement within the employee’s department and normal job duties.

B) A secondary consideration will be alternative placement into another department or another assignment. That may mean an assignment that is a lower classification than the normal job assignment and commensurate wages for the duration of the temporary assignment.

C) A critical consideration is to place the employee in a position to perform productive work that is both useful to the Town and achievable within the restrictions placed on the employee. Under no circumstances will a position be created solely for the purpose of providing work for an employee who is eligible to return to work under a temporary restriction. If there is no work available within the employee’s department or in another department or assignment, the employee may remain on industrial leave.

D) An employee shall not be returned to work to any job that is punitive in nature.

SECTION 7-2-3 - PLACEMENT NOT SUBSTITUTE FOR FILLING VACANCIES

Alternative placement will not be used to avoid the filling of vacancies within the department in question.

SECTION 7-2-4 - PARTICIPANT REQUIRED TO OBEY RULES

An employee participating in the Return-to-Work Program is subject to all rules, regulations, standards, policies, and procedures of the Town and the specific department.

SECTION 7-2-5 - PROCEDURE

A) An employee must submit a written request and a written certification signed by a physician, noting the employee's restrictions and length of those restrictions. The Department Head and the Human Resources Director will evaluate the request in order to determine whether or not an employee is able to return to the assigned position.

B) If authorized to participate in the Return-to-Work Program, the employee will be notified by the Department Head of the date he or she is expected to return to work.

C) In no case will an employee authorized to participate in the Return-to-Work Program be placed in an area that will pose a health or safety risk to the Town, other staff, or the injured employee.

POLICY 7-3 - NO SMOKING

Smoking is prohibited throughout the Town's buildings and immediate workplace and in Town vehicles. This policy applies equally to all employees and visitors.

SECTION 7-3-1 - SMOKING AREAS

Employees who smoke may do so outside of the Town buildings in the properly designated areas. State law prohibits smoking in places of employment as well as within 20 feet of entrances/exits, windows, and ventilation intakes.

SECTION 7-3-2 - SMOKING BREAKS

Smoking breaks shall be limited to the same number of breaks that other Town employees receive.

SECTION 7-3-3 - SMOKING CESSATION

Employees who smoke, but who want to quit should contact Human Resources staff for information on possible medical insurance carrier and community resources, literature, or smoking cessation programs that may be available.

POLICY 7-4 - VIOLENCE IN THE WORKPLACE

SECTION 7-4-1 - CONSEQUENCES OF PROHIBITED CONDUCT

Any threats or acts of violence made by an employee against another person's life, health, well-being, family, or property are entirely unacceptable and are cause for immediate dismissal, even for a first offense. This policy holds for any threats made on Town property, at Town events or under other circumstances that may negatively impact the Town's ability to conduct its business.

SECTION 7-4-2 - INFRINGEMENT ON SAFE WORKPLACE

A) Acts or threats of violence, whether made directly or indirectly, explicitly or implied, by words, gestures, or symbols, infringe upon the Town's right or obligation to provide a safe workplace for its employees and are prohibited.

B) Possession of firearms, explosives, or weapons not authorized by the Town is considered threats of violence and is prohibited. The consequences of such prohibited possession is disciplinary action, up to and including immediate discharge.

SECTION 7-4-3 - COMPLAINT PROCEDURE

Any employee who believes that he or she has been, is or may be the target of threats or acts of violence or has witnessed or otherwise learned of violent conduct by another employee or by a third party, should contact a supervisor, Department Head, Human Resources Director, or the Marshal's Office immediately.

POLICY 7-5 - DRUG AND ALCOHOL-FREE WORKPLACE

It is the policy of the Town of Camp Verde that its employees be free of substances and alcohol abuse. Consequently, the use of illegal drugs by employees is prohibited. Further, employees shall not use alcohol during work hours or engage in "prohibited conduct" as defined in this policy. The overall goals of this policy are to ensure a drug-free and alcohol-free work environment and to reduce accidents, injuries, and fatalities.

SECTION 7-5-1 - CONSEQUENCES OF PROHIBITED CONDUCT

Illegal drug use, alcohol abuse, and failure to participate in drug screening are grounds for discipline up to and including discharge, even for a first offense.

SECTION 7-5-2 - DEFINITIONS OF PROHIBITED CONDUCT

A) Illegal Drug Use includes possessing, using, purchasing, distributing, or selling illegal drugs, or reporting to work impaired by illegal drugs. Under this policy, "illegal drugs" include any drug or drug-like substance that:
   1. Is not legally obtainable;
   2. May be legally obtainable but has not been legally obtained; or
   3. Is being used in a manner or for a purpose other than prescribed.

B) Alcohol Abuse includes possessing, using, purchasing, distributing, or selling alcoholic beverages at any time during the hours between the beginning and ending of the employee's workday, or reporting to work or working impaired by alcohol in any way.

C) Failure to participate in the Town's drug and alcohol testing policy includes:
   1. Failure to submit to drug or alcohol testing;
   2. Failure to report immediately for drug or alcohol testing when requested to do so;
   3. Refusal to sign all appropriate consent forms; or
   4. Any other failure to cooperate to the Town's complete satisfaction.

SECTION 7-5-3 - USE OF LEGAL DRUGS

A) While this policy does not prohibit the use of legal drugs, employees are required to notify the Human Resources if the use of any legal drug may endanger their safety or the safety of others. For example, an employee should tell the Human Resources Department if they are using any legal drug that warns about drowsiness or cautions against operating heavy machinery after use.

B) "Legal Drugs" as used in this policy include prescribed and over-the-counter drugs or medications that have been legally obtained and are being used only for the purpose for which they were prescribed or manufactured.

C) Anyone who fails to notify his or her supervisor about the use of legal drugs will be subject to disciplinary action up to and including discharge, even for a first offense.

SECTION 7-5-4 - TYPES OF TESTS

The Town has implemented four circumstances for drug and alcohol testing.

A) Pre-employment Testing

1. Candidates selected for "safety-sensitive" positions must submit to a drug test. Any potential hire who tests positive for illegal drug use will be ineligible for employment with the Town.

2. "Safety-sensitive" positions include those positions involving work that may pose a great danger to the public, the employee, or other employees (i.e., peace officers, work involving the operation of dangerous instrumentalities, or any position that requires an employee to operate heavy duty vehicles or transport others).

B) Post-Accident Testing for all employees

1. Any employee, while on-duty and driving a Town vehicle, is subject to drug and alcohol testing any time he or she is involved in an accident where:
   a) A fatality is involved;
   b) The driver receives a citation for a moving violation arising from an accident where anyone involved requires immediate treatment for an injury away from the accident scene; or
   c) Any vehicle involved incurs "disabling damage" (for example, must be towed away).

