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**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JUNE 16, 2021 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/82146750259?pwd=MONwY29oa3dqWVBGY1NUb04zWGtIQ09>

One Tap Mobile: 1-346-248-7799 or 1-669-900-9128

Meeting ID: 821 4675 0259

Passcode: 711351

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

1. **Call to Order**
2. **Roll Call.** Council Members Jackie Baker, Bill LeBeau, Cris McPhail Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Regular Session – June 2, 2021 PAGE 5
 - 2) Executive Session – June 9, 2021 (Recorded and on File)
 - b) **Set Next Meeting, Date and Time:**
 - 1) Special Session June 23, 2021 at 5:30 p.m.
 - 2) Regular Session – Wednesday July 7, 2021 at 6:30 p.m.
 - 3) Work Session – Wednesday July 14, 2021 at 5:30 p.m.
 - 4) Regular Session – Wednesday July 21, 2021 at 6:30 p.m.
5. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and

legal action. (Pursuant to ARS §38-431.01(H))

6. **Special Announcements and Presentations**
 - **Update by Yavapai County District 2 Supervisor James Gregory.**

7. **Public Hearing followed by Discussion, Consideration and Possible Approval for a Class 12 (Restaurant) Liquor License application # 149687 for Josh Kristopher McIver-Flew the Coop Nashville Hot Chicken Shack- located at 1620 State Route 260 #D, Camp Verde, AZ 86322. Staff Resource: Cindy Pemberton** PAGE 19
 - **Staff Comments**
 - **Public Hearing Open**
 - **Public Hearing Closed**
 - **Council Discussion**

8. **DISCUSSION, CONSIDERATION, AND POSSIBLE APPROVAL OF ORDINANCE 2021-A463, AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMPVERDE, ARIZONA, FOR AN APPLICATION SUBMITTED BY LUKE SEFTON, SEFTON ENGINEERING, ON BEHALF OF THE PROPERTY OWNER, OPPORTUNITY ZONE DEVELOPMENT COMPANY, LLC, FOR A ZONING MAP CHANGE. THE REQUEST IS FOR A CHANGE FROM C2-PAD (COMMERCIAL: GENERAL SALES AND SERVICES, PLANNED AREA DEVELOPMENT) TO M1 (INDUSTRIAL: GENERAL) ON PARCEL 403-15-008, IN CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AND PROVIDING THAT THIS ORDINANCE SHALL BE EFFECTIVE THIRTY (30) DAYS AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.** Staff Resource: Melinda Lee PAGE 27

9. **Discussion, Consideration, and Possible Approval or Resolution 2021-1067, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona Superseding Resolutions 98-403, 99-426, 99-432, 2000-447, 02-538, 03-568, 08-745, 08-751, and 2009-766, 2011-844 and 2017-973 rescinding all previous Town Council Policies and Procedures for Council and all Town Boards, Commissions, and Committees and Replacing it with a 'Best Practices'. Staff Resource: Cindy Pemberton** PAGE 57

10. **Review of 'Best Practices Guidelines', a working document for Council and all Town Boards, Commissions, and Committees.** Staff Resource Cindy Pemberton PAGE 59

11. **Discussion, consideration and possible approval of Professional Services for Engineering Design Services for the Northbound Sewer Collection System Expansion Project pursuant to Project 20-144 to Rick Engineering Company, not to exceed in the amount of One Million Two Hundred Thousand Dollars (\$1,200,000.00) Staff Resource: Troy Odell, P.E., Dorie Blair** PAGE 78

12. **Discussion & Consideration & Possible Direction for the Project Delivery**

13. **Legislative Update.** Staff Resource Russ Martin
14. **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to A.R.S. §38-431.01(H))
15. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Phillip England Center for the Performing Arts Foundation. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.
16. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
17. **Discussion of the Magistrates Contract including wage consideration. The Council may, by majority vote, recess the special meeting, hold an executive session and then reconvene the Special meeting for discussion and possible action on this item as covered under A.R.S. 38-431.03 (A)(1); (A)(2) and (A)(3).**
18. **Adjournment**

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

for the purchase, sale or lease of real property (A.R.S. §38-431.03(7)).

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 06-10-2021 at 3:00:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Cindy Pemberton

Cindy Pemberton, Town Clerk

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, JUNE 2, 2021 at 6:30 P.M.

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

1. Call to Order

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

2. Roll Call

Mayor Dee Jenkins, Vice Mayor Joe Butner, Councilor Bill LeBeau, Councilor Robin Whatley (zoom), Councilor Jackie Baker, Councilor Jesse Murdock and Councilor Cris McPhail are present.

Also Present

Town Manager Russ Martin, Town Clerk Cindy Pemberton, Deputy Town Clerk Virginia Jones and Rec Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Murdock led the Pledge.

4. Consent Agenda – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

1. Regular Session – May 19, 2021
2. Executive Session – May 19, 2021 (recorded and on file)

b) Set Next Meeting, Date and Time:

1. Work Session – Wednesday, June 9, 2021 at 5:30 p.m.
2. Regular Session – Wednesday, June 16, 2021 at 6:30 p.m.
3. Regular Session – Wednesday, July 7, 2021 at 6:30pm.

c) Possible Approval of Special Event Liquor License application for Tyler Rezzonico - Verde Valley Rangers for Cornfest to be held on July 17, 2021.

Motion made by Councilor LeBeau to approve the consent agenda as presented.
Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye
Vice Mayor Butner: aye

Councilor Whatley: aye
Councilor Murdock: aye
Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: aye
Motion carried 7-0.

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

Elaine Bremner, Senior Center/Meals on Wheels, gave out a handout. She went over the Meals on Wheels Program stats and stated that with the rising food costs & the increase number of participants, she is asking Council to consider giving \$40,000 to the Meals on Wheels Program in this next budget season. She also thanked the Council for the van that was purchased for the program. They would like to have the Camp Verde logo painted on the van.

6. **Special Announcements and presentations**

- **Proclamation Declaring June 30, 2019 a day to remember all Granite Mountain Hotshots that gave their life in the line of duty**

Mayor Jenkins read the proclamation and corrected the date to read June 30, 2021. Each Council Member read 3 names to honor the victims.

7. **Presentation, Discussion and Possible Approval of a commitment for matching funding for the Conceptual Design and Pre-Engineering Phase of the Verde Valley Regional Broadband Initiative grant application with the Economic Development Administration. The funding commitment would not exceed \$25,000 and would come from the FY2022 budget.** Staff Resource: Steve Ayers

Economic Development Director Steve Ayers reviewed the January 2021 support letter and explained this is a regional collaborative with surrounding communities across the Verde Valley. This will provide broadband to all communities.

VVREO Executive Director Mary Chicoine went through the PowerPoint slide show that explained the Vision, the Mission, the Goals, showed maps of the project, and each phase of the project. (see attached) It also went over the conceptual design, funding, risk assessment, and community engagement.

The Town of Camp Verde's share would be less than \$25,000. Asking Council to approve the commitment tonight.

Councilor Murdock asked that during Phase 4 & 5, would you be looking for members of the community to buy in as part of the utilities or is this part of bringing businesses to town? Ms. Chicoine stated this would be open access. This means any provider can come in and lease the fiber optic from them. They are not looking to create a co-op, they are looking to create an entity that has the authority to ensure what we have built is maintained and that we have quality service.

Mr. Ayers stated that no one knows when funding is going to be ready from Congress but they want to be ready when its approved. Ms. Chicoine would like to break ground in the next 6 months if we get this funding.

Motion by Vice Mayor Joe Butner to approve a commitment for matching funds, not to exceed \$25,000, from the Town's FY2022 budget, for the Conceptual Design and Pre-Engineering Phase of the Verde Valley Regional Broadband Initiative grant application with the Economic Development Administration. Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye
Vice Mayor Butner: aye
Councilor Whatley: aye
Councilor Murdock: aye
Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: aye

Motion carried 7-0.

8. Discussion, Consideration and Possible Direction of the Adjusted Wages and Benefit Comparison Package for Camp Verde Marshal's Office. Staff Resource: Deputy Jeff Bowers and Deputy Oscar Berrelez.

Deputy Jeff Bowers and Deputy Oscar Berrelez gave a PowerPoint Presentation. (see attached). Currently there is no town policy established that depicts when a town employee will receive the pay rate at the "Mid" or "Max" points under current salary structure. Camp Verde Public Safety Association (CVPSA) would like consideration in adopting such policy. CVPSA would also like to provide research materials showing wage comparisons to our direct competition within Yavapai County. This information was presented in the slide show.

Councilor LeBeau stated the agencies in the Salary Study are larger than Camp Verde, are there any comparisons from smaller agencies? For instance, Jerome or Clarkdale. Deputy Bowers stated the other agencies are not included because of other contributing factors but will get numbers for Council.

Vice Mayor Butner asked if the other agencies have the same longevity in the pay schedule. Deputy Bowers stated some of this specific information is unknown at the moment. He didn't know if they have the automatic bump each year or the min/max in the tier system.

Vice Mayor Butner asked if detectives were treated the same as patrol or do they have a separate pay scale? Deputy Bowers stated detectives are put on "assignment" and given a 5% increase per assignment. They are not on this schedule.

Vice Mayor Butner asked if they are looking for policy for the whole town for every employee? Deputy Berrelez said they are looking for something to gage for each employee.

Vice Mayor Butner asked what the current uniform allowance is. Deputy Bowers stated \$1,200.

Councilor Baker asked what is the most important item that you want out of this list as Council goes into discussion. Deputy Berrelez said the biggest thing is for current employees to receive rate increases as well as adjusting the starting wages. They would also like insurance for the whole family.

Mayor Jenkins asked what is the financial impact, would it just be salaries. What would be the additional cost to the town? Town Manager Russ Martin stated it would be about a 1/3 more. Financial Director Mike Showers stated it would be about 40% more due to Workman's Compensation rates. That would be the bigger issue, the cost.

Mayor Jenkins asked what is the price tag on the benefits listed on their request. Mr. Martin stated it could possibly double the cost. The Town is currently paying 40% of the family cost.

Councilor Whatley said Council needs to schedule a Work Session to review the information.

Direction to staff to schedule a Work Session to review the proposal of the benefits and wage package.

Recess: 7:31pm

Resume: 7:40pm

9. Discussion, Consideration and Possible Direction to staff regarding the 2021 Salary Survey Draft and resulting potential impacts on the current Salary Pay Plan and current and future budgets. Staff Resource: Russ Martin

Town Manager Russ Martin explained that during the discussion at the May 7th Budget Meeting the *draft* results, staff's initial thoughts on the potential impact, the design and implementation of costs were all reviewed. Further review has continued with the consultant as well as the impact of potential salary scale design and implementation. Staff will be asking for feedback on these items for preparation of the upcoming Preliminary Budget and potential revised Salary Scales. Mr. Martin stated Council could schedule a Work Session but hopes to get some information addressed tonight to get clarity. Next week Financial Director Mike Showers has to have a Preliminary Budget formed.

Mr. Martin stated a couple of goal for tonight would be to discuss:

1. Transferring \$400,000 to Capital. He felt this was an affordable amount that was unallocated.
2. Possibly transferring an additional \$400,000 that can wait until we see what revenues actually come in at. This would be put in a revenue and expense line used for pay adjustments.

Mayor Jenkins stated this is very complexed. She asked Mr. Showers what is the drop-dead date to submit the budget. Mr. Showers stated mid-August but tentatively mid-June. Mayor Jenkins feels pressure because this is the Council's budget, it affects people.

Vice Mayor Butner stated the Manager's contract should be discussed in an Executive Session. He would like to schedule a Work Session.

Human Resource Brandy Cabrera stated they didn't want main department heads to be the main priority, there are other positions that need to be addressed. She is not in favor of an increase across the board.

Councilor McPhail is in favor for transferring the \$400,000 on July 1st and then another on January 1st.

Councilor Whatley agreed with Councilor McPhail. She is also concerned with people at the bottom. She is worried about them being paid equitably. The Town is now in a position to make up for that. Some positions listed additional duties that will be assigned later. Their value might not be taken into consideration.

Ms. Cabrera stated there is an issue with range structure, it causes compression.

Councilor Murdock appreciates the request for a work session, but Council has known about these numbers for a while. Council has had plenty of time to review them. Set a high number and stay low as low as possible.

Mayor Jenkins is worried about sustaining the costs. Ms. Cabrera doesn't feel we can sustain the staffing. With the new growth in the area, the Town could lose people.

Mayor Jenkins said it is hard to compete with the surrounding communities, but she is not seeing a downturn in revenue in the long term.

Motion by Vice Mayor Joe Butner to direct staff to prepare a Salary Plan for possible approval that increases the wage scale to 90% of the draft salary plan. And also, with total implementation of costs limited to \$400,000 for July 2021 and budget for and additional potential revenue and expense adjustment in January 2022 of up to \$400,000. It also incorporates corrections, raising the wages of those who are of a differential of a large percentage, the amount mentioned in here was \$15,000 or more. And then also, at a Work Session we would also have an Executive Session to discuss the Mangers Contract. Which should not be part of this. Second was made by Councilor LeBeau.

Councilor Whatley feels Council knows enough to take a vote tonight. The numbers are scary, that is why the managers have split the cost into 2 payments, Council doesn't have to use the 2nd payment if revenues go down.

Councilor Baker wants to discuss everything in a Work Session. There is a lot of information to consider so we can direct staff.

Public Comments:

Shawn O'Shaughnessy, with the Town of Camp Verde Maintenance Department, asks Council to consider that wages are not comparable to bring entry level people in. He would like to see young faces with enthusiasm.

Debbie Hughes- is a long-term employee. Asks Council that when you do it, do it equitably, spread the love, especially for long term employees. We need to keep our people here. Do it in a fair way for everybody. Moral is affected.

Councilor Murdock would like to have the Work Session scheduled as soon as possible. Mr. Martin stated they will schedule it for the next meeting date, June 9th at 5:30pm.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye

Councilor Whatley: nay

Councilor Murdock: aye

Councilor Baker: aye

Councilor LeBeau: aye

Councilor McPhail: aye

Motion carried 6-1.

10. **Discussion, Consideration and Possible Approval of a lease of parcels APN 404-15-267C7 and 404-15-267D6 that is approximately 6.8 acres of Verde Lakes Recreational Corporation property with the purpose of reverting the park from privately maintained to a publicly maintained municipal park.** Staff Resource: Russ Martin

Town Manager Russ Martin reviewed the lease agreement and history of the park. This historic park with a pond was established in the Verde Lakes neighborhood prior to the 1970s. The property was generously donated by Elmer Moody to serve as a public park. Subsequently, the park reverted to a private park with membership access only. The water quality is poor and there is a substantial amount of deferred maintenance including drainage issues which necessitate funding for short and long term improvements. This will open up the ponds for public use. Cost will create demands on our Maintenance Staff, but the neighborhood wants to do their part.

Vice Mayor Butner stated this is unusual lease. He would like to clarify rent, what the Town does to maintain the park is what is going to be deemed as rent. Mr. Martin stated that is correct. Nothing else.

Vice Mayor Butner said the Hold Harmless and Indemnification provision is confusing. Both parties will be equally liable? Mr. Martin stated yes, that is correct regarding recreation opportunity liability situation. They need us to maintain the park, but the Neighborhood owns the asset.

Councilor Baker stated that with so much work to be done at the sports complex, our plate is full. This would be taking on another maintenance liability.

Public Comment:

Deborah Moody- Her father founded Verde Lakes. She gave a history on the property. She thanked the Council for considering taking on this park.

Donna Moody- She is the siter of Deborah Moody, she stated the park means a lot to the community. Having the town have the guardianship will help out.

Glenda Duncan- stated the neighborhood tried to maintain the park and it has been a challenge, we want it to be for the community. Create a revitalization plan. The neighborhood would like to work with the town. They do carry liability insurance and plan to continue to carry it.

Councilor McPhail has been involved with the Recreation Corporation for a while and is happy to report they do get out there to do the work. The problem is they don't have the ability to do larger projects which needs to be done for safety. They maintain it the best they can. It is unique to the area.

Motion by Vice Mayor Joe Butner to approve and authorize the Mayor to sign the lease agreement for the properties known as the Verde Lake Ponds. Second was made by Councilor McPhail.

Roll Call Vote:

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

Motion carried 6-1.

11. **Discussion, Consideration and Possible Approval of a request from Town Staff and the Camp Verde Arena Association (CVAA) for additional funding to complete bathrooms and Council Chambers technology upgrades as well as Gazebo safety repairs.** Staff Resource: Russ Martin

Town Manager Russ Martin reviewed the CVAA request on upgraded costs quotes for restroom competition, cost quote for Gazebo repairs and Council Chambers upgrade updated quote. Cost continue to rise on these projects on many levels, the CVAA and Gazebo projects are a result of approximately four times increase in material costs and the request was a quote from almost a year ago. The staff has worked to retool the quote to get as close as possible to the original scope in addition the projector that has been working for an estimated 10 years is now overheating regularly requiring replacement.

Motion by Councilor LeBeau to allocate funding for CVAA for up to \$59,000 (From \$43,000), Gazebo project for up to \$48,000 (From \$43,000) and Council Chambers upgrade for up to \$28,000 (From \$25,500). Second was made by Councilor McPhail.

Roll Call Vote:

Mayor Jenkins: aye
Vice Mayor Butner: aye
Councilor Whatley: aye
Councilor Murdock: aye
Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: aye

Motion carried 7-0.

12. **DISCUSSION, CONSIDERATION AND POSSIBLE APPROVAL OF ORDINANCE 2021-A462, AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA FOR AN APPLICATION SUBMITTED BY STEVEN PALMER OF WESTCREEK VISIONS, LLC, PROPERTY OWNER, FOR A ZONING MAP CHANGE ENCOMPASSING APPROXIMATELY 7.37 ACRES OF A 17.16-ACRE PARCEL. THE REQUEST IS FOR A CHANGE FROM C3 (COMMERCIAL: HEAVY COMMERCIAL) TO MATCH THE ZONING OF M1 (INDUSTRIAL: GENERAL) ON THE REMAINING PORTION OF THE PROPERTY, ON PARCEL 403-15-001Q, IN CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AND PROVIDING THAT THIS ORDINANCE SHALL BE EFFECTIVE THIRTY (30) DAYS AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.** Staff Resource: Melinda Lee

Community Development Director Melinda Lee reviewed the Staff Report and Supporting Documents and Ordinance 2021-A462. This request complies with the Strategic and General Plans. It creates consistency with the surrounding parcels. Staff recommends approval of this request.

Motion by Councilor Murdock to approve the agenda item as presented. Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye
Vice Mayor Butner: aye

Councilor Whatley: aye
Councilor Murdock: aye
Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: aye
Motion carried 7-0.

13. Discussion, consideration and possible approval of Resolution 2021-1071, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for (2) Street Name Ratifications, as described and shown in Exhibits A and B. Staff Resource: Melinda Lee

Community Development Director Melinda Lee reviewed Exhibits A, B, C & D. Name changes have to be formally ratified by Town Council.

Ms. Lee clarified there are two roundabouts: Altman Parkway roundabout and Out of Africa Parkway roundabout.

Motion by Councilor McPhail to approve Resolution 2021-1071 of the Mayor and Common Council of the Town of Camp Verde, Arizona, for (2) Street Name Ratifications, as described and shown in Exhibits A and B. Second was made by Councilor Whatley.

Roll Call Vote:

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

14. Discussion, consideration and possible approval of Resolution 2021-1072, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for the renaming of (3) streets, as requested by Erin Forrest, CRR Homes, LLC, representing Verde Ranch Estates, as described and shown in Exhibit B. Staff Resource: Melinda Lee

Community Development Director Melinda Lee reviewed Exhibits A, B, C & D.

Motion by Council LeBeau to approve Resolution 2021-1072 of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for the renaming of (3) Streets, as requested by Erin Forrest, CRR Homes, LLC, representing Verde Ranch Estates, as described and shown in Exhibit B. Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye

Vice Mayor Butner: aye
Councilor Whatley: aye
Councilor Murdock: aye
Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: aye

Motion carried 7-0.

Recess: 9:10pm

Resume: 9:20pm

15. Discussion, Consideration and Possible Approval of an agreement for IT Services for the Town with Sunstate Technology Group for a period of three years. Staff Resource: Russ Martin

Town Manager Russ Martin reviewed the proposal and contract. The Town has been with MerIT for 6 years. The contract for services is up and we are looking for similar services through Sunstate Technology Group. Their start was in Show Low but now they have offices in Phoenix and Farmington as well. The Ticket priority system is very similar and they expect to meet additional demands of the Public Safety aspect as well, they currently serve as IT contractor for Verde Valley Fire among others so they are familiar with this type of contract. We will be working to transition many of our operational contracts over to Sunstate as timing allows. The current budget for services is projected to be \$90,000 but additional items within this quote for Software are bundled costs in other line items to cover the expected (proposed) complete cost of transition. Some items will still be leased through MerIt.

Motion by Vice Mayor Joe Butner to authorize signatures on the Sunstate Technology Group contract for a term of 3 years. Second was made by Councilor LeBeau.

Roll Call Vote:

Mayor Jenkins: aye
Vice Mayor Butner: aye
Councilor Whatley: aye
Councilor Murdock: aye
Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: aye

Motion carried 7-0.

16. Discussion, Consideration and Possible Approval of a settlement of a lien at 3305 Ripple Road, Camp Verde, AZ. Staff Resource: Russ Martin

Town Manager Russ Martin reviewed the Lien filed in 2016. We filed a lien on this property for clean-up activities (twice) that were never paid in the amount of \$8,970, this was the expense plus staff fee of 20% to get this done. A new owner has acquired this property and has given notice that they will pursue court to see this action cleared

from the property and is willing to send \$300 to settle. This is a very unique circumstance and generally the property is worth more so the person who picks up the property on a tax sale clears up all potential costs, including liens. The cost/value at this time is similar to the lien so pursuing the clearance will net out very limited funds, if any, after a potential clearing of title and sale.

Councilor LeBeau doesn't understand why we would do anything with this. Mr. Martin stated the lawsuit says we have to defend ourselves in court. The cost and the risk is too great. Mr. Martin reviewed the court process.

Councilor McPhail stated the property might be worth more money.

Public Comment:

Pete Roulette the property is possibly worth up to \$45,000.

Councilor Whatley feels we need to ask for more money.

Motion by Councilor Whatley to authorize Manager not to accept \$300 and take steps necessary to resolve the situation. Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye
Vice Mayor Butner: aye
Councilor Whatley: aye
Councilor Murdock: aye
Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: aye

Motion carried 7-0.

17. Discussion, Consideration and Possible Approval of appointed volunteers for a Special Project Team to work on Local First Arizona's Grant Program. Resource: Vice Mayor Joe Butner

Vice Mayor Joe Butner gave a background on this project. The flooding road(s) need to be remedied. Applications have been submitted in the past but have been denied. This will actually be working with US Department of Agriculture. Mr. Butner would like Councilor LeBeau and Mayor Jenkins to sit in on this.

Councilor McPhail appreciates what Mr. Butner is doing. She doesn't feel comfortable participating and will abstain in the vote.

Motion by Councilor Murdock to approve three volunteers as Vice Mayor Joe Butner, Mayor Dee Jenkins and Council Member Bill LeBeau to work with the USDA regarding its grant program for flooding. Second was made by Councilor Baker.

Roll Call Vote:

Mayor Jenkins: aye
Vice Mayor Butner: aye

Councilor Whatley: aye
Councilor Murdock: aye
Councilor Baker: aye
Councilor LeBeau: aye
Councilor McPhail: abstain
Motion carried 6-0.

18. Legislative Update. Staff Resource Russ Martin

Town Manager Russ Martin reviewed ongoing issues that are in the state capital and how they proceed through legislature.

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

No public to speak.

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

Councilor Baker attended some ribbon cuttings for new businesses.

Councilor McPhail also attended ribbon cuttings, and Yavapai Apache Tribal Council Meetings.

Councilor Whatley attended the Philip England for the Performance Arts Meeting, and the purchase of the old VVMC Medical Building is happening soon. The Sedona Film Festival films will be shown in the auditorium.

Councilor Murdock attended the 8th grade promotion and graduation ceremony at Camp Verde Schools.

Mayor Jenkins attended the Verde Valley Mayors Meeting, and the Clear Creek Cemetery Memorial Day Celebration.

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

Town Manager Russ Martin has nothing to share at this time.

22. **Adjournment**

Mayor Dee Jenkins adjourned the meeting at 9:54 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Cindy Pemberton

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on June 2, 2021. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2021.

Cindy Pemberton, Town Clerk

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Agenda Item Submission Form – Section I

Meeting Date: June 16, 2021

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

Requesting Department: Town Clerk

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title: Public Hearing followed by Discussion, Consideration and Possible Approval for a Class 12 (Restaurant) Liquor License Application #149687 for Josh Kristopher Mclver-Flew the Coop Nashville Hot Chicken Shack- located at 1620 State Route 260 #D, Camp Verde, AZ 86322.

- Staff Comments
- Public Hearing Open
- Public Hearing Closed
- Council Discussion

List Attached Documents: Local Governing Body Report from Department of Liquor License and Control #149687

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by: N/A

Department Head: Cindy Pemberton Town Attorney Comments: N/A

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

Background Information

Staff received a liquor license application on May 12, 2021 and posted the necessary paper work as required by law for 20 days on May 14, 2021. All fees associated with the application have been paid. The Marshal's Office and Community Development have reviewed the application and have no concerns. Staff has not received any comments or concerns from the public regarding the application.

Recommended Action (Motion):

Approve Class 12 (Restaurant) Liquor License Application #149687 for Josh Kristopher Mclver-Flew the Coop Nashville Hot Chicken Shack- located at 1620 State Route 260 #D, Camp Verde, AZ 86322.

