



Town of Camp Verde Vision Statement

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

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S. MAIN STREET, SUITE 106
MONDAY, NOVEMBER 4, 2024 at 5:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/81269888103?pwd=4qNMwXTUMYaMhlsa3FODcBhfVG0ttI.1>

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

Meeting ID: 812 6988 8103

Passcode: 418203

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

- 1) **Call to Order**
- 2) **Roll Call.** Chairperson Dave Grondin, Vice Chairperson Jerry Morris, Commissioner Candra Faulkner, Commissioner Glenda Duncan, Commissioner Mary Hughes, Commissioner Jeffrey Noonan, and Commissioner Wayne Smith.
- 3) **Pledge of Allegiance**
- 4) **Consent Agenda** - All those items listed below may be approved by one motion as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission requests. **(P.3-10)**
 - a) **Approval of Minutes:**
 - 1) Regular Session – September 9, 2024
 - 2) Work Session – October 17, 2024
 - b) **Set Next Meeting Date and Time:**
 - 1) Monday, December 2, 2024 at 5:30 p.m.
 - 2) Monday, January 6, 2025 at 5:30 p.m.
- 5) **Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to Town Staff).** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Commission from taking any action on items not on the agenda. At the conclusion of an open 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) **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.
- 7) **Update on the Parks & Recreation Manager position.** (Staff Resource: Town Manager Miranda Fisher) (P. 11-12)
- 8) **Update on the Sports Complex.** (Staff Resource: Town Manager Miranda Fisher) P. 13-14)
- 9) **Discussion and possible recommendation for Town Council consideration regarding the Heritage Pool restoration.** (Staff Resource: Maintenance Division Manager Jeff Kobel, Public Works Director Ken Krebbs & CIP Project Manager Martin Smith) (P. 15-27)
- 10) **Discussion, consideration and possible recommendation for approval to the Town Council for the Verde Lakes Strategic Plan** (Staff Resource: Town Manager Miranda Fisher & Acting Parks & Recreation Manager Shawna Figy) (P. 28-37)
- 11) **Discussion, consideration and possible recommendation for approval to the Town Council for the Parks & Recreation Master Plan Request for Proposal** (Staff Resource: Town Manager Miranda Fisher & Acting Parks & Recreation Manager Shawna Figy) (P. 38-77)
- 12) **Update on Parks & Recreation current programming and events.** (Staff Resource: Acting Parks & Recreation Manager Shawna Figy) (P. 78-84)
- 13) **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.
- 14) **Adjournment**

Note: Pursuant to A.R.S. §38-431.03A.2 and A.3, the Parks and Recreation Commission may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item. The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

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 10-28-2024 at 4:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk



Town of Camp Verde Vision Statement

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

**DRAFT MINUTES
REGULAR SESSION
THE PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
MONDAY, SEPTEMBER 9, 2024
5:30 PM**

All Commission meetings will end at 9 PM, any remaining agenda items will be heard at the next Commission meeting.

1. Call to Order

Chairman Dave Grondin called the meeting to order at 5:30 p.m.

2. Roll Call

Chairman Dave Grondin, Commissioner Wayne Smith, Commissioner Glenda Duncan, Commissioner Candra Faulkner, and Commissioner Jeffrey Noonan were present. Vice Chair Jerry Morris and Commissioner Mary Hughes are absent.

Also Present

Acting Parks & Recreation Manager Shawna Figy, Town Manager Miranda Fisher, Recreation Coordinator Phyllis Nettik, Recreational Leader II Sarah Woodson, Recreational Leader II Roquelyn Parker and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Commissioner Glenda Duncan 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 the Commission requests.

a) Approval of Minutes:

1) Regular Session – August 5, 2024

b) Set Next Meeting Date and Time:

1) Monday, October 7, 2024 at 5:30 pm CANCELLED

2) Monday, November 4, 2024 at 5:30 pm

Motion was made by Commissioner Noonan to accept the consent agenda. Second was made by Commissioner Faulkner.

Roll Call:

Commissioner Smith: Aye

Commissioner Hughes: Absent

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Absent

Chairman Grondin: Aye

Motion Passed 5-0.

5. Call to the Public for items not on the agenda. (Please complete a Request to Speak Card and turn it in to the Clerk.)

Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Commission 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))

No public comments.

6. Update on the Parks & Recreation Manager position. (Staff Resource: Town Manager Miranda Fisher)

Town Manager Miranda Fisher explained that she sent an email announcement to Department Directors and the Parks & Recreation Commission of the decision to temporarily suspend the hiring process for the Parks & Recreation Manager position in an effort to focus on supporting and empowering the current Parks & Recreation team, as well as developing a strategic plan for the future development of the division. The goal is to enhance the services the department provides and address any misperceptions surrounding the department's work and ability to be innovative. The hiring process for a permanent Parks & Recreation Manager will be revisited at a later time. In the interim, Town Manager Miranda Fisher, alongside Acting Manager Shawna Figy, will provide ongoing support to the division to ensure its continued success. Town Manager Fisher had the Department staff introduce themselves and give an overview of what they do for the department. Staff included:

- Acting Manager Shawna Figy
- Recreation Coordinator Phyllis Nettik
- Recreational Leader II Sarah Woodson
- Recreational Leader II Roquelyn Parker

7. Update on the Sports Complex. (Staff Resource: Town Manager Miranda Fisher)

Town Manager Miranda Fisher encouraged the Commission to sign up for the weekly newsletter to get a weekly Sports Complex update. She added there is a ton of infrastructure going on, such as:

- Lighting- Staff met MUSCO to measure lumen levels to ensure compliance with dark sky regulations.
- Waterline Installation-The contractor is mid-construction, with completion expected by September 19th.
- Lift Station and Force Main- Staff ordered the approved materials for both projects, with installation labor provided by Town forces. Certain areas requiring hand-digging through the treatment plant which will be bid out through the Town's JOC contractors.
- Irrigation Line Installation- Irrigation pumps have been ordered, with installation labor also provided by the Town. Hand-digging through the treatment plant will be required, and this work will be bid out through the Town's JOC contractors.
- Website Development- A dedicated webpage for updates and information on the sports complex construction is in development. Staff is aiming to go live with the site by the first part of September. There will be a place for the history of the Sports Complex, an area to ask questions and also a financial section. Financial figures will be updated quarterly.
- Concession Stand/Restroom Building- Staff is looking for community input on the exterior colors. A community survey was launched on August 29th, allowing residents to vote on the top 10 color combinations identified by staff and the Commission. The survey will remain open until September 12th, after which the top three choices will be presented to the Town Council for final selection during their regular meeting on

October 2nd.

Commissioner Noonan asked for an update on the trails and pickleball courts near the Sports Complex. Town Manager Fisher said Ken Krebs will meet with CIP Manager Martin Smith to do a reconciliation of projects and compared to the budget, to see what is left over to work on. She will get back to the Commission at the November meeting with an update. Town Manager Fisher went on to say, the question is what is feasible to get done this year and what needs to be prioritized in the following fiscal year(s).

Chairman Grondin had a question on the quote that was received from PurSolar for electrical for the new building. He assumed it had to go back out for bid because the building had changed, he was curious about how many bidders were there? Town Manager Fisher did not know. She did confirm that it was going through procurement which would require a minimum of three bids.

Commissioner Noonan asked about lights being connected, does that include the lights where the courts are going to be in the future? Town Manager Fisher is not sure and will get back to the Commission on this. She will send an email to update the Commission and give a verbal report at the November meeting.

8. Discussion, consideration and possible approval of the Parks & Recreation Master Plan Request for Proposal (Staff Resource: Town Manager Miranda Fisher & Acting Parks & Recreation Manager Shawna Figy)

Town Manager Miranda Fisher said she took the final edits Mike Marshall had offered and put them into an RFP. She is hoping the "Scope of Work" includes everything the Commission is looking to have in the Master Plan. Tonight, if the Commission is ready, staff is looking for a motion to recommend approval of the RFP to move on to Council.

Chairman Grondin asked about the budgeted amount that is listed. It is listed as \$100,000 but the limit is \$75,000. Town Manager Fisher said the \$75,000 should be for the plan and \$25,000 is for the design of the plan. It may need an amendment to make it more clear.

Chairman Grondin also asked about the bond forms. The call is for 50% of the contract amount but the town may increase those to 100%. He has never seen a 50% payment performance bond on any contract, so he is wondering why it is not 100% payment performance. Town Manager Miranda Fisher said she left that area blank because it needs legal to finalize this. Commissioners should know, before recommending approval, that legal has not finalized some of this language. Chairman Grondin recommends she ask about the surety bond as well.

Chairman Grondin also asked about a note that said invoices after August 1st are not to be paid by the Town. Town Manager Fisher said that is because of the budget and the fiscal change over; there is missing language. She will get back to the Commission.

Chairman Grondin asked about an ASRS Statute requiring a "28-day prompt payment" that should be in those documents, it appears it is probably a 30 day plus payment schedule but it, in fact, should be a 28 day.

Commissioner Faulkner thinks the Commission should wait until the final document has been put together before recommending for approval.

After some discussion, Commissioners feel the scope of work is adequate, but the legal terminology should be cleaned up.

Motion was made by Commissioner Noonan to table the approval of the Parks & Recreation Master Plan Request for Proposal until the November Meeting. Second was made by Commissioner Faulkner.

Roll Call:

Commissioner Smith: Aye
Commissioner Hughes: Absent
Commissioner Faulkner: Aye
Commissioner Noonan: Aye
Commissioner Duncan: Aye
Vice Chair Morris: Absent
Chairman Grondin: Aye

Motion Passed 5-0**9. Discussion and update on Heritage Pool Staff training.** (Staff Resource: Acting Parks & Recreation Manager Shawna Figy)

Acting Parks & Recreation Manager Shawna Figy reviewed the training information that was included in the packet. She explained that staff reviews the information at the beginning of the season. Training includes:

- HR Training to review Town Policies and Procedures
- Returning Lifeguards do a 2 day in-person Lifeguard Certification Training
- New Lifeguards complete 6-8 hours of online training plus 16 in-person training to be certified as a lifeguard.
- Pool Cashiers go through the same training with HR and Cashier's Specific Training.
- Intermittent training throughout the season includes policy and procedures, review of the Mission Statement, timeclock, and mandatory meetings.
- Lifeguards also must do Swim Testing.

Chairman Grondin asked about timecard training. Acting Parks & Recreation Manager Shawna Figy explained the Town put in a town wide system that staff needs trained on.

Commissioner Duncan asked about returning staff and if there are a lot of people coming back to work each season? Acting Parks & Recreation Manager Shawna Figy said normally about half do come back but this year there were fewer returning staff.

Commissioner Faulkner asked if there were any indications as to how many are returning? Acting Parks & Recreation Manager Shawna Figy said about 16.

Commissioner Smith asked about updating staff names in the manuals. Acting Parks & Recreation Manager Shawna Figy said she will amend it for corrections, but specific names are listed because pool staff will call the manager or rec supervisor after hours and weekends, if needed, and they should know exactly who those people are. Commissioner Smith also noted that Wells Fargo is no longer in Camp Verde and is listed in the manual.

Chairman Grondin asked if we are asking the cashiers to carry the money. Acting Parks & Recreation Manager Shawna Figy explained that the head lifeguard will carry money but only if they need to get change. Now that there is internet at the pool, people can pay with cards.

Commissioner Faulkner asked if there is any training on maintenance and cleaning? Acting Parks & Recreation Manager Shawna Figy said yes, they go over maintenance and cleaning expectations in the initial training.

Pubic Comment

Brenda Hauser is grateful of all the staff that work at the pool. She is also grateful for Rose who has been volunteering at the pool for over 10 years leading water aerobics.

Betty Rivard told a personal story about why swim lessons are important. She went on to explain that she has rheumatoid arthritis and has no pain while in the water. When the Camp

Verde pool is closed, she has to go to Cottonwood. She also feels the person who is in charge of the pool should be enthusiastic about the pool. She would like to see more family nights, movie nights, and a larger pool sign.

Town Manager Miranda Fisher said there will be an update of the repairs needed at the pool at the November 4th meeting. She explained that Commissioners will then make a recommendation to Council on the repairs they feel are needed. Council will have to prioritize the repairs.

10. Discussion on rescheduling of the cancelled Sept. 5 work session and training. (Staff resource: Town Manager Miranda Fisher)

Town Manager Miranda Fisher explained the last session was canceled due to Darla Deville being sick. Town Manager Fisher is looking for alternative dates so she recommends tabling this discussion until the November meeting, or she can coordinate via email to find dates that would work for Commissioners. Chairman Grondin would like to meet in October. Town Manager Fisher will coordinate with everyone via email. The dates leading up to Fort Verde Days are unavailable and will try to plan for some time after that.

11. Review of the Parks & Recreation Commission Quarterly Update. (Resource: Chair Dave Grondin)

Chair Dave Grondin will be presenting the Quarterly Update to Council next Wednesday, September 18th. Chairman Grondin thanked staff for this agenda packet but would like to see a tab on each agenda item. Town Manager Fisher said the Clerk's Office will begin to help put together the agenda packets going forward.

12. Update on upcoming volunteer opportunities. (Staff Resource: Acting Parks & Recreation Manager Shawna Figy)

Acting Parks & Recreation Manager Shawna Figy said Recreation Coordinator Phyllis Nettik created an explanation of all the volunteers that are needed during the month of October. The staff is still looking for coaches for Grasshopper Basketball, Little Britches, Fort Verde Days, and Trunk or Treat. She is working on a plan to offer other town staff positions to help with the unfilled positions at an overtime rate. Town Manager Fisher would like Commissioners to consider filling any of those spots on the list in the packet instead of having a booth. Commissioners should get a hold of Recreation Coordinator Phyllis Nettik if you would like to volunteer. There is a link to sign up to volunteer on the Town's website.

13. Update on Parks & Recreation current programming and events. (Staff Resource: Acting Parks & Recreation Manager Shawna Figy)

Acting Parks & Recreation Manager Shawna Figy share the following updates:

- Trunk or Treat participation form will be going out to local businesses soon
- Parks and Rec staff attended the AZ Parks and Recreation Association Conference August 26th – 28th
- Family Movie Night is planned for after Trunk or Treat on Community Center Field in partnership with the Library and Mary J Fisher Theater from Sedona.
- Pool staff, since their season was cut short with the pool closure, will be employed during Grasshopper Basketball, and some will paint a mural on the end of the pool building that faces the skate park.
- Working with NAU in bringing their track and cross-country teams to work out at the sports complex every other Friday for two months.

Chairman Grondin asked about Food Truck Night, is it normal to have only three vendors? Acting Parks & Recreation Manager Shawna Figy said staff sends out invites and those

who can come are who comes.

14. Commission Informational Reports. These reports are relative to the committee meetings or events that Commission members attended.

Commissioner Duncan said while reading the local Ruidoso NM newspaper, she came across an article on disc golf that said they hosted the 35th State Championship in Ruidoso. They had 99 participants from all over the state. This might be something for Camp Verde to work towards. Also, she read about a Trail Run where they had 400 participants. We could possibly incorporate these kinds of things to bring revenue into the Town.

Acting Parks & Recreation Manager Shawna Figy said American Heritage is hosting the Small Schools State Cross Country Championship at sports complex September 21st, Girls on the Run is hosting an event November 9th, and she had a meeting with a Mountain Bike group who would like to bring a large race to Camp Verde in the Spring 2026.

Commissioner Smith met with Greg Miranda from Cottonwood. He currently owns a bicycle shop in Cottonwood and has purchased the bicycle shop here in Camp Verde. He would like to create a mobile bike repair service. His service would target family biking. Town Manager Fisher said he is in communication with the Economic Development Office and Community Development is assessing opportunities for him.

15. Adjournment:

Motion was made by Commissioner Faulkner to adjourn the meeting. Second was made by Commissioner Noonan.

Roll Call:

Commissioner Hughes: Absent

Commissioner Smith: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Commissioner Faulkner: Aye

Vice Chair Morris: Absent

Chairman Grondin: Aye

Motion Passed 5-0.

The meeting was adjourned at 6:45 p.m.

Chairman Dave Grondin

Acting Parks & Rec Manager Shawna Figy

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks & Rec Commission of the Town of Camp Verde, Arizona during the Regular Session held on the 9th day of September 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 9th day of September 2024.

Jennifer Reed

Jennifer Reed, Recording Secretary



Town of Camp Verde Vision Statement

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

**DRAFT MINUTES
WORK SESSION
PARKS & RECREATION COMMISSION
473 S. MAIN STREET
CAMP VERDE, AZ. 86322
COUNCIL CHAMBERS STE. 106
THURSDAY, OCTOBER 17, 2024
5:00 PM**

All Commission meetings will end at 9 PM, any remaining agenda items will be heard at the next Commission meeting.

1. Call to Order

Chairman Dave Grondin called the meeting to order at 5:00 p.m.

2. Roll Call

Chairman Dave Grondin, Vice Chair Jerry Morris, Commissioner Glenda Duncan, Commissioner Candra Faulkner, and Commissioner Mary Hughes were present. Commissioner Wayne Smith and Commissioner Jeffrey Noonan are absent.

Also Present

Acting Parks & Recreation Manager Shawna Figy and Town Manager Miranda Fisher

3. Pledge of Allegiance

Vice Chair Morris led the Pledge.