2. Following any accident, the employee must notify the Town as soon as possible.

3. Any time a post-accident drug or alcohol test is required, it must be performed as soon as possible following the accident. If no alcohol test can be made within 8 hours, attempts to perform an alcohol test shall cease. If no urine collection can be obtained for purposes of post-accident drug testing within 32 hours, attempts to make such collection shall cease.

4. In the event that federal, state, or local officials conduct tests for the use of alcohol or controlled substances following an accident, these tests may meet the requirements of this policy, provided the tests conform to applicable federal, state, or local requirements. The Town may request or require testing documentation from such agencies and may ask or require the employee to sign a release allowing the Town to obtain such test results.

5. In the event a driver is so seriously injured that he or she cannot provide a sample of urine, blood, breath, or saliva at the time of the accident, the driver must provide necessary authorization for the Town to obtain hospital records or other documents that would indicate the presence of controlled substances or alcohol in the driver's system at the time of the accident.

C) Random Testing for certain Safety-Sensitive employees

1. Any employee who holds a CDL or is assigned to a Narcotics Enforcement Unit shall be subject to random drug and alcohol testing. The Town or its agents will submit all the required names to a random selection system. The random selection system provides an equal chance for each employee to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year.

2. To meet DOT requirements, the Town will test the average number of employee positions requiring a CDL in each calendar year at a rate established by the Department of Transportation (DOT) for the given year.

3. Random selection, by its very nature, may result in employees being selected in successive selection or more than once a calendar year. Alternatively, some employees may not be selected in a calendar year.

4. If an employee is selected at random for either drug or alcohol testing, a Town supervisor will notify the employee. Once notified, every action the employee takes must lead to a collection. If the employee engages in conduct that does not lead to a collection as soon as possible after notification, such conduct may be considered a refusal to test.

D) Reasonable Suspicion Testing

1. The Town will require an employee to submit to alcohol and/or drug testing when there is reasonable suspicion to believe that the employee is engaged in illegal drug use or alcohol abuse.

2. For purposes of this policy, "reasonable suspicion" will be based on specific observations concerning the appearance, behavior, speech, or body odors of an employee, including, without limitation, slurred speech, red eyes, dilated pupils, incoherence, unsteadiness, unexplained carelessness or accidents, erratic behavior, inability to perform the job and other unexplained behavior changes.

3. These observations will be made by a supervisor, a peace officer, or other Town official who has been trained to recognize signs of alcohol and/or drug use.

SECTION 7-5-5 - AUTHORIZATION FOR PREVIOUS TEST RECORDS OF CDL HOLDERS

As a condition of employment, any employee who is required to hold a commercial driver's license (CDL) for the position shall sign a release authorizing the Town to obtain drug and alcohol testing records from the employee's previous employers for the previous two years. The Town will verify that no prior employer of the employee has records indicating a violation of any DOT rule pertaining to controlled substance or alcohol use within the previous two years.

SECTION 7-5-6 - DRUG TESTING

Drug and alcohol testing will be performed through means of breath, urinalysis, or blood testing. Urinalysis or blood testing will test for the presence of drugs and/or metabolites of the following controlled substances: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP) and all other controlled substances.

A) The collection of samples shall be performed under reasonable and sanitary conditions.

1. Sample testing shall comply with scientifically accepted analytical methods and procedures. Drug testing shall be conducted at a laboratory approved or certified by the United States Department of Health and Human Services. Breath tests will be administered on an instrument approved by the Arizona Department of Health Services or the United States Department of Transportation.
2. Sample collections shall be documented, and these documentation procedures shall include the following:
    a. Samples shall be labeled in order to reasonably preclude the possibility of misidentification of the person tested in relation to the test provided.
    b. Samples shall be split at the time they are collected and both splits shall be sent to the lab together.
    c. The person being tested shall present reliable individual identification to the person collecting samples.
    d. Sample collection, storage, and transportation shall be performed in a manner reasonably designed to preclude the possibility of sample contamination, alteration, or misidentification.
    e. Drug use testing shall include confirmation of any positive drug test results for employees. Confirmation of positive drug test results for employees shall be by use of a different chemical process than was used in the initial drug use test. The second or confirmatory drug use test shall be a chromatographic technique such as a gas chromatography-mass spectrometry or another comparable reliable analytical method.
    f. A drug use test shall be considered positive after the test is reviewed by a medical review officer and the MRO makes a determination. Information regarding the screening cutoff levels for various drugs will be made available upon request. An alcohol impairment test shall be considered positive when an employee's breath alcohol amount tests at .02% or greater.

B) Laboratory Results: All laboratory results will be reported to the Human Resources Director for the Town. At the Human Resources Director's sole discretion, a determination will be made as to whether a result is positive or negative.

1. Negative test results will be reported to the Department Head.

2. Before reporting a positive test result, the Human Resource Director will contact the employee to discuss the test results. After being contacted, the employee shall report to the Human Resources Director immediately. The employee has the right to explain the test result in a confidential setting. If the employee fails to report to the Human Resources Director within five days after notification, the Human Resources Director may verify the test is positive.

3. After any positive verification, the employee may petition the Human Resources Director to reopen the case for reconsideration.

C) Confidentiality: Individual test results for employees will be released to the Town and will be kept strictly confidential unless consent for the release of the test results has been obtained from the employee.

D) Request for Results: Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of the drug testing upon a timely written request.

SECTION 7-5-7 - ALCOHOL TESTING

A) The Town will perform alcohol testing using a device that is on the National Highway Traffic Safety Administration's (NHTSA) conforming products list (CPL) and meets the DOT's testing requirements. This may be a breath-testing device, a saliva-testing device or any other approved device and may be provided through a trained supervisor or the Camp Verde Marshal's Office.

1. The device will be operated by a technician who is certified and trained on the specific device he or she will be operating.

2. The employee shall report to the alcohol-testing site as notified by the Town. The employee shall follow all instructions given by the alcohol technician.

B) Any initial test indicating a Blood Alcohol Concentration (BAC) of .02 or greater will be confirmed on a breath testing device. The confirmation test will be performed no sooner than 15 minutes and no later than 30 minutes following the completion of the initial test.

1. In the event the confirmation test indicates a BAC of .02 to .0399, the employee shall be removed from duty for 24 hours or until his/her next scheduled on-duty time, whichever is longer.