Instructions to the Clerk: Process application and send to Department of Liquor License

State of Arizona
Department of Liquor Licenses and Control

Job
#149687

Camp Verde
CNAyn

Created 05/07/2021 @ 04:47:38 PM

Local Governing Body Report

LICENSE

Number: Type: 012 RESTAURANT
Name: FLEW THE COOP NASHVILLE HOT CHICKEN SHACK
State: Pending
Issue Date: Expiration Date:
Original Issue Date:
Location: 1620 STATE ROUTE 260
#D
CAMP VERDE, AZ 86322
USA
Mailing Address: 5660 E LUX LANE
COTTONWOOD, AZ 86326
USA
Phone: (928)238-1422
Alt. Phone: (928)301-4210
Email: JOSH@FLEWTHECOOPHOTCHICKEN.COM

AGENT

Name: JOSH KRISTOPHER MCLVER
Gender: Male
Correspondence Address: 5660 E LUX LANE
COTTONWOOD, AZ 86326
USA
Phone: (928)301-4210
Alt. Phone:
Email: JOSH@FLEWTHECOOPHOTCHICKEN.COM

OWNER

Name: M6 DEVELOPMENT LLC
Contact Name: JOSH KRISTOPHER MCLVER
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: L21075664 State of Incorporation: AZ
Incorporation Date: 07/19/2016
Correspondence Address: 5660 E LUX LANE
COTTONWOOD, AZ 86326
USA
Phone: (928)301-4210
Alt. Phone:
Email: JOSH@FLEWTHECOOPHOTCHICKEN.COM

Officers / Stockholders

Name:
JOSH KRISTOPHER MCLVER
IAN WILLIAM PEDERSEN

Title:
MEMBER
MEMBER

% Interest:
50.00
50.00

M6 DEVELOPMENT LLC - MEMBER

Name: JOSH KRISTOPHER MCLVER
Gender: Male
Correspondence Address: 5660 E LUX LANE
COTTONWOOD, AZ 86326
USA
Phone: (928)301-4210
Alt. Phone:
Email: JOSH@FLEWTHECOOPHOTCHICKEN.COM

M6 DEVELOPMENT LLC - MEMBER

Name: IAN WILLIAM PEDERSEN
Gender: Male
Correspondence Address: 5660 E LUX LANE
COTTONWOOD, AZ 86326
USA
Phone: (928)451-5931
Alt. Phone:
Email: IAN@FLEWTHECOOPCHICKEN.COM

APPLICATION INFORMATION

Application Number: 149687
Application Type: New Application
Created Date: 05/07/2021 *Aizee*

QUESTIONS & ANSWERS

012 Restaurant

- 1) Are you applying for an Interim Permit (INP)?
Yes
A Document of type INTERIM PERMIT (INP) NOTARY PAGE is required.
- 2) Are you one of the following? Please indicate below.
Property Tenant
Subtenant
Property Owner
Property Purchaser
Property Management Company
TENANT
- 3) Is there a penalty if lease is not fulfilled?
Yes
What is the penalty?
3 YEAR LEASE COMMITMENT
- 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.
0
- 6) Is there a drive through window on the premises?
No
- 7) If there is a patio please indicate contiguous or non-contiguous within 30 feet.
CONTIGUOUS
- 8) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
No

State of Arizona
Department of Liquor Licenses and Control

Created 05/07/2021 @ 04:45:50 PM

Local Governing Body Report

LICENSE

Number:	INP130013816	Type:	INP INTERIM PERMIT
Name:	FLEW THE COOP NASHVILLE HOT CHICKEN SHACK		
State:	Active		
Issue Date:	05/07/2021	Expiration Date:	08/20/2021
Original Issue Date:	05/07/2021		
Location:	1620 STATE ROUTE 260 #D CAMP VERDE, AZ 86322 USA		
Mailing Address:	5660 E LUX LANE COTTONWOOD, AZ 86326 USA		
Phone:	(928)238-1422		
Alt. Phone:	(928)301-4210		
Email:	JOSH@FLEWTHECOOPHOTCHICKEN.COM		

AGENT

Name:	JOSH KRISTOPHER MCLVER
Gender:	Male
Correspondence Address:	5660 E LUX LANE COTTONWOOD, AZ 86326 USA
Phone:	(928)301-4210
Alt. Phone:	
Email:	JOSH@FLEWTHECOOPHOTCHICKEN.COM

OWNER

Name:	M6 DEVELOPMENT LLC		
Contact Name:	JOSH KRISTOPHER MCLVER		
Type:	LIMITED LIABILITY COMPANY		
AZ CC File Number:	L21075664	State of Incorporation:	AZ
Incorporation Date:	07/19/2016		
Correspondence Address:	5660 E LUX LANE COTTONWOOD, AZ 86326 USA		
Phone:	(928)301-4210		
Alt. Phone:			
Email:	JOSH@FLEWTHECOOPHOTCHICKEN.COM		

Officers / Stockholders

Name:	Title:	% Interest:
JOSH KRISTOPHER MCLVER	MEMBER	50.00
IAN WILLIAM PEDERSEN	MEMBER	50.00

M6 DEVELOPMENT LLC - MEMBER

Name: JOSH KRISTOPHER MCLVER
 Gender: Male
 Correspondence Address: 5660 E LUX LANE
 COTTONWOOD, AZ 86326
 USA
 Phone: (928)301-4210
 Alt. Phone:
 Email: JOSH@FLEWTHECOOPHOTCHICKEN.COM

M6 DEVELOPMENT LLC - MEMBER

Name: IAN WILLIAM PEDERSEN
 Gender: Male
 Correspondence Address: 5660 E LUX LANE
 COTTONWOOD, AZ 86326
 USA
 Phone: (928)451-5931
 Alt. Phone:
 Email: IAN@FLEWTHECOOPCHICKEN.COM

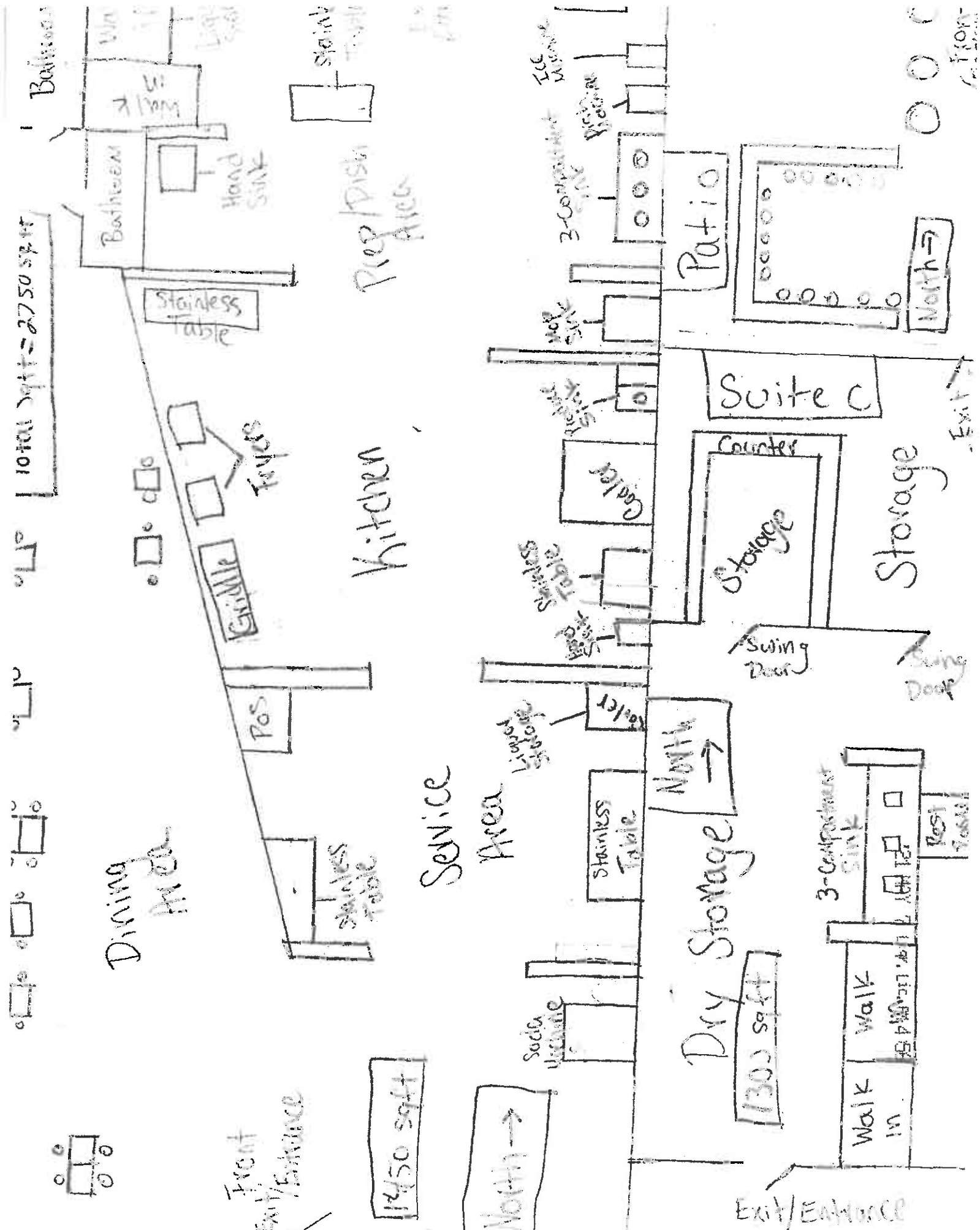
APPLICATION INFORMATION

Application Number: 149688
 Application Type: New Application
 Created Date: 05/07/2021 *Aizee*

QUESTIONS & ANSWERS

INP Interim Permit

- 1) Enter License Number currently at location
12133609
- 2) Is the license currently in use?
- 3) Will you please submit section 5, page 6, of the license application when you reach the upload page?



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Town of Camp Verde

Agenda Item Submission Form – Ordinance 2021-A463 / Opportunity Zone Development / ZMC

Meeting Date: June 16, 2021

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

Requesting Department: Community Development

Staff Resource/Contact Person: Melinda Lee, Director

Agenda Title (be exact):

DISCUSSION, CONSIDERATION, AND POSSIBLE APPROVAL OF ORDINANCE 2021-A463, AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, FOR AN APPLICATION SUBMITTED BY LUKE SEFTON, SEFTON ENGINEERING, ON BEHALF OF THE PROPERTY OWNER, OPPORTUNITY ZONE DEVELOPMENT COMPANY, LLC, FOR A ZONING MAP CHANGE. THE REQUEST IS FOR A CHANGE FROM C2-PAD (COMMERCIAL: GENERAL SALES AND SERVICES, PLANNED AREA DEVELOPMENT) TO M1 (INDUSTRIAL: GENERAL) ON PARCEL 403-15-008, IN CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AND PROVIDING THAT THIS ORDINANCE SHALL BE EFFECTIVE THIRTY (30) DAYS AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

List Attached Documents:

- Exhibit A: Staff Report & Supporting Documents
 - a. See Town Website for Draft Planning & Zoning Commission Meeting of May 13, 2021
- Exhibit B: Ordinance 2021-A463

Estimated Presentation Time: 2 minutes

Estimated Discussion Time: 5 minutes

Reviews Completed by:

Town Attorney Comments: None.

Recommended Action (Motion):

A MOTION TO APPROVE ORDINANCE 2021-A463 OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, OF AN APPLICATION SUBMITTED BY THE APPLICANT, LUKE SEFTON, ON BEHALF OF THE PROPERTY OWNER, THE OPPORTUNITY ZONE DEVELOPMENT COMPANY. THE REQUEST IS FOR A ZONING MAP CHANGE FROM C2-PAD (COMMERCIAL: GENERAL SALES AND SERVICES, PLANNED AREA DEVELOPMENT) TO M1 (INDUSTRIAL: GENERAL), SUBJECT TO THE FOLLOWING CONDITIONS:

1. AN OBSCURING FENCE OR WALL WILL BE INSTALLED ALONG THE PROPERTY FRONTAGE ALONG STATE ROUTE 260, TO PROTECT THE VISIBILITY OF THE OCCUPANTS ON THE SITE FROM PASSING VEHICLES ALONG THE HIGHWAY.

2. THE SIGNAGE USED TO ADVERTISE THE OCCUPANTS ON THE SITE WILL BE ALLOWED TO BE MOUNTED ON THE FRONT FENCE OR WALL, USING THE SAME MATERIALS, DESIGN, AND FONT, TO MAINTAIN CONSISTENCY IN ITS PRESENTATION.

THE PROPERTY IS LOCATED ON THE NORTH SIDE OF STATE ROUTE 260 BETWEEN THE AULTMAN PARKWAY AND OUT OF AFRICA PARKWAY ROUNDABOUTS, ON PARCEL 403-15-008, IN CAMP VERDE, YAVAPAI COUNTY, ARIZONA.

BACKGROUND:

Luke Sefton, Sefton Engineering, submitted an application on behalf of The Opportunity Zone Development Company, for a Zoning Map Change on APN 403-15-008. The parcel is located on the north side of State Route 260 between the roundabouts for Out of Africa and Aultman Parkways. The property owner is requesting a zoning change from C2-PAD to M1, to allow for the relocation of two (2) construction yards for existing businesses in Camp Verde and other potential occupants.

The property owner has indicated that the parcel could potentially be divided into three (3) separate parcels after the zoning change has been accomplished.

Property frontage is along State Route 260; access to the highway has been approved by ADOT and construction for the driveway and a deceleration and acceleration lane has already been started.

To provide screening for the uses on the parcel from the vehicle traffic on State Route 260, the property owner is proposing to install a five-foot high, obscuring fence/wall along the SR 260 property frontage (See Exhibit B). Due to the elevation of the property above the highway, the five-foot height will be sufficient to obscure the land use on the parcel.

- *The applicant is requesting special consideration and approval of the use of an obscuring fence/wall along the SR 260 corridor, in support of the change to M1 District zoning.*

The property owner is also requesting the installation of signage, attached directly to the fence/wall, to advertise its occupants (See Exhibit B). Their plan is to use the same type of sign, including letter font, to provide a cohesive look to the entryway into the project. The typical sign models, such as monument or wall signs, are not practical with an obscuring fence that would prevent visibility of their signs. In the P&Z Ordinance, Section 404, Signs, the definition of a "Wall Sign" is a sign that is mounted to the wall of a building. This request is to allow the sign(s) to be mounted to the frontage fence/wall. Section 404.E, Comprehensive Sign Plan, allows the flexibility of considering alternative sign designs, if submitted with a PAD request. It is the determination of staff that this request for a zoning change, which a PAD would also entail, is a similar public hearing process and may be used to allow for this consideration.

- *The applicant is requesting the consideration and approval of the use of signage, similar in size, design, and font, on the outer side of the obscuring fence/wall to advertise the occupants of the property.*

THE FOLLOWING HAS BEEN COMPLETED BY THE APPLICANT AND/OR STAFF:

- The applicant posted the subject property and mailed out letters to property owners within 300', which invited them to the neighborhood meeting on April 29, 2021 (See Exhibit C).
- The meeting was held onsite at this parcel and on Zoom simultaneously. There was one (1) attendee from the public at the on-site meeting, who supported the request.

- Community Development Staff mailed out nine (9) letters to property owners within three hundred (300) feet of the subject parcel on April 20, 2021. This letter advised the neighbors of the tentative Planning & Zoning Public Hearing and Town Council meeting dates, times, and location.
- A Notice of Public Hearing was placed in the Verde Independent–Camp Verde Bugle newspaper on April 25, 2021 by Community Development Staff.
- A Notice of Public Hearing was posted on the subject property and in public places on April 26, 2021, by Community Development Staff.
- The Planning & Zoning Commission agenda was posted in public places on May 6, 2021, by Community Development Staff.
- The Planning & Zoning Commission heard this item in a public hearing on May 13, 2021, and recommended approval of the application with conditions.

COMMUNICATIONS FROM AGENCIES/PUBLIC:

Staff has received no comments from the public regarding this request.

Staff has received the following comments from reviewing agencies (See Exhibit D):

Arizona Department of Transportation

Contact: Nathan Reisner Comments Received: April 29, 2021

- They provided standard comments regarding processes for access from a State right-of-way.

Camp Verde Water Systems

Contact: Justin Bullard Comments Received: April 19, 2021

- “Camp Verde Water has a 12” waterline running parallel 9’ off the property line. We can provide fire protection and domestic services to this parcel if needed”.

Yavapai County Flood Control District

Contact: Paul Jungen Comments Received: April 19, 2021

- “This parcel is not impacted by a FEMA Special Flood Hazard Area. The Flood Control District has no special requirement”.

GENERAL PLAN:

The project is located within the 260 West Character Area. This Area currently supports a full range of land uses. This project would provide critical access to State Route 260 for future occupants and complies with the General Plan, as described:

- Preferred Non-Residential Zoning Districts include Mixed Use, Commercial, Industrial, and Planned Area Developments, with commercial and industrial uses being preferred adjacent to/abutting the highway (See Exhibit E).
 - *The General Plan does not specifically define the preferred uses for this section on the northeast side of State Route 260, west of Newton Lane. Based on other definitions, it appears the preference is to have the Commercial Use along SR 260, with Industrial Use along Old State Highway 279, or not directly abutting SR 260. Given these descriptions, the applicant has agreed to provide the site-obscuring fence/wall along SR 260 to shield the use from the passing vehicle traffic.*
- Goal A states “Promote regional commercial and employment opportunities”.
 - A.3 involves the coordination of access, design, circulation, and utilities.
 - *The request takes advantage of access from State Route 260. Existing and already proposed development along this highway has*

already encouraged the extension of utilities to the area that will benefit this and future projects, that will promote business and employment for the area.

STRATEGIC PLAN:

The Community and Economic Development Strategic Plan outlines some guiding principles that should be considered for future growth and development. A couple of these factors relate to industrial opportunities, such as:

- **“Integrate land use, circulation, and economic development planning”**. *Providing the ability to expand upon an existing trend of industrial uses in this area will ultimately encourage like-development in the area, provide improvements in circulation, and allow future inquiries for economic planning to be directed appropriately.*
- **“Seek opportunities that complement existing... advantages”**. *Encouraging projects to locate within proximity of each other will encourage complementary operations. This site backs up to properties along Old State Highway 279, which is already an established Industrial district.*

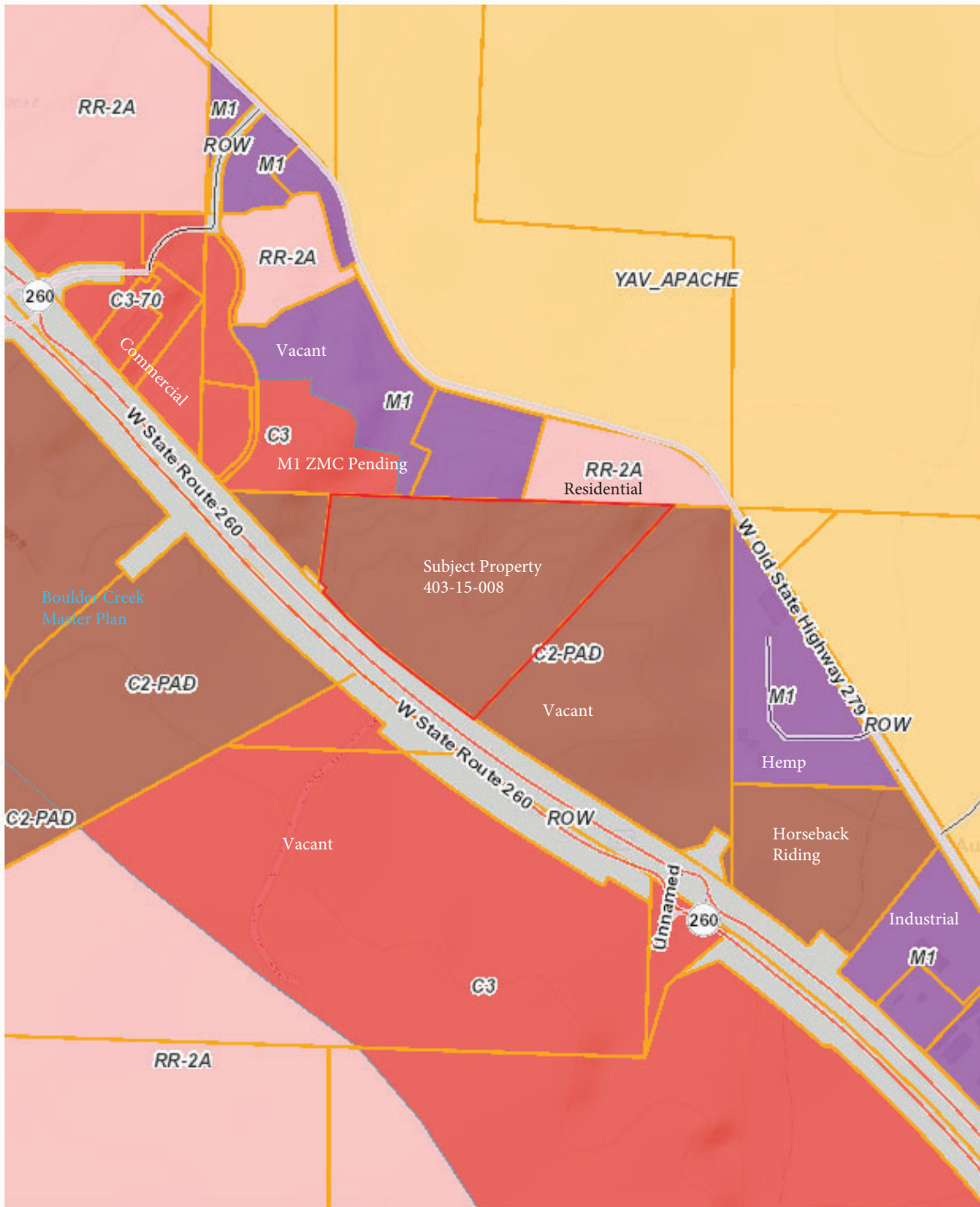
The plan also provides some key Focus Areas, which this proposal supports:

- Infrastructure and Placemaking
 - *The proposal will encourage the continued expansion of needed infrastructure in the region and promote internal connectivity and livability.*
- Business Development, Support, Attraction, Retention
 - *Providing additional parcels for industrial growth will allow more integration to support increased economic multipliers. Being able to have an increased support network for the production and distribution of products will enhance the overall community structure.*

Staff recommended approval of the request for a Zoning Map Change from C2-PAD to M1, which would allow the relocation of two (2) local construction businesses and other future occupants, based on the following Findings of Fact:

- The proposal complies with the General Plan for the 260 West Character Area for type of preferred non-residential uses, which includes Industrial use.
- The site has direct access to State Route 260, with approvals from ADOT to construct a driveway and deceleration/acceleration lane in their right-of-way along the property frontage.
- The proposal complies with the Strategic Plan.
- The site is currently vacant, with the intent to relocate two (2) existing, local construction businesses to this site.
- The indication in the General Plan, that the preferred location of Industrial uses be situated off of the State Route 260 frontage, may be mitigated with the following conditions:
 1. An obscuring fence or wall be installed along the property frontage along State Route 260, to protect the visibility of the occupants on the site from passing vehicles along the highway.
 2. The signage used to advertise the occupants on the site be located along the front fence or wall, using the same materials, design, and font, to maintain consistency in its presentation.

VICINITY/ZONING/LAND USE MAP
OPPORTUNITY ZONE DEVELOPMENT CO.
ZONING MAP CHANGE



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: 4.14.2021



Land Use Application Form

1. Application is made for:

- | | | |
|---|--------------------------------|----------------------|
| Zoning Map Change | Use Permit | Temporary Use Permit |
| Conceptual Plan Review | Preliminary Plat | Final Plat |
| PAD Final Site Plan Review | Variance | Appeal |
| Street Abandonment | Minor Land Division | Wireless Tower |
| Administrative Review | Lot Line Adjustment | Zoning Verification |
| Development Standards Review (Commercial) | Other: <u>Comp Sign Review</u> | |

2. Project Name: Witt Zoning Map Change Request

3. Contact information: (a list of additional contacts may be attached)

Owner Name: The Opportunity Zone Development Company LLC
 Address: 830 S. Main St. Suite 2I
 City: Cottonwood State: AZ Zip: 86326
 Phone: _____
 E-mail: _____

Applicant Name: Luke Sefton
 Address: 40 Stutz Bearcat Dr.
 City: Sedona State: AZ Zip: 86336
 Phone: 928-202-3999
 E-Mail: ls@sefengco.com

4. Property Description: Parcel Number 403-15-008 Acres: 24.96

Address or Location: Adjacent to the east side of W. State Route 260 less than one mile north of the E Cherry Creek Roundabout

Existing Zoning: C2-PAD Existing Use: Vacant

Proposed Zoning: M1 District (Industrial: General) Proposed Use: N/A

5. Purpose: (describe intent of this application in 1-2 sentences)

To establish zoning designation that would allow a primary use and outside storage as an accessroy use.

6. Certification:

I certify that I am the lawful owner of the parcel(s) of land affected by this application and hereby consent to this action. I have also attached a completed Permission to Enter form for consent to access the property regarding this action.

Owner: [Signature] Date: 3/18/21

I certify that the information and attachments I have submitted are true and correct to the best of my knowledge. In filing this application, I am acting with the knowledge and consent of the property owner(s). I understand that all materials and fees required by the Town of Camp Verde must be submitted prior to having this application processed.

Applicant: [Signature] Date: 3/18/21



LETTER OF INTENT
OPPORTUNITY ZONE DEVELOPMENT CO.
ZONING MAP CHANGE

Luke Sefton PE, CFM
Tim Huskett, PE, CFM
Robert Lane, Public Lands
Cheri Baker, Office Manager
Crockett Saline, E.I.T.
Christopher Henry, E.I.T.
David Nicolella, Planner
Leonard Filner, Planner

April 9, 2021

Re: Neighborhood Meeting Notification: April 29, 2021

To Whom It May Concern:

It is the intent of the property owner to request, from the Town of Camp Verde, a Zoning Map Change, for Assessor’s Parcel Number: 403-15-008. This 24.9-acre parcel is currently zoned C2-PAD: (Commercial: General Sales and Services - Planned Area Development). The request is to change the current zoning of C2-PAD to M1: (Industrial: General).



This parcel is located adjacent to the north side of W. State Route 260, in Camp Verde Arizona, Mile Post 214.06, approximated 2,000 feet west of Mile Post 215. The purpose for the Zone Change is to facility the relocation of two existing businesses, McDonald Brothers Construction, Inc., and KM Roofing.

This letter is to inform you of an upcoming meeting you can attend to find out more. Please see the location map that is included with this neighborhood meeting notification letter for more details. We look forward to meeting you to discuss this proposed zone change, or if you are unable to attend, please fill out and return the attached “Comment Sheet”.

You can either meet with the Applicant, on site, or attend a virtual zoom meeting, both meetings will be held simultaneously on Thursday, April 29, 2021 at 3pm.

You can attend this zoom meeting Via Zoom Link at: <https://zoom.us/j/97078577430>

If you have any questions, please call me at (928) 202-3999.