4. Parks & Recreation Commission Planning Session with APS Public Affairs Manager Darla Deville to discuss the purpose of the Commission, opportunities for improvement within the Commission, Commission goals and priorities, and the working relationship between the Parks & Recreation Division and the Parks & Recreation Commission. Staff Resource: Acting Parks & Recreation Manager Shawna Figy.

Acting Parks & Recreation Manager Shawna Figy introduced APS Public Affairs Manager Darla Deville, who led the Commission in an informal discussion about the Commissions goals, priorities, the purpose of the Commission and why each member wants to serve.

The Commission and staff were asked to describe parks and recreation in one word, which included:

- Green
- Programs
- Fun x 2
- Busy
- Innovative
- Tired
- Possibilities

The Commission and staff were asked what asset comes to mind when they think about parks and recreation in Camp Verde:

- Water at Verde Lakes

- Recreation center with a pool
- Learn more about what's going on at the library
- Money to complete projects
- River recreation access
- Park in every development
- Pump track
- Parks & Recreation becoming a department instead of just a division

The Commission talked about the need for more robust public outreach. Some ideas there were generated include:

- Featuring the Commissioners on the town website.
- Develop a brochure that explains what the Commission does.
- Set up an email listserv for the Commission so the community has a direct way of contacting the Commissioners as a whole.
- Set up a "Coffee with the Commission" day.
- Electronic signage outside of the Parks & Recreation Offices promoting all the events happening in Town.
- Parks & Recreation Commission providing comments on their recommendations when agenda items go to the Council for approval.

The primary theme of the meeting was centered around wanting people to know more about what parks and recreation, both as a division and a department, do and to engage the community more.

Town staff noted the following as takeaways from the meeting:

- Work with IT to set up a Parks & Recreation listserv.
- Upload pictures of the Commissioners to the website.
- Revisit "Coffee with a Commissioner" at a later meeting; Commissioners were encouraged to consider taking this up on their own as well. Alternatively, the Town could host a meet and greet with the Commission.
- Develop a brochure for the Commission.

The Commission and staff thanked Darla Deville for facilitating the conversation. Manager Miranda Fisher encouraged the Commission to hold work sessions like this bi-annually.

5. Adjournment

The meeting was adjourned at 6:38 p.m.

Chairman Dave Grondin

Acting Parks & Rec Manager Shawna Figy

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks & Rec Commission of the Town of Camp Verde, Arizona during the Regular Session held on the 17th day of October 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 26th day of October 2024.

Miranda Fisher

Miranda Fisher, Town Manager



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: November 4, 2024

Agenda Item Type:

- | | | |
|---|--|--|
| <input type="checkbox"/> Consent Agenda | <input checked="" type="checkbox"/> Informational Presentation | <input type="checkbox"/> Discussion Item |
| <input type="checkbox"/> Action/Decision Item | <input type="checkbox"/> Executive Session Request | <input type="checkbox"/> Other: |

Requesting Department: Parks & Recreation

Staff Resource: Miranda Fisher, Town Manager

Agenda Title: Update on Parks & Recreation Division Manager Recruitment

Attached Documents: None

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Town Manager | <input type="checkbox"/> Legal | <input type="checkbox"/> Risk Management | <input type="checkbox"/> Finance | <input type="checkbox"/> Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

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

Background Information:

On August 15th, Town Manager Miranda Fisher informed Department Directors and the Parks & Recreation Commission of the decision to temporarily suspend the hiring process for the Parks & Recreation Manager position. The details of her announcement are outlined in the email below.

After careful consideration and interviews with the candidates for the Parks & Recreation Manager position, Town management has decided not to move forward with hiring or promoting for the role currently. We will be temporarily postponing the recruitment process for this position in an effort to focus on supporting and empowering our current Parks & Recreation team, as well as developing a strategic plan for the future development of the division.

Our goal is to enhance the services they provide and address any misperceptions surrounding the department’s work and ability to be innovative. We recognize the community’s desire for progress, and we believe that our current team has the potential to drive positive change. We want to fully support them in these efforts before making any permanent leadership decisions.

We acknowledge that delaying the appointment of a new Parks & Recreation Manager may result in staffing challenges. However, we are actively exploring solutions to ensure the department receives the necessary support without compromising the quality of services provided. Shawna Figy will continue as the Acting Parks & Recreation Manager.



Parks and Recreation Commission Agenda Information Memorandum

On October 10, 2024, the Town reopened the permanent Parks & Recreation Manager position. Applications are due November 15th with a goal of interviewing the week of December 2nd. The interview will include another candidate meet and greet, which we encourage the Commissioners attend. As soon as we know the date and time for the meet and greet, we will let the Parks & Recreation Commission know.

Shawna Figy will continue to serve as the Acting Parks & Recreation Manager until the position is filled. Manager Figy does intend to submit her application for the position.

Job Posting: [Parks and Recreation Division Manager](#) | [Job Details tab](#) | [Career Pages](#)

Question(s) before the Commission:

- Does the Commission have any questions about the current status of the Parks & Recreation Manager position and/or recruitment?



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: November 4, 2024

Agenda Item Type:

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

Requesting Department: Parks & Recreation

Staff Resource: Shawna Figy, Acting Parks & Recreation Manager

Agenda Title: Update on the Sports Complex

Attached Documents: None

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- Town Manager Legal Risk Management Finance Other:

Financial Review (if applicable):

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

Background Information:

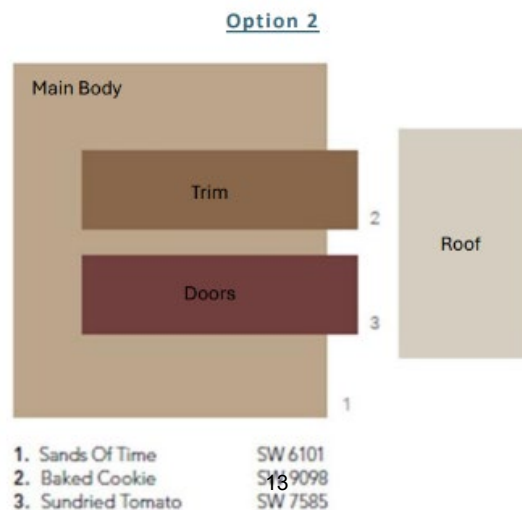
Town staff will provide an update on the constructions and projects happening at the Sports Complex.

[Sports Complex Website is Live!](#)

Curious about the progress at the Sports Complex? We're excited to launch a website dedicated to keeping you informed on the latest updates from the construction site! Get real-time details on construction milestones, timelines, and everything happening as we work to bring this incredible facility to life. Stay in the know and watch the progress unfold!

Sports Complex Concession/Restroom Building Color Selections

At the October 2nd meeting, the Town Council selected this color pallet for the concession stand.





Parks and Recreation Commission Agenda Information Memorandum

In addition to the color palate selection, staff is coordinating with the vendor on building specifics and will submit a quote request to the Town's JOCs for building pad preparation. Additionally, the concrete walkway will be bid out immediately after the concession stand is in place.

Electrical Service

Staff is preparing to bid out the electrical service for the concession stand and restrooms.

ADA Walkway

The ADA walkway will be completed immediately following the installation of the concession/restroom building, with staff researching pathway lighting and removable bollards for safety.

Lift Station

Materials for the Sports Complex lift station are being ordered, with pumps received and awaiting the wet well. Installation labor will be provided by Town forces.

Force Main and Irrigation Line Installation

Staff is ordering approved materials for both the force main and irrigation line installations, with labor provided by Town forces. Hand excavation through the treatment plant will be bid out through the Town's JOC contractors,

Trees

The placement of trees in the Sports Complex is under consideration, but planting is delayed until irrigation improvements are made.

FOLLOW UP FROM SEPTEMBER MEETING:

- Town staff are still evaluating what funding will be available for additional work at the Sports Complex, including but not limited to the trails and pickleball courts.
- The electrical being installed will only serve the current phase of the Sports Complex. When the new courts go in, electrical will need to be extended to the area. Financial limitation is the reason electrical is not being installed within the entire site.

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

The Sports Complex is a recreational amenity that provides a space for our community to come together for engagement and recreation.

Question(s) before the Commission:

- Does the Commission have any questions about what is happening at the Sports Complex?



PARKS & RECREATION COMMISSION AGENDA INFORMATION MEMORANDUM

MEETING DATE: November 4, 2024

AGENDA ITEM TYPE:

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

REQUESTING DEPARTMENT: Public Works **STAFF RESOURCE:** Jeff Kobel, Maintenance Foreman

AGENDA TITLE: Discussion and possible recommendation for Town Council consideration regarding the Heritage Pool restoration.

ATTACHED DOCUMENTS:

- Itemized quotes from Commercial Pool Repair, A2Z Pool and Spa Tech, and Aquatic Environmental Systems.
- Pool Closure Press Release

ESTIMATED PRESENTATION TIME: 5 minutes **ESTIMATED DISCUSSION TIME:** 15 minutes

REVIEWED BY:

- Town Manager
- Legal
- Risk Management
- Finance
- Other:

FINANCIAL REVIEW (if applicable):

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

In 2023, a CIP request for a new filtration system was approved, with plans for installation in FY26 at a budgeted amount of \$150K. The expected cost of the improvements will be more than the FY26 budgeted amount of \$150K as well. Since there are no current budget funds available in the FY25 budget for repairing the Heritage Pool, alternative funding options must be explored to secure the necessary financial resources.

Town staff recently met to discuss what Capital Improvement Projects (CIP) or American Rescue Plan Act (ARPA) funds could be delayed to free up funding for the pool. It was determined during the discussions that CVMO no longer needs the \$45,000 allocated for the restoration of the brick building on First Street because the Town received the Brownfield grant for asbestos testing and remediation. The Yavapai Family Advocacy Center is also looking at occupying a different building currently so the urgency to restore the brick building is no longer in place.

The Utilities Department also identified that they will not be able to execute the sewer extension project at 3rd Street and Maryvale by the required ARPA commitment deadline of December 31, 2024, so the \$52,000 allocated for that project could be used for the pool.

In addition, it was noted that since the Court Addition CIP project came in almost \$200,000 under budget, that there are funds available there for the pool. The savings from the Court Addition project is likely what will fund the majority of the pool restoration if approved; however, Town staff did identify the following CIP projects that they'd be willing to delay if additional finances are needed for the pool should the savings for the Court Addition be less than anticipated.





PARKS & RECREATION COMMISSION AGENDA INFORMATION MEMORANDUM

- Parsons Preserve: \$45,000
- Town Multiuse Field Sprinkler System (fields by Town Hall): \$75,350

BACKGROUND INFORMATION:

The Heritage Pool has been an integral part of the Town of Camp Verde since its establishment in 1996. However, on August 16, 2024, the Town made the difficult decision to close the pool after it had been temporarily closed for a little over two weeks due to significant mechanical issues. These issues, primarily involving inadequate filtration and chemical dosing systems, posed risks to the health and safety of pool users. Since then, Town staff, in collaboration with third-party vendors, have worked to assess the situation, and identify the best path forward.

Summary of Events:

The Heritage Pool was originally outfitted with two residential sand filters during its construction, which have since limited the optimal flow rate needed to maintain the water's chemical balance. At the time of its design, the pool's 124,000-gallon capacity and 5-horsepower pump were expected to filter all the water within eight hours at a rate of 260 gallons per minute (GPM). Proper chemical dosing depends on this flow rate to ensure consistent levels of chlorine, acid, algicide, and other necessary treatments. However, over the years, the limitations of the residential filters and declining flow rate have led to inconsistent chemical dosing, requiring significant staff time to monitor and rebalance pH levels.

In the late 1990s and early 2000s, efforts were made to address the filtration issues. Mike Dumas submitted a Capital Improvement Project (CIP) request, supported by a bid from Commercial Pool Repair (CPR), to install a commercial-grade filtration system. Unfortunately, the project was denied due to insufficient funding. Despite this, some improvements were made over the years, including:

- **New bronze pump propeller:** \$3,943.59
- **Electric water filler:** \$4,344.85
- **Flow meters:** \$1,245.98
- **Pool heater:** \$54,514.82

Annual Chemical Costs for Pool Operations: The following are the chemical costs for running the pool's chemical feeders over the past four fiscal years:

- **FY21:** \$9,901.71
- **FY22:** \$6,738.03
- **FY23:** \$20,384.31
- **FY24:** \$15,441.01

This data reflects the expenses for both the IPS Controller and the Second Feeder System during regular and closed seasons.

Routine maintenance: Included replacing silica sand in the filter's multiple times and chemical testing, vacuuming, and backwashing.

Despite these improvements, the flow rate continued to deteriorate. In 2023, a CIP request for a new filtration system was approved, with plans for installation in FY26. However, due to the continued decline





PARKS & RECREATION COMMISSION AGENDA INFORMATION MEMORANDUM

of the filtration system and the increasing turnover rate (from eight hours to nearly 24 hours), the pool became inoperable, leading to its closure in August 2024.

Current Status and Need for Immediate Action:

Over the years, the pool's plaster, tile, gutter system, and cool deck have also suffered from improper chemical levels and weather exposure, requiring extensive repairs. The plaster, last applied in 2013, is nearing the end of its lifespan and needs replacement, along with the pool tile. The stainless-steel gutter system, compromised by years of weathering and calcium buildup, also requires urgent attention. Additionally, the pool's cool deck and slide are in disrepair, with the slide needing full replacement due to severe cracking.

Following the pool's closure, three companies were contacted for bids to remove and replace the filtration, plumbing, pump, and chemical dosing systems, as well as to address structural repairs. The bids received were:

- Commercial Pool Repairs: \$256,192.96
- A2Z Pools and Spa Tec/Blue Sedona Pools and Spas: \$69,193.11 / \$143,125.00 (Total: \$212,318.11)
- Aquatic Environmental Systems/Shasta Pools: \$495,000.00

The majority of these proposals do not include funding for the repair or replacement of the pool slide, which also requires attention but is not an urgent need at this time.

Request for Commission Consideration:

Given the severity of the issues and the need to restore the pool for community use, we are requesting that the Commission consider making a recommendation to Council allocating immediate funding for these critical repairs. The current CIP budget includes funds for major repairs in FY26, but the urgency of the situation requires advancing this timeline to ensure the pool can reopen for the 2025 season. With Council's approval, staff will proceed with the formal bid process to select a contractor and begin repairs as soon as possible.

The Council will be reviewing this request at their meeting on Wednesday, November 6, 2024. Town staff will provide a verbal update of what the Parks & Recreation Commission is recommending to the Council for consideration during the staff presentation of this agenda item.

Other Financial Considerations

Should the Council want to move forward with restoration of the pool, Town staff request that the Commission consider recommending that the Town create a Pool Manager position within the Parks & Recreation Division to provide more direct management and oversight of this asset.

CONNECTION TO THE FY25-FY30 STRATEGIC PLAN

This project complies with the Community Infrastructure section described in the Strategic Plan.

QUESTION(S) BEFORE THE COMMISSION:

- Does the Commission have any questions regarding the project or estimates received?
- Does the Commission seek to make a recommendation to Council to financially prioritize the Camp Verde Heritage Pool for FY25?





PARKS & RECREATION COMMISSION AGENDA INFORMATION MEMORANDUM

- Does the Commission seek to make a recommendation to the Council regarding financially prioritizing the hiring of a Pool Manager under the FY2026 budget?

NEXT STEPS:

If the Council approves moving forward with repairing the Heritage Pool under the FY25 budget, Town staff will move forward with the formal bid process to select a contractor to fix remodeling and updating of the Heritage Pool.

MOTION:

I move to recommend approval to the Town Council to allocate up to \$300,000 in CIP and ARPA funds to complete the Heritage Pool Restoration.



PART 1 OF BID

Blue Sedona Pools and Spas
1771 W. State Rte. 89A, #2055
Sedona, AZ 86336
928-821-2062 ROC 336812

Ben McKown 602-339-9383 ben@bluesedonapools.com

Proposal

September 30, 2024

Camp Verde Heritage Pool Reno
290 W Apache Trail
Camp Verde, AZ 86322

Attn: Jeff Kobel jeff.kobel@campverde.az.gov

Blue Sedona Pools and Spas submits the following scope of work to renovate the pool interior and re-surface the pool deck:

- 1) Pool draining procedure must be approved by ADEQ.
- 2) Pressure test existing plumbing lines and maintain pressure throughout construction.
- 3) All existing plaster will be removed to the shotcrete surface and hauled away.
- 4) Remove all the swim lane tile and replace with 2"x 2" non-skid black tile
- 5) Existing 72 lin.ft. of waterline tile to be removed and replaced. A large selection of 6x6 tile available. Sawcut below gutter prior to chip out of plaster.
- 6) Remove and replace 1x1 non-skid tiles at the pool entry. Re-seal on sides of existing grate at waterline.
- 7) Deck work to start with a surface grind to remove pain and hollow areas to a solid substrate.
- 8) All plastic control joints in the existing deck to be removed & replaced with new control joint. Edging to be re-scored along 6" deck drain in front of entry.
- 9) All concrete cracks to be filled with a vulcum crack filler to better prevent crack from re-occurring through the new acrylic texture on deck.
- 10) Total square footage on deck (4,240 sq.ft.) to be textured including the existing concrete at slide entry (450 sq.ft.). Texture is an acrylic lace pattern bonded to existing solid concrete surface. Non-skid per code requirement. Choice of color to be selected.
- 11) Replace all 8 floor return fittings and 2-18"x 18" main drain grates

- 12) Remove existing handrail at sloped entry and re-install after interior completion. All anchors to be re-used. Four 29" 4-step w/cross brace ladders to be replaced and installed. One 10' handrail at entry steps replaced and installed
- 13) Install mini-pebble interior (white or light blue) per code
- 14) Next day acid wash & clean up. All decking, tile and pebble interior. Filling of pool to begin and continue until full.
- 15) Start-up included in A2Z Pool and Spa Tech proposal.