2. Employees with tests indicating a BAC of .04 or greater are considered to have engaged in prohibited conduct, which shall result in disciplinary action up to and including termination, even for a first offense.

C) All alcohol tests shall be performed just prior to, during, or just after duty.

SECTION 7-5-8 - SUBSTANCE ABUSE EVALUATION, RETURN-TO-DUTY, AND FOLLOW-UP TESTING

A) Any employee who engages in prohibited conduct shall be provided with the names, addresses, and telephone numbers of qualified Substance Abuse Professionals (SAPs). If the employee desires to become requalified for employment with the Town, the employee must be evaluated by SAP and submit to any treatment the SAP prescribes.

B) Following evaluation and treatment, if any, in order to become requalified for employment with the Town, an employee must submit to and successfully complete a return-to-duty drug and/or alcohol test.

C) The employee is also subject to follow-up testing. Follow-up testing is separate from and in addition to the Town's reasonable suspicion, post-accident and random testing procedures. The schedule for follow-up testing shall be unannounced and in accordance with the instructions of SAP. Follow-up testing may continue for a period of up to 60 months following the employee's return to duty. No fewer than 6 tests shall be performed in the first 12 months of follow-up testing.

D) The costs of any SAP evaluation or prescribed treatment shall be borne by the employee. The Town does not guarantee or promise a position to the employee should he/she regain qualified status.

SECTION 7-5-9 - DISCIPLINE AND APPEALS

A) The disciplinary procedures included in this policy are subject to the notice provisions of the Discipline System Policy and appeal provisions included in the Problem Resolution Policy.

B) The disciplinary guidelines contained in this policy supersede the progressive discipline policies of the Discipline System Policy.

SECTION 7-5-10 - CONTRACTORS AND VISITORS

Contractors and their employees or representatives and visitors will be notified that the Town of Camp Verde prohibits the use, possession, sale or distribution of drugs or alcohol on its property or at its work sites. Any person who is reasonably suspected to have drugs in his or her system or to be impaired by alcohol while on Town of Camp Verde property or work site is in violation of this policy. Contractors and their employees or representatives and visitors violating this policy will be refused entry onto Town property or Town work sites. In addition, appropriate legal entities may be contacted as required and appropriate.

SECTION 7-5-11 - NOT A CONTRACT

This policy is not intended, nor should it be construed as a contract between the Town and the employee. This policy may be changed at any time at the sole discretion of the Town Council.

CHAPTER 8

TERMINATION OF EMPLOYMENT

POLICY 8-1 - EMPLOYMENT END

Employment with the Town of Camp Verde may be ended voluntarily or involuntarily.

SECTION 8-1-1 - SERVICE RETIREMENT

Service retirement is voluntary termination after having satisfied the employment requirements of applicable retirement system procedures.

SECTION 8-1-2 - DISABILITY RETIREMENT

Disability retirement is voluntary termination necessitated by an injury or illness that renders the employee incapable of performing the essential tasks of his or her usual job. The termination is preceded by a letter from the employee to his or her supervisor advising of the disability ruling, date of termination, supporting documentation, and a ruling by the appropriate agency verifying the disability and approving the retirement.

SECTION 8-1-3 - EMPLOYEE-INITIATED RESIGNATION

A) An employee-initiated resignation is voluntary termination for any reason other than formal retirement. An employee wanting to leave the Town in good standing should provide a written resignation to his or her immediate supervisor at least 14 calendar days prior to the effective date of resignation. During the two weeks before the effective date, the employee will be available for work to aid in the training of a replacement. Exceptions to the time limit requirement may be granted by the Town Manager.

B) An employee who has submitted a resignation or notice of intent to retire may not extend the period of employment using Paid Time Off, without approval from the Town Manager.

SECTION 8-1-4 - TERMINATION DURING INITIAL EVALUATION

During the initial evaluation period, an employee may be terminated at any time, with or without cause, by the Department Head after consultation with the Human Resources Director and the Town Manager.

SECTION 8-1-5 - DISCHARGE

Discharge is involuntary termination or dismissal of an employee by the Town.

SECTION 8-1-6 - LAYOFF AND RECALL

A) Layoff means the reduction of employees due to budgetary constraints, shortage of work, a material change in duties or organization, or other reasons determined by the Town Manager. Layoff shall not be used in lieu of discipline.

B) A Department Head may lay off an employee with the approval of the Town Manager because of material change in duties or organization or because of shortage of work or funds. Affected employees shall be given written notice as soon as possible, but not later than a minimum of 14 calendar days prior to the effective date of a proposed layoff.

C) Layoff decisions, recall and filling of regular job vacancies may be made based on documented ability and performance of the duties required in the job and consideration of an employee's length of continuous service with the Town in the classification. Where documented performance,

experience, and qualifications are equal, decisions to lay off, recall, and fill vacancies will be normally be made on seniority within the affected classification within the department.

D) Layoff decisions shall be coordinated among the various Town departments to provide possible transfer of employees to positions for which the employees qualify.

E) An employee who has been laid off by the Town may be recalled within one year of the layoff if the employee's previously held job is reopened or if a similar job for which the laid off employee is qualified becomes available. The Town is not required to follow the competitive hiring process to recall a laid off employee.

POLICY 8-2 - EXIT PROCESS

The Department Head is responsible for coordinating the exit process with the Human Resources Department.

SECTION 8-2-1 - EXIT CLEARANCE

Included in the final clearance is a verification that all Town equipment, materials, and supplies, such as keys, identification card, Town credit cards, and uniforms, depending upon the department, etc., have been returned.

SECTION 8-2-2 - EXIT INTERVIEW

Regular full-time and regular part-time employees can participate in an exit interview. The interview will be scheduled prior to the last day of employment. The Exit Interview shall be maintained separately from the employee's personnel file. Temporary employees do not ordinarily participate in an Exit Interview unless they volunteer to complete the interview.

SECTION 8-2-3 - FINAL PAYCHECK

A) The Finance Department shall be notified of the employee's separation date through the Personnel Action Form. Employees shall receive pay for work performed through the last hour worked and for unused benefits as stipulated by Town policy and laws governing such payments.

1. Involuntarily terminated employees must be issued their final paycheck within 3 working days of the termination. It is the responsibility of the Department Head to forward to Human Resources all completed paperwork to meet this federal requirement.

2. All other employees who leave the employment of the Town will be paid at the next regular pay period.

3. Costs of unreturned Town property will be deducted from the final paycheck.

B) Before the final paycheck is issued to the employee, it is the responsibility of the Department Head to ensure that the employee has completed final clearance. Verification of clearance must accompany the Personnel Action Form.