Sincerely,

Luke A. Sefton, P.E.
President/Principle Engineer

Project No.: 190302B
40 Stutz Bearcat Dr., Sedona, Arizona 86336 ~Phone: (928) 202-3999
Email: info@sefengco.com ~ www.SeftonEngineeringCompany.com

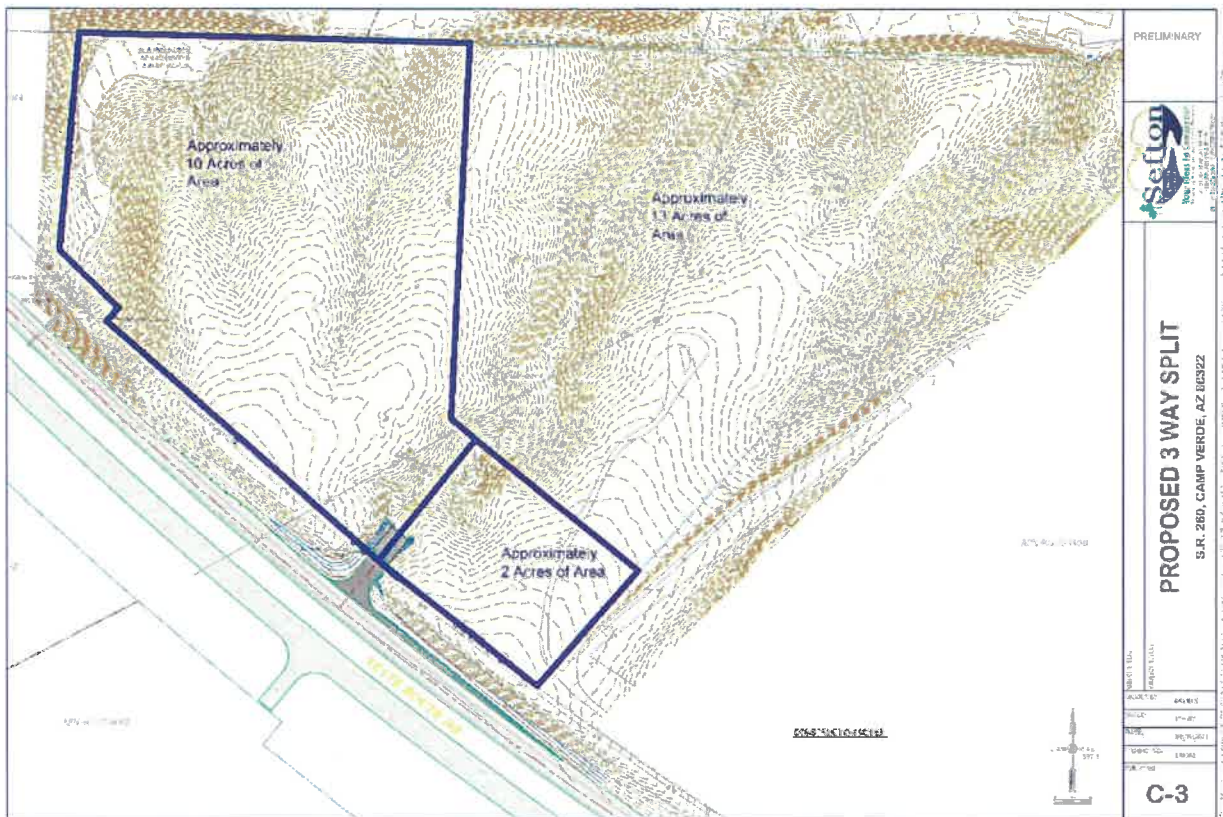
In affiliation with:
Heritage Land Surveying & Mapping, Inc. with offices in Sedona, Camp Verde & Colorado



**PROPOSED LAND DIVISION
OPPORTUNITY ZONE
DEVELOPMENT CO.
ZONING MAP CHANGE**

**Luke Sefton PE, CFM
Tim Huskett, PE, CFM
Robert Lane, Public Lands
Cheri Baker, Office Manager
Crockett Saline, E.I.T.
Christopher Henry, E.I.T.
David Nicolella, Planner
Leonard Filner, Planner**

Site Plan of the Entire 24.9-acre Parcel

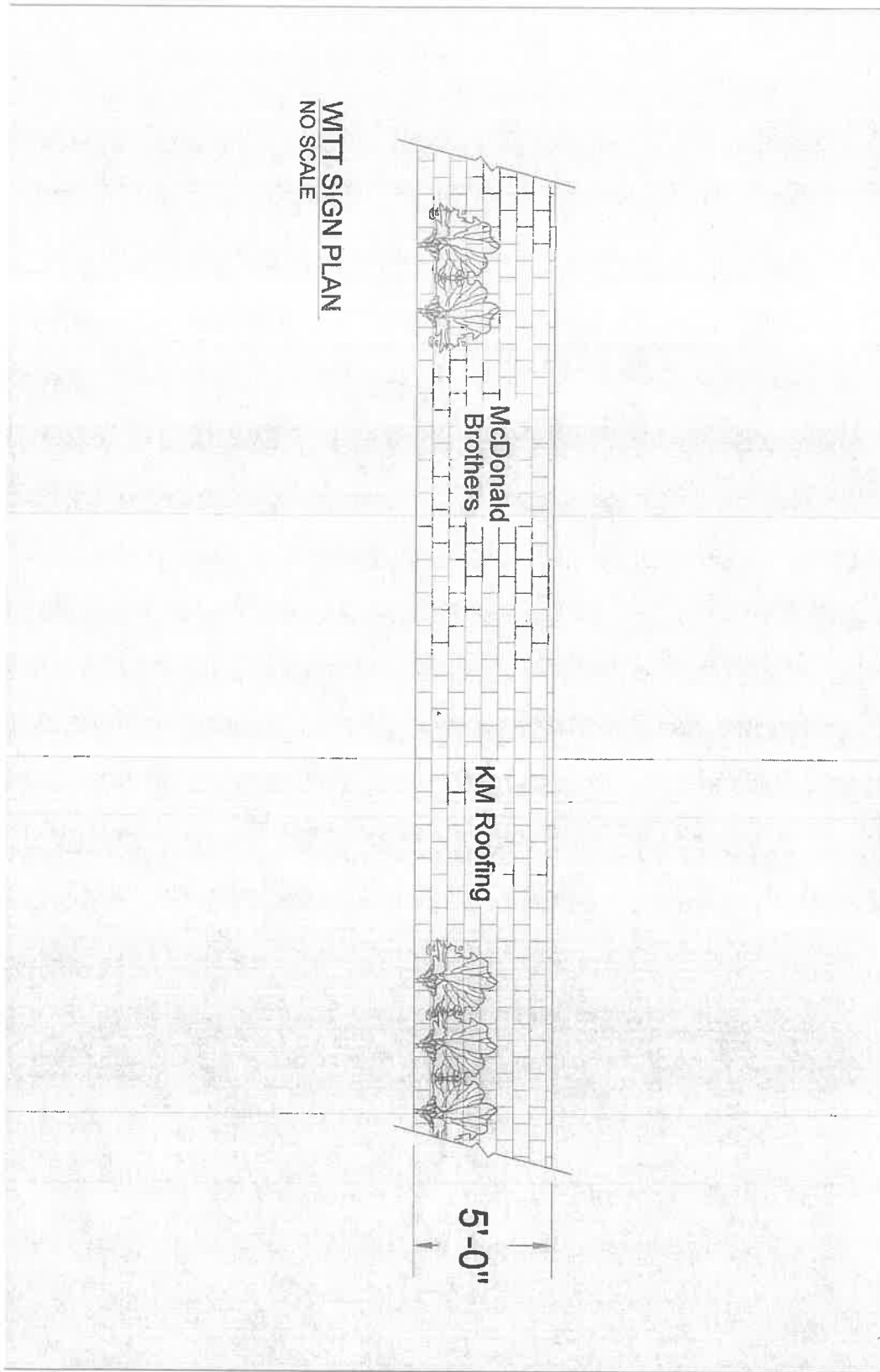


**40 Stutz Bearcat Dr. Suite 8, Sedona, Arizona 86336 ~Phone: (928) 202-3999
Email: info@sefengco.com ~ www.SeftonEngineeringCompany.com**

In affiliation with:

Heritage Land Surveying & Mapping, Inc. with office in Sedona, Camp Verde & Colorado

PROPOSED FENCE/WALL & SIGNS
OPPORTUNITY ZONE DEVELOPMENT CO.
ZONING MAP CHANGE



WITT SIGN PLAN
NO SCALE



May 3, 2021

Bobbi Webb
Assistant Planner/Administrative Assistant
473 South Main Street, Suite 108
Camp Verde, AZ 86322

Regarding the Citizens Participation Outreach:

When: On Thursday, April 29, 2021 at 3pm.

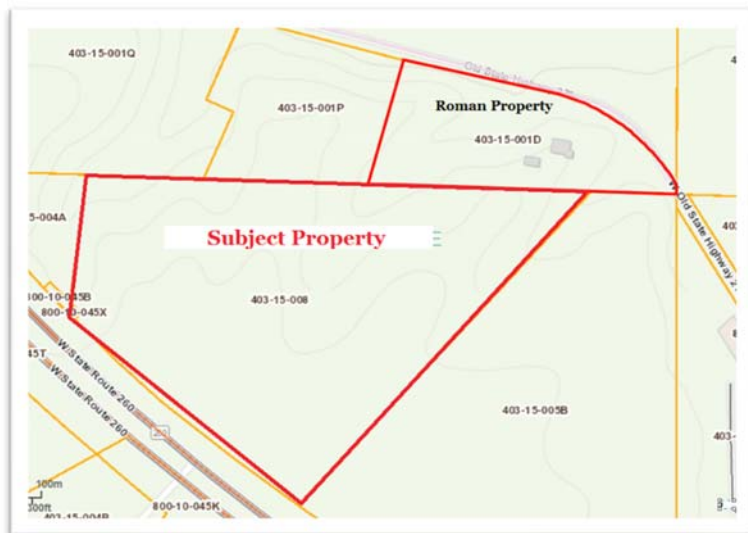
This is the summary from the two-neighborhood meeting which were held simultaneous:

1. The Applicant was on site on Thursday, April 29, 2021 at 3pm; and
2. The Applicant’s agent was available Via Zoom Link at: <https://zoom.us/j/97078577430>

While the applicant was on site, one neighbor, Ron Roman, stopped by and asked the following questions:

1. What are the plans for the property?

Answer: The property is being developed for Contractors, Manufacturers, and Distributors. We plan to gate the road with a key pay access from SR 260 to help protect all of the companies that locate on the property. The first two companies to occupy the land will be McDonald Brothers Construction and KM Roofing. Both companies plan to build buildings and have construction yards at the property.



2. Are we planning on building a fence?

Answer: Yes, screening is required by the zoning code between different zonings if any outside work or storage will be done on the property. We plan to screen the front of the property with an attractive split faced fence that is five feet high. State Route 260 is lower than the property and a five-foot fence will screen the entire property from 260. We want the fence to be attractive and plan to mount the names of the companies that choose to locate on the land directly onto the split faced fence in large metal letters. The font has not been chosen and the goal will be to have all the lettering match.

3. What is the plan for the back of the property that abuts up to Ron's property?

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 office in Sedona, Camp Verde & Colorado



Luke Sefton PE, CFM
Tim Huskett, PE, CFM
Robert Lane, Public Lands
Cheri Baker, Office Manager
Crockett Saline, E.I.T.
Christopher Henry, E.I.T.
David Nicoella, Planner
Leonard Filner, Planner

Answer: Both McDonald Brothers and KM Roofing are moving onto the front of the property. Their construction yards will not be visible from Ron’s property which is lower in elevation. The hillside backing up to Ron’s property will already screen both their yards from Ron’s property. When a company interested in locating on the property next to Ron’s is found in the event that company does work outside or has outside storage they will be required to screen. Until we know what will be done on that portion of the property there are no plans to screen.

4. What is the plan for dealing with the ravine that goes though the property and ends up on Ron’s Property?

Answer: At this time there is no specific plan. Since the water that the ravine once carried from South of the property was cut off by ADOT when they improved SR 260 it may be in the best interest of development to cut higher parts of the property and fill in lower portions like the ravine. In the event the property is cut, and the ravine is filled it will level the property and not have an impact on Ron’s property.

Ron expressed support for the zoning change and mentioned that he planned to develop an RV park on a portion of his property. He asked if we would support him in developing his RV Park and I expressed support. If Ron builds an RV park it could be a great place for employees of companies that locate in the development to live. The housing shortage in the valley is significant and a lot of prospective employees have chosen to live in RV full time since the beginning of the pandemic. Having potential living space within walking distance of the property would be positive for those employees.

These were the questions and answers that were discussed at the Neighborhood meeting.

Kindest Regards,

Robert M Witt

While the applicant’s agent was available Via Zoom Link until 3:30pm., no one from the public joined the zoom meeting.

Sincerely,

Luke A. Sefton, P.E.
President/Principle Engineer

Project No.: 190302B

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 office in Sedona, Camp Verde & Colorado

NOTIFICATION LIST
OPPORTUNITY ZONE DEVELOPMENT CO.
ZONING MAP CHANGE

Parcel, Owner, Address, City, State, Zip

403-15-008, OPPORTUNITY ZONE DEVELOPEMENT COMPANY LLC (THE), 465 W HEREFORD DR,
CAMP VERDE, AZ, 863227336

403-15-001P, CORNVILLE AZ LLC, 10032 W BELL RD STE 100, SUN CITY, AZ, 853511292

403-15-003T, HIGH VIEW LLC , PO BOX 3270, CAMP VERDE, AZ, 863223270

403-15-004A, TULIN 2006 FAMILY TRUST, 190 OAK CREEK BLVD, SEDONA, AZ, 863365641

403-23-001S, UNITED STATES OF AMERICA, 2400 W DATSI ST, CAMP VERDE, AZ, 863228412

403-15-004B, AULTMAN LAND & CATTLE # IV LLC, PO BOX 1619, COTTONWOOD, AZ, 863261619

403-15-001Q, WESTCREEK VISIONS LLC, PO BOX 352, COTTONWOOD, AZ, 863260352

403-16-002C, CCJB HOLDINGS LLC, PO BOX 2487, SEDONA, AZ, 863392487

403-15-005B, JUMP WILLIAM S , 4020 N CHERRY RD, CAMP VERDE, AZ, 863228040

403-15-001D, ROMAN RONALD & RUTH RS, 4001 OLD STATE HIGHWAY 279, CAMP VERDE, AZ,
863228702

Melinda Lee

From: Nathan Reisner <nreisner@azdot.gov>
Sent: Thursday, April 29, 2021 12:34 PM
To: Bobbi Webb
Cc: Nathan Reisner; Vernon Dumbeck
Subject: Re: FW: Application for Zoning Map Change

Bobbi,

Thank you for sending the pending development project for your community for ADOT to review. Any project that will be accessing State's right-of-way from an existing or new access will need an ADOT encroachment permit. This includes any redevelopment of a parcel, a new development of a parcel, and a change in principal activity or function of a parcel. Also any work within the State's right-of-way requires an ADOT encroachment permit.

If the development does not directly access the State Highway but accessed indirectly off an local jurisdictional road, ADOT recommends the local jurisdiction require the development to analyze the traffic impacts at the associated State and local jurisdiction intersection and require the developer to mitigate any negative impacts per ADOT Traffic Guidelines and Processes 240. ADOT would be happy to assist the local jurisdiction in setting a scope for the traffic study document and reviewing the traffic document.

Please refer your applicants that require an ADOT encroachment permit to the ADOT Northcentral District Permit office for further assistance.

Thanks,

Nate Reisner, P.E.
Northcentral District Transportation Engineer
1959 S. Woodlands Village Boulevard, Suite B.
Flagstaff, AZ 86001
928-779-7545



On Mon, Apr 19, 2021 at 9:37 AM Bobbi Webb <Bobbi.Webb@campverde.az.gov> wrote:

Good morning,

It is the intention of the property owner to split the parcel as shown in the "Proposed 3 Way Split Map" after the Zoning Map Change process has been completed.

Feel free to contact me with any questions you might have.

Bobbi Webb

Administrative Assistant/Assistant Planner

Melinda Lee

From: Camp Verde Water System <cvwsinc@yahoo.com>
Sent: Monday, April 19, 2021 11:20 AM
To: Bobbi Webb
Subject: Re: Application for Zoning Map Change
Attachments: OPPORTUNITY ZONE REZONE TRANS.pdf; SITE PLAN 403-15-008.pdf; Proposed 3 Way Split Map no stamp.pdf; LETTER OF INTENT.pdf; App 20210222.pdf; Zoning map2.pdf

Hi Bobbi,

Camp Verde Water System has a 12" waterline running parallel 9' off the property line. We can provide fire protection and domestic services to this parcel if needed.

Justin Bullard

Camp Verde Water System, Inc.
P.O. Box 340
Camp Verde, AZ 86322
PH: (928) 567- 5281
FAX: (928) 567-5283

On Monday, April 19, 2021, 09:37:29 AM MST, Bobbi Webb wrote:

Good morning,

It is the intention of the property owner to split the parcel as shown in the "Proposed 3 Way Split Map" after the Zoning Map Change process has been completed.

Feel free to contact me with any questions you might have.

Bobbi Webb

Administrative Assistant/Assistant Planner

Community Development Department

Town of Camp Verde

928-554-0054

473 S Main St., Ste 108

Bobbi.Webb@campverde.az.gov

From: Bobbi Webb
Sent: Monday, April 19, 2021 9:29 AM
Subject: Application for Zoning Map Change

Melinda Lee

From: Paul Jungen <Paul.Jungen@yavapai.us>
Sent: Monday, April 19, 2021 10:27 AM
To: Bobbi Webb
Subject: RE: Application for Zoning Map Change

This parcel is not impacted by a FEMA Special Flood Hazard Area. The Flood Control District has no special requirement.

Please contact me if you or the applicant have any questions or concerns.

Thank you,
Paul

Paul Jungen, P.E., CFM
District Engineer



Phone: 928.771.3197

Email: Paul.Jungen@Yavapai.us

Web: www.ycflood.com

YAVAPAI COUNTY FLOOD CONTROL DISTRICT

1120 Commerce Dr., Prescott, AZ 86305



From: Bobbi Webb
Sent: Monday, April 19, 2021 9:37 AM
Subject: FW: Application for Zoning Map Change

Good morning,

It is the intention of the property owner to split the parcel as shown in the "Proposed 3 Way Split Map" after the Zoning Map Change process has been completed.

Feel free to contact me with any questions you might have.

Bobbi Webb
Administrative Assistant/Assistant Planner
Community Development Department
Town of Camp Verde

**GENERAL PLAN REFERENCE
OPPORTUNITY ZONE DEVELOPMENT CO.
ZONING MAP CHANGE**

TABLE 3.5 – Land Use; 260 West Character Area Reference Chart

PHYSICAL DESCRIPTION	BUILT ENVIRONMENT	CIRCULATION	POINTS OF INTEREST	DENSITY AND NON-RESIDENTIAL DISTRICTS
<p>The 260 West character area is approximately 7.47 square miles in size, and primarily consists of rolling hills with natural drainage Southwest of the Verde River.</p> <p>The North and West boundary lines of the 260 West character area consist of the Town of Camp Verde's boundary lines. The Eastern boundary line is defined primarily by the Verde River, Yavapai Apache-Nation Trust Lands, U.S. Forest Service Lands, and a small portion of Horseshoe Bend Drive. While the Southern boundary line of the 260 West character area is defined by Interstate 17, where it meets the Verde River and travels Southwest to Town boundaries for approximately 2.57 miles.</p> <p>A significant portion 41.23 % of this character area is comprised of U.S Forest Service Land. The Yavapai-Apache Nation Trust Land also accounts for 22.49 % of the land in the 260 Corridor Character Area.</p> <p>The 260 West Character Area is primarily undeveloped land that is suitable for future residential services, commercial, and industrial uses. In addition the 260 Corridor character area also contains areas of active aggregate mining off of Old State Highway 279.</p>	<p>Neighborhoods:</p> <ul style="list-style-type: none"> • Rio Verde Vista • Verde Valley Business Park • Yavapai-Apache Nation Middle Verde Tribal Community <p><i>* Metes and Bounds Property not located in platted subdivisions.</i></p> <p>Businesses:</p> <ul style="list-style-type: none"> • Agricultural • General Industrial • Home Occupations • Mining • Processing Plants • Public Facilities • Retail Sales • Restaurants • Service Stations • Shooting Range • Storage Facilities • Wildlife Park 	<p>Major Roads:</p> <ul style="list-style-type: none"> • State Route 260 <ul style="list-style-type: none"> - Cherry Lane/Cherry Creek Road - Coury Drive - Horseshoe Bend Drive - Old State Highway 279 - Park Verde Road <p>Major Interchanges:</p> <ul style="list-style-type: none"> • Interstate 17 and State Route 260 <p>Major Intersections:</p> <ul style="list-style-type: none"> • Proposed Roundabout on State Route 260 between Pueblo Ridge and Wilshire Road • Proposed Roundabout on State Route 260 and Park Verde Road • State Route 260 and Horseshoe Bend Road • State Route 260 and Cherry Lane/Cherry Creek Road • Proposed Roundabout on State Route 260 near Mile Post 215 • Proposed Roundabout on State Route 260 near Mile Post 214 • State Route 260 and Old State Highway 279 • State Route 260 and Coury Drive <p>Major Trails:</p> <ul style="list-style-type: none"> • Camp Tender/Grief Hill Trail Loop • Grief Hill Trailhead • Hayfield Draw Trailhead • Historical Sheep Trail • Proposed Multi-Use Path Along State Route 260 <p>Gateway Entrances:</p> <ul style="list-style-type: none"> • Town Boundary on State Route 260 coming east from Cottonwood • West side of I-17 at the junction of State Route 260 	<p>Community Services:</p> <ul style="list-style-type: none"> • Yavapai County Justice Facility • Yavapai County Roads Department <p>General:</p> <ul style="list-style-type: none"> • Gaddis Wash • Grief Hill Wash • Peach Tree Wash <p>Historic Sites:</p> <ul style="list-style-type: none"> • Hayfield Draw OHV Recreation Area <p>Parks and Recreation:</p> <ul style="list-style-type: none"> • Cherry Creek • Verde River <p>Water Resources:</p> <ul style="list-style-type: none"> • Cherry Creek • Verde River <p>Irrigation Ditches:</p> <ul style="list-style-type: none"> • Verde/Woods Ditch <p>Yavapai-Apache Nation: Middle Verde Tribal Community</p> <ul style="list-style-type: none"> • Historic Sites: - Cloverleaf Ranch 	<p>Existing Density:</p> <ul style="list-style-type: none"> • Consists of varying densities ranging from 0 to 1 dwelling per acre. This area also includes a Planned Area Development (PAD) that consists of 0 to 11 dwelling units per acre. <p>Existing Non-Residential Zoning Districts:</p> <ul style="list-style-type: none"> • C1 on the East side of Dreamcatcher Drive. • C1 on the North and South side of Supai Drive abutting State Route 260. • C2 off of Dickison Circle. • C2 on the East side of Dreamcatcher Drive. • C2 on the East, South and West side of Moonrise Drive. • C2 on the East side of Verde Roads Department Road. • C2 on the North end of Commonwealth Drive abutting State Route 260. • C3 on both sides of Cherry Creek Road. • C3 on both sides of State Route 260. • C3 on both sides of Coury Drive abutting State Route 260. • M1 off of Genesis Drive. • M1 off of Hayfield Draw Road. • M1 off of Old State Highway 279. • PAD off of State Route 260. • Natural Resources • Public Facilities <p>Preferred Non-Residential Zoning Districts:</p> <ul style="list-style-type: none"> • Agricultural Use & AG • RS/C1/C2/C3/PM/M1/M2, Mixed Use, Mixed Use Commercial/Industrial, and PUD along the southwest side of State Route 260 with commercial uses being preferred adjacent to/abutting State Route 260. • RS/C1/C2 and Mixed Use along the northeast side of State Route 260 from Interstate 17 to Newton Lane with commercial uses being preferred adjacent to/abutting State Route 260. • C1/C2/C3/PM/M1/M2, and Mixed Use Commercial/Industrial along Old State Highway 279. • Natural Resources • Open Space • Planned Unit Development (PUD) • Public Facilities

G. C2 DISTRICT (Commercial: General sales and services)

1. Purpose:

The C2 District is intended to permit a broader range of business uses compatible with permitted residential uses in the District and surrounding vicinity.

Permitted Uses and Structures:

- a. Agriculture and cultivation.
- b. Antique Sales.
- c. Automobile & machinery sales. (See Section 309 for outside display requirements.)
- d. Automobile repair (light).
- e. Automotive service stations.
- f. Baking and confection cooking for on-site sale only.
- g. Bars, tap rooms and nightclubs.
- h. Bed and Breakfast
- i. Bowling alleys and poolrooms.
- j. Business offices, banks and similar; including drive-through.
- k. Commercial art galleries.
- l. Commercial bath and massage.
- m. Commercial parking facilities.
- n. Community parks, playgrounds or centers.
- o. Custom service and craft shops.
- p. Dancing, art, music, business and trade schools (including permission for public recitals, concerts and dances).
- q. Dwelling unit for one family on any one lot. (Manufactured, Modular or Site Built.) Mobile Homes Prohibited See Part 3 Section 306 B.2.c
- r. Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).
- s. Flood control facilities.
- t. Frozen food lockers.
- u. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.
- v. Group or cluster of dwelling units (attached or detached) each having separate individual ownership and providing common services and recreation facilities under unified management.
- w. Historical Landmarks.
- x. Home occupations (See Section 303).
- y. Hospitals, clinics, sanitariums, nursing homes and assisted living care facilities (intermediate, extended and long-term) for the care of humans
- z. Hotels and motels with five or more guest rooms.
- aa. Keeping of farm animals, limited (See Section 305).

- bb. Laundrettes (limited to machines not exceeding 25 pounds capacity according to manufacturer's rating).
- cc. Miniature golf establishment.
- dd. Mortuary
- ee. Multiple dwelling units and apartment hotels
- ff. Nursery schools; day care centers (child or adult).
- gg. Offices wherein only professional, clerical or sales services (such as real estate or insurance) are conducted.
- hh. Open land carnival and recreation facilities (religious & educational institutions).
- p. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)
 - ii. Personal services.
 - jj. Pet shops within enclosed buildings for the display and sale of household pets and other small animals.
 - kk. Private clubs and lodges operated solely for the benefit of bona fide members.
 - ll. Religious institutions (in permanent buildings).
 - mm. Restaurants and cafes, including drive-through.
 - nn. Retail sales.
 - oo. Sales (retail and wholesale) and rentals.
 - pp. Theaters, auditoriums, banquet and dance halls.
 - qq. Veterinary services.
 - rr. Water distillation and bottling for retail sales only.
 - ss. Microbreweries or Wineries for the manufacture and processing of beer or wine respectively for onsite consumption or wholesale distribution with the following limitations:
 - 1. All such manufacturing and processing activity shall be conducted within a completely enclosed building along with all materials used for manufacture – processing. Products ready for shipping must be stored within a closed building.
 - 2. A microbrewery in the C2 District may process and produce up to 150,000 U.S. Gallons of beer per year.
 - 3. A winery in the C2 District may process and produce up to 18,000 U.S. Gallons of wine per year.

2. Uses and Structures Subject to Use Permit:

- a. Government facilities and facilities required for the provision of utilities and public services
- b. Outdoor recreation or assembly facilities.
- c. Mobile/manufactured home and recreational vehicle parks subject to the requirements of Section 306.
 - 1) Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.
- d. Transmitter stations and towers for automatic transmitting.

c. Revival tents and similar temporary operations. (See Section 601.D)

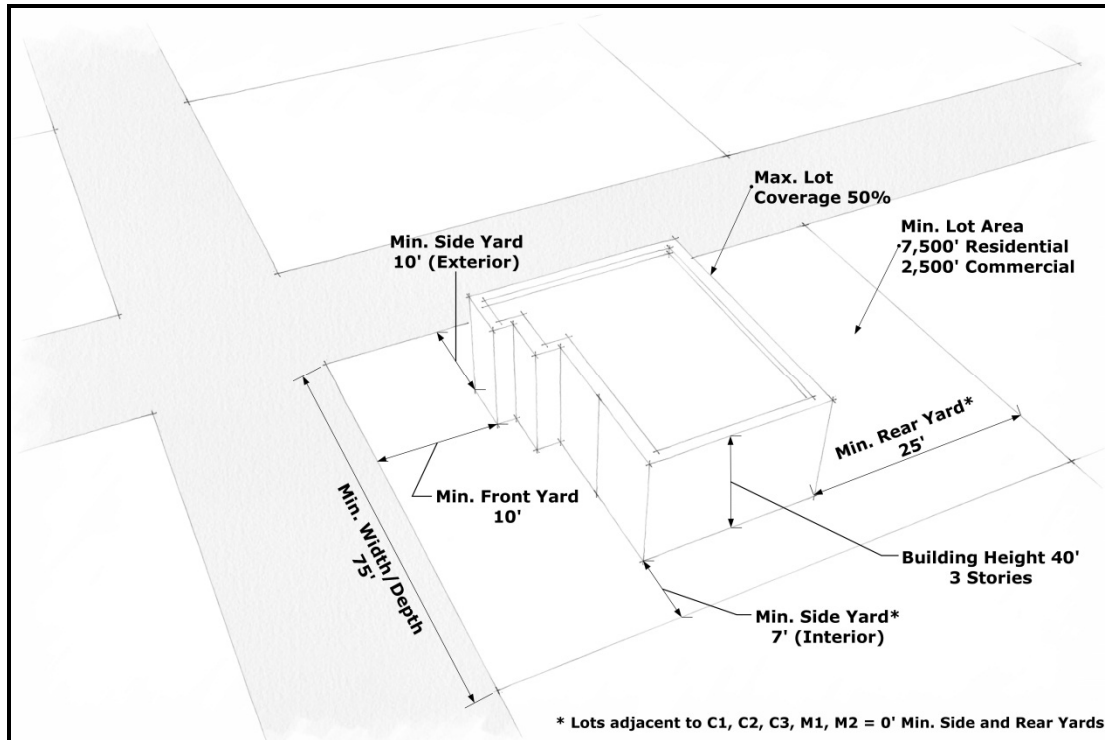
e. Temporary Use Permits, subject to administrative approval (See Section 601.C):

- 1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.
- 2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

Table 2-7: C2 Dimensional Standards

Zoning District	"C2"
Minimum Lot Area (sq.ft.)	7,500' Res., 2,500' Com.
Minimum Width OR Depth (feet)	75'
Maximum Bldg Ht (stories)	3
Maximum Bldg Ht (feet)	40'
Maximum Lot Coverage (%)	50%
Minimum Front Yard (feet)	10'
Minimum Rear Yard (feet)	0' (25' adjacent to residential zones)
Minimum Side Yard Interior (feet)	0' (7' adjacent to residential zones)
Minimum Side Yard Exterior (feet)	10'

Figure 2-7: C2 Dimensional Standards



J. M1 DISTRICT (Industrial: General)

1. Purpose:

The M1 District is intended to provide the type of industrial facilities that, while not necessarily attractive in operational appearances, are installed and operated in a manner so as not to cause inconvenience or substantial detriment to other uses in the District (or to adjacent Districts).

