



Town of Camp Verde Vision Statement

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

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, NOVEMBER 20, 2024 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/85429749396?pwd=pPiaicjMAYOAI1Kmytrvgdna9AZlp8.1>

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

Meeting ID: 854 2974 9396

Passcode: 847374

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

- 1. Call to Order**
- 2. Roll Call.** Council Members Jackie Baker, Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.
- 3. Pledge of Allegiance**
- 4. Consent Agenda** – All those items listed below may be approved by one motion as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) Approval of the Minutes:**
 - 1) Special Executive Session (Public Portion) – October 30, 2024 at 5:30 p.m. Pg. 5
 - 2) Regular Session – November 6, 2024 at 6:30 p.m. Pg. 7
 - b) Set Next Meeting, Date and Time:**
 - 1) Regular Session – December 4, 2024 at 6:30 p.m.
 - 2) Work Session – December 11, 2024 at 5:30 p.m.
 - 3) Regular Session – December 18, 2024 at 5:30 p.m.
 - c) Possible approval for Town Finance Director to open a new cash account with Chase bank that will be linked to the USPS online system for Utility billing postage.** Staff Resource: Finance Director Mike Showers and Administrative Support Manager Dorie Blair. Pg. 17
- 5. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However,

members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

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

7. **Special Announcements and Presentations.** All presentations are limited to 15-minutes.
 - **Proclamation declaring November 30, 2024 as Small Business Day.** Staff Resource: Town Clerk Leah Rhodes. Pg. 19

8. **Discussion, consideration and possible approval of Resolution 2024-1155, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring and adopting the results of the General Election held on November 5, 2024.** Staff Resource: Town Clerk Leah Rhodes. Pg. 21

9. **Public Hearing:** Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 12 Liquor License for Bullpen Grill and Watering Hole, located at 564 S. Main Street, #100, Camp Verde, Arizona, 86322. Staff Resource: Town Clerk Leah Rhodes. Pg. 25
 - **Staff Comments**
 - **Applicant Comments**
 - **Open Public Hearing**
 - **Close Public Hearing**
 - **Council Discussion**

10. **Discussion, consideration and possible approval of Resolution 2024-1156 a Resolution of the Mayor and Common Council of the Town of Camp Verde, approving the Verde Lakes Community Park Strategic Development Plan.** Staff Resource: Town Manager Miranda Fisher & Acting Parks & Recreation Manager Shawna Figy. Pg. 47

11. **Discussion, consideration and possible approval Resolution 2024-1157 a Resolution of the Mayor and Common Council of the Town of Camp Verde, approving the issuance of a request for proposals (RFP) for the Parks, Recreation, Trails, and Open Space Master Plan.** Staff Resource: Town Manager

12. **Discussion, consideration and possible approval Resolution 2024-1158 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the policies and procedures manual for agenda packet preparation, action-oriented minutes, and video/audio management.** Staff Resource: Town Manager Miranda Fisher and Town Clerk Leah Rhodes. Pg. 105
13. **Discussion, consideration and possible approval of Resolution 2024-1159 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the code of conduct and ethics policy for public officials.** Staff Resource: Town Manager Miranda Fisher. Pg. 117
14. **An Executive Session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration regarding the Town Manager’s employment. The purpose of the Executive Session is to allow the Town Council to conduct the Town Manager’s 6-month performance evaluation.** Staff Resource: Town Manager Miranda Fisher.

15. **Adjournment**

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the purpose of discussion or consultation for legal advice with the Town Attorney as permitted by A.R.S. § 38-431.03(A)(3). Any other executive sessions will be separately included on the agenda above if an executive session will be held at the meeting. Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. Pursuant to Town Code, Section 2-3-7.1 the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline of 10:00 p.m. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 11-14-2024 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

[Page intentionally left blank]



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
TOWN OF CAMP VERDE
SPECIAL EXECUTIVE SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, OCTOBER 30, 2024 at 5:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/85491243467?pwd=F5IDZuPlxaHjKg1E6WI9VnUmkbFaj.1>

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

Meeting ID: 854 9124 3467

Passcode: 727891

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

1. Call to Order

Mayor Jenkins called the meeting to order at 5:30 p.m.

2. Roll Call

Councilor Jackie Baker, Councilor Wendy Escoffier, Councilor Robin Godwin, Councilor Cris McPhail, Councilor Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present

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

3. Pledge of Allegiance

Councilor Cris McPhail led the Pledge of Allegiance.

Mayor Jenkins read Items 4, 5 and 6.