SECTION 8-2-4 - CONTINUATION OF BENEFITS

A) Benefits continue through the time actually worked by the employee. If the employee works any part of the month, Town-provided insurance benefits will continue through the last day of the month.

B) Employees eligible to continue health benefits through C.O.B.R.A. and H.I.P.A.A. will be notified

by the Town's Health Insurance Administrator within the time limit determined by law.

C) For those employees who are not retiring, monies accumulated in the employee's retirement account are refundable. Forms required to request this refund are available through the retirement plan.

POLICY 8-3 - VERIFICATION OF TOWN EMPLOYMENT

It is the policy of the Town of Camp Verde that employee personnel records are confidential.

A) All inquiries regarding a current or former Town employee must be referred to the Human Resources Department.

B) Human Resources will only disclose dates of employment, job title of last position held, salary verification and eligibility for rehire when responding to requests for employment verification on current and former employees. No other information will be provided without signed consent from the current or former employee authorizing the Town to release additional information to the specifically named organization. To be acceptable, the consent form must indicate the specific type(s) of information that may be released and release the Town from all potential liability related to the authorized disclosure. The Human Resources Department reviews and handles these requests on a case-by-case basis.

C) Employees may be listed as personal character references and may be requested to provide personal opinions regarding former or current employees. Employees are not required or prohibited from providing this information. If an employee elects to provide information as a personal character reference, the employee will clearly indicate that they are providing the information as an individual and that their statements do not reflect the official position of the Town. Employees shall not use Town or departmental letterhead, envelopes or postage to provide personal character reference information.

POLICY 8-4 - RE-EMPLOYMENT

SECTION 8-4-1 - ELIGIBILITY

A) Regular employees who resign from Town service in good standing after completing their initial evaluation period may be re-employed, upon approval of the Department Head, to an equivalent or lower position class occupied at the time of resignation. Employees re-employed within 120 days are considered to have continuous service for purposes of benefits. Employee will retain the original hire date.

B) Promoted employees who resign during their promotion evaluation period are not eligible for re-employment in that position class but may be re-employed in the position occupied before promotion.

C) Persons interested in re-employment should file a completed Town application form with the Human Resources Department. The individual will then proceed through the regular hiring procedures with other applicants as described in the Hiring Process Policy.

D) The individual's previous personnel file will be re-activated once re-employed by the Town, provided re-employment is within five years after the original resignation.

E) The date of hire will take the person's previous service with the Town into account; however, future performance pay increases will coincide with the re-employment date.

F) Re-employed individuals must serve the required initial evaluation period.

SECTION 8-4-2 - COMPENSATION AND BENEFITS

A) An individual re-employed in his or her former position may be paid at the same pay at the time he or she left the Town, provided that the re-employment is within 120 days of the previous resignation.

B) Compensation of an employee re-employed to a position other than the former position will be subject to provisions for new hires.

C) Re-employment after 30 days requires employees to serve the required waiting period for insurance benefits.

D) Vacation leave eligibility will be based on previous Town service if re-employment occurs within 120 days of the previous resignation.

SUMMARY OF REVISIONS TO THE TOWN PERSONNEL MANUAL

Please find below the revisions and amendments to the Personnel Manual policies. Please note that the content provided includes only excerpts from the policies, specifically those sections that have been revised.

POLICY 1-2 CODE OF CONDUCT

SECTION 1-2-1 - PERFORMANCE OF DUTIES

A) Employees should perform official duties diligently, conscientiously and to the best of their ability, remembering that they are public servants.

B) All Town employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties.

POLICY 2-8 - REFERENCE CHECK

SECTION 2-8-1 - PROCEDURE

After an applicant has been selected for employment, the Human Resources staff will conduct employment verification and reference checks on the applicant. Parts of the reference check may be delegated to the hiring department.. ~~No offer of employment shall be made to the applicant selected until the reference and/or background checks are completed and meet Town standards~~. The Human Resources Department shall issue a conditional offer of employment, contingent upon the successful completion of background and reference checks.

POLICY 2-11 – FINGERPRINTING

SECTION 2-11-1 - AFFECTED POSITIONS

B) The Human Resources ~~hiring~~ department has the responsibility for ensuring that fingerprints are taken, and a background investigation is completed before an employee or volunteer is appointed.

SECTION 3-2-2 - PLAN AMENDMENT

SECTION 3-2-3 - POSITIONS CLASSIFICATIONS

H) Abolished Positions

1. The Town Manager~~Council~~ may abolish any position not established by Title 9, Arizona Revised Statutes.

POLICY 3-8 – ~~PAID~~ HOLIDAY PAY~~LEAVE~~

It is the policy of the Town to pay for a selected number of holidays. The Town administration is generally closed on those days.

A) Holidays recognized ~~observed~~ by the Town are:

New Year's Day	Independence Day	Day after Thanksgiving
Civil Rights Day	Labor Day	Christmas Eve
President's Day	Veteran's Day	Christmas Day
Memorial Day	Thanksgiving Day	

B) The Town Administration shall establish an annual calendar designating the observance of

recognized holidays.

SECTION 3-8-1 - ELIGIBILITY

A) Employees eligible for holiday pay are:
1. Full-time employees
2. Employees in their initial evaluation period
3. Other classifications of employees approved by the Town Manager

B) ~~Paid holiday leave for non-exempt employees is accrued each pay period at the rate of 3.39 hours per pay period, equivalent to 88 hours per year. Paid holiday leave for exempt positions is applied automatically within the regular work week the Holiday falls on. During the initial evaluation period an employee may borrow necessary holiday leave hours if requested and approved by the Department Head. No holiday leave may be borrowed after the first 6 months of employment.~~ Holidays will be observed without loss of pay. Regular full-time employees in active pay status will receive an amount equivalent to their regularly scheduled shift for each Designated Holiday in the pay period in which the Holiday is observed at their current rate, not to exceed 10 hours.

C) Regular full-time employees on unpaid leave are not eligible for holiday pay.

~~B)~~D) The Town will grant paid holiday leave to all eligible employees immediately upon assignment to an eligible classification with no waiting period.~~.~~

~~C) Paid holiday leave shall be used to supplement employees' regular work hours when the Town offices are closed due to an observed holiday.~~

~~D) Paid holiday leave that is not utilized to supplement employees' regular work hours when the Town offices are closed may be used at a later date in place of vacation leave.~~

E) An employee who is absent without authorized leave on the day immediately preceding or following a holiday shall not be eligible ~~to use paid holiday leave~~ for the holiday pay and shall lose pay for the day absent.