2. Permitted Uses and Structures:

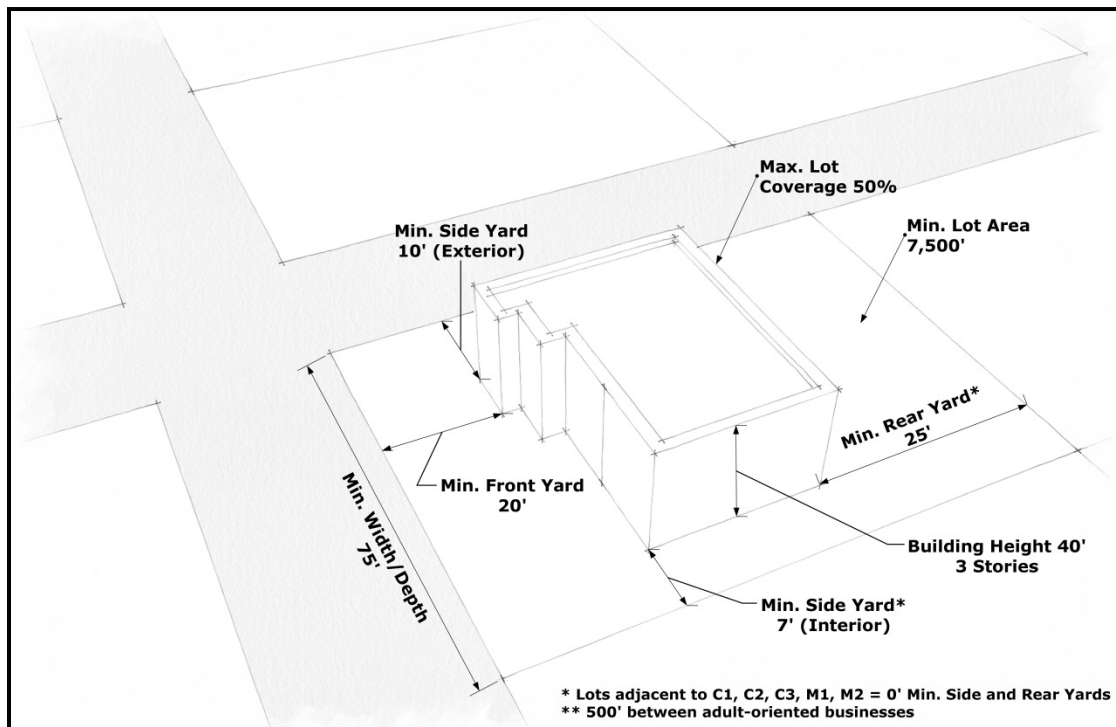
- a. Adult oriented businesses as defined in A.R.S. § 11-821H as may be amended, provided that no such adult oriented business shall operate in violation of A.R.S. § 13-1422 as may be amended or other applicable law nor be within 500 feet of schools, a church or an existing adult oriented business.
- b. Agriculture and cultivation.
- c. Assembly, construction and processing plants.
- d. Automobile repair (heavy) (2015-A407)
- e. Automobile repair (light).
- f. Automobile Storage Yard
- g. Body and fender shops including a paint booth within closed building.
- h. Bottling plants confined to closed building.
- i. Caretaker Living Quarters. (Manufactured, Modular or Site Built.) Mobile Homes Prohibited (See Part 3 Section 306 B.2.c).
- j. Cemeteries for human or animal internment (See Section 308).
- k. Cleaning and dyeing plants within closed building.
- l. Commercial parking facilities.
- m. Community parks, playgrounds or centers.
- n. Custom service and craft shops.
- o. Custom tire recapping.
- p. Dispensing of gasoline and similar petroleum products from exposed storage tanks (subject to requirements of Underwriters Laboratories Inc. or similar), provided no such tank shall be located closer than 25 feet to the lot boundaries.
- q. Flood control facilities.
- r. Frozen food lockers.
- s. Historical Landmarks.
- t. In-plant restaurants as an accessory use, and including roof or landscaped patio dining facilities.
- u. Keeping of farm animals, limited (See Section 305).
- v. Lumber yards (prohibiting sawmill operations).
- w. Medical Marijuana Dispensary Off-Site Cultivation Location/Facility.(see Part 3 Section 304) (Definition: See Part 1 Section 103)
- x. Mortuary.
- y. Motion picture productions, radio and television studios.

- z. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)
 - aa. Religious institutions (in permanent buildings).
 - bb. Retail sales.
 - cc. Storage Facility.
 - dd. Warehouses.
 - ee. Water distillation and bottling for retail sales only.
 - ff. Microbreweries or Wineries for the manufacture and processing of beer or wine respectfully for wholesale distribution.
3. Uses and Structures Subject to Use Permit
- a. Government facilities and facilities required for the provision of utilities and public services.
 - b. Transmitter stations and towers for automatic transmitting.
 - c. Temporary Use Permits, subject to administrative approval (See Section 601.C):
 - 1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.
 - 2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

Table 2-10: M1 Dimensional Standards

Zoning District	"M1"
Minimum Lot Area (sq.ft.)	7,500'
Minimum Area/Dwelling (sq.ft.)	1 Caretaker d.u. only
Minimum Width OR Depth (feet)	75'
Maximum Bldg Ht (stories)	3
Maximum Bldg Ht (feet)	40'
Maximum Lot Coverage (%)	50%
Minimum Front Yard (feet)	20'
Minimum Rear Yard (feet)	0' (25' adjacent to residential zones)
Minimum Side Yard Interior (feet)	0' (7 adjacent to residential zones)
Minimum Side Yard Exterior (feet)	10'

Figure 2-10: M1 Dimensional Standards



L. PAD (Planned Area Development)

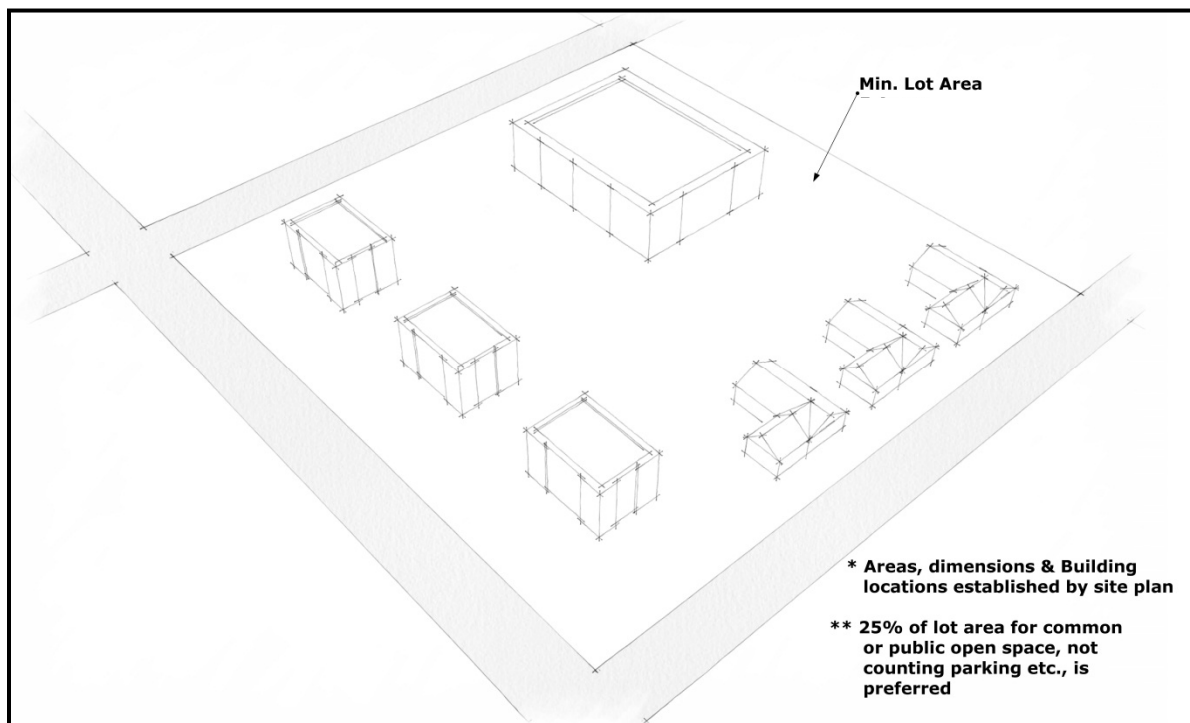
The Planned Area Development designation ensures orderly and thorough planning and review procedures that result in high quality project design and encourages variety in architectural design through techniques including, but not limited to, variations in building style, lot arrangements and site planning.

- 1) Purpose: A parcel of land planned as a unified project rather than as an aggregate of individual lots and may also provide for various types and combinations of land uses (such as single family and or multifamily housing, commercial centers, industrial complexes, and public or common spaces, with increased flexibility in site regulations. The greater flexibility in locating buildings and combining compatible uses make it possible to achieve economies of construction as well as preserving open space.
2. Scope: The Planned Area Development regulations that follow shall apply generally to the initiation and regulation of all Planned Area Development Districts. A PAD District may be added to an existing district to meet the intent of this Section or may be processed concurrently with a request to change an underlying zoning district. An approved PAD Development Plan/Site Plan shall be specific to that particular property as approved by Town Council upon recommendation by the Planning and Zoning Commission. A Development Plan/Site Plan must be submitted as per Site Plan requirements, Section 400 D1.
 - a. Where there are conflicts between PAD regulations and the general zoning, subdivision or other regulations, these regulations shall apply in PAD Districts unless the Council shall find, in the particular case, that the provisions herein do not serve the public to a degree at least equivalent to such general zoning, subdivision or other regulations.
 - b. It is intended to permit establishment of new Planned Area Development Districts for specialized purposes where tracts suitable in location, area, and character for the uses and structures proposed are to be planned and developed on a unified basis. Suitability of tracts for the development proposed shall be determined primarily by reference to the General Plan, but due consideration shall be given to existing and prospective character of surrounding development.
 - b. Within PAD Districts, regulations adapted to such unified planning and development are intended to accomplish purposes of zoning and other applicable regulations to an equivalent or higher degree than where such regulations are designed to control unscheduled development on individual lots, and to promote economical and efficient land use, an improved level of amenities, appropriate and harmonious variety, creative design, and a better environment.
 - c. Open Space Dedication: open space shall be included in all developments. A dedication of open space not less than twenty-five percent (25%) of a development project is preferred
3. PAD Major Amendments: A request for any major amendment to a PAD including amendments to the Development Phasing Schedule will be deemed major if it involves any of the following and must be approved by the Town Council upon recommendation by the Planning and Zoning Commission:
 - 1) An increase in the approved totals of dwelling units or gross leasable area for the PAD District.
 - 2) A change in zoning boundaries.
 - 3) Any change which could have significant impact on areas adjoining the PAD as determined by the Community Development Director.
4. PAD Minor Amendments:
 - 1) All request for amendments to a PAD that are not a PAD Major Amendment shall be deemed a PAD Minor Amendment
 - 2) A request for a Minor Amendment to a PAD with an amended site plan may be filed with the Community Development Department if the Community Development Director determines the request is not major, as defined above.
 - 3) The request will be routed for comment to any affected Town departments or other agencies for comment.

Table 2-12: PAD Dimensional Standards

Zoning District	"PAD"
Minimum Lot Area (sq.ft.)	Established by Site Plan
Minimum Common/Open Space	25% of Site Area Preferred
Minimum Area/Dwelling (sq.ft.)	Established by Site Plan
Minimum Width OR Depth (feet)	Established by Site Plan
Maximum Bldg Ht (stories)	Established by Site Plan
Maximum Bldg Ht (feet)	Established by Site Plan
Maximum Lot Coverage (%)	Established by Site Plan
Minimum Between Buildings (feet)	Established by Site Plan
Minimum Front Yard (feet)	Established by Site Plan
Minimum Rear Yard (feet)	Established by Site Plan
Minimum Side Yard Interior (feet)	Established by Site Plan
Minimum Side Yard Exterior (feet)	Established by Site Plan

Figure 2-12: PUD PAD Dimensional Standards





ORDINANCE 2021-A463

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA FOR AN APPLICATION SUBMITTED BY LUKE SEFTON, SEFTON ENGINEERING, ON BEHALF OF THE PROPERTY OWNER, OPPORTUNITY ZONE DEVELOPMENT COMPANY, LLC, FOR A ZONING MAP CHANGE. THE REQUEST IS FOR A CHANGE FROM C2-PAD (COMMERCIAL: GENERAL SALES AND SERVICES, PLANNED AREA DEVELOPMENT) TO M1 (INDUSTRIAL: GENERAL) ON PARCEL 403-15-008, IN CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AND PROVIDING THAT THIS ORDINANCE SHALL BE EFFECTIVE THIRTY (30) DAYS AFTER ITS PASSAGE AND APPROVAL ACCORDING TO LAW.

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

WHEREAS, Part 6, Section 600(C)(1) of the Planning and Zoning Ordinance allows for the amendment, supplementation or change of zoning boundaries by the Town Council of the Zoning Map of Camp Verde under the Planning & Zoning Ordinance, and

WHEREAS, the Mayor and Council find that the requested re-zoning will be beneficial to the community and is in conformity with the Camp Verde General Plan, and

WHEREAS, the Mayor and Council find that the procedures required by ARS §9-462.03 and 9-462.04 have been complied with in connection with this zoning action, and

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

Section 1. The Town Council hereby finds as follows:

- A. A request for **Zoning Map Change #20210222** was filed by Luke Sefton, Sefton Engineering, on behalf of the property owner, Opportunity Zone Development Company, LLC, to request the change from C2-PAD (Commercial: General Sales and Services, Planned Area Development) to M1 (Industrial: General).
- B. The Planning & Zoning Commission reviewed the request on May 13, 2021, in a public hearing that was advertised and posted according to state law and recommended approval of Zoning Map Change #20210222, subject to the following:
 1. An obscuring fence or wall be installed along the property frontage along State Route 260, to protect the visibility of occupants on site from passing vehicles along the highway.

- 2. The signage used to advertise the occupants on the site be allowed to be mounted on the front fence or wall, using the same materials, design, and font, to maintain consistency in its presentation.
- C. The proposed Zoning Map Change Amendment will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved.
- D. The Waiver of Diminution of Value Claim has been signed by the property owners and is attached as Exhibit "B".

Section 2. All ordinances or parts of ordinances adopted by the Town of Camp Verde in conflict with the provisions of this ordinance or any part of the code adopted, are hereby repealed, effective as of the effective date of this ordinance.

Section 3. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 4. This ordinance is effective upon the expiration of a thirty 30-day period following the adoption hereof and completion of publication and any posting as required by law.

PASSED AND APPROVED BY A MAJORITY VOTE OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA ON THIS 16TH DAY OF JUNE, 2021.

Signature Pending
Dee Jenkins - Mayor

Date: _____

Approved as to form:

Attest: Signature Pending
Cindy Pemberton, Town Clerk

Signature Pending
William Sims - Town Attorney

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: 06-16-2021

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

Requesting Department: Town Clerk

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title (be exact): **Discussion, Consideration, and Possible Approval or Resolution 2021-1067, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona Superseding Resolutions 98-403, 99-426, 99-432, 2000-447, 02-538, 03-568, 08-745, 08-751, and 2009-766, 2011-844 and 2017-973 rescinding all previous Town Council Policies and Procedures for Council and all Town Boards, Commissions, and Committees and Replacing it with a ‘Best Practices’. Staff Resource: Cindy Pemberton**

List Attached Documents: Resolution 2021-1067

Estimated Presentation Time: 5 minutes

Estimated Discussion Time:

Reviews Completed by:

Department Head: Town Attorney Comments: N/A

Finance Review: Budgeted Unbudgeted N/A

Finance Director Comments/Fund:

Fiscal Impact: None

Budget Code: _____ Amount Remaining: _____

Comments:

Background Information: At the May 5, 2021 Regular Session Council discussed rescinding the Town of Camp Verde Policies, Rules and Procedures and establishing a Best Practices Guideline.

Recommended Action (Motion):

Instructions to the Clerk: Process Resolution



RESOLUTION 2021-1067

**A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE
TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA,
SUPERSEDING RESOLUTIONS 98-403, 99-426, 99-432, 2000-447, 02-538, 03-568, 08-745, 08-751,
AND
2009-766, 2011-844, and 2017-973 RESCINDING ALL PREVIOUS
TOWN COUNCIL POLICIES, RULES, AND PROCEDURES
FOR COUNCIL AND ALL TOWN BOARDS, COMMISSIONS AND COMMITTEES AND REPLACING IT
WITH A
'BEST PRACTICES'**

WHEREAS, the Arizona Legislature continues to make changes in State law: and

WHEREAS, *All Town Council, Boards, Commissions and Committee meetings are governed by Arizona Revised Statute, State Constitution, and the Town Code: and*

WHEREAS, *Council understands that all previous versions are obsolete or unenforceable, and*

WHEREAS, Council has agreed and directed staff to Repeal the current Policies and Procedures and replace with a working document that will be called 'Best Practices'

NOW THEREFORE, the Mayor and Common Council of the Town of Camp Verde hereby resolve to rescind the Town Council Policies, Rules, and procedures for Council and All Town Boards, Commission and Committees and Replace it with a working document the "Town of Camp Verde Town Council Policies, Rules, and Procedures" for all elected and appointed officials.

ADOPTED AND APPROVED by a majority vote of the Common Council at the regular meeting of June 16, 2021.

Mayor Dee Jenkins

Approved as to form:

Attest:

Town Clerk Cindy Pemberton

William J. Stone

Town Attorney

Agenda Item 10



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: 06-16-2021

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Pre-Session Agenda

Requesting Department: Town Clerk

Staff Resource/Contact Person: Cindy Pemberton

Agenda Title (be exact): **Review of ‘Best Practices Guidelines, a working document for Council and all Town Boards, Commissions, and Committees.** Staff Resource Cindy Pemberton

List Attached Documents: Draft Best Practices Guidelines

Estimated Presentation Time: 5

Estimated Discussion Time: 10

Reviews Completed by:

Department Head: _____ Town Attorney Comments: Reviewed Ordinance

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

Background Information: The attached document is a Guideline for Council and all Town Boards, Commissions and Committees.

Recommended Action (Motion):

Instructions to the Clerk:



TOWN OF CAMP VERDE
DRAFT
BEST PRACTICE GUIDELINES

**STEP BY STEP GUIDELINES
PLACING AN ITEM ON THE COUNCIL AGENDA**

- As soon as reasonably possible, notify the Clerk of the item you would like to place on a future Council Agenda. The Clerk will place it on the Tentative Schedule. _____
Tentative Date

- Date Item must be submitted to Clerk to be placed on Agenda _____
Monday am-week prior to meeting

- Documents reviewed by the following (if applicable)
 - Department Head Review: Date _____

 - Attorney Review and **Signature:**
Date _____ (Legal **Documents must be signed** off by attorney prior to submitting to the clerk) Electronic signature is acceptable unless document must be recorded.

 - Finance Review: Date _____

- Combine all documents into one PDF: Send to Clerk and Town Manager _____
Date e-mailed

- Order of Documents should be: Agenda Request Form
Document needing approval
Backup information

- Instructions to Clerk: any instructions that are not standard operating procedures. If you need more than one original, if the document needs to be recorded.

**Town of Camp Verde
Agenda Guidelines**

Introduction

The Agenda Guidelines is prepared and updated by the Clerk's Office. The purpose is to clarify details of the agenda process.

It is intended to be a guide and a ready reference tool to assist in expediting the movement of an item through the process. Ideally, the process should be followed explicitly, but realistically there is a degree of flexibility that will be used in situations that arise unexpectedly.

Overview of the Council Process

Town Government

A Council-Manager form of government governs the Town of Camp Verde. Legislative policy is set by the elected Council members and administered by the Town Manager. The Council consists of a Mayor and six council members.

Types of Council Meetings

All Council meetings are open to the public, except Executive Sessions. Final legislative action must be taken in an official meeting that is open to the public. Types of meetings include Regular Session, Work Session, Special Session and Executive Session. These are described below:

Regular Session

Regular Sessions are held on the first, and third Wednesday of each month, beginning at 6:30 p.m., in Council Chambers, Room 106, 473 S. Main.

Public comment on any agenda item is at the Mayor's discretion. Comments on issues not on the agenda can be made during one of the two "Call to the Public for Items not on the Agenda" that occur near the beginning and near the end of the agenda. Comments must be limited to those within the jurisdiction of the Council. Council is not permitted to respond to these comments, other than to request a future agenda item or to direct staff to check into the issue.

Work Session

Work Sessions are called for informational purposes, including briefings and presentations. Public input is usually not taken at Work Sessions because it is held for informational purposes only, and no formal action is taken.

Work Sessions are scheduled as needed.

Special Session

A Special Council meeting is called for a specific purpose and is called by the Mayor or a majority of the Council members.

Special Sessions are scheduled as needed. Dates, times and places are posted at least 24 hours in advance.

Public input is at the discretion of the Mayor.

Executive Session

An Executive Session is a closed meeting called by the Council pursuant to ARS §38-431.03, for the purpose of considering certain limited matters including legal advice, real estate and personnel matters.

Executive Sessions are scheduled as needed. Dates, times and places are posted at least 24 hours in advance.

Agenda Roles and Responsibilities (Regular Council Meetings)

Preparation and completion of each Council agenda packet involves the cooperation and teamwork of many offices and individuals. The keys to a quality document are:

- Effective communication among participants
- Timely and complete Agenda Report Forms (Requests for Council Action)

The roles and responsibilities of the key players in the agenda process are described in this section.

Town Clerk

The role of the Clerk's Office in the agenda process is to oversee, monitor, and coordinate the preparation, copying and distribution of the Council meeting agenda and packets. With regard to the process, the Clerk has the following roles and responsibilities:

- Compile draft agenda for review by the Mayor and Manager.
- Review staff reports for clarity and format, and ensure that referenced exhibits and attachments are included.
- Copy and distribute complete agenda to Mayor, Council, Staff, Commissions and media.
- Follow through on Council actions requiring further attention (i.e. contracts, resolutions and ordinances).

Town Attorney

The Town Attorney reviews agenda material with regard to legal issues and has the following roles and responsibilities:

- Work with the initiating department to identify legal issues, if any.
- Review staff reports and ordinance or resolution for legal compliance.

- Negotiate and write Town contracts and agreements.
-

Department Heads

Each department is responsible for the following elements of the agenda process:

- Strict adherence to the procedures and specified timeline.
 - Department heads review and approve agenda staff reports and recommendations.
-

Agenda Item Author

The agenda item author takes primary responsibility for initiating, preparing, and securing the appropriate reviews and approval for the agenda item. Tasks include:

- Ensure that all necessary staff members, Council committees, Boards and Commissions and/or affected citizens have been involved where appropriate, and/or have been notified of the agenda item through meetings, public forums, letters, etc.
- Work with the Town Attorney on legal aspects of the agenda item.
- Follow department procedures for finalizing and revising the item.
- Submit agenda item and supporting documentation in a timely manner

Regular Council Meeting Agenda Order of Business

The Mayor and the Manager set the Council meeting agenda. The order of business is as follows:

- Call to Order
- Roll Call
- Pledge of Allegiance
- Consent Agenda
- Call to the Public for Items not on the Agenda
- Presentations
- Informational/Action Items
- Call to the Public for Items not on the Agenda
- Council Comments, Informational Reports, and Activity Updates
- Manager/Staff Report
- Adjournment

Proclamations and Awards

The Clerk's Office is responsible for scheduling items for proclamations and awards. Requests should be made no later than Monday, the week prior to the Council Meeting.

Consent Agenda

Consent Agenda items are motions that are less formal than ordinances or resolutions. Examples of actions that may be approved by motion are:

- Setting next meeting dates
- Approval of minutes
- Approval of budgeted expenditures
- Miscellaneous Administrative Items

Resolutions

Resolutions are used to set general policy, give formalized direction to staff, or to approve administrative actions.

Resolutions are sequentially numbered by the Clerk's Office. (e.g. 2000-123) Please contact the Clerk for all numbers. Examples of actions approved by Resolutions are:

- Agreements
- Canvass of Election
- Adoption of the Budget
- Submittal of Grant Applications
- Committing local resources to a project

Ordinances

An ordinance is a local law or legislative act of the Town that imposes certain restrictions on the community and/or the administration of the municipal government.

An ordinance takes effect 30 days from the date the Clerk signs the Ordinance. Ordinances including an emergency clause take effect immediately, but are limited to the protection of the public health, safety and welfare. Ordinances are required to make changes to the Town Code and to provide for any type of legislative action. The Clerk's Office provides sequential numbers for all ordinances. (e.g. 2000-A153)

The Clerk's Office publishes all ordinances in full after adoption. The Town Code of the Town of Camp Verde is a compilation of all permanent ordinances of the Town.

The following are examples of actions requiring approval by ordinance:

- Annexing land
- Rezoning property
- Levying taxes/assessments
- Adopting codes or code amendments
- Amending or repealing an ordinance

Public Hearings

Some issues that go before Council are required to have a public hearing before being adopted. If the issue requires an ordinance, the Council may choose to introduce it at the end of the meeting, after the public hearing has been closed. Law prescribes items that require public hearing.

The public has the right to speak on the issue at hand. The Council may, however, place certain limitations on the public hearing, including length of time.

The following are examples of actions requiring a public hearing:

- Annexations
- Rezoning
- Adoption of final budget and tax levy

Instructions for completing an Agenda Report Form (ARF)

1. **Meeting Date:** Fill in the meeting date and indicate if the item is for Consent Agenda or other section of agenda.
2. **Requesting Department:** insert the department requesting item
3. **Staff Resource/Contact Person:** Who should Council contact if they have questions, who will address Council at the meeting.
4. **Agenda Title:** Fill in the exact verbiage of the agenda item and list only one Council action per item. **Note:** The verbiage may be changed by the Clerk or the Attorney to meet statutory requirements.
5. **List Attached Documents:** List all documents and backup material. These items will be sent to the Clerk along with the ARF as one PDF Document in the order for packet.
6. **Estimated Presentation Time:**
7. **Estimated Discussion Time:**
8. **Reviews and Comments Completed by:** Include any comments you receive from Manager, Attorney, Finance or Risk Management.
9. **Background Information:** Prepare a short statement identifying the issue to be approved with enough detail and background information that Council is able to make an informed decision on the issue. If the action amends a prior action, include the date it occurred.
10. **Instructions to the Clerk:** Are there any documents that need to be processed, advertised, copied to certain agencies.

ONCE YOU HAVE COMPLETED THE "ARF" PLEASE ATTACH ALL DOCUMENTS INTO ONE PDF DOCUMENT, FORWARD TO THE TOWN CLERK, AND COPY THE MANAGER



Town of Camp Verde

Agenda Report Form – Section I

Meeting Date:

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

Requesting Department:

Staff Resource/Contact Person:

Agenda Title (be exact):

List Attached Documents:

Estimated Presentation Time: 0

Estimated Discussion Time: 0

Reviews and comments Completed by:

Town Manager: _____ Department Head: _____

Town Attorney Comments: _____

Risk Management: _____

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

Background Information:

Recommended Action (Motion):

Instructions to the Clerk:

Rules of Procedure/Authority

Procedures

All meetings of the Town Council and its appointed Boards, Commissions, and Committees ARE governed by these procedures, as applicable. In addition, such meetings are governed by the following:

- A. Applicable provisions of the Arizona Revised Statutes ("A.R.S."), including, but not limited to, the Arizona Open Meeting Law (A.R.S. §§ 38-431 *et seq.*, as amended) and the Arizona Conflict of Interest Law (A.R.S. §§ 38-501 *et seq.*, as amended); and
- B. The Town of Camp Verde Town Code.
- C. As used herein, the term "Member" refers to either a member of the Town Council or Board, Commission or Committee, as applicable. The term "Meeting" shall refer to a meeting of the Town Council, Board, Commission or Committee, as applicable.

Points of Order

Any member has the right to call a point of order. The Presiding Officer shall, after consultation with the Parliamentarian, determine all Points of Order, subject to the right of any member to appeal to the entire Town Council or any Board, Commission or Committee. and conclusively determine such question of order. The Clerk will conclusively determine such question of order

Conduct and Decorum

- A. Members:
 - 1. Upon recognition by the Presiding Officer any member may speak. While a Member is speaking, no other Member may interrupt except to make a point of order or point of personal privilege.
 - 2. When a motion is made and seconded, the Presiding Officer will ensure that the debate is confined to the motion.