Total \$ 143,125.00

Payment Schedule:

- 25% due at signing
- 25% due at completion of chip out
- 25% due at completion of tile
- 25% due at completion of pebble

The warranty on pebble interior is unlimited 5 years. All other work and product warranty is 2 years including any delamination of acrylic texture on deck.

Signature: _____

Date _____

Blue Sedona Pools and Spas

PART 2 OF COMBINED BID - MECHANICAL PORTION OF WORK.

A2Z Pool and Spa Tech, LLC
2700 S Woodlands Village Blvd Suite 300-286
Flagstaff, AZ 86001
AZROC 320937, 928-637-4853

Camp Verde Heritage Pool
290 W Apache Trail
Camp Verde, AZ 86322

Work to be performed by A2Z Pool and Spa Tech, LLC:

- Remove existing pool pump and filters.
- MultiCyclone and heater to be left for reuse.
- Install 7.5HP EQ Series pump w/Acu-Drive controller.
- Install Stark SS Series SS1-96-06 sand filter.
- Install IntelliChem chemical automation system.
- Install IntelliFlo3 pump for slide.
- Install Emergency shut offs with alarms for pumps.

Equipment cost for job is as follows:

Pumps, filter, IntelliChem and emergency shut offs provided by A2Z Pool and Spa Tech, LLC.

All plumbing and electrical hook up to pumps, filter, MultiCyclone, heater, IntelliChem, emergency shut offs and system start up provided by A2Z Pool and Spa Tech, LLC.

Total: \$69,193.11

Access to room and removal of hot water heater provided by maintenance personnel.
1-year MFG warranty on pumps, filter, IntelliChem and emergency shut offs.
1-year warranty on installation.
Estimate good for 30 days.

These are installed prices and as such, cost break downs are not available.

Submitted by Shane Hankins 9/30/2024.
60% deposit required before work is started. (\$40,900.00)
Final payment due and payable at time of service. (27,293.11)
Zelle payments can be sent to 928-637-4853.

Customer's signature _____ (Required)

Date _____

Check# _____

Good afternoon Jeff,

Per our phone conversation this morning, I wanted to get you the numbers we had prepared ahead for your project. Unfortunately, due to the Covid I got starting middle of last week, it has kept me from being able to get written scope of work together, so I apologize for that.

For the base scope of work, per your attached word document (I've added some of our own notes in blue), we are coming up with a total base price of **\$495,000.00** not including any payment or performance bonds. I have a few clarifications I wanted to attached to that number:

- Payment and Performance bond not included- available at 1.5%.
- Includes all new interior pool tile.
- Interior finish based on commercial white plaster. Upgrade to commercial white quartz for **+\$8,500.00**.
- Stainless steel gutter repairs are limited to only what is visible. Anything broken or rusted out that we can't see or access isn't included and would need to be evaluated separately.
- Nothing has been included for the waterslide in this base number.
- Equipment replacement is based on providing and installing the following:
 - Pentair EQ Series, 15HP Filter Pump w/ H2Flow Variable Frequency Drive
 - Stark 42" x 96" Horizontal Sand Filter w/ Manual Backwash controls and #20 silica sand filter media.
 - BECsys5 Chemical Controller with standard pH & ORP Probes
 - Pulsar Precision Cal-Hypo feeder with initial chemicals
 - Stenner Acid Feed pump from Carboy with acid fume scrubbing accessories to help slow future corrosion.
 - **Note:** Shasta would plan on re-using your existing X-Therm heater, as is, as well as your water make up device.

The rough order of magnitude for the waterslide replacement is coming in at **\$775,000.00**. This number includes tearing down the old tower and foundations, and installing a new 21FT steel tower with a enclosed fiberglass flume similar in ride path to what you have currently. Design, Permitting, Demo and install all included. Since this is not a plastic slide, it will hold up better in the sun with routine maintenance and gelcoat application.

Lastly, I wanted to mention that Shasta does work under a JOC with the City of Scottsdale that nearly all municipalities have been using- most recently Town of Chino Valley made use of it. I've attached a copy of that for reference its something you want to present as a means of avoiding the bidding process and source the work to a pre-qualified contractor.

Let me know if you have any questions.

[jeffrey iverson](#)

480.776.0155 x102 office

602.510.3394 mobile



Commercial Pool Repair, A Landmark Aquatic Company.

PO BOX 28397
 SCOTTSDALE, AZ 85255 US
 +14806617788
 kay@commercialpoolrepairaz.com
 www.landmarkaquatic.com

**LANDMARK
 AQUATIC**

Estimate

ESTIMATE # 120596248
DATE 09/30/2024

ADDRESS

Town of Camp Verde
 395 S. Main Street
 Camp Verde, AZ 86322

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

| ACTIVITY | QTY | RATE | AMOUNT |
|--|-----|-----------|------------|
| New Filtration System with EQ Pump and Accu-drive | | | |
| Sales Stark Filter System, End Conx, Side Manway, 27 SF Total Area, Manual Tandem Mount Linkage Backwash: Incl (1) C Style Horz Filter, 100-PSI Rating, 42" Dia X 27 SF, Clear Viewport Manway, Butterfly Valve Piping Kit (shipped in sub-assemblies) w/ 6" Inf/Eff & Waste Flgs, (2) 6" Tandem Butterfly Backwash Valves, Sight Glass/Spool, and B4221KIT Inf/Eff Gage Kit. Minimum Backwash Rate: 405 GPM Filter Conditions: Current: 8 HR. T/O = 260 GPM / 14.12 SF = 18.41 GPM/SF Proposed: 6 HR. T/O = 347 GPM / 27 SF = 12.85 GPM/SF | 1 | 29,837.50 | 29,837.50T |
| Sales AD075X-2301-N12 Acu-Drive XS Variable Frequency Drive, 7.5 HP 200-240 VAC / Single Phase, NEMA 12 Enclosure, w/ Battery Backup & Fused Disconnect. | 1 | 6,931.75 | 6,931.75T |
| White Goods:Pool Filter Sand #20 / 50# Plastic Bags #20 Pool Filter Sand / 50# Plastic Bags | 96 | 24.00 | 2,304.00T |
| Sales 4" Flow sensor with mounting saddle and 4-20ma output. | 1 | 1,761.20 | 1,761.20T |
| Sales EQ Pentair 7.5hp | 1 | 10,063.20 | 10,063.20T |
| Plumbing Pack Plumbing parts and supplies | 1 | 5,160.00 | 5,160.00T |

| ACTIVITY | QTY | RATE | AMOUNT |
|--|-------|-----------|------------|
| Labor Filtration System Installation with new EQ pump and VFD | 1 | 16,675.00 | 16,675.00 |
| Service Site:Electrical Service Electrical Service New Chlorinator | 1 | 5,655.00 | 5,655.00T |
| MT Accutab Package Install parts pack MT Accutab Package Install parts pack | 1 | 288.00 | 288.00T |
| MT Accutab Package Installation Package MT Accutab Package Installation Package | 1 | 595.00 | 595.00 |
| Accu-tab Chlorination System:MT Accu-tab 3140 AT MT Accu-tab 3140 AT New Interior Finish | 1 | 2,919.375 | 2,919.38T |
| Construction Materials:Pool Demo (chip-out of interior surface) Chip-out of existing interior surface in preparation for new surface | 5,600 | 6.00 | 33,600.00 |
| Construction Materials:Plaster White Pool Plaster (Free Upgrade for Loyal Customer) Quartz Plaster | 5,600 | 8.50 | 47,600.00T |
| Construction Materials:Tile Install Tile Installation Water Line Tile | 78 | 13.50 | 1,053.00T |
| New Tile Installation (Step Tread) Tile installation on all steps to delineate depth and Return Circles | 245 | 25.20 | 6,174.00T |
| Tile:Lane Lines Lane Line Tile New Cool Deck Installation | 450 | 35.00 | 15,750.00T |
| Labor Demo Grind and Scarify Existing Deck | 4,000 | 2.95 | 11,800.00 |
| Labor Cut Joints and Tool | 345 | 8.70 | 3,001.50 |
| Depth Markers (Remodel) Depth Markers (Add new depth Makers and No Diving | 19 | 112.50 | 2,137.50T |
| Kool Deck Installation Kool Deck Coating Installation- 2 Coat of Kool Coating & 2 Coats of Seal Back Sealer | 4,000 | 3.335 | 13,340.00 |
| Pressure Wash Pressure wash Slide Pump | 4,000 | 1.19 | 4,760.00 |
| Sales Hayward Max Flow | 1 | 1,635.20 | 1,635.20T |
| Labor Installation with Check Valve | 1 | 872.50 | 872.50 |
| Labor Surge Pit Inspection | 1 | 989.00 | 989.00 |
| *** Cannot fully determine what is needed in the surge pit until it is inspected. Additional parts and labor might be needed | | | |
| ***** Slide Flume not include. Slide Flume part is Discontinued | | | |
| Sales ***** Optional Concrete is very bad shade. Bonding Agent should be applied. | 1 | 5,880.00 | 5,880.00 |
| Labor | 1 | 2,937.25 | 2,937.25 |

| ACTIVITY | QTY | RATE | AMOUNT |
|--|-----|--------|-----------|
| Gutter Repairs Stainless welding on 5 spots located in gutters | | | |
| Per Diem Travel Hotel and Fuel | 21 | 298.00 | 6,258.00T |
| <p>***** Backwash volume will double. Backwash will have to increase in size or it will overflow into parking lot. Enlarging backwash pit not included in bid</p> <p>*****Town of Camp Verde Responsible for removing clearing pool decks, draining and filling of pool.</p> <p>*****Town of Camp Verde responsible for relocating Water heater and Venting</p> <p>*****Pool cannot be completely drained by pool pump due to modulating valve in surge pit.</p> <p>***** Estop Button is working shape and has protective cover</p> <p>*** Warranty on all products limited to Manufacture warranty on all new Products. One year labor on all installed on all labor</p> <p>*** Start up and of all new equipment included in project.</p> <p>*** Plaster after care instructions will be handed out. Landmark will Polish, acid wash, and balance chemical's after pool is finished filling.</p> <p>Town of Camp Verde is responsible for filling and brushing of the pool.</p> | | | |

All prices are good for 30 days unless otherwise noted. Prices do not include tax or shipping.

| | |
|--------------|---------------------|
| SUBTOTAL | 239,977.98 |
| TAX | 11,714.98 |
| SHIPPING | 4,500.00 |
| TOTAL | \$256,192.96 |

Accepted By

Accepted Date



Town of Camp Verde
Press Release

August 16, 2024

FOR IMMEDIATE RELEASE

Camp Verde Heritage Pool Closed for the 2024 Season

On Thursday, August 1, 2024, the Town of Camp Verde made the difficult decision to temporarily close the Camp Verde Heritage Pool due to mechanical issues that could compromise the health and safety of our community. Since then, Town staff have been working diligently with third-party vendors to assess the situation and explore options for reopening the pool for the remainder of the 2024 season. Unfortunately, after careful consideration, we regret to inform the public that the pool will remain closed for the rest of the year due to the severity of the mechanical issues and the associated risks to user safety.

Below is a summary of the events leading to this decision:

As many community members know, the pool was constructed in 1996, and was initially managed by the school. In 2009, the Camp Verde Unified School District turned the operations of the pool over to the Town. Proper maintenance of a public pool requires regular cleaning and chemical balancing to ensure safe water quality. This involves daily checks and adjustments of chlorine and pH levels, filtration system upkeep, and debris removal. The Camp Verde Public Works Maintenance Division has been dedicated to maintaining the pool since it became a Town asset.

However, this summer, our maintenance staff encountered persistent challenges in maintaining proper chemical levels. Despite their best efforts, the issue became more apparent when we exhausted two barrels of acid in a short time. Acid is crucial for lowering the pool's pH to ensure a safe and comfortable swimming environment. Recognizing the magnitude of the problem, Town management enlisted the help of a third-party expert to address these issues.

Commercial Pool Repair (CPR), a long-time partner in maintaining our pool, conducted an assessment on Wednesday, July 31, 2024. While several adjustments were made, they



uncovered a more significant issue: an alarmingly abnormal flow rate of water through the system. The flow rate directly affects the turnover of the pool water, which is essential for maintaining clean and safe conditions. An inconsistent flow rate disrupts chlorine levels, leading to potential health and safety risks for pool users.

Inconsistent chemical levels and flow rates can also cause damage to the pool's mechanical systems, including the heater, which was installed just last year. Unbalanced water can deteriorate the plaster sides of the pool as well. Given the risks, protecting these critical components is a priority.

To confirm CPR's findings, we sought a second opinion from another third-party pool company, AES, who evaluated the situation on Thursday, August 8, 2024. Their assessment corroborated CPR's findings.

Over the years, the Town has made significant financial investments in the pool. In 2021, a Cyclone Filter was added to support the residential filters, which were part of the original construction. While these residential filters have served their purpose, a pool of our size ideally requires a commercial-grade filtration system. The Cyclone Filter was intended as a temporary solution expected to last three-to-five years. Unfortunately, we have now reached the three-year mark, and the system's efficiency has declined more rapidly than anticipated.

The Town has allocated funds for major pool repairs, including replacing the residential filters, as part of the Capital Improvement Projects for FY 2026. However, we recognize the urgency of addressing these issues sooner to ensure the pool can reopen for the 2025 season. This matter will be brought before the Council in the near future.

We understand that closing the pool early impacts our community, and we sincerely apologize for any inconvenience. Your health and safety remain our top priority. We are committed to resolving these issues promptly and look forward to welcoming you back to a fully operational facility in 2025. Thank you for your understanding.

For more information, please contact: Miranda Fisher, Town Manager – Miranda.Fisher@campverde.az.gov / 928-451-3670



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: September 9, 2024

Agenda Item Type:

- | | | |
|--|---|--|
| <input type="checkbox"/> Consent Agenda | <input type="checkbox"/> Informational Presentation | <input type="checkbox"/> Discussion Item |
| <input checked="" type="checkbox"/> Action/Decision Item | <input type="checkbox"/> Executive Session Request | <input type="checkbox"/> Other: |

Requesting Department: Parks & Recreation

Staff Resource: Shawna Figy, Acting Parks & Recreation Manager and Miranda Fisher, Town Manager

Agenda Title: Discussion, consideration, and possible approval of the Verde Lakes Strategic Plan

Attached Documents:

- Verde Lakes Strategic Plan
- Public Comment from Marie Yamada-Low

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Town Manager | <input type="checkbox"/> Legal | <input type="checkbox"/> Risk Management | <input type="checkbox"/> Finance | <input type="checkbox"/> Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable): N/A

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

Background Information:

The Verde Lakes Strategic Development Plan is a cooperative initiative between the Town of Camp Verde and the Verde Lakes Recreation Corporation. The plan outlines strategic goals and action steps for the development and long-term management of the Community Lake Community Park. Key elements include establishing a long-term lease or ownership agreement, implementing various recreational amenities, and improving the physical condition of the park's ponds. The plan emphasizes phased improvements and careful consideration of funding and public access.

At the September 9, 2024 meeting, the Parks & Recreation Commission reviewed the draft plan and requested that Town staff seek feedback from the community on the plan prior to their recommended approval. Town staff uploaded the strategic plan to the Town’s website after the meeting and over the last two months have been pushing out requests on social media for people to review and provide feedback. Town staff did not receive any written feedback from the community. However, on October 23, 2024, the Verde Lakes Recreation Corporation held a meeting for the Verde Lakes Community, where residents, including two of the Moody sisters (owners of the parcel), provided the following feedback:

- Reference Elmer V. Moody under “Park Property Description”, who was an influential person within the Verde Lakes community and founded the park.
- Moody sisters want to be involved in any discussions about the park.



Parks and Recreation Commission Agenda Information Memorandum

- Reference to community is needed more throughout the document.
- Strategic Goal #1:
 - If the Town can acquire the parcel, ownership transfer would happen as a gift vs. purchasing. The last bullet point under “Action Steps” needs to be changed to reflect that.
- Strategic Goal #2:
 - Under “Users”, use a different word than “cater”
 - Statement previously read: “The Park will **cater** to individuals, families and small groups, emphasizing passive, informal recreation.”
 - Under “Environment”, add that the Town will seek to install grass where appropriate.
 - Under “Preliminary Appropriate Improvements”, add the installation of bulletin boards added to the park for public engagement purposes and the evaluation of additional parking options.
 - Under “Action Steps”:
 - CVMO to provide an assessment of safety concerns.
 - Review the deed to see if the language can be strengthened on restricting the site to be only used as a park.

All these recommendations have been incorporated into the updated draft of the strategic plan that is included in the agenda packet.

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

By focusing on improvements at Verde Lakes, the Town can further the goal of enhancing our unique location and historic culture through maintaining our current assets.

Question(s) before the Commission:

- Does the Parks & Recreation Commission want to see any changes to the Verde Lakes Strategic Plan?