F) Offices will only be closed for observed holidays that occur on regularly scheduled workdays ~~(Monday through Friday)~~. Observed holidays that occur on days that offices are normally closed shall not result in additional office closures.

~~G) If a recognized holiday falls during an eligible employee's paid absence (i.e., vacation, sick leave) paid holiday leave may be utilized for the holiday instead of the paid time off benefit that would otherwise have been applied.~~ Designated Holidays observed while an employee is on Paid Time Off (PTO) will be counted as a holiday and not as PTO.

~~H) Paid holiday leave is cumulative with a maximum year-end accumulation of 40 hours. Hours in excess of 40 hours on December 31 of each year shall be forfeited.~~

SECTION 3-8-2 - WORK ON HOLIDAY FOR HEALTH OR SAFETY REASONS

A) Public Safety and other essential service employees may be required to work on holidays. For other

positions, work on a holiday shall only be scheduled as result of an emergency or unusual and extraordinary circumstance or in cases where the nature of the Town's operations cannot be interrupted by the observance of the holiday.

B) Employees who are required to work on an actual~~observed~~ holiday shall receive time and a half ~~overtime~~ pay rate ~~(time and one-half)~~ for the time actually worked. The employee may request to have the additional and half- time hours converted to compensatory time in lieu of additional pay.

C) If the actual holiday is different than the observed holiday, employees will receive holiday pay for working the actual holiday and not the observed holiday.

~~D) If an eligible employee is required to work on an actual holiday, the employee will receive the employee's overtime rate of pay for that usual shift. Any hours worked on an actual holiday over 40 hours in that workweek will be paid at an overtime rate. Working on an Observed Holiday, as opposed to an actual Holiday, will be treated as a normal workday with hours paid at the employee's regular hourly rate.~~

~~**SECTION 3-8-3 - TERMINATION OF EMPLOYMENT**~~

~~Upon termination, employees will be paid for unused paid holiday leave time that has been earned through the last day of work at their prevailing rate.~~

POLICY 4-7 - BEREAVEMENT LEAVE

If a full-time or part-time an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately. Seasonal employees are not eligible for bereavement leave.

Commented [JK1]: The policy has been updated to include language addressing employee status, providing clear guidelines on employee eligibility for bereavement leave.

POLICY 4-9 - SICK LEAVE BANK

SECTION 4-9-3 - GENERAL PROVISIONS

C) Requests for Sick Leave Bank hours shall be made through the Department Head with the processing and verification completed by the ~~Human Resource~~ Finance Department, administration of these provisions shall be done by the Town Manager.

POLICY 5-1 - HOURS OF WORK

SECTION 5-1-2 - ABSENCES AND TARDINESS

D) Poor attendance and frequent tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

E) Employees who fail to report to work for three consecutive business days without notifying the Town of the absence will be considered as having voluntarily resigned by job abandonment.

POLICY 5-5 - DISCIPLINARY SYSTEM

Effective discipline is a positive process when its purpose is to train or develop by instruction. Whenever appropriate, training is encouraged as a means of improving employee productivity and effectiveness through positive and constructive methods. However, improper employee conduct shall be considered good cause for disciplinary action.

Each supervisor shall have the responsibility and authority, with approval of the Department Head, to administer appropriate discipline to his/her subordinates using a positive progressive discipline process as a corrective measure. It is the express policy of the Town that disciplinary actions be imposed in a fair and consistent manner.

SECTION 5-5-1 - DISCIPLINE PROCESS

A) In general, the concept of progressive discipline means that a series of increasingly severe disciplinary actions will be administered to correct employee behavior or performance.

~~B)~~ This shall only be a guideline for supervisors, however. Not all discipline will begin with counseling or reprimands.

B)

C) A Performance Improvement Plan (PIP) may be utilized by supervisors as a non-disciplinary tool to address some performance issues and provide a framework to assist employees to improve performance through informal discussions and the establishment of goals and objectives. A PIP may also be used in conjunction with progressive discipline

SECTION 5-5-3 - GROUNDS FOR DISCIPLINARY ACTION

A) Discharge may occur as the result of a single serious infraction that warrants immediate dismissal, including but not limited to:

1. Dishonesty, including intentionally giving false information, intentionally falsifying records or making false statements when applying for employment, lying to supervisors in connection with the employee's job; falsifying time sheets for payroll.

2. Discrimination or failure to abide by Equal Employment Opportunity regulations, including sexual or other harassment of a protected class.

3. Reporting to work under the influence of intoxicants or nonprescription/illegal drugs or using such substances while on Town property.

4. Theft or removal of Town money, merchandise, or property, including property in custody of the Town without permission.

5. Possession of firearms, other weapons or explosives not authorized by the Town in Town facilities or while on Town business.

6. Conviction of a felony or gross misdemeanor. Failure to notify the Town within reasonable amount of time of being charged with a criminal offense while employed by the Town.

7. Other reasons deemed valid by Town officials.

B) Other grounds for disciplinary actions, up to and including discharge, include but are not necessarily limited to the following:

1. Being absent from work without permission or failure to report to the supervisor or Department when one is absent;

2. Being habitually absent or tardy for any reason;

3. Failure to follow reasonable ~~the~~ orders /directive of one's supervisor(s);

4. ~~Inability or~~ unwillingness and/or lack of sufficient competency to perform the assigned job; failure to perform assigned work in an efficient or effective manner;

5. Participation in prohibited political activities;

6. Acceptance of fees, gifts, or other valuable items in the performance of the employee's official duties for the Town;

7. Any action, on or off the job, bringing discredit to the Town;

8. Violations of any of the Town-wide and department specific policies, Town ordinances, State or federal law;

9. Violating safety rules and regulations;

~~9.~~10. being wasteful of material, property or working time through negligence, recklessness, or carelessness; ~~failure to observe security or safety procedures;~~

~~10.~~11. Two written reprimands or other disciplinary actions in 24 consecutive months;

~~11.~~12. Inability to get along with fellow employees so that the work being done is hindered and not up to required levels; speaking critically or making derogatory or false accusations so as to discredit other employees or supervisors;

13. ~~The use of profanity or abusive language~~ Abusive attitude, language, behavior, or conduct towards a fellow employee or member of the general public while performing official duties as a Town employee;

~~12.~~14. Engaging in behavior that has resulted in physical harm, or threat thereof, to another employee or the public.

~~13.~~15. Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses;

16. Divulging or misusing confidential information, including removal from Town premises without proper authorization any employee lists, records, designs, drawings, or confidential information of any type;

17. Concealing or failing to properly report or document any information or incident required to be reported to federal and/or state agencies, and/or Town management as part of the employee's job duties and responsibilities.