Conflict of Interest

Any Member who believes he may have a conflict of interest should seek the opinion of the Town Attorney as to whether a conflict exists under the Arizona conflict of interest law. Any Member who has a conflict of interest in any agenda item or other matter discussed by the Council or Board, Commission or Committee must disclose that interest. The Member must file a signed written disclosure statement fully disclosing the interest, and declare the existence of the conflict and the reasons therefore at a Town Council or Board, Commission or Committee meeting. The Disclosure of the conflict shall include a statement that the Member withdraws from further participation regarding the matter. The Town Clerk shall maintain for public inspection all documents necessary to memorialize all disclosures of a conflict of interest by a Member.

Having disclosed the conflict of interest and withdrawn from the matter, the Member must not participate in the decision-making process of the Council or Board, Commission or Committee. Further, the Councilmember should remove himself/herself from the room while the matter is being considered and decided.

Rule of Impossibility

In the unlikely situation that a majority (4) of the Members have a conflict of interest on a matter such that the Town Council or Board, Commission or Committee is unable to act in its official capacity, less than a quorum may act on the matter upon approval of the Town Attorney.

Non-Statutory Conflicts of Interest

The Council is committed to an open and transparent government and as such, endeavors to avoid all *appearances* of impropriety. As such, if a Member feels ethically constrained from participating in the discussion and voting on an agenda item, even though the circumstances may not technically amount to a conflict of interest under the Arizona conflict of interest law. Such conflicts may not violate the state law, but may create an appearance of impropriety. Under such circumstances, the Member should consider disclosing the conflict on the record, formally recusing himself, 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.

Qualifications for Appointment To Boards, Commission, and Committees

- A. All members of Boards, Commissions, and Committees shall meet the following minimum qualifications upon their appointment, unless the Town Council by a majority vote waives or alters the requirement:
 - 1. At least eighteen years of age.
 - 2. A full-time resident of the Town of Camp Verde for at least one year. Residency will be determined in the same manner as residency is determined for purposes of voting in Town elections.

Correspondence Policies and Use of Personal Computers and Personal Electronic Devices for Town Business

Definitions

- A. Personal Computers (PCs) means: home, business, and lap top computers not owned by the Town.
- B. Personal Electronic Devices or (PEDs) means cell phones, palm pilots, and any other equipment capable of sending or receiving electronic messages.
- C. E-Mail means messages and communications sent to or received by others through any type of technological device concerning Town business and/or matters that are or could be a future agenda item.
- D. Legal Opinion means a written opinion given by the Attorney.
- E. Incidental Correspondence means routine items that do not set policy.
- F. Policy Correspondence means that which purports to set or explain official Town policy.
- G. Implementation Correspondence means that which implements a policy or a position that is already established by Council.
- H. Mail Distribution means incoming mail that is distributed by Clerk's Office staff to the appropriate party.

Public Access and Storage of E-Mail

- A. The Town cannot guarantee that PCs and PEDs used by Town Council members in conducting Town business will be protected from public access. All public records are subject to public records requests. In addition, e-mails, and other documents related to Town business not otherwise classified as public records may be subject to discovery orders in litigation.
- B. The Town maintains a repository for all e-mails that are received or sent by Town Council members for the time prescribed by law. The repository may be subject to public records, discovery, and other lawful requests. The Town does not have resources to delete personal comments from e-mails. Town Council

members shall have no expectation of privacy with respect to the contents of e-mails copied to or forwarded to the repository.

Correspondence

A. **Incidental Correspondence** are routine items that do not set policy for the Town, such as acknowledging receipt of documents, public relations responses, letters of appreciation, and congratulations for special activities and events. Incidental correspondence may be answered by the Mayor or other Council members. Note cards with the Town logo are available for Council use. Individual Council members may review the correspondence and comment to the Mayor or a Council member on a particular response or request a review by the full Council.

B. **Policy Correspondence** is that which purports to set or explain official policy of the Town, such as letters of support, expressions of position or opinion, or assertions of intent.

At the first meeting in January of each year, Council shall adopt a Policy Statement that authorizes the Mayor, as the Town's Chief Elected Official, to support or oppose bills introduced during Legislative Sessions when they adversely affect the Town's interests and require an immediate response.

C. **Implementation Correspondence** is that which implements a policy or position already established by the Council, such as continuing letters of support on legislation, positions on actions by other governmental agencies, responding to public information requests, and other administrative steps identified in the initial representation of the issue and approved by the Council. It will be signed by the Mayor and/or other such members authorized by Council.

D. **Citizen Complaints** is that correspondence that is addressed to the Town, the Mayor, and/or any other Council member and that is signed or otherwise verified and identified to be a citizen complaint concerning any issue(s) relating to official Town business or responsibility as authorized by statute or other legal authority will be directed to the Town Manager upon receipt to assign appropriately for resolution. An unsigned citizen complaint will be accepted only if deemed that the complainant could become at risk for life safety reasons.

E. **Mail Distribution** takes place upon receipt of mail addressed to the Town of Camp Verde, the Council as a whole, or to a particular staff member or department. Mail addressed to the Mayor and/or Council will be opened, date stamped, and copied to the entire Council. Documents will only be maintained as confidential if permitted under the Arizona Public Records Act. Thus, all mail marked "Personal and confidential" or "Confidential" will be opened and placed in the appropriate Council member's box. Should the Mayor or individual Council member determine that a citizen is making a complaint or citizens, the correspondence will be immediately referred to the Town Manager in order for the appropriate assignments to be made and allowing for the resolution process to be started. Note: all personnel matters MUST be kept confidential unless the attorney advises otherwise.

Staff and department mail will not be opened; however, the envelopes will be date-stamped and placed in the appropriate box.

Code of Conduct for Elected and Appointed Officials

The Three Rs of Camp Verde Government Leadership: Roles, Responsibilities and Respect

The constant and consistent theme through all of the conduct guidelines is "respect." Public Officials experience significant workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, Public Officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Public Officials to do the right thing in even the most difficult situations.

Roles and Responsibilities of Elected Office

Mayor

- Is directly elected by the people pursuant to ARS §9-232.03. (Town Code, Section 2-2-1)
- Acts as the official head of the Town for all ceremonial purposes
- Chairs Council meetings (Town Code, Section 2-2-4)
- Calls for special meetings (Town Code, Section 2-3-2)
- Recognized as spokesperson for the Town of Camp Verde
- Makes judgment calls on proclamations, agendas, etc.
- Recommends subcommittees as appropriate for Council approval
- Leads the Council into an effective, cohesive working team
- Sign documents on behalf of the Town of Camp Verde

Vice Mayor

- Serves at the pleasure of the Council (Town Code, Section 2-2-2)
- Performs the duties of the Mayor if the Mayor is absent (Town Code, Section 2-2-2)
- Chairs Council meetings in the absence of the Mayor
- Represents the Town at ceremonial functions at the request of the Mayor

All Council Members

All members of the Town Council, including those serving as Mayor and Vice Mayor, have equal votes. No Council Member has more authority than any other Council Member, and all should be treated with equal respect.

All Council Members should:

- Fully participate in Town Council meetings and other public forums while demonstrating kindness, consideration, and courtesy to others.
- Prepare in advance of Council meetings and be familiar with issues on the agenda.
- Represent the Town at ceremonial functions at the request of the Mayor or at the request of the Council.
- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Camp Verde government
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities to increase team effectiveness.

Policies and Protocol Related to Conduct

A. Ceremonial Events

Requests for a Town representative at ceremonial events will be handled by Town staff. The Mayor will serve as the designated Town representative. If the Mayor is unavailable, then Town staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Council Member should be asked to serve as a substitute. Invitations received at Town Hall are presumed to be for official Town representation. Invitations addressed to Council members at their homes are presumed to be for unofficial, personal consideration.

B. Public Hearing Protocol

The applicant will have the right to speak first. Speakers representing either pro or con points of view will be allowed to follow. All speakers should be heard. The applicant will be allowed to make closing comments.

Council Members should not express opinions during the public hearing portion of the meeting, except to ask pertinent questions of the speaker or staff. All Council Member comments or questions should be

directed to the Chair. "I think" and "I feel" comments by Council Members are not appropriate until after the close of the public hearing. Council Members should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

Council Conduct with One Another

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may "agree to disagree" on contentious issues.

A. IN PUBLIC MEETINGS

1. Practice civility and decorum in discussions and debate

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

2. Honor the role of the Chair in maintaining order

It is the responsibility of the Chair to keep the comments of Council Members on track during public meetings. Council Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason.

3. Avoid personal comments that could offend other Council Members

If a Council Member is personally offended by the remarks of another Council Member, the offended Council Member should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Council Member to justify or apologize for the language used. The Chair will maintain control of this discussion.

4. Demonstrate effective problem-solving approaches

Council Members have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

B. IN PRIVATE ENCOUNTERS

1. Continue respectful behavior in private

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

2. Be aware of the lack of security of written notes, voicemail messages, and e-mail

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message were played on a speakerphone in a full office? What would happen if this e-mail message were forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially "public" communication.

3. Even private conversations can have a public presence

Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted. Remember the open meeting law prohibits conversations of four or more council members or the "linking" together through a common source of four or more individual conversations.

Council Conduct with Town Staff

Governance of a Town relies on the cooperative efforts of elected officials, who set policy, and Town staff, who implements and administers the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

A. **Treat all staff as professionals**

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Inappropriate behavior towards staff is not acceptable.

B. Requests for follow-up questions to staff should be made only through or with the consent of the Town Manager. When in doubt about what staff contact is appropriate, Council Members should ask the Town Manager for direction. Materials supplied to a Council Member in response to a request will be made available to all members of the Council so that all have equal access to information.

C. **Do not disrupt Town staff from their jobs**

Council Members should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

D. **Never publicly criticize an individual employee**

Council should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Misdirected comments could violate the Town's personnel rules and limit the Town's ability to deal fairly and efficiently with personnel matters. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation.

E. **Do not get involved in administrative functions**

Council Members must not attempt to influence Town staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of Town licenses and permits.

G. **Do not attend meetings with Town staff unless requested by staff.**

Even if the Council Member does not say anything, the Council Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

H. **Limit request for staff support**

Routine secretarial support will be provided to all Council Members by Clerk's Office staff. Routine secretarial support consists of simple requests that consume minimum staff time, such as an occasional letter or note, travel arrangements for Council-approved events, or providing copies of requested material. Secretarial support does not include making phone calls or other support for non-Council-sanctioned events and/or maintaining an appointment calendar.

The Clerk's Office staff will prepare and/or process all correspondence and documents that have been approved in a duly convened Council meeting by a majority of the members. All requests for secretarial support should be made through the Town Clerk.

Requests for additional staff support – even in high priority or emergency situations – should be made through the Town Manager who is responsible for allocating Town resources in order to maintain a professional, well-run Town government.

I. **Do not solicit political support from staff**

Council Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Town staff; to do so could violate the law. Town staff may, as private citizens with constitutional rights, support political candidates for other government entities but all such activities must be done away from the workplace.

Council Conduct with the Public

A. IN PUBLIC MEETINGS

1. **Making the Public Feel Welcome** is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

Be welcoming to speakers and treat them with respect

Be fair and equitable in allocating public hearing time to individual speakers

Each speaker will be allocated three minutes. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he/she exhibits inappropriate behavior. After the close of the public hearing, no more public testimony will be accepted.

2. **Give the appearance of active listening**
It is disconcerting to speakers to have Council Members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as "smirking," disbelief, anger or boredom.
3. **Ask for clarification, but avoid debate and argument with the public**
A Council Member can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the Council Member finds disturbing.

If speakers become flustered or defensive by Council questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council Members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker.

4. **No personal attacks of any kind, under any circumstances**
Council Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

B. IN UNOFFICIAL SETTINGS

1. **Make no promises on behalf of the Council**
Council Members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Town policy and to refer to Town staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise Town staff will do something specific (fix a pothole; remove a library book; plant new trees, etc.)
2. **Make no personal comments about other Council Members**
It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.
3. **Remember Camp Verde is a Small Town**

Council Members are constantly being observed by the community every day that they serve in office. Their behaviors and comments serve as models for proper deportment in the Town of Camp Verde. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Council Members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

Other Town Public Officials

The foregoing guidelines concerning "Conduct with the Public" should be followed not only by Council Members but also by other Town Public Officials.

Council Conduct with Other Public Agencies

A. Be clear about representing the Town or personal interests

If a Council Member appears before another governmental agency or organization to give a statement on an issue, the Council Member must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the Town; 2) whether this is the majority or minority opinion of the Council.

Council Members should be clear about which organizations they represent and inform the Mayor and Council of their involvement in order to assure their independence and impartiality on behalf of the common good. Public Officials should not use their official positions to influence government decisions in which they have a substantial financial interest or a relationship that may give the appearance of a conflict of interest. Public Officials should abstain from participating in deliberations and decision-making where conflicts of interest may exist as defined under Arizona law. Public Officials should discuss issues of conflict of interest with the Town Attorney.

Council Conduct with Boards and Commissions

The Town has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the Council. They are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

A. If attending a Board or Commission meeting, be careful to only express personal opinions

Council Members may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation - especially if it is on behalf of an individual, business or developer - could be viewed as unfairly affecting the process. Any public comments by a Council Member at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Town Council.

B. Limit contact with Board and Commission members to questions of clarification

It is inappropriate for a Council member to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Council Members to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

C. Remember that Boards and Commissions serve the community, not individual Council Members

The Town Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. But Board and Commission members do not report to individual Council Members, nor should Council Members feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political "reward."

D. Be respectful of diverse opinions

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members

may have a closer working relationship with some individuals serving on Boards and Commissions, but must be fair and respectful of all citizens serving on Boards and Commissions.

- E. **Keep political support away from public forums**
Board and Commission members may offer political support to a Council member, but not in a public forum while conducting official duties. Conversely, Council Members may support Board and Commission members who are running for office, but not in an official forum in their capacity as a Town Council Member.
- F. **Inappropriate behavior can lead to removal**
Inappropriate behavior by a Board or Commission member should be noted to the Mayor, and the Mayor should counsel the offending member. If inappropriate behavior continues, the Mayor should bring the situation to the attention of the Council.

Council Conduct with the Media

Council Members are frequently contacted by the media for background and quotes.

- A. **The best advice for dealing with the media is to never go “off the record”**
Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.
- B. **The Mayor is the official spokesperson for the Town.**
The Mayor is the designated representative of the Council to present and speak on the official Town position. If an individual Council Member is contacted by the media, the Council Member should be clear about whether their comments represent the official Town position or a personal viewpoint.
- C. **Choose words carefully and cautiously**
Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

Enforcement of the Ethics Policy

- A. **Complaints**
 1. The Chairs of commissions, boards, and committees and the Mayor have the additional responsibility to intervene when actions of the Public Officials appear to be in violation of this Code of Conduct as allowed under Arizona Revised Statutes.

Principles of Proper Conduct

Proper conduct IS . . .

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping integrity intact
- Overcoming discouragement

- Going above and beyond, time and time again
- Modeling a professional manner

Proper conduct IS NOT . . .

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

Respect for one another as individuals . . . respect for the validity of different opinions . . . respect for the democratic process . . . respect for the community that we serve.

Checklist for Monitoring Conduct

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense? Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

Summary of Good Government Rules for Elected and Appointed Officials

Summary and Notice of Statutory Authority. The following is a brief summary of many of the items addressed in this document, along with the statutory authority. If you have a question or concern about any situation, it is best to speak to your Town Manager *before* taking action.

The Public's Property. Public property belongs to the people in general, and should not be used to benefit specific public officers. *Examples* of misuse of public property are requiring employees to do tasks for superiors that are not work-related; using public computers or personnel for a personal side business; claiming false travel expenses; destroying public records; using public vehicles for personal errands; and using public employees, equipment, supplies, or facilities for political campaigns.

Public Money. Arizona law strictly regulates the receipt, custody, control, and expenditure of public money to protect taxpayers (ARS §35-196/301). Arizona Constitution, Article IX, Section 7, prohibits governmental bodies from expending public monies to give advantage to special interests or engage in non-public enterprises. **Use of public money must always be for a public purpose.**



Agenda Item Submission Form – Section I

Meeting Date: June 16, 2021

Consent Agenda Decision Agenda Executive Session Requested

Presentation Only Action/Presentation Special Session

Requesting Department: Public Works, Wastewater

Staff Resource/Contact Person: Troy Odell, P.E., Dorie Blair

Agenda Title (be exact): Discussion, consideration and possible approval of Professional Services for Engineering Design Services for the **Northbound Sewer Collection System Expansion Project** pursuant to Project 20-144 to Rick Engineering Company, not to exceed in the amount of One Million Two Hundred Thousand Dollars (\$1,200,000.00)

List Attached Documents:

- 1. *Town of Camp Verde Consultant Agreement signed by Engineering Consultant and Town Attorney.*
- 2. *Scope of Engineering Services- Northbound Sewer Expansion.*

Estimated Presentation Time: 15 Minutes

Estimated Discussion Time: 15 Minutes

Reviews Completed by:

X Department Head: **Town Attorney Comments:** N/A

Finance Review: **Budgeted** **Unbudgeted** **N/A**

Finance Director Comments/Fund:

Fiscal Impact:

Budget Code: WIFA Amount Remaining: n/a

Background Information: *Following a Water Infrastructure Finance Authority (WIFA) financing agreement for 1.2 million dollars, this will provide Engineering services for the Northbound Sewer Expansion Project. The*

Town of Camp Verde published a Request for Qualifications (RFQ) on January 21, 2021. The Public Works Department selected 4 Candidates to interview. Interviews were held on February 23, 2021. Rick Engineering Company along with their Team and Sub-consultants were selected, based on their qualifications and experience. The Northbound Sewer Expansion will be constructed along the State Route 260 corridor. This will provide sewer service to existing homeowners and businesses as well as all future growth in that area.

Recommended Action (Motion): Approval of Professional Services Agreement for Engineering Design Services for the Northbound Sewer Collection System Expansion Project pursuant to Project 20-144 to Rick Engineering Company, not to exceed in the amount of One Million Two Hundred Thousand Dollars (\$1,200,000.00) per the attached Scope of Services agreed upon by Rick Engineering and the Town of Camp Verde.

Instructions to the Clerk: *n/a*



Town of Camp Verde - Consultant Agreement
For Professional Services for Engineering Design Services
Northbound Sewer Collection System Expansion (Phase 1)

Between the
Town of Camp Verde, Arizona
and
Rick Engineering Company

This INDEPENDENT CONSULTANT AGREEMENT ("Agreement") is by and between **Rick Engineering Company**, 22415 North 16th Street, Phoenix, Arizona 85024, an Arizona Corporation, ("Consultant"), and the **Town of Camp Verde**, a municipal corporation ("Town"), 473 South Main Street, Camp Verde, AZ 86322, and is awarded the **Northbound Sewer Collection System Expansion (Phase 1)** project pursuant to Project 20-144.

This Agreement does not create an employee/employer relationship between the parties. It is the parties' intention that the Consultant will be an independent Consultant and not an employee of the Town for all purposes, including, but not limited to, the Fair Labor Standards Act, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the Internal Revenue Code (and any other Arizona income tax laws), the State of Arizona workers' compensation laws and unemployment insurance laws and any of the Town's benefit plans for the Town's employees. Consultant agrees that it is a separate and independent enterprise from the Town, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform any work performed for the Town. This Agreement shall not be construed as creating any joint employment relationship between Consultant and the Town. The Town will not be liable for any obligation incurred by the Consultant, including, but not limited to, unpaid minimum wages and/or overtime premiums. This Agreement shall not be construed to authorize the Consultant to act as an agent for the TOWN in any manner.

The parties further agree and acknowledge that the Town is engaging Consultant as an independent Consultant to provide services to the Town under the terms of this Agreement and that the Town shall not be required, under any circumstance(s), to assume liability for the direct payment of any salary, wage, or other compensation to any person employed by the Consultant before, during, or after this Agreement is in effect.

The Town shall not withhold from sums becoming payable to the Consultant under this Agreement any amounts for federal, state, or local taxes, including federal or state income taxes, employment taxes (including Social Security and Medicare taxes), and unemployment taxes. The Town shall report all payments to Consultant on Internal Revenue Service Form 1099. The Consultant agrees that any tax obligation of Consultant arising from the payments made under this Agreement will be the Consultant's sole responsibility. The Consultant will indemnify the Town for any tax liability, interest, and/or penalties imposed upon the Town by any taxing authority based upon the Town's failure to withhold any amount from the payments for tax purposes.

In performance of services hereunder, CONSULTANT shall determine his/her necessary hours of work. CONSULTANT shall provide employees, tools, equipment, vehicles, and supplies CONSULTANT may determine to be necessary in performance of services hereunder.

Section I. Period of Service

The term of this Agreement for the **'Design Services'** shall be for the period commencing on **June 18, 2021** with the Town Council approval of this Agreement and shall continue for approximately 14-months until **August 12, 2022**, unless terminated sooner by the parties, pursuant to Section IV below.

The term of this Agreement for the **'Post-Design Services'** (bidding period and construction period) shall be for the period commencing on **September 05, 2022**, and shall continue for approximately 20-months (2 months bidding period and 18 months construction period) until **May 30, 2024**, unless terminated sooner by the parties, pursuant to Section IV below.

Section II. Compensation

Consultant shall provide **professional engineering services for the design and post-design of the Northbound Sewer Collection System Expansion (Phase 1) project**. The project consists of the planning, survey/field services, design, bidding, and post-design services for gravity sanitary sewer mains, force mains, lift stations, and related improvements to the Town of Camp Verde's public sewage collection system located northwest of I-17. The engineering services include the preparation of plans, specifications, technical specifications, and construction cost estimates. The sizes of the gravity sanitary sewer mains range from 8" to 18" diameter. The combined length of gravity sanitary sewers and pressure force mains is approximately 14,876 linear feet. **The Town and Consultant mutually agree upon the attached specific work services and documents per ATTACHMENT A – SCOPE OF SERVICES, and on the total cost of all work to be performed by the Consultant as a not-to-exceed amount of One Million Two Hundred Thousand Dollars (\$1,200,000.00) per ATTACHMENT B – ENGINEERING FEE (for Phase 1 only).**

The Consultant will be paid monthly as consideration for percentage performance of the mutually agreed upon specific work product and scope of services. CONSULTANT shall be paid this monthly amount based on percentage completion of the specific work product until reaching 100% completion and 100% amount paid not to exceed the amount of \$1,200,000.00 in professional fees and costs. No further payments will be made for routine facsimile, telephone, postage, copy, or travel costs.

Extraordinary and/or unanticipated costs shall be mutually agreed upon by the Consultant and the Town and have the necessary Town approvals prior to the work product being completed at an additional not to exceed amount. If approval of such work is granted, the Town will compensate Consultant at this additional not to exceed amount at the 100% completion of the extraordinary/unanticipated work.

Section III. Billing

Consultant shall provide engineering services to the Town, based on the written needs of the Town, as outlined in ATTACHMENT A – SCOPE OF WORK. The Town shall pay the Consultant monthly, based upon work performed, percentage completion to date, and submission of invoices pursuant to Section II.

Invoices should be mailed to the following address:

Town of Camp Verde
Finance Department
395 South Main Street
Camp Verde, AZ86322

Section IV. Termination

The Town or the Consultant reserves the right to cancel the whole or part of this Agreement with or without cause and for any reason or no reason by giving **60 days written notice** to either party.

However, in the event that this Agreement is terminated without cause, the Town shall pay Consultant in full for all services already rendered pursuant to Section II, exclusive of any markup for profit or expected compensation following such termination, and all future obligations under this Agreement shall cease. This Agreement is subject to termination pursuant to A.R.S. § 38-511.

Section V. Successors and Assigns

Neither this Agreement, nor any obligation of Consultant hereunder, shall be assigned in whole or in part by Consultant without the prior written consent of the Town Manager.

Section VI. Waiver and Severability

A waiver of any part of this Agreement, whether express or by conduct, shall not constitute a continuing waiver of such part (unless explicitly stated to be so), or a waiver of any other part, nor shall a waiver of any breach of this Agreement, or any part of it, whether express or by conduct, constitute a waiver of any succeeding breach. The provisions of this Agreement shall be severable such that if any provision shall be deemed to be invalid and unenforceable for any reason, such invalidity or unenforceability shall not affect the remaining provisions hereof.

Section VII. Whole Agreement

This Agreement, represents the parties' whole Agreement. There are no other promises, terms, conditions or obligations, and this Agreement shall supersede all previous communications, representations or agreements, either verbal or written.

Section VIII. Construction

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

Section IX. Insurance Requirements

The Contractor/Consultant agrees to procure and maintain at Consultant's sole expense and to provide a Certificate of Liability Insurance and Endorsements evidencing insurance coverages, as set forth below.

1. COMPREHENSIVE COMMERCIAL GENERAL LIABILITY

Combined single limit against claims for Bodily Injury, Death, and Property Damage, in connection with services provided, and in an amount not less than:

\$1,000,000 each occurrence

\$2,000,000 aggregate

Certificates of Liability Insurance shall include the following language in the description of operations box:

- a. A description of operations(for Project 20-144).
- b. Names the Town of Camp Verde as an Additional Insured for General Liability and Auto.

Additionally, a corresponding endorsement shall accompany the Certificate of Liability Insurance relative to the additionally insured status.

2. COMPREHENSIVE COMMERCIAL AUTOMOBILE LIABILITY

Combined single limit for Bodily Injury and Property Damage, in an amount not less than:

\$1,000,000

Commercial Auto Liability Insurance policies or certificates shall name the Town of Camp Verde as an Additional Insured.

Additionally, a corresponding endorsement shall accompany the Certificate of Liability Insurance relative to the additionally insured status.

Required if the Contractor/Consultant is driving for the town beyond the normal commute to the job site.

Including:

- a. Non-Owned
- b. Leased
- c. Hired Vehicles

3. WORKER’S COMPENSATION AND EMPLOYER’S LIABILITY

Statutory Minimum \$1,000,000.

Plus, Employer’s Liability Coverage for:

- a. Each Accident \$1,000,000
- b. Each Employee \$1,000,000
- c. Disease, Each \$1,000,000

Exception: Sign a waiver provided by the Town relative to being a sole proprietorship without any employees.

4. PROFESSIONAL LIABILITY

Certificate of Insurance for a Professional Liability Insurance Policy for Consultant (and its employees and agents, if any) for errors and omissions, and negligent acts related to the rendering of such professional with limits of:

\$1,000,000 each occurrence

\$2,000,000 aggregate

When policies are renewed or replaced, any retroactive date must coincide with or precede commencement of services by Consultant under this Agreement. A claims-made policy that is replaced or not renewed must have an extended reporting period not less than two (2) years.

- a. All carriers shall be approved to write insurance in the State of Arizona and possess an A- or better A.M. Best rating.
- b. With the execution of this Agreement, Consultant shall simultaneously furnish any original Certificates of Insurance and corresponding endorsement(s) evidencing the required coverage to be in force on the date of this Agreement.
- c. Consultant shall furnish to the Town of Camp Verde any renewal Certificates of Insurance (if coverage has an expiration or renewal dates occurring during the term of this Agreement).

- d. The Consultant shall keep said policies in force for the duration of the Agreement and for any possible extension thereof. The policy shall not be suspended, voided canceled or reduced in coverage for the duration of the Agreement and for any possible extension thereof without at least thirty (30) days' notice of cancellation of material change in coverage. Such notice shall be sent directly to Town of Camp Verde, 473 S. Main Street, Ste. 102, Camp Verde, AZ 86322, Attn: Risk Manager.
- e. The receipt of any Certificate of Insurance and endorsement does not constitute an agreement by the Town of Camp Verde that insurance requirements have been met.
- f. Failure of Consultant to obtain Certificates or other insurance evidence from other Consultants shall not be deemed a waiver by the Town of Camp Verde.
- g. The Consultant's liability under this Agreement is not in any way limited by the insurance required by this Agreement.
- h. Failure to comply with insurance requirements may be regarded as a breach of the Agreement terms.