Proposed Motion: Motion to recommend approval of the Verde Lakes Strategic Plan to the Mayor and Common Council of the Town of Camp Verde.



Verde Lakes Community Park

Strategic Development Plan

Updated October 26, 2024

Purpose

This Strategic Development Plan outlines the goals for the collaborative development of Community Lake Community Park, referred to as the "Park," a joint initiative between the Town of Camp Verde (hereafter, the "Town") and the Verde Lakes Recreation Corporation (hereafter, the "Corporation"). Through this partnership, the Town and community members aim to create a public space that enriches neighborhood connections and provides recreational opportunities for current and future residents. This document details the strategic objectives to be achieved and provides a conceptual framework for the action steps required to meet those objectives, all with input and guidance from the Verde Lakes community.

Park Lease and Operation

The Town currently holds an ongoing cooperative lease agreement for the Park property, permitting its operation as a Town recreational site for the community's benefit. The lease for the larger Park parcel may be terminated by either party with a twelve (12) month notice, ensuring continued cooperation and responsiveness to local needs and priorities.

Park Property Description

Verde Lakes Park is a dedicated tribute to Elmer V. Moody, a cherished figure in the Verde Lakes community whose vision for a stronger, more connected neighborhood lives on through this public space. Elmer's legacy of service, community engagement, and advocacy for recreation shaped the area, fostering a commitment to shared spaces that connect neighbors and celebrate the Verde Lakes landscape. Since Elmer's passing in 1997, the park has continued to embody his values, providing a welcoming area for families, friends, and individuals alike.

The park consists of two contiguous land parcels totaling 6.79 acres, located at 3012 S. Aspen Way within the Verde Lakes neighborhood. These parcels, owned by the Verde Lakes Recreation Corporation, were transferred under a Warranty Deed from 1982 and have historically served as a member-focused recreational area. Deed restrictions preserve this community space for recreational use or require its reversion to the original Moody family ownership, thereby safeguarding its continued public value.

With boundaries along Hilltop Drive to the north and S. Aspen Way to the east, the park provides vehicular and pedestrian access, making it easily reachable for the surrounding community. This natural gathering space is bordered by residential properties to the west, south, and northeast, with a modest split-rail fence enhancing neighborhood access while maintaining defined park boundaries.

The Park's two ponds, while a valued feature, are intermittently filled through an irrigation ditch in the northeast corner. When filled, these ponds add a serene touch to the landscape, allowing local families and residents to enjoy a peaceful setting that encourages environmental awareness and community pride. Cottonwood, mesquite, and other native plants surround the ponds, providing shaded areas for neighborhood gatherings, relaxation, and appreciation of nature.

Collaborative Enhancements and Ongoing Care

Since the cooperative lease agreement in spring 2021, the Town, alongside community volunteers, has embarked on improvements to increase accessibility and enjoyment for all. Local contributions helped clear brush, remove hazardous trees, and revitalize seating and amenities. New signage was installed to help residents navigate the space, while enhanced fencing and parking arrangements promote safe, enjoyable visits. Games such as corn hole and horseshoes were added to encourage family and friend gatherings, and the Corporation continues to work with the Town to add community-inspired features.

In partnership with community stakeholders, the Town completed a professional survey to establish definitive park boundaries and guide future planning. The Camp Verde Parks & Recreation Division (hereafter, "Parks & Rec") oversees park programming, usage, and planning, with guidance from community feedback. They also lead amenity improvements, while the Public Works Department and Town Engineer address water supply concerns and pond preservation, ensuring a safe, clean environment that reflects residents' input. The Camp Verde Maintenance Division manages daily upkeep, keeping the Park enjoyable for all Verde Lakes community members.

Strategic Goals for Park Development and Recreation

This Strategic Development Plan identifies goals that focus on enhancing the Park's value to the community and future generations. The Town and Corporation will engage with local stakeholders to ensure these objectives align with the vision of a well-maintained, welcoming space for all.

1. **Facilitate a cooperative effort** between the Town, the Corporation, and the Moody family to establish a Town ownership plan or long-term lease agreement for the Park, ensuring ongoing investment in its growth and accessibility.
2. **Collaborate to authorize, fund, and maintain** recreational and support amenities guided by Town recreation plans, ensuring each addition enhances the Park's role as a central gathering place for community events and daily recreation.
3. **Work together to improve the physical condition** of the ponds and water supply, preserving the Park's character as a vital and cherished neighborhood landmark.

Strategic Goal #1: Ownership or Long-Term Lease Agreement

Establishing a long-term lease agreement or ownership arrangement with the Town will ensure Verde Lakes Park remains a sustainable, funded, and community-centered site for future generations.

Working closely with the Corporation and the Moody family, this goal aligns with community support for continuity and stewardship.

Action Steps

- **Draft a long-term lease agreement** that captures community interests and Town goals for review by relevant stakeholders.
- **Convene Town representatives** (e.g., the Town Manager and Public Works Director) with the Corporation to review lease terms and solidify a community-backed partnership.
- **Engage with the Parks & Recreation Commission** to review and provide public input within 60-90 days of the finalized agreement.

- **Present the agreement to the Town Council**, ensuring community support remains central to the approval process.
- **Continue discussions on potential property ownership**, with the Moody family intending to gift the property to the Town, honoring their vision for a lasting community legacy and enduring stewardship.

Strategic Goal #2: Development and Installation of Park Amenities

The Town and Corporation will collaborate to fund and install various recreational and support amenities, ensuring they align with the Park's vision and community input.

Design Principles for Verde Lakes Community Park

- **Vision:** The Park will maintain a natural setting with moderate development, guided by the Camp Verde Recreation Master Plan and user feedback.
- **Users:** The Park will emphasize passive, informal recreation for individuals, families, and small groups.
- **Environment:** Native, drought-tolerant plants will be used, and improvements will be designed to blend with the natural landscape and neighborhood. Grass will be installed where appropriate.
- **Design Restrictions:** Large group activities, enclosed buildings, and high-intensity facilities (e.g., sports fields, extensive lighting) are not compatible with the Park's vision.

Preliminary Appropriate Improvements

- Park signage (identification and rules), bulletin boards to enhance community communication and public engagement, access control fencing, evaluation of parking options, picnic tables, benches, small play structures, walking/interpretive trails, restrooms, drinking fountains, security lighting, corn hole, and horseshoe games.

Inappropriate Improvements

- Irrigated sports fields, large enclosed buildings, extensive parking lots, and large area lighting.

Action Steps

- Parks & Rec will continue to seek funding authorization for amenity improvements based on public input and council direction.
- The Town and Corporation will monitor grant opportunities to support the Park with minimal matching funds.
- The Camp Verde Marshal's Office will complete an inventory of safety concerns in the area. Where feasible, Maintenance will address those areas through proper mitigation efforts.
- The Town will review the current deed language and make a recommendation to the Moody family on possible language to strengthen their desire to deed restrict the area as a park.

Strategic Goal #3: Pond Restoration and Water Supply Improvement

The Town and Corporation will work together to restore the ponds and ensure a reliable water supply, preserving the Park's riparian character.

Action Steps

- Stabilize pond edges to protect existing trees and prepare for future lining.
- Remove accumulated silt to deepen ponds, improve storage capacity, and support potential firefighting needs.
- Work with the Corporation to clarify water rights and implement drainage improvements to support pond water levels.
- Seek Council approval to engage in water rights discussions, ensuring the ponds remain a viable water source for emergencies.

Conclusion

This Strategic Development Plan for the Verde Lakes Community Park serves as a framework for collaborative efforts between the Town of Camp Verde, the Verde Lakes Recreation Corporation, and the Moody family. By working together toward sustainable ownership, thoughtfully developed amenities, and essential restoration of natural resources, we aim to honor the legacy of community stewardship envisioned by Elmer V. Moody. These combined efforts will enhance the park's role as a cherished public space where current and future residents can connect with nature, gather as a community, and enjoy the beauty of their surroundings. This plan is a commitment to maintaining the park's values of environmental respect and community engagement for generations to come.

From: [Miranda Fisher](#)
To: [Marie Yamada-Low](#)
Cc: [Dee Jenkins](#)
Subject: Re: Verde Lakes Community Park - Strategic Development Plan
Date: Thursday, October 24, 2024 2:39:47 PM

Thank you for the clarification. We will include your comment in the 11/4 P&R Commission agenda packet as well as the Council agenda packet when the strategic plan moves on to them for approval.

If The Views or any other community would like the Town to consider entering into a lease agreement for the maintenance of their park, they can make an official request to Council for consideration at a future meeting.

Thanks,
Miranda

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From: Marie Yamada-Low
Sent: Thursday, October 24, 2024 1:36 PM
To: Miranda Fisher <Miranda.Fisher@campverde.az.gov>
Cc: Dee Jenkins <dee.jenkins@campverde.az.gov>
Subject: Re: Verde Lakes Community Park - Strategic Development Plan

Would you like this comment included in the Parks & Rec agenda packet as well as the Council packet when the plan goes before them? - yes

Also, are you looking for Town to respond to these questions posed or are these questions just ones you'd like Council to consider? - questions are for Council to hear how an individual who does not reside in Verde Lakes sees things for this Strategic Development Plan. And yes, when will the Town maintain the park in The Views or communities such as Verde Ranch, or any community that has a park?

Marie Yamada-Low

On Oct 24, 2024, at 1:13 PM, Miranda Fisher <Miranda.Fisher@campverde.az.gov> wrote:

Hi Marie,

Would you like this comment included in the Parks & Rec agenda packet as well as the Council packet when the plan goes before them?

Also, are you looking for Town to respond to these questions posed or are these questions just ones you'd like Council to consider?

Thanks,
Miranda

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From: Dee Jenkins <dee.jenkins@campverde.az.gov>
Sent: Thursday, October 24, 2024 12:35:07 PM
To: Marie Yamada-Low
Cc: Miranda Fisher <Miranda.Fisher@campverde.az.gov>
Subject: Fw: Verde Lakes Community Park - Strategic Development Plan

Your input is appreciated. Council is aware of the "ownership" situation with the Verde Lakes Park and has stated on numerous occasions that this Council would not approve any permanent improvements to the park. The Town does have a lease which allows staff to maintain the park for the residents of Verde Lakes or any other residents of the Town of Camp Verde that may want to enjoy the Lakes. Town Manager Miranda Fisher can speak to the amount of staff involvement.

There is never enough funds to do everything that the Council and the Community would like to see accomplished. We have made strides in recent years to improve and expand our parks but there is much to do. This is the first step of the Parks & Recreation Commission in formulating a Strategic Plan for all Parks & Recreation to present to Council. The Plan will be an important tool for Budgeting over the next several years.

Thanks, Dee
10/24/2024

From: Marie Yamada-Low
Sent: Wednesday, October 23, 2024 9:10 PM
To: Dee Jenkins <dee.jenkins@campverde.az.gov>
Subject: Verde Lakes Community Park - Strategic Development Plan

Hello, I attend the Verde Lakes Community Park Strategic Development Planning meeting on 10/23.
I'm not understanding why the Town donates their time, staff resources, and funds for property that is not owned by the Town of Camp Verde.
When will the Town donate time, staff resources, and funds to the community that I live in? We have a park and the Town does nothing to help us.

It's called favoritism.

I do not agree with how the Town dedicates to one particular “park” and organization. The Town Maintenance crew and Public Works maintain this area? Are they getting paid to do so? Nope! But the Town has been dedicating resources.

When will the Town staff dedicate time, resources, and funds to all of the communities within the Town of Camp Verde?

The Verde Lakes Recreational Corporation is getting favorable donation of staff resources.

Either the Town of Camp Verde owns the property which means staff resources would maintain the property. OR the Verde Lakes Recreational Corporation pays the Town to maintain and improve the ‘park’.

Just because Ken Krebbs and Cris McPhail live in Verde Lakes, doesn’t mean that the Town should donate staff resources, time, and funds to maintain and improve the park that is in their community.

P.S. the Twins want to donate the land to the Town of Camp Verde (they said so tonight); the Verde Lakes Recreational Corporation wants the free service from the Town of Camp Verde and made it seem like they want to keep the property but were just going along with tonight’s meeting. The controversy is definitely apparent between the Twins and the VLRC.

Marie Yamada-Low



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: November 4, 2024

Agenda Item Type:

- | | | |
|--|---|--|
| <input type="checkbox"/> Consent Agenda | <input type="checkbox"/> Informational Presentation | <input type="checkbox"/> Discussion Item |
| <input checked="" type="checkbox"/> Action/Decision Item | <input type="checkbox"/> Executive Session Request | <input type="checkbox"/> Other: |

Requesting Department: Parks & Recreation

Staff Resource: Shawna Figy, Acting Parks & Recreation Manager & Miranda Fisher, Town Manager

Agenda Title: Discussion, consideration, and possible approval of the Parks & Recreation Master Plan Request for Proposal

Attached Documents:

- P&R Master Plan RFP
- P&R Strategic Master Plan calendar

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- | | | | | |
|--|--------------------------------|--|----------------------------------|---------------------------------|
| <input checked="" type="checkbox"/> Town Manager | <input type="checkbox"/> Legal | <input type="checkbox"/> Risk Management | <input type="checkbox"/> Finance | <input type="checkbox"/> Other: |
|--|--------------------------------|--|----------------------------------|---------------------------------|

Financial Review (if applicable):

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

This is a CIP expense where \$25,000 has been budgeted this year for the RFP with \$75,000 budgeted in FY2026 and \$20,000 budgeted in FY2027.

Background Information:

At the September 9, 2024 meeting, Town staff reviewed with the Parks & Recreation Commission the initial draft of the Parks & Recreation Master Plan Request for Proposals (RFP). Staff noted at the time that there were a few areas they were waiting for risk management and/or legal guidance on. Given that, after a review of the RFP, the Commission noted that they did not want to vote on recommending approval of the RFP until risk management/legal had weighed in on these outstanding items.

Bond: Section 2.2, it says the Town can do 50% or 100%. The Parks & Recreation Commission questioned why we wouldn't to 100%.

- *Legal/Risk Management Response:*
 - The choice between a 50% or 100% bond generally depends on the level of risk associated with the project. A 100% bond provides full coverage of the contract value, ensuring that all obligations are met and mitigating risks for the Town. However, this also increases the cost for potential bidders, as higher bond amounts can lead to higher premiums. For projects of significant value or complexity (like this one) a 100% bond



Parks and Recreation Commission Agenda Information Memorandum

might be appropriate to ensure comprehensive protection.

The RFP has been amended to reflect a 100% bond.

Surety Bond (p. 18): Does the Town need a surety bond?

- *Legal/Risk Management Response:*
 - Typically, a Surety Bond is required to ensure the contractor fulfills their obligations. Given the scope and importance of this Master Plan, maintaining a Surety Bond requirement could be a prudent measure to protect the Town's interests.

Invoices: Section 2.3 – why do July invoices have to be submitted on or before 8/1? Also, is there a state statute that requires payment within 28 days?

- *Legal/Risk Management Response:*
 - July should have been June; this change has been made.
 - The 28 days refers to the prompt pay requirements set forth in A.R.S. Sections 32-1181 through -1188. These are generally applicable to construction projects. However, there is limited applicability to cities and towns. A.R.S. section 32-1187 (“Sections 32-1182, 32-1183, 32-1185 and 32-1186 do not apply to this state or political subdivisions of this state.”).

For public construction projects, the Town turns to Title 34 which governs Town projects. In general, Title 34 requires that a contract with a construction contractor include a provision for progress payments if the contract is for more than 90 days and a provision for retention by the city of 10% of the progress payments, reduced to 5% when the project is 50% completed if the project is proceeding satisfactorily.

Since this is not a construction project, the language in the RFP has not been changed.

Additional Information about the Parks & Recreation Master Plan

The Town of Camp Verde has recognized the need for a Parks & Recreation Master Plan due to its growing population and the increasing demand for recreational services and amenities. As the town has developed, the pressure on existing parks, recreational facilities, and open spaces has grown, highlighting the necessity for a structured and strategic approach to managing these resources. This plan would help the town to prioritize projects, secure funding, and ensure that future development aligns with the community’s goals and values.

The need for a Parks & Recreation Master Plan became more pronounced as the town began to focus on enhancing the quality of life for its residents through improved recreational opportunities. The plan is intended to guide the development, maintenance, and operation of parks and recreation facilities, addressing both current needs and future growth.

Key factors driving the need for this master plan include:

1. **Population Growth:** As the population of Camp Verde increases, so does the demand for recreational facilities and programs. A master plan helps to ensure that the town can meet these needs in a sustainable way.



Parks and Recreation Commission Agenda Information Memorandum

2. **Community Feedback:** Over the years, residents have expressed a desire for improved parks and recreational amenities. A master plan allows the town to incorporate this feedback into a strategic approach.
3. **Resource Management:** With limited resources, the town needs a plan to prioritize investments in parks and recreation, ensuring that funds are used efficiently and effectively.
4. **Economic Development:** A well-developed parks and recreation system can attract tourists and new residents, contributing to the town's economic growth.
5. **Health and Wellness:** Recognizing the importance of parks and recreation in promoting physical activity and community well-being, the town sees a master plan as essential to enhancing public health.

The Town of Camp Verde's commitment to developing a Parks & Recreation Master Plan reflects its dedication to providing high-quality recreational opportunities for all residents and ensuring that its parks and recreational facilities are well-maintained and sustainable for future generations.