~~14.~~18. Refusal to cooperate in a Town investigation or official inquiry.

~~15.~~19. Improper use of the Town's electronic storage and communications equipment, including without limitation the transmission or reception of any material in violation of federal, state, or local law or regulation or use for non-employment related matters;

~~16.~~20. Such other act, error or omission detrimental to the mission of the Town;

~~17.~~21. Other reasons deemed valid by Town officials.

POLICY 8-1 - EMPLOYMENT END

SECTION 8-1-3 - EMPLOYEE-INITIATED RESIGNATION

A) An employee-initiated resignation is voluntary termination for any reason other than formal retirement. An employee wanting to leave the Town in good standing should provide a written resignation to his or her immediate supervisor at least 14 calendar days prior to the effective date of resignation. During the two weeks before the effective date, the employee will be available for work to aid in the training of a replacement. Exceptions to the time limit requirement may be granted by the Town Manager.

B) An employee who has submitted a resignation or notice of intent to retire may not extend the period of employment using Paid Time Off, without approval from the Town Manager.

POLICY 8-2 - EXIT PROCESS
POLICY 8-3 - VERIFICATION OF TOWN EMPLOYMENT

It is the policy of the Town of Camp Verde that employee personnel records are confidential.

~~A) Dates of employment, job classification, current or last rate of pay, department in which employee works or worked and eligibility for rehire will be verified in response to outside requests. Additional information may be shared in conformance with state law.~~ All inquiries regarding a current or former Town employee must be referred to the Human Resources Department.

~~B) All requests or phone calls for verification of employment or wages of current or former employees, written or verbal, should be forwarded to the Human Resources Department for processing.~~ Human Resources will only disclose dates of employment, job title of last position held, salary verification and eligibility for rehire when responding to requests for employment verification on current and former employees. No other information will be provided without signed consent from the current or former employee authorizing the Town to release additional information to the specifically named organization. To be acceptable, the consent form must indicate the specific type(s) of information that may be released and release the Town from all potential liability related to the authorized disclosure. The Human Resources Department reviews and handles these requests on a case-by-case basis.

A) Employees may be listed as personal character references and may be requested to provide personal opinions regarding former or current employees. Employees are not required or prohibited from providing this information. If an employee elects to provide information as a personal character reference, the employee will clearly indicate that they are providing the information as an individual and that their statements do not reflect the official position of the Town. Employees shall not use Town or departmental letterhead, envelopes or postage to provide personal character reference information.

Town Council
Agenda Information Memorandum

Meeting Date: July 15, 2026

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 direction regarding the proposed Working Agreements for the Town Council, Boards, and Commissions to accompany the Town's Code of Conduct and Ethics Policy adopted by Resolution No. 2024-1159.

Attached Documents:

- Draft Working Agreement
- Resolution 2024-1159 Code of Conduct & Ethics Policy

Estimated Presentation Time: 5 minutes **Estimated Discussion Time:** 20 minutes

Reviewed By:

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

Financial Review (if applicable)**:**

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

Background Information:

At the March 12, 2026 retreat, the Council discussed the development of working agreements as a part of ongoing efforts to strengthen governance practices and organizational effectiveness for Council, Boards, and Commissions. Working agreements are not regulatory in nature, but rather serve as mutually understood commitments that promote:

- Productive and efficient meetings
- Respectful and professional communication
- Clear role definition between elected/appointed officials and staff
- Consistency in decision-making processes

Town Staff completed the same exercise with the Parks & Recreation Commission on May 4, 2026 and the Planning & Zoning Commission on May 14, 2026. After compiling all the feedback from the Council and Commission, Town staff have developed the attached working agreements for the consideration.

The Parks & Recreation Commission will be reviewing these agreements on July 6, 2026. The Planning & Zoning Commission will be doing the same on July 9, 2026. Both Commission's will consider a possible recommendation of approval at their respective meetings. If there are any changes recommended by either Commission though, Town staff will present those to Council for consideration at the July 15, 2026

meeting. An amended working agreements document will be presented to Council in advance of the meeting if needed.

Question(s) before the Council:

- Does the Council want to see any changes to the draft working agreements?

NOTE: This is a discussion item only. Based on Council feedback, Town staff will draft a Resolution to accompany the working agreements for review and approval at a later meeting.

Town of Camp Verde
Governing Body
Working Agreements

1. **Come Prepared**
   - Review agenda materials in advance and arrive prepared to participate in informed discussions.
   - Seek clarification from staff before meetings whenever possible to improve meeting efficiency.

2. **Act in the Best Interest of the Community**
   - Make decisions based on adopted plans, policies, available facts, staff expertise, and community needs.
   - Consider the long-term interests of the entire community rather than individual interests.

3. **Communicate with Respect and Professionalism**
   - Treat fellow members, staff, applicants, and members of the public with courtesy and respect at all times.
   - Focus discussions on issues and ideas, not individuals.

4. **Listen to Understand**
   - Be open to different perspectives and allow all members an opportunity to share their viewpoints.
   - Validate differing opinions, even when disagreement exists.

5. **Maintain Open and Transparent Communication**
   - Share information openly and avoid withholding information that may assist decision-making.
   - Seek information and feedback in a manner that complies with Open Meeting Law requirements.

6. **Respect Roles and Responsibilities**
   - Understand and respect the distinct roles of elected officials, appointed commissioners, staff, and the public.
   - Direct operational questions and requests through appropriate staff channels.

7. **Support Productive Meetings**
   - Stay focused on the agenda item being discussed.
   - Avoid repetitive questions when information has already been provided or addressed.
   - Participate in a manner that promotes efficient and effective meetings.

8. **Be Fact-Based and Solution-Oriented**
    - Approach discussions with an open mind and a willingness to collaborate.
    - Focus on facts, data, adopted plans, and constructive problem-solving rather than personal biases or emotions.

9. **Commit to Continuous Learning**
    - Participate in training opportunities related to Open Meeting Law, ethics, governance, procedures, and other topics relevant to the role.
    - Strive to continuously improve knowledge and effectiveness as a governing body member.

10. **Support Collective Decisions**
    - Once a decision has been made, respect the outcome and support the governing body's ability to move forward.
    - "Disagree respectfully, decide collectively, and move forward professionally."

Staff Commitments

- Provide complete, accurate, and objective information to support decision-making.
- Clearly communicate recommendations, impacts, and available options.
- Be available to answer questions before meetings whenever possible.
- Provide training, resources, and orientation materials to support member success.