Section X. Indemnity

Consultant 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, employees and volunteers (hereinafter referred to as "Indemnatee") 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 Consultant or any of its owners, officers, directors, agents, employees or subcontractors. 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 Indemnatee shall, in all instances, except for Claims arising from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Consultant from and against any and all claims. It is agreed that Consultant 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 Consultant 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 Consultant for the Town of Camp Verde. The obligations under this Section 10 shall survive termination of this Agreement.

Section XI. Compliance with Federal and State Laws

The Consultant understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989.

Under the provisions of A.R.S. §41-4401, Consultant hereby warrants to the Town that the Consultant and each of its Sub Consultants ("Sub Consultants") will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to their employees and A.R.S. §23-214(A) (hereinafter "Consultant Immigration Warranty").

A breach of the Consultant Immigration Warranty shall constitute a material breach of the Agreement and shall subject the Consultant to penalties up to and including terminations of this Agreement at the sole discretion of the Town.

The Town retains the legal right to inspect the papers of any Consultant or Sub Consultant's employee who works on this Agreement to ensure that the Consultant or any Sub Consultant is complying with the Consultant Immigration Warranty. Consultant agrees to assist the Town in regard to any such inspections.

The Town may, at its sole discretion, conduct random verification of the employment records of the Consultant and any of the Sub Consultants to ensure compliance with Consultant's Immigration Warranty. Consultant agrees to assist the Town in regard to any random verification performed.

Neither the Consultant nor any of the Sub Consultants shall be deemed to have materially breached the Consultant Immigration Warranty if the Consultant or Sub Consultant establishes that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214, Subsection A.

Section XII: No Israel Boycott

The Parties agree that they are not currently engaged in, and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. §35- 393.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate originals, this 18th day of June 2021.

APPROVED AS TO FORM:

Town of Camp Verde:

Town Attorney/Date

By: _____
Mayor/Date

Consultant:

By: _____

Date: 06/16/2021

ATTEST:

The Mayor and Council approved this Agreement for execution at the regular session of **June 16, 2021**.

Town Clerk

The Agreement was reviewed and delivered, as signed by the Town, to the Consultant on by Troy Odell, Public Works Deputy Director, Town of Camp Verde.

ATTACHMENT A
SCOPE OF SERVICES

PROJECT OVERVIEW

Description

The project consists of the planning, survey/field services, design, and construction of gravity sanitary sewer mains, force mains, lift stations, and related improvements to the Town of Camp Verde’s public sewage collection system located northwest of I-17. The engineering services include the preparation of plans, specifications, technical specifications, and construction cost estimates. The sizes of the gravity sanitary sewer mains range from 8” to 18” diameter.

The project has been divided into two phases. Phase 1 includes most of the gravity sewer lines, all the force mains, and all the lift station improvements. Phase 2 is smaller and is located at the far northwest end of the project. Phase 2 gravity sewers are those located northwest of Hayfield Draw Road. Engineering services for Phase 2 are separate from Phase 1 and the Town may defer the design of those sewers.

Proposed Sewer Lines

Phase 1 – The table below lists the specific sewer line segments included in Phase 1 of the project. These segments are shown on the Sewer Master Plan drawing set (4-sheets total) by Shepard, Westnitzer, Inc. dated 09/30/2020.

<i>Gravity Sewer Line Segment</i>	<i>From / To</i>	<i>Length (ft)</i>
River View Drive & Extension	End of Existing 18” Sanitary Sewer to Horseshoe Dr	4,126
Horseshoe Bend Drive - 1	Riverview Bend Dr to Jean Street	2,565
Horseshoe Bend Drive - 2	Jean Street to SR260	3,250
Horseshoe Bend Drive spur	Alley/Horseshoe Bend Dr corner to WOT Evans Dr	1,428
Canal Alignment/River Dr	Alley at end of Riverview Bend Dr to Horseshoe Bend Dr	4,613
Horseshoe Bend Drive/Bronco Dr	River Dr to Newton Lane	2,521
Newton Lane	Bronco Dr to Amore Dr	4,214
Old Highway 279 - 1	Unnamed Road Junction to SE End of Proposed Sewer	4,348
Commonwealth/Cherry Creek Ext.	SE End of Old Hwy 279 to SR260 Sleeve Crossing #3	4,270
Old Highway 279 Spur	Unnamed Rd Jct Hwy 279 to SR260 Sleeve Crossing #1	1,958
Old Highway 279-2	Unnamed Road Junction Hwy 279 to Aultman Pkwy	3,407
Aultman Parkway	Old Hwy 279 to SR 260	2,126
Old Highway 279 – 3	Aultman Pkwy to Hayfield Draw Road	2,654
Industrial Area	Lift Station #4 to Hayfield Draw Road	1,116
<i>Phase 1 Gravity Sewer Line Segment Total</i>		<i>42,596</i>
Force Main #3	From Lift Station #3	12,967
Force Main #4	From Lift Station #4	1,909
<i>Phase 1 Force Main Segment Total</i>		<i>14,876</i>
SR260 Sleeve Crossings	Phase 1 -New SR260 Sleeve Crossing	9 each

Additional sewer system infrastructure improvements include the following:

- Modifications to Existing Lift Station #2
- New Lift Station #3
- New Lift Station #4

Note: Only Phase 1 will be included in the initial contract with the Town of Camp Verde.

ATTACHMENT A
SCOPE OF SERVICES

Phase 2 – The table below lists the specific sewer line segments included in Phase 2 of the project. These segments are shown on the Sewer Master Plan drawing set (4-sheets total) by Shepard, Westnitzer, Inc. dated 09/30/2020.

<i>Gravity Sewer Line Segment</i>	<i>From / To</i>	<i>Length (ft)</i>
Hayfield Draw Road/Old Hwy 279	Hayfield Draw Rd to SR260	2,981
SR260 – 1	Old Hwy 279 to Camp Verde Town Limits to NE	3,413
SR260 – 2	Camp Verde Town Limits to NE to Coury Drive	3,273
Coury Drive	SR260 to 1 st Street Junction	482
<i>Phase 2 Gravity Sewer Line Segment Total</i>		<i>10,149</i>

Consultant Team and Roles

All surveying for the entire project and engineering services for the gravity sewer line system is to be performed by Rick Engineering Company.

All engineering services associated with the lift station and force main improvements are to be performed by Narasimhan Consulting Services, Inc. dba NCS Engineers. NCS Engineers is a subconsultant to the prime firm, Rick Engineering Company.

Aerial photography and mapping services are to be provided by Vertical Mapping Resources.

Geotechnical investigation and reporting services are to be provided by Alpha Geotechnical & Materials, Inc.

Utility potholing and related services are to be provided by Safe Site Utility Services, LLC.

Scope of Services Phasing

The Scope of Services that follows is for Phase 1.

Phase 2 services will generally follow the same scope of services modified as needed due to its reduced scope and limited to gravity sewer design only.

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A. SURVEY SERVICES

1. Digital Aerial Imagery / Orthophoto

- a. Set the necessary horizontal and vertical control target points (approx. 100 locations) required for the aerial survey flight.
- b. Provide an orthophoto tiff digital image and tfw image limits file which will allow for bringing the images into the property coordinate system.
- c. Provide Aerial imagery for both the Phase 1 and Phase 2 projects.

2. Aerial Topographic Survey for Design

- a. Set the necessary horizontal and vertical control points for the aerial topographic mapping and supplemental ground control. Provide locations, elevations and meta data for said control to be placed and used for the civil improvement plans.
- b. Aerial mapping (suitable for 20 scale plan sheets) shall show the locations of physical features such as roads, streams, rivers, ponds, walkways, structures, fences, walls, surface utilities, trees, and shrubs.
- c. Contours will be provided at 1-foot intervals.
- d. Plot and show street centerlines and right of way lines derived from cad files provided to the surveyor by the Town of Camp Verde or from the County GIS.
- e. All elevations will be on the municipal Vertical Elevation Datum or an agreed upon datum prior to beginning the survey field work.
- f. Provide topographic base map in electronic format to be used for Civil Engineering Design.

3. Supplemental Topographic Survey

- a. Field crew time and office drafting time necessary to collect ground topography in specific areas directed by the engineering team (such as existing manhole inverts, culvert inverts, and box culvert inverts, existing bluestake utility locations, utility pothole locations, and hardscape shots along roads or other utilities).
- b. The depth of the existing manhole at the tie-in point shall be measured from the rim down to flowline and the elevation of the manhole rim shall be recorded.
- c. This task will be broken down as a per visit/trip charge, not to exceed 5 occurrences.

4. Prepare Map Exhibits and Legal Descriptions for Easements

- a. Prepare a legal description and graphic exhibit for new easements or right of way required to support the new design improvements for the sewer system.
- b. The surveyor shall utilize the cad design linework for the easement location for each occurrence.
- c. Deliverable shall be an 8.5x11 pdf (or hard copy if desired) legal description and exhibit signed and sealed by an Arizona Registered Land Surveyor.
- d. Recording easement documents shall be done by others (Town of Camp Verde).

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- e. The scope and fee proposal are based on preparation of 20 easement descriptions and map exhibits. Several of the roads do not show recorded easements, nor does the canal. For contract purposes it was assumed the Town may want to record an easement over them. Should some of the easements not be needed for any reason, and the actual count of easements vary from this number, the fee shall be decreased or increased to match the actual total number provided at the per each unit cost provided in the fee proposal.

B. DESIGN PHASE SERVICES

1. Design Criteria

- a. The design for the new gravity sewer lines commences at the northern end of the existing 18" sewer line located east of the end of West Kiva Place.
- b. For lift station and force main design, use the following assumptions:
 - i. 25% of the forecast sewage collection for the initial flows.
 - ii. 50% of the forecast sewage collection 20-years in the future.
 - iii. 100% of the forecast sewage collection 40-years in the future.
- c. The design development of the improvements to existing lift station #2 will be phased in per the phasing assumptions outlined in the preceding Section B.1.b.
 - i. Existing lift station #2 is approximately 26' deep. Pumps at existing lift station #2 are rated at 20,000 gallons per day. Pump hours for the fixed rate pumps are logged for flow records. Design of the improvements to lift station #2 shall be based on a 40-year forecast period.
 - ii. Existing lift station #2 has a 200 amp, 3-phase, 480-volt electric service. Lift station #2 is equipped with a 100-kW generator.
- d. Force mains at lift station #2 are 2", 4", and 6" in size.
- e. Proposed lift station #3 is to be provided with an odor control system, magnetic flow meter, and power back-up generator. Also provide the ability to hoist pumps for maintenance when and as needed.
- f. Proposed lift station #4 is to be provided with an odor control system and a magnetic flow meter. Also provide the ability to hoist pumps for maintenance when and as needed.
- g. Ball check valves at lift stations are to be mounted vertically to function correctly.
- h. Lift stations are to be provided with shade structures with 'dark sky compliant' lighting.
- i. Lift stations are to be provided with security fencing – 8' tall chain link fence with 3-strand barbed wire fencing on top.
- j. Ductile iron force mains shall be ceramic lined for sewage flow and shall have restrained pipe joints.
 - i. DIP force mains shall be specified to be poly-wrapped for corrosion protection.
- k. Gravity sewer lines shall be PVC SDR 26 pipe.
- l. Manholes shall be precast concrete manholes per MAG specifications.
- m. Manholes shall be provided with gasketed pipe entry points and gasketed lids/covers. Specify a manhole liner such as produced by Raven Lining Systems.

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- n. All manholes shall be 60" diameter with 30" diameter lids; no steps shall be included.
 - o. Show the existing regulatory floodway and floodplain limits on the plans. Provide for bolt down manhole lids for manholes located within the regulatory floodplain.
 - p. Sewer line stubouts (likely 8" diameter) shall be provided at manholes located at all intersecting streets for future sewer line extensions into neighborhoods and development areas.
 - q. Sanitary sewer service lines shall be extended to the property line and terminate with a one-way cleanout in a meter box (per MAG Standard Detail 440-3).
 - r. Design sewer line sleeve crossings of SR260 at 9 locations for inclusion in the Phase 1 plan set.
 - s. An 800' length of force main #3 was installed in the embankment over a wash during the improvement of SR260. The design of the balance of the length of force main #3 will show connections to the existing force main length.
 - t. Show and delineate the Yavapai-Apache Nation reservation boundaries on the plans.
 - u. Along Old Highway 279, locate the gravity sewer lines, the force main, and lift station #3 along the westerly side of the roadway opposite from the YAN reservation boundary.
 - v. Consider access to manholes with a sewer cleaning vacuum truck during design.
 - w. Show and delineate existing Town limits on the plans.
 - x. Show and delineate the boundaries of the Prescott National Forest on the plans.
 - y. The jail located west of SR260 off Sharpshooter Way has an existing lift station pumping to the existing YAN sewer system and treatment plant.
 - z. Technical specifications to include a requirement for vacuum testing and CCTV inspection of all sewer lines and manholes.
2. Concept Design (30% Plans)
- a. Prepare base plan sheets from the topographic survey drawings and information including plan/profile base sheets at a likely scale of 1" = 20'.
 - b. Modeling of the sanitary sewer system (see NCS proposal for additional information).
 - c. Conduct a study to evaluate and verify slopes and depths of the proposed sewers at all locations along the alignment based on the new topographic data. Adjust the sewer line profiles as needed to confirm adequate depths along the alignment.
 - d. Prepare a concept plan for future lateral extensions to serve existing neighborhoods and proposed developments and conduct a study to determine and evaluate slopes and depths of the future sewers to confirm their adequacy for collection system purposes.
 - e. Prepare conceptual plans for the gravity sewer lines at a 30% level including a cover sheet, preliminary notes and details sheets, and plan and profiles sheets.
 - f. Provide a draft of the 30% conceptual design plans to the Town for review and comment. Address any comments received and submit a final conceptual design plan package to the Town.
 - g. Schedule and attend a preliminary coordination meeting with ADOT.

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3. Preliminary Design (60% Plans)

- a. Preliminary design of the new sewer line. The design is to address the following items:
 - i. New SDR 26 PVC sewer pipelines.
 - ii. Trench details (typical) with tracer wire and warning tape.
 - iii. Manhole connections.
 - iv. Provide for inline wyes where needed for sewer service laterals for abutting properties terminating at the ROW/easement line with a one-way sewer cleanout fixture.
 - v. Related sewer main appurtenances, fittings, connections, etc.
 - vi. Removal and replacement of street surfaces and base materials.
 - vii. Utility fixture treatments (adjustment of manhole lids, drainage grates, and utility boxes, etc.).
- b. Update the conceptual plan/profile sheets to a 60% stage reflecting the preliminary design.
- c. Update the cover sheets, notes sheets, and details sheets to a 60% stage.
- d. Prepare preliminary plans for installation of sleeves within the SR260 right-of-way at 9 locations.
 - i. Open cut areas shall have CLSM backfill.
- e. Prepare and provide a plan sheet to show a 'typical' septic tank abandonment detail and notes per ADEQ guidelines for property owner information and use.
 - i. The plan sheet will be noted 'Septic tank abandonment is not a part of this project'.
- f. Prepare draft special provisions / technical specifications section to reference, supplement, and modify as needed the MAG Standard Specifications and Details
- g. Develop a preliminary construction cost estimate for the sanitary sewer line installation project.
- h. Submit preliminary plans and the preliminary construction cost estimate to the Town for review and comment.
- i. Meet with Town staff to review the preliminary project design (budgeted under the project administration phase). Conduct a 'plan-in-hand' field review.
- j. Address comments received on the preliminary design submittal. Resubmit the preliminary plans and related documents.
- k. Conduct a briefing of the Town Council at a regular Council Meeting providing an overview of the project and its anticipated construction cost.

4. Final Design (90% Plans & 100% Plans)

- a. Final design of the sewer line installation reflecting the new sewer main locations, construction, and installation of all associated fittings and appurtenances.
- b. Design and provide for the restoration of site improvements disturbed by the construction activities and installation of the sewer main.
- c. Prepare and provide finalized construction details as needed to clearly convey the intent of the design.

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- d. Prepare and provide finalized construction notes as needed to also define and convey the design intent.
 - e. Prepare Storm Water Pollution Prevention Plans (SWPPP) for the project and add to the plan set.
 - f. Finalize the design by adding any additional notes, information, or details needed to the plan set.
 - g. Update and finalize the special provisions / technical specifications section to reference, supplement, and modify the MAG Standard Specifications and Details.
 - h. Prepare and submit a draft final design plan set (90%) to the Town for review and comment.
 - i. Provide approvals signature blocks for (1) Troy Odell, PE, Deputy Public Works Director, Town of Camp Verde, and for the (2) Yavapai County Environmental Services Division.
 - i. Update the construction cost estimate and submit to the Town together with the draft final design plans.
 - j. Schedule and meet with Town staff to review the final project design (budgeted under the project administration phase).
 - k. Address comments received on the 90% plan set and the related project bid documents, including the technical specifications, from both the plan review and the field review.
 - l. Finalize the plans, specifications, and estimate of construction costs to the 100% complete level.
 - m. Submit 100% project documents to the Town (plans, technical specifications, and estimate of construction cost).
 - n. Coordinate with the Town to secure approval signatures on the final plans for submittal to the Yavapai County Environmental Services Division for issuance of their ‘Approval to Construct’ and for project advertising and construction purposes.
 - o. Provide electronic files to the Town of the plans, specifications, and estimate of construction costs in PDF and original file formats (e.g., MS Word, AutoCAD files, MS Excel, etc.)
5. Utility Coordination
- a. Make an AZ811 utility mapping request for the project area.
 - b. Transfer the utility mapping locations to the plan sheets.
 - c. Provide conceptual and preliminary plans to the utility companies for their conflict review.
 - d. Address any comments received from the utility companies.
 - e. Arrange for potholes to be conducted at potential utility and/or other conflict locations. Adjust the design as needed based on the pothole findings.
 - f. Provide 90% pre-final plans to the utility companies for their final conflict review.
 - g. Address any additional comments that may be received and obtain project confirmation from the utility companies on the final plans.
6. Permitting
- a. Obtain an Approval to Construct from the Yavapai County Environmental Services Division.
 - i. Prepare a sewer system design report.

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- ii. Prepare an ATC permit application and submit to Yavapai County for approval to construct the project.
 - iii. The Town will need to provide the sanitary sewer system information for the application form.
 - iv. The Town will need to provide the application fee and sign the application forms. Note that the application and review fee for Yavapai County is not included in the proposed fees for engineering services.
- b. Coordinate the project with ADOT for all installations within the right-of-way of SR260.
- i. Schedule and participate in a project coordination meeting with ADOT during the Conceptual Design Phase.
 - ii. Obtain written approval of the project design and construction from the ADOT District.
 - iii. Require the Contractor in the technical specifications to secure an encroachment permit from ADOT for construction of all work within the right-of-way for SR260.
7. Easement Agreements
- a. Identify the need and locations for easements for the proposed sewer system improvements.
 - b. Prepare an easement agreement for each needed easement for the Town's use in securing signatures from the owner(s). The easement agreement format shall be like an example provided by the Town.
 - c. Easement documents are to be provided with the preliminary design documents (60% Plans).
8. Project Administration
- a. Coordinate the project with Town staff throughout the design phase.
 - b. Conduct site reconnaissance visits as needed during the design phase. Town staff will be invited to accompany.
 - c. Conduct project progress and status meetings as needed during the design phase with Town staff. Site recon visits can be scheduled concurrently with the progress meetings.
 - i. A total of 12 meetings are anticipated during the design phase of the project.
 - d. Provide project administrative tasks including monitoring the project scope, schedule, and budget along with invoicing and other project oversight.
 - e. Coordinate and manage the efforts of subconsultant on the project.
 - i. Sewer system modeling and lift station/force main design.
 - ii. Aerial photography and mapping.
 - iii. Geotechnical investigation, reporting, and engineering.
 - iv. Potholing efforts.
 - f. Coordinate as needed with other agencies/entities such as the Yavapai-Apache Nation and the Prescott National Forest.
 - g. Provide any needed assistance and support to the Town with respect to public outreach.

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C. POST-DESIGN PHASE SERVICES

1. Bid Phase Services

- a. Post the project notice/advertisement with plan rooms and notify potential bidders.
- b. Prepare an agenda & sign-in sheet, attend the pre-bid meeting, and assist with conducting the meeting.
- c. Address questions from bidders, prepare addenda, and provide each addendum to the Town for their issuance to planholders/prospective bidders.
 - i. Responses to the Town shall be in the form required for their use with the 'Public Purchase' platform.
- d. Attend the bid opening and assist the Town with conducting the meeting.
- e. Prepare and provide a detail bid tabulation.
- f. Review and evaluate the bids, provide comments, and make a recommendation for award of the construction contract.

2. Construction Phase Services

- a. Construction Contract Administration
 - i. Administration of the construction contract.
 - ii. Promptly address contractor Requests for information (RFIs).
 - iii. Review contractor submittals and laboratory and test reports for materials.
 - iv. Issue project-related communications and correspondence as needed to keep all parties informed on the status and progress of the construction.
 - v. Review requests for changes to the construction scope, schedule, and contract price; evaluate contractor's cost and time requests to perform the change order work, and forward to the Town with recommendations pertaining to the change order request.
 - vi. Prepare and issue change orders, field orders, and other project directives as needed.
 - vii. Sign off on Contractor progress payment requests upon confirmation from the Town's construction inspector that the claimed quantities are correct.
- b. Attend and participate in weekly construction meetings as needed during the project's construction duration.
 - i. Assist the Town in preparing and providing documentation for each meeting.
- c. As-Built Record Drawings
 - i. Field crew time and office drafting time necessary to collect as-built information for new construction as directed by the Town and the engineering team.
 - ii. This field work will be broken down as a per visit charge, not to exceed 10 occurrences.
 - iii. Field survey for as-built plans shall include picking up all manhole rim elevations and flow line elevations shall be surveyed for as-built plan purposes.
 - iv. Field survey for as-builts shall also include picking up the locations of all sanitary sewer service line connection taps along with the location of the clean-out meter box.

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- v. Additional as-built plan information is to be provided by the Contractor and the Town.
- vi. Sign/seal the as-built plans.
- d. Obtain an Approval of Construction from the Yavapai County Environmental Services Division
 - i. Compile all sewer system testing results and documentation.
 - ii. Prepare an AOC permit application and submit to Yavapai County for approval of the construction of the project.

D. SUBCONSULTANT SCOPE OF SERVICES

- 1. Sewer System Modeling, Lift Station Design, and Force Main Design Services.
 - a. The scope of services provided by NCS Engineers follows this scope of services provided by Rick Engineering Company.
- 2. Aerial Photography and Mapping Phase Services.
 - a. The scope of services provided by Vertical Mapping Resources is included in the survey services scope of work.
- 3. Geotechnical Investigation, Reporting, and Engineering Phase services
 - a. The scope of services provided by Alpha Geotechnical & Materials, Inc., follows the NCS Engineers scope of services in this Attachment A.
- 4. Potholing Phase Services
 - a. The scope of services provided by Safe Site Utility Services, LLC, follows the Alpha Geotechnical & Materials, Inc. scope of services in this Attachment A.

SCOPE OF WORK - TOWN OF CAMP VERDE

NORTHBOUND SEWER COLLECTION SYSTEM EXPANSION

LIFT STATIONS AND FORCE MAINS

May 7, 2021

NCS appreciates this opportunity to submit this Scope of Work to Rick Engineering and the Town of Camp Verde to provide professional services for the design and permitting of two new Lift Stations (LS 3 and LS4), upgrades to LS 2, and two new force mains (FM 3 and FM4). (The attached exhibit shows the selected location for these facilities). The sewer collection expansion includes areas of Camp Verde located to the north and west of the I-17 and Highway 260 interchange. The expansion area for the sewer collection expansion includes portions of Camp Verde that are located West of I-17, along State Route 260 (SR260) and west of the Verde River. The project elements include the following:

- Wastewater planning studies and hydraulic modeling (using Sewer CAD) to determine current, near term and buildout flows for the wastewater loadings for the project area.
- Working with the Town, developm a phasing strategy for growth for the planning areas served by the lift station.
- The existing information in the prior SWI Report (2018) will be reviewed and updated, based on anticipated flows per lot and a long term phasing strategy for buildout of the area.
- Design of two New sewage lift stations (Lift Stations 3 and 4) with concrete wet wells (precast - size permitting), each with one primary pump, and one redundant. The stations will be sized for expansion in the future by replacement of the pumps and panel.
- Design of upgrades to expand the capacity of existing LS2 using the existing wet well and new pumps.
- The exact sizes of the force mains will be determined after the master planning and modeling phase of the project, but for scoping purposes a maximum size of 12-inch is assumed.

- On site discharge pipe headers, check valves, concrete discharge piping vaults, flow meters with valves to route flows.
- Odor control system using adsorption type system and exhaust fan and a prefabricated enclosure.
- Buried yard piping for inlet and discharge lines.
- Site discharge piping for each LS and 1,900 ft. of force main for LS 4 and 13,000 ft. of discharge main for LS 3 (running primarily along Old Route 279 and SR 260). One private land owner crossing is anticipated near the beginning of the force main to cross over from the old highway 279 to SR 260).
- Associated electrical, electrical and instrumentation and connections to SCADA (SCADA programming not included).
- New electrical service sizing and coordination with APS for all three lift stations based on the ultimate capacities. This includes necessary permitting tasks with APS.
- Related right-of-way, encroachment and building code permitting coordination activities with the Town, Yavapai County and ADOT.
- ADEQ and Yavapai County environmental permitting activities for construction (General Lift Station Permits and Approval to Constrict and Approval of Construction).
- Section 404 Army Corps of Engineers general permit for wash crossings, where needed.
- Gravity inlet sewer design (size to be verified).
- Utilization of piping at existing major crossings along SR 260 at intersections and crossings (piping previously installed under roadway projects).

Scope of Work

NCS will prepare design documents and perform agency permitting activities as discussed above. Following are descriptions of the proposed tasks.

Task 1 - Site Investigation and Base Mapping

Rick Engineering/NCS will conduct a site visit and meet with the Town to review the current and proposed facilities, request operational data, available land, piping layouts, review existing electrical equipment and any other constraints to constructing the proposed facilities.

NCS will also coordinate the topographic survey of the lift station site areas and proposed work in ROW to verify elevations, dimensions, and locations of buried piping and utilities, and structures. The survey will be used to develop a base map for subsequent design of the facilities.

Task 2 - Geotechnical Evaluation

NCS will work with a subcontractor to perform a total of 20 geotechnical borings under this task (16 along the force main and two at each of the new LS sites). The existing geotechnical reports will be used for LS2. The geotechnical evaluation will assess soil conditions (infiltration rates, soil types, allowable pressures, corrosivity of soil to buried metals and concrete, and other design criteria). This will be needed specifically for the work in ROW to understand subsurface conditions. Under the guidance of NCS, a Registered Geotechnical Engineer will be subcontracted to perform this task. A geotechnical report that summarizes the findings of this investigation will be provided to the Town.

Task 3 - Wastewater Modeling Study

This sewer modeling study will assess the wastewater system and related facilities and verify collection system flows and sizing for the proposed system improvements. This task will utilize the proposed model and provide the Town with an analysis of the wastewater loading data, flow data, and information that have an impact on the overall operation and design of the new facilities.

The Modeling Study will provide guidance for the orderly expansion of the wastewater collection system, including both collection system facilities, pump stations, current operating conditions, loadings, etc. and identify the timing and need for system improvements.

The Study will be broken down into two distinct future planning periods (Intermediate and Build-Out periods) and a Short-Term analysis that will be utilized to validate the current conditions. The Current (Short-Term) scenario will focus on existing conditions; the Intermediate scenario consisting of a 10-year planning period involves greater detail; while the Build-Out scenario will entail a 30-40 year time period consisting of a more general and conceptual approach.

Task 3.1 - Model Development & Update

NCS will develop realistic projections and demand patterns using proven trends in the Town that will not prematurely overbuild infrastructure. NCS will use Bentley SewerCAD/SewerGems software and we believe this is the most cost effective and user-friendly software for this specific application.