Town staff have recognized the need for expert guidance in developing a comprehensive Parks & Recreation Master Plan and have taken the initiative to draft a Request for Proposals (RFP) for consultant services. At the upcoming Parks & Recreation Commission meeting on September 9th, the Commission members will be asked to review the RFP and, if they are prepared, recommend approval. This step is crucial in ensuring that the town engages the right expertise to create a plan that meets the community's needs and aligns with the town's long-term vision for its parks and recreational facilities.

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

Adopting a Parks & Recreation Master Plan has been identified as a priority in the Strategic Plan. Step one is to complete an RFP in order to find a consultant to assist us with the development of the master plan.

Question(s) before the Commission:

Does the Parks & Recreation Commission want to see any additional changes to the RFP?

Proposed Motion:

Motion to recommend approval of the Parks & Recreation Master Plan request for proposal to the Mayor and Common Council of the Town of Camp Verde.



NOTICE & REQUEST FOR PROPOSALS TOWN OF CAMP VERDE

Services: Parks, Recreation, Trails, and Open Space Master Plan

Solicitation Number:

Proposal Opening/Deadline for Submittal:

Location: Camp Verde Town Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322
Town Staff Contact/ telephone number: Shawna Figy, Acting Parks & Recreation Manager
Contract Documents available at: Camp Verde Town Clerk's Office (at no charge)

Date and Location for Submittal of Sealed Proposals: Sealed proposals will be received at the Town of Camp Verde Clerk's Office, 473 S. Main Street, Camp Verde, Arizona 86322 until _____ . m. _____, 20__, for the above services. Proposals must be submitted in a sealed envelope clearly marked on the outside with the name of the services and the solicitation number. Any proposal received after the time specified will be returned unopened. It is the proposer's responsibility to assure proposals are received at the above location on or before the specified time. Proposals will be opened at _____ .m. in _____, and the names of proposers publicly read aloud immediately after the time for receiving proposals.

Pre-Proposal Conference: A pre-proposal conference will be held on _____, 20__, at _____ . m. at the Camp Verde Town Clerk's Office, 473 S. Main Street, Camp Verde, Arizona 86322.

Work Summary: Town seeks consultant services for a Parks, Recreation, Trails, and Open Space Master Plan. The services are required to be completed within 360 days of the Notice to Proceed or Purchase Order as applicable. The Consultant will be responsible for developing a comprehensive 10-year Master Plan that addresses current and future needs for parks, recreation facilities, trails, and open spaces in Camp Verde. The work will involve extensive data collection, community engagement, analysis, and strategic planning to produce actionable recommendations and implementation strategies.

Proposal Requirement: Each proposal will be in accordance with the proposal requirements, set forth in the Request for Proposal, which may be obtained at the Town Clerk's office, 473 S. Main Street, Camp Verde, AZ 86322. Any proposal which does not conform in all material respects to the Request for Proposals will be considered non-responsive.

Right to Reject Proposals: The Town reserves the right to reject any or all proposals, waive any informality in a proposal or to withhold the Award for any reason the Town determines.

Equal Opportunity: The Town is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals on this solicitation.

DATED: _____

TOWN OF CAMP VERDE, ARIZONA

Publications Date(s)

Leah Rhodes, Town Clerk

REQUEST FOR PROPOSAL DOCUMENTS FOR:

FOR THE TOWN OF CAMP VERDE, ARIZONA

The Town intends to purchase consultant services in compliance with these specifications.

I. REQUIREMENTS FOR PROPOSERS.

1.1 Proposal Opening Date and Location: Proposals will be received in the office of the Town Clerk, 473 S. Main Street, Camp Verde, Arizona 86322, until _____:_____.m., on _____, 20____, at which time the names of the proposers will be opened and publicly read. Proposal prices will not be read. Late proposals will not be considered.

1.2 Proposal Documents Available: The Proposal Documents consist of four parts: I. Requirements for Proposers, II. General Conditions, III. Scope of Work, and IV. Proposer’s Proposal (form). The Proposal Documents are available at the Town of Camp Verde Clerk’s Office, 473 S. Main Street, Camp Verde, Arizona 86322; or by contacting Shawna Figy, Acting Parks & Recreation Manager, telephone no. 928-554-0829 and may be obtained upon request.

1.3 Incorporation of Proposal Documents: All of the Proposal Documents apply to and become a part of the terms and conditions of the proposal.

1.4 Proposal Form: Proposals must be submitted only on the proposal form. All proposals must be submitted in a sealed envelope clearly marked “Proposal for Parks, Recreation, Trails, and Open Space Master Plan - Office of the Town Clerk.”

1.5 Pre-Proposal Conference: A Pre-Proposal Conference will be held at _____ a.m./p.m. on _____, 20____, at the _____, located at _____.
The Scope of Work will be reviewed, discussed, and opened for questions. **Potential proposers are highly advised to attend.** Potential proposers will be able to ask for interpretations and clarifications of this RFP at that time. The Town will not be responsible to convey any clarifications to potential proposers who are not in attendance.

1.6 Town's Right to Reject Proposals: The Town of Camp Verde reserves the right to reject any and all proposals and to waive technicalities.

1.7 Late Proposals: Late submittals and/or unsigned Proposals will not be considered under any circumstances. Envelopes containing Proposals with insufficient postage will not be accepted by the Town. It is the sole responsibility of the Proposer to see that its Proposal is delivered and received by the proper time and at the proper place.

1.8 Proposal Amendment or Withdrawal: A Proposal may be withdrawn any time before the Proposal due date and time. A Proposal may not be amended or withdrawn after the Proposal due date and time except as otherwise provided by applicable law.

1.9 Public Record: All Proposals submitted in response to this solicitation and all evaluation related records shall become property of the Town and shall become a matter of public record for review, subsequent to proposal opening. Request for nondisclosure of data such as trade secrets and other proprietary data, must be made known in writing to the Town in Proposals submitted, and the information sought to be protected clearly marked as proprietary. The Town will not ensure confidentiality of any portion of the proposal that is submitted in the event that a public record request is made. The Town will provide 48 hours' notice before releasing materials identified by the proposal as confidential or proprietary in order for the proposer to apply for a court order blocking the release of the information.

1.10 Persons with Disabilities: Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Clerk's Office. Requests shall be made as early as possible to allow time to arrange the accommodation.

1.11 Proposal Acceptance Period: All proposals shall remain open for 60 days after the day of the opening of proposals, but the Town may, at its sole discretion, release any proposal and return the proposal security (as applicable) prior to that date. No Proposer may withdraw his Proposal during this period without written permission from the Town. Should any Proposer refuse to enter into a contract, under the terms and conditions of the procurement, The Town may retain the security (as applicable), not as a penalty, but as liquidated damages.

1.12 Addendum: This Request for Proposals may only be modified by a written Addendum. Potential Proposers are responsible for obtaining all addenda.

1.13 Proposer Registration: Proposers shall register at <https://www.campverde.az.gov/business/vendor-information>, in order to automatically receive notification of Addenda to this Solicitation or notice of other solicitation opportunities. A Proposer who is not so registered must contact the Town Contact person, Town Clerk Leah Rhodes, at 928-554-0021 to make other arrangements to receive notice of Addenda to this Solicitation. All addenda will be posted on the Town website at <https://www.campverde.az.gov/business/request-for-qualifications>

1.14 Proposal Bond: None required.

1.15 General Evaluation Standards:

1.15.1 Evaluation Criteria: The Town seeks to obtain the services described above in the Scope of Work. The Town will evaluate proposals on the selection criteria set forth below. The Town will be the sole judge of whether the services offered are acceptable. Proposals from individuals who have provided inadequate services to municipalities in the past, or proposals offering services proven unsatisfactory in the Town's sole judgment may be rejected and not considered.

- A. Firm Experience and Capability
- B. Expertise of Firm's Key Staff
- C. Local Firm Consideration

- D. Prior Projects with Town
- E. Other Prior Projects
- F. Insurability

1.15.2 Right to Reject: The Town reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so.

1.15.3 Disqualification: A Proposer (including each of its principals) who is lawfully prohibited from any public procurement activity may have its Proposal rejected.

1.15.4 Clarifications: The Town reserves the right to obtain Proposer clarifications where necessary to arrive at full and complete understanding of Proposer's product, service, and/or solicitation response. Clarification means a communication with a Proposer for the sole purpose of eliminating ambiguities in the Proposal and does not give Proposer an opportunity to revise or modify its proposal.

1.15.5 Waiver and Rejection Rights: The Town reserves the right to reject any or all Proposals or to cancel the solicitation altogether, to waive any informality or irregularity in any Proposal received, and to be the sole judge of the merits of the respective Proposals received.

1.16 Proposal Preparation:

1.16.1 Format: Proposers shall submit their Proposal with an original and three (3) copies and the Proposal shall be submitted either on the forms provided in this Solicitation or their substantial equivalent. Any substitute document must be legible and contain the same information requested on the forms provided.

1.16.2 No Facsimile or Electronic Mail Proposals: Proposals may not be submitted in facsimile or electronically. A facsimile or electronic mail Proposal shall be rejected.

1.16.3 Typed or Ink Corrections: The Proposal shall be typed or in ink. Erasures, interlineations, or other modifications in the Proposal shall be initialed in ink by the person signing the Proposal.

1.16.4 No Modifications: Modifications shall not be permitted after Proposals have been opened except as otherwise provided under applicable law.

1.16.5 Content: The Proposal shall contain all of the following information:

Brief Description of the Proposer's Firm:

- A. Office location
- B. Length of time in business
- C. Total number of employees and number of local employees
- D. Names of principals, their disciplines, and Arizona registration
- E. Services provided by the firm
- F. Experience in providing similar services within the last ten (10) years
- G. Three (3) references

Subcontractors:

Please list any firms that will act as subcontractors to your firm. Provide information regarding prior projects on which subcontractors have worked with your firm.

Project Team:

List those individuals who will do the work on this Contract. Provide the following information for each team member:

- A. Team assignment
- B. General qualifications
- C. Any project experience directly relevant to this Contract while with this firm
- D. Indicate current workload and *certify* that no team members will be substituted without prior approval from the Town of Camp Verde

Relevant Experience:

Include brief descriptions of Services completed by the project team that directly relate to this Contract. Information requested includes project name, client, locations, budget, and completion date. Current client contact and telephone numbers for each project are also requested. Indicate whether the project was completed on schedule and within budget. Also, indicate problems encountered and solutions to those problems which were developed by the project team.

Approach:

Demonstrate the understanding of the Services and the steps you will undertake to accomplish the task. Discuss the firm's unique ability, if any, to professionally provide project management services.

Graphic Material:

Provide graphic examples of projects completed by your firm that indicate the quality and character of your firm's work. Projects named in "Relevant Experience" above are of particular interest to the selection committee.

1.16.6 Solicitation Addendum Acknowledgement: Each Solicitation Addendum shall be acknowledged in the Proposal Section, which shall be submitted together with the Proposal on the Proposal due date and time. Failure to note a Solicitation Addendum may result in rejection of the Proposal.

1.16.7 Evidence of Intent to be Bound: The Proposal form within the Solicitation shall be submitted with the Proposal and shall include a signature by a person authorized to sign the Proposal. The signature shall signify the Proposer's intent to be bound by its Proposal and the terms of the Solicitation and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of intent to be bound, such as an original signature, shall result in rejection of the Proposal.

1.16.8 Non-Collusion and Non-Discrimination: By signing and submitting the Proposal, the Proposer certifies that: the Proposer did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its Proposal; and the Proposer does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, age, sex, national origin, or disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.

1.17 Inquiries:

1.17.1 Duty to Examine: It is the responsibility of each Proposer to examine the entire Solicitation, seek clarification (inquiries), and examine its Proposal for accuracy before submitting the Proposal. Lack of care in preparing a Proposal shall not be grounds for modifying or withdrawing the Proposal after the Proposal due date and time, nor shall it give rise to any Contract claim.

1.17.2 Contact Person: Any inquiry related to a Solicitation, including any requests for or inquiries regarding standards referenced in the Solicitation should be directed solely to the Contact person listed on the cover page of the solicitation. The Proposer shall not contact or direct inquiries concerning this Solicitation to any other Town employee unless the Solicitation specifically identifies a person other than the Contact Person as a contact.

1.17.3 Submission of Inquiries: All inquiries except those at the Pre-Proposal

Conference shall be submitted in writing and shall refer to the appropriate Solicitation number, page, and paragraph. Do not place the Solicitation number on the outside of the envelope containing that inquiry, since it may then be identified as a Proposal and not be opened until after the Proposal due date and time. The Town shall consider the relevancy of the inquiry but is not required to respond in writing.

1.17.4 Timeliness: Any inquiry or exception to the solicitation shall be submitted as soon as possible and should be submitted at least ten (10) days before the Proposal due date and time for review and determination by the Town. Failure to do so may result in the inquiry not being considered for a Solicitation Addendum.

1.17.5 No Right to Rely on Verbal Responses: A Proposer shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the Solicitation.

II. GENERAL CONDITIONS

2.1 Contract Term; Renewal: If funds for this Contract are not appropriated or budgeted by July 1, 2025, Town may terminate this contract by giving written notice to Contractor. Otherwise, The Contract commences upon execution of the Contract. Services shall not commence until issuance of a Notice to Proceed or Purchase Order by Town. All services shall be completed by _____, 20___. Any intermediate deadlines or milestones are set forth in Exhibit C.

2.2 Bonds:

2.2.1 Bonds Required: Concurrently with the execution of the Contract, the Contractor shall furnish Town the following Bonds, which shall become binding upon the award of the Contract to the Contractor:

A Performance Bond in an amount equal to one hundred percent (100%) of the Contract amount conditioned upon the faithful performance of the Contract in accordance with Plans, Specifications, and conditions thereof. Such Bond shall be solely for the protection of Town.

A Payment Bond in an amount equal to one hundred percent (100%) of the Contract amount solely for the protection of the claimants supplying labor or materials to the Contractor or his subcontractors in the prosecution of the Work provided for in such Contract.

III. SCOPE OF WORK

The Town of Camp Verde is seeking qualified consulting firms to develop a comprehensive Parks, Recreation, Trails, and Open Space Master Plan that will serve as a strategic roadmap for the years 2026 through 2036. The selected Consultant will work closely with the Town's Project Team to create a plan that reflects the community's needs and aspirations, guiding the planning, development, and operations of parks and recreational facilities for the betterment of residents and visitors alike.

Background

Camp Verde is a welcoming community known for its safe environment, vibrant economy, thoughtful growth, and exceptional quality of life. The Town boasts a unique location enriched by historic culture and natural beauty, offering numerous opportunities for recreation and leisure. The existing parks and recreation facilities play a vital role in enhancing the community's well-being, and there is a recognized need to assess and plan for future improvements and expansions to meet growing demands.

The last comprehensive Parks & Recreation Master Plan was developed for the years 2009-2014. Since then, significant changes in demographics, land use, and community needs have occurred, necessitating a thorough evaluation and updated strategic planning to ensure the Town's parks and recreation services continue to meet and exceed community expectations.

Scope of Work

The Consultant will be responsible for developing a comprehensive 10-year Master Plan that addresses current and future needs for parks, recreation facilities, trails, and open spaces in Camp Verde. The work will involve extensive data collection, community engagement, analysis, and strategic planning to produce actionable recommendations and implementation strategies.

The Consultant shall:

- **Data Collection and Analysis:** Gather and analyze information on current participation rates, community needs and desires, operational efficiency, programming effectiveness, and land use/leisure trends.
- **Needs Assessment:** Identify gaps between existing amenities and services versus community needs and develop corrective strategies considering future trends and projected growth.
- **Inventory Compilation:** Create a comprehensive inventory of existing Town-owned parkland, recreation facilities, programs, and services, including user demographics within Town limits.
- **LOS Evaluation:** Evaluate and recommend optimal Level of Service options and develop a strategic plan to achieve desired service levels.

Public Involvement Process

The Consultant is expected to design and implement a comprehensive public involvement program that ensures meaningful and continuous engagement throughout the Master Plan development process. This program should employ diverse outreach methods to engage all stakeholder groups, including traditionally underrepresented populations. Public involvement activities must include but are not limited to the following:

- Conduct meetings with the Town's Project Team and relevant departments to facilitate early-stage collaboration.
- Develop and execute a comprehensive strategy for resident and service population involvement, utilizing various engagement tools such as community meetings, focus groups, surveys, and individual stakeholder interviews.
- Facilitate professional and inclusive public forums to gather specific input regarding services, usage patterns, preferences, and perceptions of strengths, weaknesses, opportunities, and threats.

- Document and summarize all public input, ensuring transparency and accessibility of information.
- Employ consensus-building techniques to foster agreement on plan components and provide clear information to support informed decision-making where consensus is not achievable.
- Conduct a statistically valid, Town-wide community needs assessment survey with an appropriate return rate to accurately reflect community sentiments regarding parks and recreation services, including analysis of willingness to pay for enhancements.