Chair/Mayor Commitments

- Foster balanced participation and ensure all members have an opportunity to be heard.
- Maintain respectful and productive discussions.
- Clearly communicate meeting procedures and expectations.
- Guide discussions while remaining neutral during facilitation.

We commit to serving with integrity, professionalism, preparation, respect, and a shared dedication to the Camp Verde community.

RESOLUTION NO. 2024-1159

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING THE CODE OF CONDUCT AND ETHICS POLICY FOR PUBLIC OFFICIALS.

WHEREAS, the Town Council of the Town of Camp Verde values trust, honesty, personal responsibility, professionalism, service, and accountability; and

WHEREAS, members of the Town Council and its boards, commissions, and committees (collectively referred to as "Public Officials") have an obligation to the residents of the Town, its customers, and its partners to uphold the highest standard of ethics; and

WHEREAS, the Town Council seeks to establish standards of conduct for the Town's Public Officials to maintain public confidence and trust through their actions, words, and deeds; and

WHEREAS, the Code of Conduct and Ethics Policy for Public Officials has been reviewed and adopted to guide the conduct of Public Officials in fulfilling their responsibilities to the Town and its citizens.

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

Section 1. The Town Council hereby adopts the attached Code of Conduct and Ethics Policy for Public Officials ("Exhibit A"), effective November 20, 2024, to establish ethical standards of conduct for Public Officials in the Town of Camp Verde.

Section 2. The Code of Conduct and Ethics Policy articulates the Town's commitment to the highest standards of integrity, honesty, professionalism, and accountability, as expected of all Public Officials. This Code is designed to instill public trust and ensure that Public Officials uphold the highest ethical standards in their duties.

Section 3. This Code complements the requirements of State law governing the conduct of Public Officials and is intended to reinforce ethical behavior in all areas of public service.

Section 4. Public Officials will be required to attend ethics training, as scheduled by the Town Manager, to ensure the successful implementation of this Code and to further the understanding of ethical obligations in public service.

Section 5. A reporting process is established to ensure violations of the Code are addressed. Alleged violations will be reviewed and may result in penalties, including removal from appointed positions, censure, or other corrective measures as deemed necessary by the Town Council.

Section 6. If any provision of this Resolution or the attached Code of Conduct and Ethics Policy is found to be invalid or unenforceable by a court of law, the remaining provisions shall remain in full force and effect.

Section 7. This Resolution shall take effect immediately upon its adoption.

PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS 20TH DAY OF NOVEMBER, 2024.

Dee Jenkins, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC

EXHIBIT A

Town of Camp Verde

Code of Conduct and Ethics Policy for Public Officials

Adopted by Resolution 2024-1159 on November 20, 2024

PURPOSE AND ETHICS STATEMENT

The Town Council of the Town of Camp Verde values trust, honesty, personal responsibility, professionalism, service, and accountability. Members of the Town Council and its boards, commissions, and committees (collectively, "Public Officials") have an obligation to the residents of the Town, its customers and its partners to uphold the highest standard of ethics.

The purpose of this Code is to establish standards of conduct for the Town's Public Officials in order to maintain public confidence in the integrity of the Town's Public Officials and to instill public trust through the actions, words, and deeds of the Public Officials. The requirements of this Code are in addition to and are intended to complement the requirements of State law governing the conduct of Public Officials.

POLICY

1. ***Responsibilities of Public Service.*** Recognizing the special responsibilities of serving the Town and its citizens and customers, Public Officials shall maintain the highest standards of integrity and honesty and shall treat all members of the public and fellow colleagues with respect, courtesy, concern, and responsiveness.

   1.1 Fairness and Respect. All issues and citizens shall be handled with fairness, impartiality and respect. Public Officials have an obligation to treat all citizens fairly, such as by dividing time reasonably among potential speakers on an issue at a public hearing or meeting, by having an open mind on issues presented, and by being willing to listen to different points of view.

   1.2 Meeting Attendance. It is the responsibility of Councilmembers to attend Council meetings and the responsibility of other Public Officials to attend meetings of their respective board, commission or committee to which they have been appointed in order to fairly conduct the business of the Town. It is also the responsibility of Public Officials who have been appointed as voting members representing the Town on other boards, commissions or committees to attend meetings of those boards, commissions or committees. Absence from meetings should be avoided if at all reasonably possible.

   1.3 Abstaining from Voting. A Public Official should not abstain from voting on a matter before the Public Body they serve unless they have a conflict of interest or believe they may have a conflict of interest or a personal interest as set forth in Paragraph 3.4. No Public Official shall be excused from voting absent declaration of a conflict of interest or personal interest.

2. ***Open Meeting Law.*** The intent of the open meeting law is to assure that government is transparent and that the public's business is conducted in public.

2.1 Compliance with Open Meeting Law. Public Officials shall comply with the open meeting law of the State of Arizona and shall not attempt to circumvent the requirements of the open meeting law.

2.2 Polling. Practices such as polling individual members to reach a decision outside a public meeting is prohibited.

2.3 Serial Meetings. A discussion among less than a quorum may lead to a violation of the open meeting law if eventually a quorum is involved in the discussion. This is a violation of the open meeting law and is prohibited. For example, if three members of the Council discuss a matter that is before the Council or may come before the Council for discussion or action, and one of those members discusses the matter with another member of the Council, a serial meeting has been held without notice and agenda required by the open meeting law. Serial meetings may occur through telephone conversations, written correspondence, e-mail or other means of communication about a matter of Town business.

2.4 Use of Staff or Others. Use of the Town's staff or others to promote discussion among other members of the Public Body to circumvent the purposes of the open meeting law is prohibited.

2.5 Open Meeting Law Violations. The Town endeavors to address misunderstandings regarding the open meeting law or inadvertent errors through training and staff support. Public officials are encouraged to ask questions, seek guidance, and report violations using the reporting process set forth in paragraph 6.4 below. Notwithstanding the reporting process set forth below, reports of violations of the open meeting law may also be made directly to the Attorney General's office or the County Attorney's office.

3. ***Conflicts of Interest.*** The purpose of the conflict of interest laws is to prevent self-dealing by Public Officials and to remove or limit any improper influence which might bear on a Public Official's decision. A conflict of interest occurs when (i) a Public Official or a relative of the Public Official has a pecuniary interest in a matter that may come before the Public Body during the Public Official's term of office on which the Public Official sits and that interest is not a remote interest as defined in ARS Section 38-502(10), or (ii) or when the Public Official has an interest that results in the Public Official not being able to act impartially on a matter before the Public Body. "Relative" means the spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse.