NCS will work with Town staff to develop wastewater loadings per lot for the new expansion using existing flow data from the Town and other similar facilities in the region. The wastewater model development will include the following: Network Development using Google Maps and GIS;

Elevation Assignment including manhole inverts, rims and facilities; Wastewater Loads; Network Cleanup; and Scenario Development.

The NCS team will utilize the land-use data and growth projections for the expansion area to develop loadings for the various sewer basins. In performing this task the Town will provide data for the existing collection system and as-built drawings, along with SCADA data for pump station operations and flow meters (if available).

Data identified will be collected and reviewed for accuracy, integrity and confidence. Discussions with personnel familiar with the wastewater systems and operations staff will be carried out to identify information that should be included as a part of the wastewater collection system analyses.

Any gaps in the available data will be identified and an appropriate solution will be proposed. An approach will be developed to identify current demands and loadings and future projections utilizing the desired population and growth trends.

Model Validation: The model will be validated for flow accuracy using current plant flow data and trends for average and maximum day flows, using 2020 data.

3.2 Perform Hydraulic Modeling - Analyze Intermediate & Ultimate Build-Out Conditions

In this particular sub task, NCS will perform the following activities for the wastewater collection system and basins:

1. Create Current, Intermediate and Ultimate Build-out Scenarios for high and low growth conditions, and maximum day and peak hour demands (12 model runs and planning scenarios).
2. Apply the demands developed in Task 3.1 to these Current, Intermediate and Ultimate Build-out Scenarios.
3. Utilize the future land projections to define future demands.
4. Review the future piping layout in the model and additional service areas with the Town staff.
5. Allocate intermediate and ultimate build-out demands to the future infrastructure.

This task will also include data and growth projections for this particular project to develop loadings for any future required sewer basins. The immediate scenario will consist of a detailed (but less extensive than the short-term plan) and will focus on a 10-year period. The ultimate build-out scenario comprises of a 30-40 year time frame which will be general and more of a conceptual approach.

The modeling process includes identifying the constraints imposed on the infrastructure design (Ex. layout limitations and opportunities, sizing requirements based on design criteria, loading, flows,

etc.), developing a representative model run and identifying minimum infrastructure that would provide the desired benefits to the system without violating the constraints.

The deliverables for this task include the Hydraulic Model, Basin Loadings, Analysis of Intermediate & Build-Out Conditions

Task 4 - Preliminary Design

NCS will utilize the field investigations, and the findings of the hydraulic modeling study to validate flow and hydraulic information, develop site specific recommendations, develop control strategies, confirm electrical power requirements, establish site layouts, and alignments of the various force mains. NCS will develop a design memorandum and 30% level design drawings, site plans and other necessary information so that the Town can review and comment on the preliminary design. NCS will conduct field meetings and walk throughs with Town staff to finalize the Lift Station and Force Main Design Memorandum and concepts. For LS4, an appropriate pretreatment system suitable of handling th industrial flows will be identified and included for this facility.

This phase also includes development of the overall site layout and parcel identification for the two new lift stations, working in collaboration with the City. The property boundaries and required easements and/or new parcels will be identified.

Task 5 - Design Drawings

NCS will prepare design drawings for the project that include engineering disciplines including General, Civil, and Mechanical, Structural, Instrumentation, and Electrical. Two bid packages will be prepared, one for the lift station work on site and a second package for the force main pipeline work along the roadways. We propose submitting review sets at the 60%, 90%, and 100% project levels.

Preliminary Sheet Count (Package 1 - Work in ROW and Street)

General Sheets (4) - Cover, Sheet Index and Abbreviations, Symbols, and General Notes
Civil Sheets (32) - Overall Site Plans and Key Maps, Manhole Connection Details, Piping Plans and Profiles (at 20' horizontal and 5' vertical scale), Tie-in Details at existing crossings, Civil Details

Preliminary Sheet Count (Bid Package 2- Lift Station Sites)

- General Sheets (5) - Cover, Sheet Index and Abbreviations, Symbols, General Notes, and Design

- Civil Sheets (14) - Site and Facilities Location Plans (3); Grading & Drainage Plans (2); Yard Piping Plans Inside site (3); Civil Details (3); Miscellaneous Details (3)
- Mechanical Sheets (15) - Lift Station Overall Plans and Sections (3); Lift Stations Typical Wet Well Sections and Details (3); and Lift Station Vault Details (3); Lift Station Piping Details (3); Odor Scrubbers and Fans (3)
- Structural Sheets (8) - Prefabricated Enclosures (3); Structural Plan and sections for enclosure (3); Structural Details (2).
- Electrical Sheets (24) - Notes, Symbols and Legend, Single Lines, Load Calcs - LS2, Electrical Schedules -LS2, Site Power, Lighting and Grounding Plan -LS2, Schem./Connection Diagram - RTU -LS2, Schem./Connection Diagram - Standby Generator & LS Control Panel -LS2, Schem./Connection Diagram - Misc. - LS2, Conduit Block Diagram -LS2, Single Lines, Load Calcs - LS2, Electrical Schedules -LS3, Site Power, Lighting and Grounding Plan -LS3, Schem./Connection Diagram - RTU -LS3, Schem./Connection Diagram - Standby Generator & LS Control Panel -LS3, Schem./Connection Diagram - Misc. - LS3, Conduit Block Diagram -LS3, Single Lines, Load Calcs - LS4, Electrical Schedules -LS4, Site Power, Lighting and Grounding Plan -LS4, Schem./Connection Diagram - RTU -LS4, Schem./Connection Diagram - Standby Generator & LS Control Panel -LS4, Schem./Connection Diagram - Misc. - LS4, Conduit Block Diagram -LS4, Standard Details - Sheet 1, Standard Details - Sheet 2
- Instrumentation Sheets (4) - P&ID Symbols and Legend, P&ID -LS2, P&ID -LS3, P&ID -LS4

Task 6 - Project Specifications

NCS will prepare written specifications to support the Lift Station and Force Man designs. NCS proposes progress review sets at 90% and 100% levels of the project. NCS will prepare complete project specifications including technical and administrative divisions. The specifications will consider construction schedules, coordination of any anticipated shutdowns, required SWPPS for construction, material and installation specifications, and the use of regional and industry standards for the design performed under Task 5. The ENGINEER will utilize the Engineers Joint Contract Documents Committee (EJCDC) standard agreement for construction projects and any other template procurement documents developed by the Town. Copies of the project specifications will be submitted along with the plan drawings at the interim milestones indicated under Task 5.

Task 7 - Permitting

NCS will assist the Town in obtaining necessary permits and approvals from the Arizona Department of Environmental Quality (ADEQ), Yavapai County, Arizona Department of Transportation (ADOT), Army Corps of Engineers, and the Town. Issues related to ROW Permits,

Encroachment Permits, Building Permits, and Drainage will be coordinated with the Town. Permitting criteria for SWPPs will be identified and included in the specifications for the Construction Contractor to obtain.

NCS will coordinate with Town and Regulatory Agencies to obtain any design and construction related approvals. NCS will prepare and submit the Application for Approval To Construct (ATC). All ADEQ approvals and Permits (General Lift Station Permit) will also be identified and coordinated with the regulatory agencies. This task will include preparing forms, transmitting design information and drawings, and preparing correspondence.

Task 8 - Bid Phase Assistance

For the Lift Station and Force Main projects, the ENGINEER will provide post-design assistance to the Town during the bidding process. This will include preparing and transmitting bid documents, responding to bidders' inquiries, addenda preparation, and validation of bids. The purpose of these services is to facilitate interactions between the Town and prospective construction contractors in obtaining construction bids on the project.

Task 9 - Design Phase Meetings

We anticipate 12 design phase meetings with the Town will be needed to complete this project. Meeting support and documentation will be provided by Rick/NCS as needed for these meetings.

Task 10 - Permitting Phase Meetings

We anticipate six (6) permitting phase meetings with the Town and each of the three agencies will be needed (ADEQ, Yavapai County, ADOT, and Army Corps) will be needed. These will be held at the permitting agencies offices or virtually at their respective locations. Meeting support and documentation will be provided by NCS as needed for these meetings.

Task 11 – Construction Phase Services

Under this task, NCS will provide limited construction phase services related to support the Town in providing the necessary engineering support during the construction of the required improvements specific to the lift stations and force mains. Listed below are the Construction Phase tasks to be completed by NCS Engineers for this project.

11.1 - Submittal Reviews and RFI Responses

NCS (the ENGINEER) will review and approve submittals/shop drawings, including O&M Manuals and resubmittals. Approximately 40 submittal packages are anticipated. The ENGINEER will review and approve (or take other appropriate action in respect of) Shop Drawings, samples, test results, and other data which the CONTRACTOR is required to submit, but only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. Such review and approval or other action shall not extend to means, methods, sequences, techniques or procedures of construction selected by the CONTRACTOR, or to safety precautions and programs incident thereto. The ENGINEER shall receive and review (for general contents as required by the Specifications) maintenance and operating schedules and instructions, guarantees, bonds and certificates of inspection which are to be assembled by the CONTRACTOR in accordance with the Contract Documents.

The ENGINEER will assist the OWNER responding to RFIs, and certify all required engineering related construction documents.

Task 11.2 - Prepare Record Drawings and Engineer's Certificate of Completion

The ENGINEER will complete the AOC permit application and supporting documentation (updated design drawings, CAD drawings and as-builts) for the project and submit this information to ADEQ for approval. Field data, information, sketches and working drawings, developed by the ENGINEER shall be incorporated with the record drawings, along with as-built information maintained by the CONTRACTOR. The OWNER will be responsible for payment of all permit fees directly to ADEQ, as applicable. The documents will be prepared by a licensed, profession engineer certified in Arizona. Additionally, the ENGINEER NCS will prepare and submit the Engineer's Certificate of Completion and furthermore, will conduct a meeting with ADEQ representative to review the applications and supporting document materials.

Task 11.3 - Perform Limited Construction Inspections and Conduct Field Meetings

The ENGINEER will assist the City in making site visits appropriate for the size of the project and type of construction at periods appropriate to the various stages of construction to observe, as an experienced and qualified professional, the progress and quality of the executed work of the CONTRACTOR and to determine in general if such work is proceeding in accordance with the Contract Documents. It is estimated that an average of one field inspection and meeting per week of field activity is needed for this project. The ENGINEER will support the Town's efforts and also participate in field meetings with the CONTRACTOR and Town to answer questions and resolve various issues.

FEES AND ASSUMPTIONS

Our proposed costs are **\$450,000** (LUMPSUM) for all design phases and complete permitting services, as shown in the following table. This fee is based on the following assumptions in addition to the scope and discussions above.

1. Permitting fees are not known nor included with this Scope of Services. The Town will pay all permitting fees directly to the appropriate agencies (ADEQ, ADOT, etc.)
2. No individual special permits will be required by the Army Corps (use of General Permit only).
3. A package type submersible lift station will be supplied by the selected manufacturer.
4. No new landscaping is needed.
5. Special cultural and environmental reviews are not included.
6. SCADA programming by others.
7. Limited construction phase services are included as noted.

If acceptable, please issue a contract and purchase order to NCS for this work. Our team looks forward to continuing our relationship with Rick and the Town through this project. Please call me at (602) 629-0206 if you have any questions or need any additional information.

SUBMITTED BY:



Ramesh 'Ram' Narasimhan, P.E.
President

April 29, 2021
Alpha Proposal No. 21-G-12238

RICK ENGINEERING COMPANY
22415 North 16th Street
Phoenix, Arizona 85024

Email: dmiller@rickengineering.com

Attention: Dale E. Miller, PE

**Re: Proposal for Geotechnical Services
Northbound Sewer Collection System Expansion
State Route 260 – Interstate 17 to Coury Drive
Camp Verde, Arizona**

Alpha Geotechnical & Materials, Inc. (Alpha) is pleased to present this proposal to provide geotechnical services for the above referenced site. This proposal is based on a request for proposal provided by Dale E. Miller, PE of RICK ENGINEERING COMPANY on April 22, 2021.

PROJECT UNDERSTANDING

The proposed project is located along State Route 260 and additional streets north and south of SR 260 between Interstate 17 to Coury Drive in Camp Verde, Arizona. The project has been split into Phase 1 and Phase 2. Phase 1 consists of the design and installation of approximately 8.07 miles of gravity sewer, 2.82 miles of force mains, two new lifts stations, and eight sleeves to be installed beneath SR 260 for future sewer lines. Phase 2 consists of the design and installation of approximately 1.36 miles of gravity sewer and one sleeve to be installed beneath SR 260 for future sewer lines. All pipes will be PVC and range from 8 inches to 18 inches in diameter. It is Alpha's understand that the gravity sewer line and force mains will be installed approximately 8 feet below the existing ground surface with the exception of two areas that will require an approximate 20-foot cut. RICK ENGINEERING COMPANY has requested Alpha complete a subsurface exploration and provide geotechnical recommendations for the design and construction of the sewer system.

SCOPE OF SERVICES

Alpha proposes to complete a **geotechnical investigation** to evaluate the subsurface conditions at the site and to provide recommendations for excavatability, temporary slopes, sewer pipe bedding, backfill, compaction, and other aspects of the project where geotechnical properties or behavior require consideration.

Alpha has assumed that Phase 1 and Phase 2 will be completed at different times and require two separate mobilizations. Each of the following tasks will be completed for Phase 1 and Phase 2

Boring Layout and Utility Clearance

For each phase, this task will require three roundtrips to the site for boring layout, Arizona 811 onsite meeting and boring clearance after utilities have been marked in the field. Details of each trip are discussed in this section.

Prior to commencing the work, Alpha will conduct a site visit to layout the boring locations and inspect access to each boring. Then Alpha will contact Arizona 811 and schedule a meeting onsite with all relevant utility companies or their utility locating subcontractor. Alpha will explain the project to all parties at the meeting and provide site maps with the locations of each boring.

Following the meeting, Alpha will contact Arizona 811 regarding the location of underground utilities at the site. Alpha does not anticipate that a private locator will be required to locate underground utilities, and this has not been included in the cost estimate. Alpha will conduct a site visit to resolve any utility conflicts after the utilities have been marked in the field. This trip will occur prior to mobilizing for drilling.

Permit Acquisition

For each phase, Alpha will need to obtain a Town of Camp Verde Right-of-Way (ROW) Permit and an Arizona Department of Transportation (ADOT) Encroachment Permit to complete the subsurface exploration. Alpha has assumed the referenced permits will be sufficient for the proposed work. A permit will not be necessary to access the canal right-of-way. Alpha has included the \$291.00 fee for the Town of Camp Verde ROW Permit. The ADOT Encroachment Permit does not include a fee. Alpha will supply a boring plan, traffic control plan and insurance certificate, as needed for the approval of the permit.

For the subsurface exploration within the Town of Camp Verde ROW, Alpha has assumed a shadow truck with two flaggers in areas where site distance is limited. For the subsurface exploration within the ADOT ROW, Alpha has assumed a truck mounted attenuator. The costs associated with additional permits or additional traffic control have not been included.

Subsurface Exploration

The subsurface exploration will be completed as close as possible to the proposed sewer alignment. Boring locations may include travel lanes through asphalt, roadway shoulders (paved or unpaved), dirt roads, and agricultural land. The locations of underground utilities, overhead powerlines and site terrain may limit the drill rigs access to some boring locations and make it necessary to offset borings from the sewer alignment.

The Phase 1 subsurface exploration will consist of 57 soil borings advanced to depths between 10 feet and 35 feet or refusal, whichever is achieved first. The total drill footage will be no more than 785 feet. The Phase 2 subsurface exploration will consist of 9 soil borings advanced to depths between 10 feet and 20 feet or refusal, whichever is achieved first. The total drill footage will be no more than 140 feet. Representative soil samples will be obtained from the site to perform subsequent laboratory testing. The laboratory testing will be necessary to aid in the development of earthwork recommendations which will be reported in a geotechnical investigation report. The subsurface exploration will consist of the following:

- Review documents and existing geotechnical information provided by the client regarding the subject site.
- Perform boring layout, utility clearance and permit acquisition as previously discussed.
- Phase 1 - Explore the existing subsurface conditions by drilling 1 soil borings to a depth 10 feet, 6 soil borings to depths of 15 feet and 2 soil borings to depths of 20 feet, or until refusal on rock, very dense, or strongly cemented soils whichever occurs first. Borings will be advanced utilizing a truck-mounted hollow stem auger. Representative soil samples will be obtained at a maximum interval of 5 feet using standard sampling procedures.
- Phase 2 - Explore the existing subsurface conditions by drilling 28 soil borings to a depth 10 feet, 24 soil borings to depths of 15 feet, 3 soil borings to depths of 25 feet, and 2 soil borings to depths of 35 feet, or until refusal on rock, very dense, or strongly cemented soils whichever occurs first. Borings will be advanced utilizing a truck-mounted hollow stem auger. Representative soil samples will be obtained at a maximum interval of 5 feet using standard sampling procedures.
- Alpha will maintain a log of the soils encountered and obtain samples for visual classification and laboratory testing. Visual classification will be completed in general accordance with ASTM D2488.
- The depth to groundwater will be measured, if encountered.

Upon completion of the fieldwork, representative samples sealed in plastic bags and/or brass rings in plastic containers will be transported to Alpha's laboratory. Field boring logs will be prepared presenting a description of the soils encountered by the borings.

Laboratory Testing

Alpha will perform laboratory testing, as necessary, for engineering analysis. Alpha estimates the following tests will be necessary to characterize the site and complete our analysis:

Laboratory Test and Method	Phase 1	Phase 2
Sieve Analysis (ASTM C136/117)	30	5
Atterberg Limits (ASTM D4318)	30	5
Moisture Content (ASTM D2216)	25	5
Undisturbed Density of Soils (ASTM D2937)	16	4
Sulfates and Chlorides (ARIZ 733 and 736)	6	2

Increases to these frequencies, if necessary, will only be completed with prior authorization.

Reporting

Information collected during the subsurface exploration and the results of laboratory testing will be used to develop a geotechnical investigation. The following items will be included in the report:

- A brief review of our field and laboratory procedures and all test results, including boring logs.
- A discussion of the general subsurface conditions including soil and groundwater conditions (if encountered).
- Recommendations for excavation and temporary slopes (shoring design will be completed by another engineer).
- Recommendations for earthwork construction which will include fill materials, fill construction/compaction, and sewer trench backfill.
- A general evaluation of proposed foundation systems for the two lift stations (Phase 1 only).
- Design criteria related to the proposed foundation system including allowable bearing pressure, minimum sizes, predicted performance and lateral earth pressures (Phase 1 only).
- Results of sulfate and chloride testing as they relate to concrete degradation.

The completed reports will be signed and sealed by a professional engineer registered in the State of Arizona. A digital copy (PDF) of the report will be provided via email in place of a hard copy. An original wet seal report will be provided, if requested, for a fee of \$50.00.

Project Management

Alpha estimates that some project management, basic consultation, and subcontractor coordination will be required to execute the scope of work.

Assumptions

Our proposed Scope of Work and cost estimate are based on the following assumptions:

- A Town of Camp Verde ROW Permit and an ADOT Encroachment Permit will be necessary to access the site. It will take 4 to 6 weeks to obtain an ADOT Encroachment Permit. **Alpha will need to start this process in the middle of May in order to perform the subsurface exploration in July.**
- Boring location will be determined using a handheld GPS device. Survey of boring locations is not included with this scope of work.
- Locations of the borings will be checked by "Arizona 811" within public right-of-way. The client will provide any other possible utility or underground facility locations. Damage to unknown buried facilities, not detected through "Arizona 811" or review of available utility maps provided to us, will not be the responsibility of Alpha. A private utility locator has not been included as part of this scope and fee. If a private utility locator is necessary, please contact Alpha for a fee.
- The Scope of Work included within our fee estimate does not include any services in connection with the discovery of potential contamination during our drilling and sampling operations. In the event that such material is suspected, we will notify you immediately for direction before proceeding on any out-of-scope services.

- All borings will be backfilled with the excavated materials, no borings will require grout. Borings that are drilling through pavement will be patched with quickset grout.
- This proposal assumes that the site is accessible with a truck-mounted drill rig, under its own power, without the need for towing or pushing. If weather, access or site conditions restrict our field operations, we may need to revise our estimate. Attendance at meetings, reviews of plans and specifications or the preparation of supplemental reports and letters are not included in the fee.
- This proposal includes drilling to a maximum depth of 35 feet below existing site grade; if deeper borings are required, we will need to revise our Scope of Work and fee estimate.
- Traffic control will be as described in the permit acquisition section. No additional traffic control costs have been included in this estimate.
- A shoring design is not included in this scope of work. Shoring design will be completed by others.
- Any service or cost not specifically included in this proposal is not included in the Scope of Work and associated fee. Costs generated from any work requested by the client that is outside the above Scope of Work will be charged to the client.

Work will be scheduled upon receipt of your authorization to proceed. We understand that the Client will provide access to the property.

COST AND SCHEDULE

Alpha proposes to perform the geotechnical investigation as detailed herein. A summary of anticipated labor hours and expenses has been provided as an attachment.

It is estimated that the investigation for Phase 1 will take 5 days to complete and the investigation for Phase 2 will take 1 day to complete. The drilling schedule will be dependent on drill rig availability. Drill rigs need to be scheduled approximately 10 to 12 weeks in advance of the drill date. It will take approximately 3 weeks from the final date of drilling to complete laboratory testing and to prepare a draft report. A final report will be submitted within 5 days of resolution to any comments associated with the draft report. Coordination of field activities will begin following authorization.

AUTHORIZATION

On behalf of Alpha, I would like to thank you for the opportunity to submit this proposal. We look forward to working with you on this project. Should you have any questions, or if we can be of any additional assistance, please do not hesitate to contact the undersigned at (602) 453-3265, EXT 122.

Respectfully submitted,
Alpha Geotechnical & Materials, Inc.



Garrett Clatanoff, PE
Geotechnical Engineer

Mr. Richard Wallace, PE
Senior Project Manager



22415 North 16th Street
Phoenix, AZ 85024
dwallace@rickengineering.com

VIA E-MAIL

**Re: Subsurface Utility Engineering Services
Camp Verde Northbound Sewer System Extension**

Dear Mr. Wallace:

Cobb, Fendley & Associates, Inc. (CobbFendley) is pleased to provide this proposal for professional Subsurface Utility Engineering (SUE) services associated with the project referenced above. This proposal is based on information received via email on May 5th, (Camp Verde Sewer Line Lengths Map.PDF) The proposed Scope of Services, Schedule, and Basis of Compensation are outlined below.

Project Limits

The proposed SUE services will be performed within the project's limits outlined as shown in the attached exhibit(s) provided by Rick Engineering.

Scope of Work

CobbFendley has developed the following scope of work for this project. This scope may be modified, with Client concurrence, during the performance of the field work, if warranted by field conditions. For this project, CobbFendley will provide:

Subsurface Utility Engineering

CobbFendley will perform the SUE services required for this project in general conformance with the recommended practices and procedures described in ASCE Publication CI/ASCE 38-02 (Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data). As described in the mentioned ASCE publication, four levels have been established to describe the quality of utility location and attribute information used on plans. The four quality levels are defined in cumulative order (least to greatest) as follows:

- Quality Level D (QL "D") – Also known as "records research", this quality level provides information derived from existing records and/or oral recollections. Utilities are mapped from an interpretation of the available records.

- Quality Level C (QL “C”) – Also known as “surface visible feature survey”, QL “D” information is correlated with information obtained by surveying visible above-ground utility features (e.g., valves, hydrants, meters, manhole covers, poles).
- Quality Level B (QL “B”) – Also known as “designating”, this quality level provides the two-dimensional (x, y) position of subsurface utilities within approximately one-foot accuracy. The application and interpretation of non-destructive surface geophysical methods are used to record and mark the location of utilities on the surface which are then surveyed and mapped to the to the project coordinate system.
- **Quality Level A (QL “A”)** – Also known as “locating”, this quality level provides precise three-dimensional (x, y, z) location and characterization information (e.g., size, material, condition) at critical locations. Non-destructive vacuum excavation equipment is used to expose the utility at specific points which are then surveyed and mapped to the to the project coordinate system.

SUE QL “A” Locating Procedures:

Test holes will be performed where the vertical location of existing underground utilities is critical. The Client will identify the test hole locations based on their conflict analysis. CobbFendley will assist with the final test hole placement to limit impacts to traffic and local businesses/residents. **A total of 80 hours of Vacuum Excavation to pothole 40 locations at 2 hours per pothole is estimated in this proposal. If needed, supplementary test holes can be excavated for an additional fee based on the rate schedule provided in this proposal.** A detailed description of our test hole services is provided below:

Prior to beginning field locating activities, CobbFendley’s field manager will contact the applicable “One Call” agency and coordinate with utility owner inspectors as may be required by law or utility owner policy. Once these initial tasks are complete, the field manager and technicians will begin locating the utilities at the specified locations. Any pavement present will be neatly cut and removed, such that the cut does not exceed 0.10 square meters (1.076 square feet), unless unusual circumstances exist. Soil will then be safely removed using vacuum excavation techniques in such a manner as to prevent any damage to wrappings, coatings, cathodic protection or other protective coverings and features. Once the subject utility is exposed, CobbFendley technicians will measure and record following data:

- Utility facility type and configuration.
- Utility facility material(s);
- Utility facility condition.
- Outside diameter of pipe or width of duct banks and configuration of non-encased multi-conduit systems.
- Coating/wrapping information and condition.
- Elevation to top and bottom of utility.
- Elevation of existing grade over utility.
- Horizontal location.
- Pavement thickness and type, if present.
- Any unusual circumstances or field conditions.

Once data collection is complete, CobbFendley technicians will furnish and install a permanent above ground marker directly above center line of the utility facility. This marker will serve as a reference point to tie the

vertical and horizontal location of the test hole to the project coordinate system and elevation datum. Each excavation will then be backfilled with native material, compact by mechanical means, and pavement/surface material restored. CobbFendley will also provide complete restoration of the surrounding work site and/or landscape to equal or better condition than before excavation.

CobbFendley is responsible for any damage to the utility during the locating process. In the event of damage, CobbFendley shall stop work, notify the appropriate utility facility owner, Client project manager, and appropriate regulatory agencies. CobbFendley will not resume work until the utility facility owner has determined the corrective action is satisfactory.

CobbFendley will perform all surveying that is required for collection of location and elevation data at each test hole. A minimum of two benchmarks will be utilized. Elevations will be taken within an accuracy of 1-inch (2.54-cm) unless a more precise tolerance is specified.

Deliverables

Locating Services:

Using the collected data, CobbFendley will develop a data form for each completed test hole. The locations of each test hole will be mapped to the project coordinate system using the Clients preferred project control and CAD standards. The test hole data sheets will be provided in PDF format and a test hole locations map will be provided in AutoCAD Civil 3D format. The Client will provide CobbFendley a base map/topographic file in AutoCAD format for use in preparing the deliverable.

Services to be provided by Rick Engineering Company

The Client shall furnish the following information, as available, at no cost to CobbFendley:

1. Provide plans showing the project limits, alignment, benchmarks, project control data, profile, cross section information and test hole locations (if applicable).
2. Right of entry documentation.
3. Lists of utility and/or agency contact persons, if known.
4. Other available utility information or assistance as appropriate.
5. Provide utility line style and symbology CAD Standards, if desired.

Schedule

CobbFendley can commence work within two (2) weeks of receiving the notice to proceed (NTP).

For QL "A" test holes within right-of-way, the field work must be preceded by a "AZ 811 - One Call" ticket and a mandatory 48-hour clearance period; in addition, municipal and DOT ROW permits will very likely be required. Once the ROW permit has been obtained and mandatory AZ 811 48 hour clearance has been completed, the QL "A" test hole field work is estimated to be completed within ten (10) working days. The QL "A" deliverables can be submitted within ten (10) working days after the survey has been completed.