Data Collection and Analysis

The Consultant shall:

- **Facility and Amenity Assessment:** Evaluate the condition and location of existing facilities and amenities, assessing current levels of service for operations, staffing, and maintenance.
- **Land and Resource Evaluation:** Assess all natural and cultural resource sites within the Camp Verde park system and Town-owned properties, including potential connectivity opportunities utilizing utility easements, National Forest Service trails, and State Parks land.
- **Sports Facilities Analysis:** Provide a detailed assessment of current sports field inventory and determine future development needs.
- **Policy and Code Review:** Examine existing Land Development Codes and recommend revisions to support open space conservation and parks development, coordinating closely with the Town’s Community Development Department.
- **Accessibility Evaluation:** Assess the availability and condition of accessible and adaptive recreation facilities.
- **Programming Trends Identification:** Identify and analyze current and emerging recreation programming trends relevant to Camp Verde.
- **Integration with Existing Plans:** Ensure alignment and integration with relevant existing documents, including but not limited to:
 - Town of Camp Verde 2026 General Plan
 - Camp Verde Parks & Recreation Five Year Plan 2009-2014
 - Town of Camp Verde Urban Upland Trail Plan 2020
 - Town of Camp Verde River Recreation Master Plan 2016
 - Camp Verde Council Strategic Plan FY25 – FY30
 - Current Parks & Recreation Division documents
 - Verde River Connections Action Plan
 - Prescott National Forest and Coconino National Forest Land and Resource Management Plans

Deliverables

The Consultant is expected to produce comprehensive and actionable deliverables that will guide the Town’s parks and recreation services for the next decade.

- **5-Year Strategic Plan:** Develop a detailed 5-year strategic plan outlining recommended actions required to effectively deliver parks and recreation facilities and services, nested within the broader 10-year Master Plan.

- **Community Needs Assessment:** Conduct a thorough needs assessment to determine community interest, needs, and satisfaction levels regarding all facilities, programs, maintenance, and services, including proposed improvements. Identify areas where the Town is currently underserving the community and provide recommendations to address these gaps.
- **Park Facility Analysis and Recommendations:** Compile a detailed inventory and assessment of existing parks, trails, preserves, open spaces, and recreation facilities, including a comparative analysis with similar communities and national standards. Develop an action plan for future land acquisitions, facility developments, and park enhancements based on projected growth and community needs. Provide a prioritized list of future capital projects informed by public input, emerging trends, and economic opportunities.
- **Recreation Facility Maintenance Analysis and Recommendations:** Assess and analyze current maintenance levels for facilities and fields, identifying service gaps and recommending appropriate staffing levels and maintenance plans to support both current and future needs.
- **Recreation Programming Analysis and Recommendations:** Evaluate current recreation programs and services, identifying deficiencies and opportunities for expansion or improvement. Explore and recommend opportunities for service expansion at Town-owned properties and other available spaces. Identify potential collaborative partnerships to enhance program offerings and service delivery.
- **Demographic Trends Analysis:** Review and interpret current and projected demographic trends and characteristics of Camp Verde, identifying specific areas of resident growth and associated impacts on parks and recreation services.
- **Existing and Future Facilities Level of Service Analysis:** Evaluate existing amenities and services from both resident and visitor perspectives, using criteria based on community values and feedback. Identify best practice service providers and recommend strategies for partnerships and collaborations to optimize service delivery.

Final Plan Development

- Develop a comprehensive 10-Year Master Plan document that includes:
 - Clear goals, objectives, and policy statements outlining the vision and strategic direction for parks, recreation, trails, and open spaces from 2026 to 2036.
 - An actionable implementation plan with strategies, priorities, budget analyses, and funding mechanisms for short-term, mid-term, and long-term initiatives.
 - Appropriate visual materials such as maps, charts, and graphs to support and enhance the presentation of findings and recommendations.
 - Documentation and summaries of all public involvement activities and feedback.
- **Presentations and Approvals:**
 - Conduct one-on-one interviews with key stakeholders, including the Mayor and Council members, Town Manager, Planning Commission, Parks and Recreation Commission, developers, business owners, and various recreation stakeholders.
 - Facilitate at least two public forums to gather community input and build consensus.
 - Present the draft Master Plan to the Town Council and incorporate feedback as needed.

- Present the finalized Master Plan to the Town Council for adoption.
- **Deliverable Formats:**
 - Provide a color version of the draft Master Plan in electronic PDF format suitable for web distribution.
 - Deliver five printed and bound color copies of the final Master Plan, along with an electronic PDF version.

IV. PROPOSER’S PROPOSAL

4.1 Proposer’s Proposal: For the proposal opening , 20__ for services.

4.2 Covenant Clause: It is expressly agreed by Proposer that these covenants are irrevocable and perpetual.

4.3 Conditions Accepted: The undersigned Proposer declares that before preparing this proposal, he or she has read the Proposal Documents carefully, and that this proposal is made with full knowledge of the kind, quality, and quantity of services to be furnished by signing this proposal. Proposer agrees to all conditions contained in the Proposal Documents.

4.4 Proposal Price: \$120,000

4.5 Contract Acceptance: Proposer proposes and agrees that if this proposal is accepted, he or she will enter into a contract with the Town of Camp Verde within ten (10) days after the Town’s acceptance of this proposal at the listed scheduled price.

4.6 Affidavit: The following affidavit is submitted by the Proposer as part of this proposal:

State of Arizona)
) ss.
Yavapai County)

The undersigned deponent, of lawful age, being duly sworn upon his oath, deposes and says:

That he/she has lawful authority to execute the within and foregoing proposal; that he/she has executed the same by subscribing his/her name hereto under oath for and on behalf of said Proposer; that Proposer has not directly or indirectly entered into any agreement, express or implied, with any Proposer or Proposers, having for its object the controlling of the price or amount of such proposal or proposals, the limiting of the proposals or the Proposers, the parceling out to any Proposer or any other person of any part of the contract or any part of the subject matter of the proposal or proposals or of the profits thereof, and that he/she has not and will not divulge the sealed proposal to any other person whatsoever, except those having a partnership or financial interest with him and said Proposer, until after the sealed proposal or proposals are open.

That Proposer has received and reviewed all Addenda Nos. _____ issued for this Proposal. (Proposer's failure to list all Addenda numbers issued shall be grounds for rejection of the Proposal).

Name

Title

SUBSCRIBED AND SWORN TO BEFORE ME this ____ day of _____,
20__, by _____.

Notary Public

My Commission Expires:

PROPOSAL BOND

(Surety Bond)

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, (hereinafter “Principal”), and the _____, a corporation duly organized under the laws of the State of _____, duly licensed in and holding a certificate of authority to transact surety business in the State of Arizona issued by the Director of the Department of Insurance pursuant to Title 20, Chapter 2, Article 1, (hereinafter “Surety”), as Surety, are held and firmly bound unto Camp Verde, a municipal corporation as Obligee, in the sum of ten percent (10%) of the amount of the bid included in the proposal, submitted by the Principal to the Mayor and Council of Camp Verde, for the Work described below, for the payment of which sum, well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, and administrators, successors and assigns, jointly and severally, firmly by these presents, and in conformance with A.R.S. § 34-201.

WHEREAS, the Principal is herewith submitting its Proposal for _____

NOW, THEREFORE, if Camp Verde shall accept the Proposal of the Principal and the Principal shall enter into a Contract with Camp Verde, in accordance with the terms of such proposal and give the Bonds and Certificates of Insurance as specified in the Specifications with good and sufficient surety for the faithful performance of the Contract and for the prompt payment of labor and material furnished in the prosecution of the Contract, or in the event of the failure of the Principal to enter into the Contract and give the Bonds and Certificates of Insurance, if the Principal pays to Camp Verde the difference not to exceed the penalty of the bond between the amount specified in the Proposal and such larger amount for which Camp Verde may in good faith Contract with another party to perform the Work covered by the Proposal, then this obligation is void. Otherwise, it remains in full force and effect provided, however, that this Bond is executed pursuant to the provisions of Section 34-201, Arizona Revised Statutes, and all liabilities on this Bond shall be determined in accordance with the provisions of the Section to the extent as if it were copied at length herein.

This Surety Bond shall not be executed by an individual surety or sureties, even if the requirements of A.R.S. § 7-101 are satisfied.

Signed and sealed this _____ day of _____, 20__.

Principal

Title

Witness:

Surety

Witness:

Title

Address of Surety:

* Attach Power of Attorney

AGREEMENT FOR SERVICES

Contract No. _____

THIS Agreement is entered into between the Town of Camp Verde, Arizona, a municipal corporation, hereinafter referred to as the “Town” and _____, hereinafter referred to as the “Contractor.”

FOR THE PURPOSE of providing consulting services for a Parks & Recreation Master Plan for the Town of Camp Verde, the Town and Contractor do hereby mutually agree to the following:

1. SERVICES AND RESPONSIBILITIES

1.1 Retention of the Contractor. In consideration of the mutual promises contained in this Agreement, the Town engages the Contractor to render services set forth herein, in accordance with all the terms and conditions contained in this Agreement.

1.2 Scope of Services. The Contractor shall do, perform, and carry out in a satisfactory and proper manner, as determined by the Town, the services set forth in this Agreement, including all exhibits (“Services”). The specific scope of work is set forth in Exhibit A.

1.3 Responsibility of the Contractor.

1.3.1 Contractor hereby agrees that the documents and reports prepared by Contractor will fulfill the purposes of the Contract, shall meet all applicable code requirements, and shall comply with applicable laws and regulations. In addition, and not as a limitation on the foregoing, such documents and reports prepared by Contractor shall be prepared in accordance with professional Consulting standards, as applicable. Any review or approval of said documents and reports does not diminish these requirements.

1.3.2 Contractor shall procure and maintain during the course of this Agreement insurance coverage required by Paragraph 4 of this Agreement.

1.3.3 Contractor's subcontracts are set forth in Exhibit B attached hereto and made a part hereof. Any modification to the list of Subcontractors on Exhibit B, either by adding, deleting, or changing subcontractors, shall require the written consent of the Town.

1.3.4 Contractor shall obtain its own legal, insurance and financial advice regarding Contractor's legal, insurance and financial obligations under this Agreement.

1.3.5 Contractor shall coordinate its activities with the Town’s representative and submit its reports to the Town’s representative.

1.3.6 Contractor shall provide, pay for, and insure under the requisite laws and regulations all labor, materials, equipment, and transportation, and other facilities and services necessary for the proper execution and completion of the Services. Contractor shall provide and pay for and insure for all equipment necessary for the Services.

1.3.7 Contractor shall obtain and pay for all business registrations, licenses, permits, governmental inspections and governmental fees necessary and customarily required for the proper execution and completion of Services. Contractor shall pay all applicable taxes. Contractor shall give all notices and comply with all laws, ordinances, rules, regulations, and lawful orders of any public authority bearing on the performance of the Services.

1.4 Responsibility of the Town.

1.4.1 The Town shall cooperate with the Contractor by placing at his disposal all available information concerning the Services.

1.4.2 Town designates Acting Parks & Recreation Manager Shawna Figy as its Town Representative. All communications to Town shall be through its Town Representative.

1.5 Contract Term; Renewal. If funds for this Contract are not appropriated or budgeted by July 1, 2025, Town may terminate this contract by giving written notice to Contractor. Otherwise, the Contract commences upon execution of the Contract. Services shall not commence until issuance of a Notice to Proceed or Purchase Order by Town. All services shall be completed by , 20 . Any intermediate deadlines or milestones are set forth in Exhibit C.

1.6 Schedule of Services. The Schedule of Services is set forth in Exhibit C. If this Contract is renewed, a new Schedule of Services shall be mutually agreed upon.

2. COMPENSATION AND METHOD OF PAYMENT

2.1 Compensation. All compensation for complete and satisfactory completion of services rendered by Contractor, including its subcontractor(s), shall be set forth in Exhibit D and shall not exceed \$120,000.

2.2 Method of Payment. Method of payment shall be set forth in Exhibit D. If payment is to be made monthly, Contractor shall prepare monthly invoices and progress reports which clearly indicate the progress to date and the amount of compensation due by virtue of that progress. All invoices shall be for services completed.

2.3 Invoices. Town reserves the right to deduct up to ten percent (10%) from the invoiced amount for any invoice submitted more than sixty (60) days after the Services are completed. Invoices for the month of July shall be submitted on or before August 1st. Invoices submitted after the close out of the fiscal year (August 1st) shall not be paid by Town.

2.4 W-9 Required. The Contractor shall provide to Town its completed W-9 Form prior to receipt of any Compensation.

2.5 Taxes. Contractor will be responsible for and shall pay all sales, consumer, use, and other taxes. When equipment, materials, or services generally taxable to the Contractor are eligible for a tax exemption, credit, or deduction due to the nature of the item, at Contractor's request, Town will assist Contractor in applying for and obtaining the same.

3. CHANGES TO THE SCOPE OF SERVICES

3.1 Change Orders. The Town may, at any time, and by written change order, make changes in the services to be performed under this Agreement. A form of change order is attached hereto as Exhibit E. If such changes cause an increase or decrease in the Contractor's cost or time required for performance of any services under this Agreement, an equitable adjustment shall be made, and the Agreement shall be modified in writing accordingly. Any claim from the Contractor for adjustment under this clause must be submitted in writing within thirty (30) days from the date of receipt by the Contractor of the notification of change. It is distinctly understood and agreed by the parties that no claim for extra services provided, or materials furnished by Contractor will be allowed by Town except as provided herein nor shall Contractor provide any services or furnish any materials not covered by this Agreement unless Town first approves in writing.

4. INSURANCE REPRESENTATIONS AND REQUIREMENTS

4.1 General. Contractor agrees to comply with all Town ordinances and state and federal laws and regulations. Without limiting any obligations or liabilities of Contractor, Contractor shall purchase and maintain, at its own expense, hereinafter stipulated minimum insurance with insurance companies duly licensed by the State of Arizona (admitted insurer) with an AM Best, Inc. rating of A-7 or above or an equivalent qualified unlicensed insurer by the State of Arizona (non-admitted insurer) with policies and forms satisfactory to the Town. Failure to maintain insurance as specified may result in termination of this Agreement at Town's option.

4.2 No Representation of Coverage Adequacy. By requiring insurance herein, Town does not represent that coverage and limits will be adequate to protect Contractor. Town reserves the right to review any and all of the insurance policies and/or endorsements cited in this Agreement but has no obligation to do so. Failure to demand such evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

4.3 Additional Insured. All insurance coverage and self-insured retention or deductible portions, except Workers Compensation insurance and Professional Liability insurance if applicable, shall name, to the fullest extent permitted by law for claims arising out of the performance of this Agreement, Town, its agents, representatives, officers, directors, officials, and employees as Additional Insured as specified under the respective coverage sections of this Agreement.

4.4 Coverage Term. All insurance required herein shall be maintained in full force and effect until all Services required to be performed under the terms of this Agreement is satisfactorily performed, completed, and formally accepted by the Town, unless specified otherwise in this Agreement.

4.5 Primary Insurance. Contractor's insurance shall be primary insurance as respects performance of subject contract and in the protection of the Town as an Additional Insured.

4.6 Claims Made. In the event any insurance policies required by this Agreement are written on a "claims made" basis, coverage shall extend, either by keeping coverage in force or purchasing an extended reporting option, for three (3) years past completion and acceptance of the Services evidenced by submission of annual Certificates of Insurance citing applicable coverage is in force and contains the provisions as required herein for the three-year period.

4.7 Waiver. All policies, including Workers' Compensation Insurance, shall contain a waiver of rights of recovery (subrogation) against Town, its agents, representative, officials, directors, officers, and employees for any claims arising out of the Services of Contractor. Contractor shall arrange to have such subrogation waivers incorporated into each policy via formal written endorsement thereto.

4.8 Policy Deductibles and/or Self-Insured Retentions. The policies set forth in these requirements may provide coverage, which contain deductibles or self-insured retention amounts. Such deductibles or self-insured retention shall not be applicable with respect to the policy limits provided to Town. Contractor shall be solely responsible for any such deductible or self-insured retention amount. Town, at its option, may require Contractor to secure payment of such deductible or self-insured retention by a surety bond or irrevocable and unconditional Letter of Credit.

4.9 Use of Subcontractors. If any Services under this Agreement are subcontracted in any way, Contractor shall execute written agreement with Subcontractor containing the same Indemnification Clause and Insurance Requirements set forth herein protecting Town and

Contractor. Contractor shall be responsible for executing the agreement with Subcontractor and obtaining Certificates of Insurance verifying the insurance requirements.

4.10 Evidence of Insurance. Prior to commencing any Services under this Agreement, Contractor shall furnish Town with Certificate(s) of Insurance, or formal endorsements as required by this Agreement, issued by Contractor's Insurer(s) as evidence that policies are placed with acceptable insurers as specified herein and provide the required coverage's, conditions, and limits of coverage specified in this Agreement and that such coverage and provisions are in full force and effect. Acceptance and reliance by the Town on a Certificate of Insurance shall not waive or alter in any way the insurance requirements or obligations of this Agreement. Such Certificate(s) shall identify the Agreement and be sent to the Town Risk Manager. If any of the above cited policies expire during the life of this Agreement, it shall be Contractor's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions. Certificates shall specifically cite the following provisions:

4.10.1 Town, its agents, representatives, officers, directors, officials, and employees is an Additional Insured as follows:

- a. Commercial General Liability-Under ISO Form CG 20 10 11 85 or equivalent.
- b. Auto Liability-Under ISO Form CA 20 48 or equivalent.
- c. Excess Liability-Follow Form to underlying insurance.

4.10.2 Contractor's insurance shall be primary insurance as respects performance of this Agreement.

4.10.3 All policies, including Workers' Compensation, waive rights of recovery (subrogation) against Town, its agents, representatives, officers, directors, officials, and employees for any claims arising out of Services performed by Contractor under this Agreement.