3.1 Compliance with Conflict of Interest Laws. Public Officials shall comply with the conflict of interest laws of Arizona. If a Public Official is not sure if they have a conflict of interest on a matter before the Public Body of which the Public Official is a member, the Town Attorney should be contacted. Requests related to conflicts of interest are confidential; however, official opinions of the Town Attorney are required by law to be a public record.

3.2 Disclosure of Conflict of Interest. If a Public Official has a conflict of interest, they shall make known that interest in the official records of the Town. The Public Official shall not participate in any manner as a Public Official in the matter.

3.3 Loyalty. Public Officials have an obligation to put the interest of the Town over personal considerations and to make the public's interest their primary concern.

3.4 Personal Interests; Non-Statutory Conflicts of Interest. Occasionally a Public Official may find that they have a personal interest in a matter, even though a conflict of interest would not exist under the conflict-of-interest laws. Public Officials are encouraged to adhere to strongly held ethical values which are exercised in good faith and to refrain from discussing or voting on a matter if they believe their personal interest precludes making a fair and impartial decision. The Member should consider disclosing the personal interest on the record and formally recusing and stepping down from the dais until the Town Council or board, commission or committee has concluded the public hearing and its discussion and voting upon the item.

3.5 Improper Use of Office for Personal Gain. Public officials are prohibited from using or attempting to use their official positions to secure valuable things or benefits for themselves, unless such benefits are part of the compensation they would normally be entitled to for performing their duties.

3.6 Gifts. Public Officials shall disclose in writing to the Town Clerk any (i) gift, benefit or favor received with a value in excess of $50.00 or (ii) any gifts, benefits or favors with a combined value in excess of $50.00 within a six month period, *from a person with a financial interest in business with the Town or in a matter which may come before the Public Body.* The written disclosure shall be made within two (2) business days of receipt of the gift, benefit or favor or multiple gifts, benefits or favors totaling $50.00 in value within a six month period. If the gift is donated to the Town or a bona fide charity, it does not have to be disclosed; provided however, that the gift is donated immediately upon receipt. The Town may refuse to accept gifts in its discretion (including where such gift may appear to be made to influence a decision of the public body or otherwise violate state law).

Notwithstanding anything in this section, elected officials shall not accept or keep tickets to entertainment, sports/athletic, or cultural events offered by a person who is compensated to influence Council action unless the tickets are incidental to a speaking engagement. A speaking engagement means an elected official's participation in an event for the purpose of presenting information related to the elected official's duties or performing a ceremonial function appropriate to the elected official's position. See Arizona Revised Statutes, Sections 41-1231(21) and 41-1232.08.

4. ***Confidential Information.*** The Town is committed to maintaining an open and accessible government intended to engender trust and confidence from the public, while at the same time protecting confidential information as required or permitted by law.

4.1 Disclosure of Confidential Information Prohibited. Public Officials shall not disclose confidential, privileged or protected information, unless authorized by the majority vote of a quorum of the Council or is required by law to do so.

4.2 Unauthorized Use. Public Officials shall not use confidential, privileged or protected information to advance the financial or other private interest of himself or herself or others.

5. ***Code of Ethics Training.*** It is important that training be made available to Public Officials in order that the purposes of this Code may be successfully implemented.

5.1 Ethics Training. Public Officials shall attend training as scheduled by the Town Manager (generally provided on an annual basis or once per term as needed).

6. ***Procedures.*** It is important that procedures for reporting violations of this Code of Ethics be clearly understood and followed.

6.1 Questions. Questions about this Code of Ethics, a conflict of interest, or other ethical problem should be presented to the Town Attorney's office. If time permits, requests should be in writing to the Town Attorney. If the ethical issue arises during a meeting, rather than risk an inadvertent violation of the law, the safest course of action is simply to declare that a conflict may exist that prevents the Public Official from participating.

6.2 Obligation to Report Violations. Public Officials have a duty to report if another Public Official is violating laws or this Code.

6.3 Interference with Duty to Disclose Violations. Public Officials shall never attempt to use their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any person with the intent of interfering with that person's duty to disclose improper activity.

6.4 Reporting Process. Reports of alleged violations of this Code shall be made to the Town Clerk, whether such report is by a member of the public, an employee, or a Public Official. Upon receipt of an alleged violation, the Town Clerk shall forward a copy to the members of the Public Body and to the Town Attorney. The Town Attorney shall either prepare a recommendation to the Public Body or request an independent investigation where there is a need to determine facts or have an impartial third-party review. Recommendations of the Town Attorney or the independent investigator shall be filed with the Town Clerk. The Town Clerk may place the matter on a Council agenda for consideration of possible action by the Council.

7. ***Enforcement.*** The Council intends that violations of this Code of Ethics be treated fairly and expeditiously.

7.1 Council Action. The Council shall review the report and the recommendation at a regular or special Council meeting. The report and the recommendation shall be a public record. If the Council determines that a violation of this Code has occurred, the Council may impose penalties in accordance with Paragraph 7.2.

7.2 Penalties. It is the intent of the Council to educate, and where necessary, discipline Public Officials who violate this Code of Ethics. In addition to other penalties provided by law, the Town Council may vote to remove the Public Official from appointed board or commission positions or not appoint the Public Official to represent the Town on regional committees or at public functions. In addition, the Town Council may publicly censure a Public Official or another member of Council for violation of this Code of Ethics, provided that (i) the member who may be censured shall not vote on the matter but may explain his or her actions, and (ii) censure shall require a vote of five (5) members of Town Council. This paragraph does not prevent informal resolution of minor infractions, such as immediate corrective action of the alleged misconduct, training, or other remedial actions.

Town Council
Agenda Information Memorandum

Meeting Date: July 15, 2026

Agenda Item Type:

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

Requesting Department: Town Council **Resource:** Town Attorney Jon Paladini

Agenda Title: Discussion and/or action regarding the selection of an Interim Town Manager. Staff Resource: Town Attorney Jon Paladini.

Attached Documents:
N/A

Estimated Presentation Time: 5 minutes **Estimated Discussion Time:** 5 minutes

Reviewed By:

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

Financial Review (if applicable)**:** N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

With the acceptance of the resignation of the Town Manager, the Council must appoint an Interim Town Manager.

Connection to the FY25-FY30 Strategic Plan

N/A

Question(s) before the Council:

Does the Council have questions for the Town Attorney.

Proposed Motion:

I move to retain Interim Public Management to provide options for an appointment of an Interim Public Manager and authorize the Mayor and Town Attorney to execute the contract.