Basis of Compensation

SUE Level A - Rick Engineering Company: Camp Verde Northbound Sewer System Extension

CobbFendley 2021

Classification	Rate	Unit	Quantity	Cost	
Project Manager	\$ 195.00	Hour	4	\$780.00	
Technician I (Drafting)	\$ 80.00	Hour	20	\$1,600.00	
1-Person Survey Crew*	\$ 105.00	Hour	20	\$2,100.00	
Equipment Mobilization / Site Setup	\$ 1,705.00	Each	2	\$3,410.00	
Utility Potholes*					
2-Man Vacuum Excavation Crew	\$ 305.00	Hour	80	\$24,400.00	
Roadway Restoration - Aqua Patch Asphalt	\$ 70.00	Each	40	\$2,800.00	
Pea Gravel Base Backfill	\$ 40.00	Each	40	\$1,600.00	
Other Direct Expenses					
Traffic Control / Barricades	At Cost +10%	\$ 300.00	Day	5	\$1,500.00
ADOT ROW Permit	At Cost +10%	\$ 350.00	Each	1	\$350.00

*Rates shown include personnel, vehicles & standard equipment necessary to complete the task. This estimate assumes all test holes will be backfilled with pea gravel, and surface restoration will require Aqua Patch asphalt. All Municipal Permitting fee's will be waived. CobbFendley will include supporting backup documentation for all approved reimbursable expenses.

Subtotal for Personnel	\$7,890.00
Subtotal for Utility Test Holes	\$28,800.00
Other Direct Expenses	\$1,850.00

TOTAL	\$38,540.00
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CobbFendley will invoice SUE QL "A" services to include total number of hours of vacuum excavation (2HR's Per Test Hole) based on the rate schedule provided in this proposal, not to exceed 80 Hours. If needed, supplementary test holes can be excavated for an additional fee based on the rate schedule provided in this proposal. Final invoicing will include all applicable reimbursable direct expenses. The total estimated fee to complete the scope of work describe herein is **Thirty-Eight Thousand, Five Hundred Forty and XX/100 Dollars (\$38,540.00)**.

Assumptions

- Project located in Camp Verde (Yavapai County) Arizona. Costs of mobilization included in the fees shown above.
- Survey effort associated with collecting SUE surface markings is included in the fees shown above.
- The cost of standard traffic control is included in the fees shown above. Should 'non-standard' traffic control be required (police officer present, night work, arrow board, Flagmen, etc.); these costs will be considered reimbursable expenses and will be passed through to the client at cost with no markup.
- Cost of a City permit will be waived.

On behalf of CobbFendley, we truly look forward to working with you and the Rick Engineering Team on this project. If this proposal is acceptable, please forward an authorization to proceed. If you have any questions or comments, please do not hesitate to contact me at (602) 228.4441.

Sincerely,

COBB, FENDLEY & ASSOCIATES, INC.



Jim McCarty
Department Manager
SUE Project Manager

Cc: Joe Cherry, SUE Project Manager

ATTACHMENT B
ENGINEERING FEE

NORTHBOUND SEWER DESIGN SERVICES - PHASE 1 FEE PROPOSAL								May 24, 2021	
SECT	DESCRIPTION	STAFF TIME (HOURS)					PROJECT TOTALS		
		Survey Manager	Survey Crew (2 Person)	Principal Survey Analyst	Entitlement Coordinator				
	HOURLY RATES =	\$145.00	\$165.00	\$120.00	\$105.00		HOURS	FEE	
A	SURVEY SERVICES								
	AERIAL IMAGERY/ORTHOPHOTO TOPOGRAPHY								
	CONTROL/GROUND SURVEY	30	140				170	\$ 27,450	
	DRAFTING/MAP CREATION			80	10		90	\$ 10,650	
	PRINTING/DELIVERIES FEE							\$ 150	
	AERIAL PHOTOGRAPHY & MAPPING	VERTICAL MAPPING RESOURCES - SUBCONSULTANT						\$ 51,000	
	SUBTOTALS AERIAL TOPOGRAPHY	30	140	80	10		260	\$ 89,250	
	SUPPLEMENTAL TOPO SURVEY								
	CONTROL/GROUND SURVEY (PER TRIP)		10				10	\$ 1,650	
	DRAFTING/MAP CREATION (PER TRIP)	1		6	1		8	\$ 970	
	PRINTING/DELIVERIES FEE (PER TRIP)							\$ 150	
	TOTAL SUPPL TOPO SURVEY COST PER TRIP							\$ 2,770	
	SUBTOTAL SUPPLEMENTAL TOPO (5 TRIPS)	5	50	30	5		90	\$ 13,850	
	PREPARE ROW / EASEMENT DOCUMENTS								
	PREPARE LEGAL DESCRIPTIONS/EXHIBITS (EACH)							\$ 750	
	TITLE REPORTS (EACH)							\$ 150	
	TOTAL ROW / EASEMENT DOCS FOR EACH							\$ 900	
	SUBTOTAL ROW/EASEMENT DOCS (20 PARCELS)							\$ 18,000	
	NOTE: THE FEE FOR PRODUCING ROW/EASEMENT DOCUMENTS WILL VARY DEPENDING ON THE ACTUAL NUMBER OF DOCUMENTS PROVIDED.								
A	SURVEY SECTION A TOTAL							\$ 121,100	
	CONSTRUCTION AS-BUILTS								
	CONTROL/GROUND SURVEY (PER TRIP)		10				10	\$ 1,650	
	DRAFTING/MAP CREATION (PER TRIP)	1		6	1		8	\$ 970	
	PRINTING/DELIVERIES FEE (PER TRIP)							\$ 150	
	AS-BUILT SURVEY COST PER TRIP							\$ 2,770	
	SUBTOTAL CONSTRUCTION AS-BUILTS (10 TRIPS)	1	10	6	1		18	\$ 27,700	
	NOTE: THIS SUBTOTAL AMOUNT FOR CONSTRUCTION AS-BUILTS IS INCLUDED IN THE CONSTRUCTION PHASE SERVICES BELOW. THE TOTAL FEE FOR AS-BUILT SURVEYS WILL VARY DEPENDING ON THE ACTUAL DAYS REQUIRED TO SURVEY THE CONSTRUCTION FOR AS-BUILT PURPOSES.								
SECT	DESCRIPTION	STAFF TIME (HOURS)					PROJECT TOTALS		
		Project Manager	Sr Project Engineer	Design Engineer	CAD Designer	Project Admin.			
	HOURLY RATES =	\$230	\$205	\$125	\$120	\$50	HOURS	FEE	
B	DESIGN								
	CONCEPTUAL DESIGN PLANS (30%)								
	COVER SHEET (1)		1		4		5		
	GEN NOTES / DETAIL SHEETS (4)	2	12		16		30		
	PLAN & PROFILE SHEETS (100)	0	117	48	720		885		
	30% PLANS SUBTOTAL	2	130	48	740	0	920	\$ 121,910	
	PRELIMINARY DESIGN PLANS (60%)								
	DETAIL SHEETS (4)		6		24		30		
	PLAN & PROFILE SHEETS (100)	24	120		720		864		
	60% PLANS SUBTOTAL	24	126	0	744	0	894	\$ 120,630	

**ATTACHMENT B
ENGINEERING FEE**

	90%/100% DESIGN PLANS							
	DETAIL SHEETS (4)	1	4		16		21	
	PLAN & PROFILE SHEETS (100)	24	150	24	350		548	
	SWPPP SHEETS (24)	4	12	24	72		112	
	90%/100% PLANS SUBTOTAL	29	166	48	438	0	681	\$ 99,260
	SPECIAL PROVISIONS / SPECIFICATIONS							
	SPECIAL PROVISIONS DRAFT	32	6			2	40	
	SPECIAL PROVISIONS FINAL	16	2			2	20	
	SPECIAL PROVISIONS SUBTOTAL	48	8	0	0	4	60	\$ 12,880
	COST ESTIMATE							
	PRELIMINARY ESTIMATE	4	10		4		18	
	FINAL ESTIMATE	2	4		4		10	
	COST ESTIMATE SUBTOTAL	6	14	0	8	0	28	\$ 5,210
	UTILITY COORDINATION							
	UTILITY BASE MAP			8	20		28	
	POTHOLE MAPPING / COORDINATION	1	4	8	12		25	
	CONFLICT ID / RESOLUTION	5	12	16	12		45	
	LIFT STA UTILITY COORD	4	2	2			8	
	UTILITY COORDINATION SUBTOTAL	10	18	34	44	0	106	\$ 15,520
	PERMITTING							
	SEWER DESIGN REPORT	4	24	12	4	2	46	
	YCESD ATC	2	12		8		22	
	YCESD AOC	2	12		8		22	
	PERMITTING SUBTOTAL	8	48	12	20	2	90	\$ 15,680
	ROW / EASEMENTS							
	DEVELOP / VERIFY ROW NEEDS & DOCS	4	4		16		24	
	ROW / EASEMENTS SUBTOTAL	4	4	0	16	0	24	\$ 3,660
	PROJECT ADMINISTRATION (10 MONTHS)							
	SITE VISITS	40	64	16			120	
	PROJECT ADMINISTRATION	24				6	30	
	PROGRESS MEETINGS (10)	40	16	4		6	66	
	TOWN / MISC COORDINATION	20	20				40	
	ADOT COORDINATION	8	6				14	
	PROJECT ADMIN SUBTOTAL	132	106	20	0	12	270	\$ 55,190
B	DESIGN SECTION B - TOTAL	263	620	162	2010	18	3073	\$ 449,940
A/B	SURVEY & DESIGN - TOTAL							\$ 571,040
	C POST-DESIGN SUPPORT (8 MONTHS)							
	BID PHASE SERVICES	12	4		4		20	
	CONSTRUCTION ADMINISTRATION	80				8	88	
	SUBMITTAL REVIEW	8	16				24	
	RFI RESPONSES	16	16	4	20		56	
	CONSTRUCTION MEETINGS	72	18				90	
	SPECIAL INSPECTIONS	8	16				24	
	PREPARE AS-BUILTS DRAWINGS	4	8		100		112	
	AS-BUILTS SURVEY (FROM SURVEY SECTION ABOVE)							\$ 27,700
C	POST-DESIGN SUPPORT SECTION C - TOTAL	200	78	4	124	8	414	\$ 105,470
TOT	SURVEY, DESIGN & POST-DESIGN - TOTAL							\$ 676,510

ATTACHMENT B
ENGINEERING FEE

D SUBCONSULTANT FEES PHASE 1		
	NCS (FM & LIFT STATIONS DESIGN)	\$ 450,000
	ALPHA GEOTECHNICAL (SOILS/MATERIALS)	\$ 34,950
	COBB FENDLEY (UTILITY POTHOLES/LOCATES)	\$ 38,540
	SUBCONSULTANT SUBTOTAL PHASE 1	\$ 523,490
	NOTE: SEE ATTACHED PROPOSALS	
	TOTAL PROJECT COST PHASE 1	\$ 1,200,000

Note: Only Phase 1 will be included in the initial contract with the Town of Camp Verde.

**ATTACHMENT B
ENGINEERING FEE**

<p>NCS Engineers Engineering Fee Breakdown</p>
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**EXHIBIT B - NCS ENGINEERS FEES
TOWN OF CAMP VERDENORTHBOUND SEWER COLLECTION SYSTEM EXPANSION - LIFT STATIONS AND FORCE MAINS
LABOR HOURS BY PERSONNEL CLASSIFICATION (NCS)**

Task No.	Description	Principal Engineer	Senior Project Manager	Electrical Engineer	Staff Engineer	CAD Technician	Admin. Asst.	Total Task Labor	Costs	Hours Per Task
1	Site Investigation and Base Mapping	8	8	8				\$3,440	24	
2	Geotechnical Evaluation	2	8					\$1,480	10	
3	Wastewater Modeling Study								0	
	3.1 - Model Development & Update	16	8		160			\$20,520	184	
	3.2 - Perform Hydraulic Modeling - Analyze Intermediate & Ultimate Build-Out Conditions	20	16		160			\$22,320	196	
4	Preliminary Design	24	80	60	200	80		\$50,740	444	
5	Design Drawings	40	240	480	480			\$192,400	1720	
6	Project Specifications	16	60		120		16	\$24,820	212	
7	Permitting	8	60		120		16	\$23,540	204	
8	Bid Phase Assistance	8	8		16			\$4,120		
9	Design Phase Meetings	24	24				16	\$8,280		
10	Permitting Phase Meetings	8	16					\$3,600		
11	Construction Phase Services								0	
	11.1 - Submittal Reviews and RFI Responses	8	160	40	160			\$46,280	368	
	11.2 - Prepare Record Drawings and Engineer's Certificate of Completion	8	40	8		40		\$11,480	96	
	11.3 - Perform Limited Construction Inspections and Conduct Field Meetings	16	24	40	240			\$36,240	320	
		SUBTOTAL							\$449,260	
TOTAL HOURS PER PERSONNEL CLASSIFICATION		206	752	636	1656	600	48			
Average Billing Rate (\$/hr including overhead and profit)		\$160.00	\$145.00	\$125.00	\$105.00	\$85.00	\$60.00			
Direct Labor Cost SubTotals		\$32,960	\$109,040	\$79,500	\$173,880	\$51,000	\$2,880			
LABOR TOTALS		\$449,260								
Direct Expenses		\$740								
Misc. Field		\$740								
SUBTOTAL DIRECT EXPENSES (Tasks 1 to 4)		\$740								
TOTAL DIRECT EXPENSES		\$740								
TOTAL PROJECT FEES (Direct Labor + Direct Expenses)		\$450,000								

FEE PROPOSAL

**ATTACHMENT B
ENGINEERING FEE**

CONSULTANT: Alpha Geotechnical & Materials, Inc.
PROJECT NAME: Northbound Sewer Collection System Expansion - Phase 1
DATE: 4/29/2021
PROPOSAL NO.: 21-G-12238

DIRECT LABOR			
Classifications	Man-hours	Hourly Rates	Labor Costs
Principal Engineer	0	\$175.00	\$ -
Senior Geotechnical Engineer	4	\$125.00	\$ 500.00
Project Geotechnical Engineer	32	\$115.00	\$ 3,680.00
Project Coordinator/Field Engineer (EIT)	80	\$75.00	\$ 6,000.00
Field Technician	0	\$60.00	\$ -
Clerical	1	\$45.00	\$ 45.00

Total Labor \$ 10,225.00

DIRECT EXPENSES				
Description	Unit	No. Units	Unit Rate	Expense Amount
Report Hard Copies	each	0	\$50.00	\$ -
Mileage (220 mile RT)	miles	880	\$0.54	\$ 475.20

Total Direct Expenses \$ 475.20

LABORATORY TESTING				
Description	Unit	No. Units	Unit Rate	Expense Amount
Grain Size Analysis (ASTM C136/C117)	each	30	\$72.00	\$ 2,160.00
Plasticity Index (ASTM D4318) (Dry Prep Method B)	each	30	\$62.00	\$ 1,860.00
Moisture Content (ASTM D2216)	each	25	\$20.00	\$ 500.00
In-Place Ring Density (ASTM D2937)	each	16	\$35.00	\$ 560.00
Sulfates and Chlorides (ARIZ 733 & 736)	each	6	\$60.00	\$ 360.00

Total Laboratory Testing Expenses \$ 5,440.00

OUTSIDE SUBCONSULTANT EXPENSES	
Subconsultant	Fees
Traffic Control	\$ 6,000.00
ADOT Encroachment Permit Fee	\$ -
Town of Camp Verde Right of Way Permit Fee	\$ 291.00
Drilling Subcontractor	\$ 12,525.00

Total Subconsultants Fee \$ 18,816.00

TOTAL PROPOSED FEE \$ **34,956.20**

Alpha Geotechnical & Materials, Inc.

Firm



Signature

Garrett Clatanoff, PE - Geotechnical Engineer

Name & Title

4/29/2021

Date

Basis of Compensation

SUE Level A - Rick Engineering Company: Camp Verde Northbound Sewer System Extension

CobbFendley 2021

Classification	Rate	Unit	Quantity	Cost
Project Manager	\$ 195.00	Hour	4	\$780.00
Technician I (Drafting)	\$ 80.00	Hour	20	\$1,600.00
1-Person Survey Crew*	\$ 105.00	Hour	20	\$2,100.00
Equipment Mobilization / Site Setup	\$ 1,705.00	Each	2	\$3,410.00
Utility Potholes*				
2-Man Vacuum Excavation Crew	\$ 305.00	Hour	80	\$24,400.00
Roadway Restoration - Aqua Patch Asphalt	\$ 70.00	Each	40	\$2,800.00
Pea Gravel Base Backfill	\$ 40.00	Each	40	\$1,600.00
Other Direct Expenses				
Traffic Control / Barricades At Cost +10%	\$ 300.00	Day	5	\$1,500.00
ADOT ROW Permit At Cost +10%	\$ 350.00	Each	1	\$350.00

*Rates shown include personnel, vehicles & standard equipment necessary to complete the task. This estimate assumes all test holes will be backfilled with pea gravel, and surface restoration will require Aqua Patch asphalt. All Municipal Permitting fee's will be waived. CobbFendley will include supporting backup documentation for all approved reimbursable expenses.

Subtotal for Personnel	\$7,890.00
Subtotal for Utility Test Holes	\$28,800.00
Other Direct Expenses	\$1,850.00

TOTAL	\$38,540.00
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CobbFendley will invoice SUE QL "A" services to include total number of hours of vacuum excavation (2HR's Per Test Hole) based on the rate schedule provided in this proposal, not to exceed 80 Hours. If needed, supplementary test holes can be excavated for an additional fee based on the rate schedule provided in this proposal. Final invoicing will include all applicable reimbursable direct expenses. The total estimated fee to complete the scope of work describe herein is **Thirty-Eight Thousand, Five Hundred Forty and XX/100 Dollars (\$38,540.00)**.

Assumptions

- Project located in Camp Verde (Yavapai County) Arizona. Costs of mobilization included in the fees shown above.
- Survey effort associated with collecting SUE surface markings is included in the fees shown above.
- The cost of standard traffic control is included in the fees shown above. Should 'non-standard' traffic control be required (police officer present, night work, arrow board, Flagmen, etc.); these costs will be considered reimbursable expenses and will be passed through to the client at cost with no markup.
- Cost of a City permit will be waived.

Consultant Team



Rick Engineering Company



Well known to the Town of Camp Verde Public Works staff

Hollamon Sidewalk, ADEQ MS4 Assistance, Finnie Flat Rd & Montezuma Castle Hwy, Shop Building Site Plan, Library Flood Walls, and more.

Highly experienced in sanitary sewer line design.

86 Engineers & Surveyors in Phoenix | 350 firm-wide | WIFA Experience



NCS Engineers



Also familiar with the Camp Verde area

Town WWTP Software Implementation, Water System Arsenic Treatment, Distant Drums RV Park WWTP Design

Extensive experience in sanitary sewer lift stations and force main design.

14 Engineers in Phoenix | 24 firm-wide | WIFA Experience

Project Size

<i>Gravity Sewer Line Segment</i>	<i>From / To</i>	<i>Length (ft)</i>
River View Drive & Extension	End of Existing 18" Sanitary Sewer to Horseshoe Dr	4,126
Horseshoe Bend Drive - 1	Riverview Bend Dr to Jean Street	2,565
Horseshoe Bend Drive - 2	Jean Street to SR260	3,250
Horseshoe Bend Drive spur	Alley/Horseshoe Bend Dr corner to WOT Evans Dr	1,428
Canal Alignment/River Dr	Alley at end of Riverview Bend Dr to Horseshoe Bend Dr	4,613
Horseshoe Bend Drive/Bronco Dr	River Dr to Newton Lane	2,521
Newton Lane	Bronco Dr to Amore Dr	4,214
Old Highway 279 - 1	Unnamed Road Junction to SE End of Proposed Sewer	4,348
Commonwealth/Cherry Creek Ext.	SE End of Old Hwy 279 to SR260 Sleeve Crossing #3	4,270
Old Highway 279 Spur	Unnamed Rd Jct Hwy 279 to SR260 Sleeve Crossing #1	1,958
Old Highway 279-2	Unnamed Road Junction Hwy 279 to Aultman Pkwy	3,407
Aultman Parkway	Old Hwy 279 to SR 260	2,126
Old Highway 279 – 3	Aultman Pkwy to Hayfield Draw Road	2,654
Industrial Area	Lift Station #4 to Hayfield Draw Road	1,116
<i>Phase 1 Gravity Sewer Line Segment Total</i>		<i>42,596</i>
Force Main #3	From Lift Station #3	12,967
Force Main #4	From Lift Station #4	1,909
<i>Phase 1 Force Main Segment Total</i>		<i>14,876</i>
SR260 Sleeve Crossings	Phase 1 -New SR260 Sleeve Crossing	9 each

Plus:

- Lift Station #2 Modifications**
- New Lift Station #3**
- New Lift Station #4**

**2.8 miles of force main
+ 9 SR260 Crossings**

Scope of Services & Schedule

- Geotechnical investigation
- Potholing for Potential Utility Conflicts
- Maps & Legal Descriptions for Easement Agreements

- Bid Phase, Construction Phase, As-Built Plans

09/2022 – 05/2024 (21 Months)

Closing Remarks

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Agenda Item 12



Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: June 16, 2021

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

Requesting Department: Public Works

Staff Resource/Contact Person: Ron Long

Agenda Title: Discussion & Consideration & Possible Direction for the Project Delivery Methods for the remaining work in Phase 1B of the Sports Complex.

List Attached Documents: Tierra Verde Change Order 1 and Descriptions of the Items Deleted and Changed by TVB CO 1

Estimated Presentation Time: 10 Minutes

Estimated Discussion Time: 15 minutes

Reviews Completed by: Ron Long

X Department Head: Public Works Town Attorney Comments: N/A

Finance Department N/A
 Fiscal Impact: None
 Budget Code: 04-800-20-804000 Amount Remaining: N/A
 Comments:

Background Information: The Base Bid plus Alternate 1 of Phase 1B of the Sports Complex was awarded to Tierra Verde Builders in Council on February 19, 2020 for \$3,712,675.00 with the understanding that staff would work with the contractor to reduce the cost of the project via the Value Engineering (VE) process which deleted some improvements and reduced the scope of others. The VE process reduced the overall cost for Phase 1B to \$3,329,220 which was documented in Change Order 1 dated March 3, 2020.

Recommended Action (Motion): Direct Staff to negotiate costs with Tierra Verde Builders for the Improvements that were removed from their contract by Change Order 1 and add selected improvements back to the Tierra Verde Builders contract.

Instructions to the Clerk: None

TOWN OF CAMP VERDE

Public Works Department
395 S Main Street Camp Verde, AZ 86322
Office (928) 554-0820 Fax (928) 567-1540
www.campverde.az.gov



To: Russ Martin, Town Manager
From: Ron Long, Public Works Director
Date: June 9, 2021
Re: Sports Complex Phase 1B; Descriptions of Improvements Deleted or Changed by Tierra Verde Builders Deductive Change Order 1

The following are descriptions of the improvements that were either deleted or changed by the Tierra Verde Builders Deductive Change Order 1 (dated March 3, 2020) from the Camp Verde Sports Complex Phase 1B Scope of Work. These improvements were selected because they could either be deleted from the Scope of Work or changed to reduce costs within the Base Bid and Alternate 1 Bid that were awarded to Tierra Verde Builders at the February 19, 2020 council meeting.

BASE BID

DELETED ITEMS

MDF Drinking Fountain

DELETE; Bid Item # 28, MDF Drinking Fountain, Sheets 46 & 50, Detail 1 HS 3.2,

APS Service Entrance Section

DELETE; Bid Item # 58, APS SES, Sheet 34

480/277 V 3 Phase Panel Board

DELETE; Bid Item # 70, 480/277 V 3 Phase Panel Board, Sheets 34 & 36.

DAKTRONICS Electronic Scoreboards 2EA

DELETE; Bid Item # 80, 2-Electronic Scoreboards for Football/Soccer Fields, Sheets 45 & 49, Detail 7 HS 3.1

Stabilized DG Pathway

DELETE; Bid Item #81, DG Pathway, Sheets 60 & 62, Detail 7 LS 3.1

Concrete Header Curb

DELETE; Bid Item # 83, Concrete Header Curb, Sheets 44 & 49, Details 1 & 4, HS 3.1

DAKTRONICS Electronic Scoreboard

DELETE; Bid Item # 85, Electronic Scoreboards for Baseball/Softball Field, Sheets 45 & 49, Detail 7 HS 3.1

Winged Foul Poles 2 EA

DELETE; Bid Item # 91, Winged Foul Poles, Sheets 44 & 52, Detail 5, HS 3.4

¾" Minus Decomposed Granite

DELETE; Bid Item # 93, ¾" Minus DG, Sheets 44 & 62, Detail 7 LS 3.1

Asphalt Parking Lot Approaches

DELETE; Bid Item # 99, Paved Parking Lot Approaches, Sheet 44,

Concrete Slab

DELETE; Bid Item # 106, 7' X 30' Concrete Slab, Sheet 34 & 38, Detail C, EL 2.3.

CHANGED ITEMS

Concrete Header Curb

CHANGE; Bid Item # 78, Conc. Curb, Sheets 44 & 51, HS 3.3 Detail 3, delete 1,765 LF of Concrete Header Curb around perimeter of the Football/Soccer Fields and install 1,840 LF of curb around the pathway only.

6 FT. Chain Link Fence

CHANGE; Bid Item # 82, Chain Link Fence, Sheets 44 & 49, Detail 1 HS 3.1, change Baseball/Softball Field Fence top & bottom rails from 1-7/8" Dia. To 1-5/8" Dia.

Chain Link Single Rolling Slider Gate; 20 Ft.

CHANGE; Bid Item # 84, Chain Link Rolling Gate, Sheets 44 & 52, Detail 4 HS 3.4, change Baseball/Softball Field Gate rails from 1-7/8" Dia. To 1-5/8" Dia.

Chain Link Backstop

CHANGE; Bid Item # 86, Chain Link Backstop, Sheets 44, 49, & 53, Detail 3 HS 3.1 & Detail 1 HS 3.5, change Baseball/Softball Field Backstop.

Dugout Type 1

CHANGE; Bid Item # 88, Dugout Type1, Sheets 44, & 55 - 58, change Baseball/Softball Field Dugout Type 1.

Dugout Type2

CHANGE; Bid Item # 89, Dugout Type2, Sheets 44 & 55 - 58, change Baseball/Softball Field Dugout Type 2.

Alternate 1

DELETED ITEMS

Concrete Header Curb

DELETE; Bid Item # ALT1-42, Concrete Header Curb, Sheets 47 & 49, Details 1 & 4, HS 3.1

DAKTRONICS Electronic Scoreboard

DELETE; Bid Item # ALT1-44, Electronic Scoreboards for Baseball/Softball Field, Sheets 47 & 49, Detail 7 HS 3.1

Winged Foul Poles 2 EA

DELETE; Bid Item # ALT1-50, Winged Foul Poles, Sheets 47 & 52, Detail 5, HS 3.4

¾" Minus Decomposed Granite

DELETE; Bid Item # ALT1-52, ¾" Minus DG, Sheets 47 & 62, Detail 7 LS 3.1

CHANGED ITEMS

6 FT. Chain Link Fence

CHANGE; Bid Item # ALT 1-41, Chain Link Fence, Sheets 47 & 49, Detail 1 HS 3.1, change Baseball/Softball Field Fence top & bottom rails from 1-7/8" Dia. To 1-5/8" Dia.

Chain Link Single Rolling Slider Gate

CHANGE; Bid Item # ALT1-43, Chain Link Rolling Gate, Sheets 47 & 52, Detail 4 HS 3.4, change Baseball/Softball Field Gate rails from 1-7/8" Dia. To 1-5/8" Dia.

Chain Link Backstop

CHANGE; Bid Item # ALT1-45, Chain Link Backstop, Sheets 47, 49, & 53, Detail 3 HS 3.1 & Detail 1 HS 3.5, change Baseball/Softball Field Backstop.

Dugout Type 1

CHANGE; Bid Item # ALT1-47, Dugout Type1, Sheets 47, & 55 - 58, change Baseball/Softball Field Dugout Type 1.

Dugout Type2:

CHANGE; Bid Item # ALT1-48, Dugout Type2, Sheets 47 & 55 - 58, change Baseball/Softball Field Dugout Type 2.

Backstop Kick Plate

CHANGE; Bid Item # ALT1-49, Backstop Kick Plate, Sheets 47 & 49, Detail 3 & 5 HS 3.1, change Baseball/Softball Field Backstop Kick Plate.