4.10.4 Certificate shall cite a thirty (30) day advance notice cancellation provision. If ACORD Certificate of Insurance form is used, the phrases in the cancellation provision "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" shall be deleted. Certificate forms other than ACORD form shall have similar restrictive language deleted.

4.11 Required Coverage.

4.11.1 Commercial General Liability. Contractor shall maintain "occurrence" from Commercial Liability Insurance with a policy limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate, and a \$2,000,000 General Aggregate Limit. The policy shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury. Coverage under the policy will be at least as broad as Insurance Services Office, Inc. policy form CG 00

010 93 or equivalent thereof, including but not limited to, separation of insured clause. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, Town, its agents, representative, officers, directors, officials and employees shall be cited as an Additional Insured Endorsement form CG 20 10 11 85 or equivalent, which shall read “Who is an Insured (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of “your work” for that insured by or for you”. If any Excess insurance is utilized to fulfill the requirements of this paragraph, such Excess insurance shall be “follow form” equal or broader in coverage scope than underlying insurance.

4.11.2 Professional Liability. Contractor shall maintain Professional Liability insurance covering errors and omissions arising out of the Services performed by Contractor, or anyone employed by Contractor, or anyone for whose acts, mistakes, errors, and omissions Contractor is legally liable, with a liability insurance policy limit of \$1,000,000 each claim and \$2,000,000 all claims. Professional Liability coverage specifically shall contain contractual liability insurance covering the contractual obligations of this Agreement. In the event the Professional Liability insurance policy is written on a “claims made” basis, coverage shall extend for three (3) years past completion and acceptance of the Services, and Contractor shall be required to submit Certificates of Insurance evidencing proper coverage is in effect as required above.

4.11.3 Vehicle Liability. Contractor shall maintain Business Automobile Liability Insurance with a limit of \$1,000,000 each occurrence on Contractor’s owned, hired, and non-owned vehicles assigned to or used in the performance of the Contractor’s Services under this Agreement. Coverage will be at least as broad as Insurance Services Office, Inc., coverage code “1” any auto policy form CA 00 01 12 93 or equivalent thereof. To the fullest extent allowed by law, for claims arising out of performance of this Agreement, the Town, its agents, representative, officers, directors, officials, and employees shall be cited as an Additional Insured under the Insurance Service Offices, Inc. Business Auto Policy Designated Insured Endorsement form CA 20 48 or equivalent. If any Excess insurance is utilized to fulfill the requirements of this paragraph, such Excess insurance shall be “follow form” equal or broader in coverage scope than underlying insurance.

4.11.4 Workers’ Compensation Insurance. Contractor shall maintain Workers’ Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor’s employees engaged in the performance Services under this Agreement and shall also maintain Employer Liability Insurance of not less than \$500,000 for each accident, \$500,000 disease for each employee and \$1,000,000 disease policy limit.

5. INDEMNIFICATION

5.1 To the fullest extent permitted by law, the Contractor, its successors, assigns and guarantors, shall pay, defend, indemnify and hold harmless the town, its agents, officers, officials and employees from and against all demands, claims, proceedings, suits, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), and all claim adjustment and handling expenses, relating to, arising out of, or alleged to have resulted from acts, errors, mistakes, omissions, Services caused by the Contractor, its agents, employees or any tier of Contractor’s subcontractors related to the

Services in the performance of this Agreement. Contractor's duty to defend, hold harmless and indemnify the town, its agents, officers, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use of resulting therefrom, caused by Contractor's acts, errors, mistakes, omissions, Services in the performance of this Agreement including any employee of the Contractor, any tier of Contractor's subcontractor or any other person for whose acts, errors, mistakes, omissions, Services the Contractor may be legally liable including the Town. Such indemnity does not extend to the Town's negligence.

5.2 Insurance provisions set forth in this Agreement are separate and independent from the indemnity provisions of this paragraph and shall not be construed in any way to limit the scope and magnitude of the indemnity provisions. The indemnity provisions of this paragraph shall not be construed in any way to limit the scope and magnitude and applicability of the insurance provisions.

6. TERMINATION OF THIS AGREEMENT

6.1 Termination. The Town may, by written notice to the Contractor, terminate this Agreement in whole or in part with seven (7) days' notice, either for the Town's convenience or because of the failure of the Contractor to fulfill his contract obligations. Upon receipt of such notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the Town copies of all data, drawings, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Contractor in performing this Agreement, whether completed or in process. This Agreement may be terminated in whole or in part by the Contractor in the event of substantial failure by the Town to fulfill its obligations.

6.2 Payment to Contractor Upon Termination. If the Agreement is terminated, the Town shall pay the Contractor for the services rendered prior thereto in accordance with percent completion at the time work is suspended minus previous payments.

7. ASSURANCES

7.1 Solicitations for Subcontractors, Including Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the Contractor for Services to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Agreement and any Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

7.2 Examination of Records. The Contractor agrees that duly authorized representatives of the Town shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to this Agreement.

7.3 Ownership of Document and Other Data. Original documents and other data prepared or obtained under the terms of this Agreement, or any change order are and will remain the property

of the Town unless otherwise agreed to by both parties. Town may use such documents for other purposes without further compensation to the Contractor; however, any reuse without written verification or adaptation by Contractor for the specific purpose intended will be at Town's sole risk and without liability or legal exposure to Contractor. Any verification or adaptation of the documents by Contractor for other purposes than contemplated herein will entitle Contractor to further compensation as agreed upon between the parties.

7.4 Litigation. Should litigation be necessary to enforce any term or provision of this Agreement, or to collect any damages claimed or portion of the amount payable under this Agreement, that all litigation and collection expenses, witness fees, court costs, and reasonable attorneys' fees incurred shall be paid to the prevailing party.

7.5 Independent Contractor. This Contract does not create an employee/employer relationship between the parties. It is the parties' intention that the Contractor will be an independent contractor and not Town's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the Internal Revenue Code, the Immigration and Naturalization Act, Arizona revenue and taxation laws, Arizona Workers' Compensation Law, and Arizona Unemployment Insurance Law. The Contractor agrees that it is a separate and independent enterprise from 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 the work. This Contract shall not be construed as creating any joint employment relationship between the Contractor and Town, and Town will not be liable for any obligation incurred by the Contractor, including but not limited to unpaid minimum wages and/or overtime premiums. [FOR SOLE PROPRIETORS ONLY: The Contractor shall execute the Sole Proprietor's Waiver of Workers' Compensation Benefits attached hereto and incorporated by reference.]

7.6 Immigration Law Compliance Warranty. As required by A.R.S. § 41-4401, Contractor hereby warrants its compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). Contractor further warrants that after hiring an employee, Contractor verifies the employment eligibility of the employee through the E-Verify program. If Contractor uses any subcontractors in performance of the Work, subcontractors shall warrant their compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A), and subcontractors shall further warrant that after hiring an employee, such subcontractor verifies the employment eligibility of the employee through the E-Verify program. A breach of this warranty shall be deemed a material breach of the Contract that is subject to penalties up to and including termination of the Contract. Contractor is subject to a penalty of \$100 per day for the first violation, \$500 per day for the second violation, and \$1,000 per day for the third violation. Town at its option may terminate the Contract after the third violation. Contractor shall not be deemed in material breach of this Contract if the Contractor and/or subcontractors establish compliance with the employment verification provisions of Sections 274A and 274B of the federal Immigration and Nationality Act and the E-Verify requirements contained in A.R.S. § 23-214(A). Town retains the legal right to inspect the papers of any Contractor or subcontractor employee who works on the Contract to ensure that the Contractor or subcontractor is complying with the warranty. Any inspection will be conducted

after reasonable notice and at reasonable times. If state law is amended, the parties may modify this paragraph consistent with state law.

7.7 Exclusive Use of Services - Confidentiality. The services agreed to be provided by Contractor within this Agreement are for the exclusive use of the Town and Contractor shall not engage in conflict of interest nor appropriate Town work product or information for the benefit of any third parties without Town consent.

7.8 Sole Agreement. There are no understandings or agreements except as herein expressly stated.

7.9 Notices. Any notice to be given under this Agreement shall be in writing, shall be deemed to have been given when personally served or when mailed by certified or registered mail, addressed as follows:

TOWN:

CONTRACTOR:

Town Manager
Town of Camp Verde
473 S. Main Street
Camp Verde, Arizona 85390

The address may be changed from time to time by either party by serving notices as provided above.

7.10 Controlling Law. This Agreement is to be governed by the laws of the State of Arizona.

7.11 Israel. To the extent A.R.S. § 35-393 through § 35-393.03 is applicable, Contractor certifies that it is not currently engaged in, and agrees for the duration of Contract that it will not engage in, a boycott of Israel, as that term is defined in A.R.S. § 35-393.

7.12 China. Pursuant to and in compliance with A.R.S. § 35-394, Contractor hereby agrees and certifies that it does not currently, and agrees for the duration of this Agreement that Contractor will not, use: (i) the forced labor of ethnic Uyghurs in the People's Republic of China; (ii) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; or (iii) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. Contractor also hereby agrees to indemnify and hold harmless the Town, its officials, employees, and agents from any claims or causes of action relating to the Town's action based upon reliance upon this representation, including the payment of all costs and attorney fees incurred by the Town in defending such as action.

8. SUSPENSION OF WORK

8.1 Order to Suspend. The Town may order the Contractor, in writing, to suspend all or any part of the Services for such period of time as he may determine to be appropriate for the convenience of the Town.

8.2 Adjustment to Contract Fee. If the performance of all or any part of the Services is, for any unreasonable period of time, suspended or delayed by an act of the Town in the administration of this Agreement, or by its failure to act within the time specified in this Agreement (or if no time is specified, within a reasonable time), an adjustment shall be made for any increase in cost of performance of this Agreement necessarily caused by such unreasonable suspension or modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension or delay to the extent (1) that performance was suspended or delayed for any other cause, including the fault or negligence of the Contractor, or (2) for which an equitable adjustment is provided for or excluded under any other provision of this Agreement.

9. INTERESTS AND BENEFITS

9.1 Interest of Contractor. The Contractor covenants that he presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed.

9.2 Interest of Town Members and Others. No officer, member or employee of the Town and no member of its governing body, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the services to be performed under this Agreement, shall participate in any decision relating to this Agreement which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the process thereof.

9.3 Notice Regarding A.R.S. § 38-511. This Contract is subject to cancellation under Section 38-511, Arizona Revised Statutes.

10. ASSIGNABILITY

The Contractor shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written consent of the Town thereto.

[SIGNATURE ON FOLLOWING PAGE.]

IN WITNESS WHEREOF, the Town and the Contractor have executed this Agreement as of the date last written below.

TOWN OF CAMP VERDE, ARIZONA,
a Municipal corporation

By: _____
Town Manager

Date: _____

ATTEST:

By: _____
Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

By: _____
Trish Stuhan, Town Attorney
Pierce Coleman PLLC

CONTRACTOR

By: _____

Its: _____

Date: _____

EXHIBIT A SCOPE OF WORK

The Town of Camp Verde is seeking qualified consulting firms to develop a comprehensive Parks, Recreation, Trails, and Open Space Master Plan that will serve as a strategic roadmap for the years 2026 through 2036. The selected Consultant will work closely with the Town's Project Team to create a plan that reflects the community's needs and aspirations, guiding the planning, development, and operations of parks and recreational facilities for the betterment of residents and visitors alike.

Background

Camp Verde is a welcoming community known for its safe environment, vibrant economy, thoughtful growth, and exceptional quality of life. The Town boasts a unique location enriched by historic culture and natural beauty, offering numerous opportunities for recreation and leisure. The existing parks and recreation facilities play a vital role in enhancing the community's well-being, and there is a recognized need to assess and plan for future improvements and expansions to meet growing demands.

The last comprehensive Parks & Recreation Master Plan was developed for the years 2009-2014. Since then, significant changes in demographics, land use, and community needs have occurred, necessitating a thorough evaluation and updated strategic planning to ensure the Town's parks and recreation services continue to meet and exceed community expectations.

Scope of Work

The Consultant will be responsible for developing a comprehensive 10-year Master Plan that addresses current and future needs for parks, recreation facilities, trails, and open spaces in Camp Verde. The work will involve extensive data collection, community engagement, analysis, and strategic planning to produce actionable recommendations and implementation strategies.

The Consultant shall:

- **Data Collection and Analysis:** Gather and analyze information on current participation rates, community needs and desires, operational efficiency, programming effectiveness, and land use/leisure trends.
- **Needs Assessment:** Identify gaps between existing amenities and services versus community needs and develop corrective strategies considering future trends and projected growth.
- **Inventory Compilation:** Create a comprehensive inventory of existing Town-owned parkland, recreation facilities, programs, and services, including user demographics within Town limits.
- **LOS Evaluation:** Evaluate and recommend optimal Level of Service options and develop a strategic plan to achieve desired service levels.

Public Involvement Process

The Consultant is expected to design and implement a comprehensive public involvement program that ensures meaningful and continuous engagement throughout the Master Plan development process. This program should employ diverse outreach methods to engage all stakeholder groups, including traditionally underrepresented populations. Public involvement activities must include but are not limited to the following:

- Conduct meetings with the Town’s Project Team and relevant departments to facilitate early-stage collaboration.
- Develop and execute a comprehensive strategy for resident and service population involvement, utilizing various engagement tools such as community meetings, focus groups, surveys, and individual stakeholder interviews.
- Facilitate professional and inclusive public forums to gather specific input regarding services, usage patterns, preferences, and perceptions of strengths, weaknesses, opportunities, and threats.
- Document and summarize all public input, ensuring transparency and accessibility of information.
- Employ consensus-building techniques to foster agreement on plan components and provide clear information to support informed decision-making where consensus is not achievable.
- Conduct a statistically valid, Town-wide community needs assessment survey with an appropriate return rate to accurately reflect community sentiments regarding parks and recreation services, including analysis of willingness to pay for enhancements.

Data Collection and Analysis

The Consultant shall:

- **Facility and Amenity Assessment:** Evaluate the condition and location of existing facilities and amenities, assessing current levels of service for operations, staffing, and maintenance.
- **Land and Resource Evaluation:** Assess all natural and cultural resource sites within the Camp Verde park system and Town-owned properties, including potential connectivity opportunities utilizing utility easements, National Forest Service trails, and State Parks land.
- **Sports Facilities Analysis:** Provide a detailed assessment of current sports field inventory and determine future development needs.
- **Policy and Code Review:** Examine existing Land Development Codes and recommend revisions to support open space conservation and parks development, coordinating closely with the Town’s Community Development Department.
- **Accessibility Evaluation:** Assess the availability and condition of accessible and adaptive recreation facilities.
- **Programming Trends Identification:** Identify and analyze current and emerging recreation programming trends relevant to Camp Verde.
- **Integration with Existing Plans:** Ensure alignment and integration with relevant existing documents, including but not limited to:
 - Town of Camp Verde 2026 General Plan
 - Camp Verde Parks & Recreation Five Year Plan 2009-2014
 - Town of Camp Verde Urban Upland Trail Plan 2020
 - Town of Camp Verde River Recreation Master Plan 2016
 - Camp Verde Council Strategic Plan FY25 – FY30
 - Current Parks & Recreation Division documents
 - Verde River Connections Action Plan
 - Prescott National Forest and Coconino National Forest Land and Resource Management Plans

Deliverables

The Consultant is expected to produce comprehensive and actionable deliverables that will guide the Town's parks and recreation services for the next decade.

- **5-Year Strategic Plan:** Develop a detailed 5-year strategic plan outlining recommended actions required to effectively deliver parks and recreation facilities and services, nested within the broader 10-year Master Plan.
- **Community Needs Assessment:** Conduct a thorough needs assessment to determine community interest, needs, and satisfaction levels regarding all facilities, programs, maintenance, and services, including proposed improvements. Identify areas where the Town is currently underserving the community and provide recommendations to address these gaps.
- **Park Facility Analysis and Recommendations:** Compile a detailed inventory and assessment of existing parks, trails, preserves, open spaces, and recreation facilities, including a comparative analysis with similar communities and national standards. Develop an action plan for future land acquisitions, facility developments, and park enhancements based on projected growth and community needs. Provide a prioritized list of future capital projects informed by public input, emerging trends, and economic opportunities.
- **Recreation Facility Maintenance Analysis and Recommendations:** Assess and analyze current maintenance levels for facilities and fields, identifying service gaps and recommending appropriate staffing levels and maintenance plans to support both current and future needs.
- **Recreation Programming Analysis and Recommendations:** Evaluate current recreation programs and services, identifying deficiencies and opportunities for expansion or improvement. Explore and recommend opportunities for service expansion at Town-owned properties and other available spaces. Identify potential collaborative partnerships to enhance program offerings and service delivery.
- **Demographic Trends Analysis:** Review and interpret current and projected demographic trends and characteristics of Camp Verde, identifying specific areas of resident growth and associated impacts on parks and recreation services.
- **Existing and Future Facilities Level of Service Analysis:** Evaluate existing amenities and services from both resident and visitor perspectives, using criteria based on community values and feedback. Identify best practice service providers and recommend strategies for partnerships and collaborations to optimize service delivery.

Final Plan Development

- Develop a comprehensive 10-Year Master Plan document that includes:
 - Clear goals, objectives, and policy statements outlining the vision and strategic direction for parks, recreation, trails, and open spaces from 2026 to 2036.
 - An actionable implementation plan with strategies, priorities, budget analyses, and funding mechanisms for short-term, mid-term, and long-term initiatives.
 - Appropriate visual materials such as maps, charts, and graphs to support and enhance the presentation of findings and recommendations.
 - Documentation and summaries of all public involvement activities and feedback.
- **Presentations and Approvals:**
 - Conduct one-on-one interviews with key stakeholders, including the Mayor and Council members, Town Manager, Planning Commission, Parks and Recreation Commission, developers, business owners, and various recreation stakeholders.

- Facilitate at least two public forums to gather community input and build consensus.
- Present the draft Master Plan to the Town Council and incorporate feedback as needed.
- Present the finalized Master Plan to the Town Council for adoption.
- **Deliverable Formats:**
 - Provide a color version of the draft Master Plan in electronic PDF format suitable for web distribution.
 - Deliver five printed and bound color copies of the final Master Plan, along with an electronic PDF version.

EXHIBIT B
CONTRACTOR'S KEY PERSONNEL AND SUBCONTRACTORS

KEY PERSONNEL:

SUBCONTRACTORS:

EXHIBIT C
SCHEDULE OF SERVICES

**EXHIBIT D
PAYMENT SCHEDULE**

A. Compensation

1. The consideration of payment to Contractor, as provided herein shall be in full compensation for all of Contractor's work incurred in the performance hereof, including offices, travel, per diem or any other direct or indirect expenses incident to providing the services.
2. Attached as Exhibit D-1 are the Contractor's hours and fee estimate for the Project. Contractor's fee shall not exceed the amounts:

| Description | Amount |
|-------------|--------|
|-------------|--------|

B. Method of Payment

Invoices shall be on a form and in the format provided by the Town and are to be submitted in triplicate to the Town via the Town's authorized representative.

C. Reimbursable Costs

Contractor will be reimbursed for expenses up to a maximum amount of \$120,000. The items allowable for reimbursement are as follows:

1. Cost of transportation. (Mileage associated with Project, but not to/from Project site at sixty-seven (67) cents per mile. Any out of state travel must receive prior approval of Town.)
2. Costs of printing, as required by the contract.
3. Cost of long-distance telephone, postage, UPS, Federal Express, etc.
4. Cost of other items as required, with prior approval from Town.

All reimbursable costs must be submitted with monthly bill.

**EXHIBIT E
CHANGE ORDER**

CHANGE ORDER NO. _____

Distribution: TOWN []
CONTRACTOR []
OTHER []

PROJECT: _____ DATE: _____
OWNER: Town of Camp Verde
CONTRACTOR:
AGREEMENT DATED:

CHANGES: The Agreement is changed as follows:

Not valid until signed by both Town and Contractor.
Signature of Contractor indicates acceptance.

The original compensation was _____

Net change by previously authorized Change Orders _____

The compensation prior to this Change Order was _____

The compensation will be increased by this Change Order in the amount of

The new compensation under the Agreement including this Change Order will be

The Contract Time will increase by _____

ACCEPTANCE STATUS:

| | |
|---------------------|-----------------------------|
| _____ Contractor | _____ Town of Camp Verde |
| By _____ | By _____ |
| Date _____ | Date _____ |

STATE SOLE PROPRIETOR'S WAIVER (ATTACH)



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: November 4, 2024

Agenda Item Type:

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

Requesting Department: Parks & Recreation

Staff Resource: Shawna Figy, Acting Parks & Recreation Manager

Agenda Title: Update on Parks & Recreation current programming and events

Attached Documents:

- Fort Verde Days Event Summary & Improvement List
- Staff Bios

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- Town Manager Legal Risk Management Finance Other:

Financial Review (if applicable): N/A

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

Background Information:

Acting Parks & Recreation Manager Shawna Figy will provide an update on the current programs and events that Division is working on.

Question(s) before the Commission:

- Does the Parks & Recreation Commission have any questions for staff?

Fort Verde Days 2024 Event Summary

General overview

- Event held Oct. 12 & 13 on Community Center Field, Gym & adjacent Town grounds as well as Parade route on Finnie Flats and Main Streets
- Public hours - Saturday - Parade start 10 am, Event area 11:00 am to 7:00 pm
Sunday 11:00 – 4:00 pm
- Attendance estimates for vendor portion about 5,000, about 1,000 less than last year
 - o average stay time of 66 minutes and a peak of 3,300 people right after parade
 - o Attendance estimate for the parade portion was 4,500
- 96 vendors participated, 1 more than last year, but no inside vendors this year (4 no-shows)
- 50 Parade entries, 2 no-shows – 2 less entries than last year
- 76 volunteers assisted providing 264 hours of work for event operation, 30 more volunteers than last year
- Camp Verde Business Alliance/Chamber of Commerce staffed one entrance gate
- 28 youth group volunteers provided 111.5 hours for operation of Kid's Adventure Zone and Axe throwing as a fund raiser.
- ACE Hardware supplied 3 pop up canopies for use as gate keeper shade
- Chili contests run by P&R with volunteer judges and prizes donated by local businesses
- Little Britches & Little Petticoat contest held one weeks prior in conjunction with Colonel's Daughter contest with 10 contestants. 14 registered with 4 no-shows.
- P&R Camp staff operated free Kids Activity Zone in Rm. 305 11:00-6:00 on Saturday, 11:00-4:00 on Sunday. Last year we did not offer Sunday hours in the Activity Room. This was an increase of 7 hours from last year.
- Camp Verd High School hosted an art show in Room 204 and were very happy with the turnout.
- The Quilt Show was held in the Gym, they were also very happy with the turnout.
- The Fort Verde Days Rodeo is held at the Camp Verde Equestrian Center on Friday and Saturday evenings. Attendance for both days was about 7,200 people according to Placer ai.

Non-Profit support

- 23 non-profit vendors provided free vendor space, 1 less than last year
- Camp Verde High School Student Council and Camp Verde Little League assisted with the Adventure Zone. Camp Verde Cheer assisted with Ax Throwing. The cost for these was paid by the Town and the clubs shared \$2,000 of the revenue as a fundraiser and assisting with operations.
- Verde Valley Rangers, who are responsible for operations of the beer garden, had \$1,500 in profit for the event.

Financial summary

Revenue - \$16,264, \$200 more than last year.

- Vendor registration fees - \$7,810, \$470 more than last year
- Parade registration fees - \$440, 6 entries not required to pay (Cavalry, Council, State Park, Grand Marshal, Little Britches, and Chino Band)
- Adventure Zone - \$2,470
 - o 247 bracelets \$10 each

Fort Verde Days 2024 Event Summary

- Axe Throwing (Sunday only) - \$480
 - o 96 tickets at \$5 each
- Itty Bitty Pony Rides - \$504
 - o 126 pony tickets @ \$4 each
- Ninja Nation \$960
 - o 48 tickets at \$20
- Sponsorship – \$3,600, \$550 less than last year
 - o Yavapai College \$1,800 Platinum level commitment for 3 events.
 - o SRP \$1,800 Platinum level commitment for 3 events.

Expenses - \$24,380 \$20,737- 2023 \$16,353 - 2022

- Rental/services costs
 - o Verve Rental - \$4,891
 - Event Field \$3,224
 - Inflatables \$1,667
 - o Itty Bitty Pony Rides - \$2,150
 - o Flag Tag AZ - \$2,241 – Axe throwing
 - o Ninja Nation Course – Saturday only - \$5,000
 - o Nice Jons - **\$1,100**
 - port-a-jons (4)
 - Hand wash stations (4)
 - o Devil Dog Dumpster -\$436
 - 10 yd. dumpster
 - o Off – Duty Management - \$1,914
 - 2 Officers on Sat & Sun
 - o PES Security - \$1,152
 - 2 each Friday & Saturday night
 - o Chino Valley HS Band - \$300
- Stage Music
 - o Bands and sound equipment -\$2,500
- Supplies & Equipment
 - o \$1,237 - preliminary
 - Banners, contest prizes, lanyards, ride bracelets, sand box and toys, music wall
- Marketing
 - o Newspaper ads -\$303
 - Camp Verde Journal, Cottonwood Journal and Red Rock News – 1 week
 - o Radio ads - \$1,156
 - KVRD & KKLD \$748
 - Juan FM - \$408

Staff impact

- o Maintenance and Streets overtime wages - **\$XXXX** (Cannot have this report until after payroll Oct. 30.)

Fort Verde Days 2024 Event Summary

- 4 P&R Staff worked 148 additional hours for direct event prep and operation

2025 FVD Improvements/Ideas List

1. Communicate in advance with CVMO and Streets about road closures. We need to make sure we have CVMO staff present at each intersection for the parade. It is a safety issue and the public does not respond to Streets as well as they do to CVMO.
2. Can we look at using large equipment to block the road if we do not have staff to be at each intersection?
3. Make sure to change the vendor map to reflect the correct location of the rodeo panels for the adventure zone.
4. Better communication with Historical Society and Questers so we can market Historical Jail and Hance House hours, along with pie sales.
5. Make sure to get the 2022 Colonel's Daughter winner to Kiwanis for the booklet.
6. Discussion regarding how we can handle or improve the Service Animals only situation – possibly communicate the reasons we do not allow dogs in general.
7. Do we need signs that say no bikes or scooters? Issues with kids riding through the event hitting people, bumping into vendor booths, etc.
8. Add verbiage about knives, specific to vendors who have knives need COI on file. They do need to report those kinds of items to us, so we know.
9. Food trucks – continue to solicit other types of food trucks. Yaqui's will do other types of food like burgers if we let her know in advance.
10. The vendor maps and vendor list publication were a good idea, look at ways to clean it up and maybe make one document. Publish it sooner and be sure to get it posted around the event.
11. Public feedback survey – no one took it, but we need to make sure it is posted around the event and that our gatekeepers have it and tell people about it.
12. Make sure we have a schedule of events with times and locations at each gate.
13. Continue to research ideas on how to keep vendors here for the entirety of the event. Possibly a fee for one day and a fee for 2 days and give vendor location preference to the 2-day attendees? Touch base with Finance on best practices on assessing a fee to those who leave early. How does that work if we tell them they cannot register for a future event until the fee is paid and then we have less vendors attending, and do we care?
14. CVHS Art show was a huge success, they loved 204 and had a great turnout.
15. Discuss and brainstorm ways we can utilize a face painter at this and other events. Do we want to have them register as a vendor and then charge or do we want to have them be a free activity and we pay them? What would be the correct amount to pay them if we went with the free route?
16. REMEMBER – 4 port-o-jons - 2 on Town grounds, one at Thanks a Latte and one at Basha's. Maybe check with both of those businesses to see if it was a problem during the parade. Are those 2 necessary?
17. Change the time of the event on Saturday from 11:00-6:00 pm and Sunday 11:00-5:00. Discuss options for letting the public in earlier, possibly before the parade and how we can manage that as it makes it a much longer day for staff and vendors.
18. Improve the plan for access to the pancake breakfast- market access better for that part of the event.
19. Talk to Fort about better marketing of their schedule of events, especially being able to market the Dutch oven cooking food option for people. Not sure people realize that is an option for them.

20. Communicate with Maintenance and the musicians about how the music people can access the ramada. Make sure they understand they are to play towards the event and that the barriers are up and a requirement for the liquor license. People can only enter through a manned gate.
21. Brainstorm and research other activities that we could offer. Ninja Nation was not as successful as we hoped and not sure we want to spend that money again for this event.
22. Additional photo props were a good idea. We do need to have a plan for the signage with our main backdrop signifying Fort Verde Days. Maybe we should work with the lady who was taking photos and pay her to be here to take free photos? Worth seeing what she would charge for it anyway. That would also be great at other events.
23. In discussions with several vendors and long-time CV residents about ways to improve the attendance and people staying longer, many suggested moving the event out to the arena or Sports Complex. We should think outside the box on this one – I am not sure we should move it away from the Fort, but worth discussing.
24. Look at other music options. Did get many complements on the music, but we may want to have more of a country feel to FVD.
25. Gate 5 was a good move, need to do a better job on the map marking entrance locations.
26. When we have the quilt show, they need a radio.
27. Order some new radios.
28. Do we need to add into vendor information that they need to be prepared for warmer weather – drink plenty of water?
29. Try to encourage Copper Canyon participation with a booth at events.
30. Brainstorm doing/moving the dance to Town Ramada. Can we find a group to run the dance? Could we tie it to the class reunions that happen over the course of the weekend? How do we manage food trucks/beer/vendor portions of the event?
31. Solar lights worked well, may need to talk about placement and get them in place prior to dark on Friday night for set-up. Remember the other side of the 200 building too. Do we need a few more?
32. Look into additional ways to improve the Grand marshal nominations and voting – do we need to have set requirements for the Gm for the parade?
33. Milk jugs were a big hit in the activity zone, look for a way to collect more jugs. Possibly work with the CVES to participate in decorating them as we have lots of sidewalk to display them.
34. Send Wi-fi Passwords with Vendor Check in Information. Also include drink water?
35. Dogs..... require service vest? Research... gate banner?
36. ATM on site, research this. Also, check with Finance on CC on field for payment.
37. Improvements for the parade – imperative that a P&R staff be the guest announcer – need to work with TV to make sure they know how to pronounce important names. Need to make sure we have a better list of events, times, details for the announcers as just having the fliers did not work. We also need to continue to work on ways to keep the spacing of the parade as there were big gaps as well as keep groups from throwing candy.
38. What else can we add to the Adventure Zone – we had some extra space this year? Sand box is always a hit, balance beam location needs to be better.
39. More seating and tables under shade tents.
40. Color code the parade announcement and score sheets by category.



Sarah Woodson

Recreation Leader
and
Community Advocate

I've been proud to call Camp Verde my home since 2014. Over the years, I've had the opportunity to work for several local businesses, including the Camp Verde Feed Store, Susan's Market, and Ace Hardware. These roles have allowed me to connect with the community on a personal level and gain a deep understanding of the needs and goals of the people who live here.

I also earned my Associate Degree in Business Management, which has helped me strengthen my leadership and organizational skills. Currently, I serve as Recreation Leader II for Camp Verde Parks and Recreation, where I contribute to a wide range of programs that aim to enhance the quality of life for our residents.

One of my greatest passions is community service, and I'm honored to serve as a board member of the Camp Verde Adult Reading Program (CVARP). As a graduate of the program myself, I know firsthand the transformative impact it can have, and I'm committed to helping others achieve their educational goals.

My journey through local businesses and education, along with my deep connection to the community, fuels my desire to advocate for both recreational and educational opportunities in Camp Verde. I'm dedicated to making our town a better place for everyone.



Roquelyn Parker

Recreation Leader

I was born and raised in Camp Verde and am a proud 4th generation graduate of Camp Verde High School. My passion for sports began early, leading me to college on a softball scholarship. I earned my Bachelor of Science in Exercise Science with a minor in Human Biology.

Today, I run my own personal training business, where I help clients achieve their fitness goals. I also have the privilege of coaching Varsity Softball at Mingus Union High School, where I get to mentor and support young athletes.

My commitment to my community is important to me. I serve on the Camp Verde Little League board as the Umpire in Charge and also coach softball for CVLL. I'm actively involved with the Camp Verde Recreation Association, working on fundraising efforts to enhance and build new amenities for our local parks.

When I am not working or coaching, I enjoy playing for my softball team, Arizona Legit, as well as hunting, hiking, working out, and spending time with my family. I joined Camp Verde Parks and Recreation because I wanted to give back to the community that has shaped me into the person I am today.



Phyllis Nettik

Recreation Coordinator

I have proudly served as the Recreation Coordinator for the Town of Camp Verde since 2021. My journey in Parks and Recreation began in the 1980s as the Recreation Program Specialist in Rapid City, South Dakota, and I have been passionate about the field ever since.

Raised on a cattle ranch in Twin Bridges, Montana, I learned the importance of hard work, determination, and developed a deep love for the western lifestyle and values—qualities that resonate deeply within the Camp Verde community. I truly appreciate the down-to-earth community spirit that thrives here.

Working with children has always been a passion of mine. With a background in children's ministry and early childhood education, I bring a wealth of experience to creating programs that engage kids of all ages. Programs like our Summer Camp and Grasshopper Basketball allow me to connect with the youth of our community and surrounding areas, offering them meaningful and enriching experiences. I currently hold the title of Certified Youth Sports Administrator through the National Alliance of Youth Sports which promotes safety, fair play and sportsmanship in youth sports.



Shawna Figy

Acting Parks & Recreation
Manager

With 25 years of residency in the beautiful Verde Valley, I proudly call this area home after moving from the small town of Wauseon in northwest Ohio. I hold a Bachelor of Science in Physical Education and Exercise Science, specializing in Sports Medicine, from Michigan State University.

Athletics have always been a significant part of my life; I began playing softball at the age of five and was a dedicated member of my high school swimming and softball teams. My husband and I have raised three children here, actively engaging in youth sports as board members and coaches. With over 20 years of coaching experience, I currently serve as the Varsity Softball Coach at Mingus Union High School.

My professional journey has led me through various roles, ultimately landing me in Parks & Recreation—a field where I truly belong. I joined Camp Verde Parks & Recreation Division as Coordinator in June 2016, was promoted to Recreation Supervisor in April 2021, and became Acting Manager in July 2024.

I am passionate about youth sports and committed to serving our community, striving to make a positive impact on the lives of those around me.