- 4. An Executive Session pursuant to A.R.S. § 38-431.03(A)(3), (4), and (7) for legal advice and discussion of contract negotiations regarding the possible development on the corner of Finnie Flat Road and Montezuma Castle Highway, parcel # 404-28-007B. Staff Resource: Town Manager Miranda Fisher.**

- 5. An Executive Session pursuant to A.R.S. § 38-431.03(A)(3), (4), and (7) for legal advice and discussion of possible contract negotiations for a partial extension of the Town’s water main and easements from Boyles Way to Stolen Blvd. Staff Resource: Town Manager Miranda Fisher.**

- 6. An Executive Session pursuant to A.R.S. § 38-431.03(A)(3), (4), and (7) for legal advice and discussion of possible land exchange regarding the Town-owned parcel # 404-16-385 and the privately-owned parcel # 404-16-392 located in Verde Lakes. Staff Resource: Town Manager Miranda Fisher.**

On a motion by Vice-Mayor Moore seconded by Councilor McPhail Council moved to recess into Executive Session at 5:34 p.m.

Roll Call Vote:

Councilor Baker: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor McPhail: Aye
Councilor Godwin: Aye

Motion Carried 7-0.

Council recessed into Executive Session at 5:35 p.m.

Council reconvened Open Session at 6:39 p.m.

Mayor Jenkins stated that direction was given to Town staff on how to proceed on the agenda items discussed in executive session.

7. Adjournment

Without objection Mayor Jenkins adjourned the meeting at 6:39 p.m.

Mayor Dee Jenkins

Attest: Town Clerk Leah Rhodes

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on October 30 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2024.

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
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, NOVEMBER 6, 2024 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/84513373226?pwd=A1FbaI93ZHDedj1oEe7TOfy3Vzc2ah.1>

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

Meeting ID: 845 1337 3226

Passcode: 881092

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

1. **Call to Order** Mayor Dee Jenkins called the meeting to order at 6:30 PM.
2. **Roll Call**
Councilor Jackie Baker, Councilor Wendy Escoffier, Councilor Robin Godwin (Absent), Councilor Cris McPhail, Councilor Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, Town Clerk Leah Rhodes, Deputy Town Clerk Virginia Jones, Recording Secretary Mary Frewin.

3. **Pledge of Allegiance** Councilor Baker led the Pledge of Allegiance.
4. **Consent Agenda** – All those items listed below may be approved by one motion as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) Approval of the Minutes:

- 1) Work Session – September 25, 2024 at 5:30 p.m.
- 2) Special Executive Session (Public Portion) – October 2, 2024 at 5:30 p.m.
- 3) Regular Session – October 2, 2024 at 6:30 p.m.
- 4) Work Session – October 16, 2024 at 6:00 p.m.
- 5) Regular Session – October 16, 2024 at 6:30 p.m.

b) Set Next Meeting, Date and Time:

- 1) Special Session – November 13, 2024 at 5:30 p.m.
- 2) Regular Session – November 20, 2024 at 6:30 p.m.
- 3) Regular Session – December 4, 2024 at 6:30 p.m.

- c) **Possible approval and renewal of the Inspection Services Agreement between the Arizona Department of Housing and the Town of Camp Verde to enforce installation standards.** Staff Resource: Building Official Roxanne Jasman.

On a **motion** by Councilor McPhail, seconded by Vice Mayor Moore, the Council **moved** to approve the Consent Agenda.

Roll Call Vote:

Councilor Baker: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor McPhail: Aye
Councilor Godwin: Absent

Motion Carried 6-0.

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

Mike Dunegan reported an incident involving a citizen pulling a firearm out, cocking it, while making comments to his son and friends. Mr. Dunegan submitted a report to the Marshal's Office but feels no action has been taken to address the matter.

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

The Mayor, Council and Town Manager reported on current events.

7. **Special Announcements and Presentations.** All presentations are limited to 15-minutes.
- **Oath of Office of Cristian Sotelo who joined the Maintenance Division of Public Works as a Grounds Maintenance Worker.** Staff Resource: Town Clerk

Leah Rhodes.

Town Clerk Rhodes swore in Cristian Sotelo.

- **Oath of Office of Daniel Miller who joined the Maintenance Division of Public Works as a Grounds Maintenance Worker.** Staff Resource: Town Clerk Leah Rhodes.

Town Clerk Rhodes swore in Daniel Miller.

Oath of Office of Oscar Berrelez, Jr. who joined the Marshal's Office as a Deputy Marshal. Staff Resource: Town Clerk Leah Rhodes.

Town Clerk Rhodes swore in Oscar Berrelez Jr.

8. **Discussion, consideration and possible direction for the Heritage Pool restoration.** Staff Resource: Public Works Director Ken Krebs and Maintenance Division Manager Jeff Kobel.

CIP Project Manager Martin Smith presented this item. CIP Manager Smith stated that the town pool was closed prematurely this year, due to maintaining acceptable water quality. Staff had reached out to three companies to attain quotes and advice about what was necessary to restore the pool. Staff developed a list of work to be completed. Using the list and quotes received, staff developed an itemized bid tab that estimates the cost, to provide brand new equipment (minus the slide), with an approximate cost of \$610,000.

CIP Manager Smith stated the itemized bid tab, and estimated cost was presented to the Parks and Recreation Commission, and Commission members unanimously approved the project to be sent out to bid. CIP Manager Smith requested the Council's consideration and approval to proceed with issuing an open bid.

Town Manager Fisher added, when staff received the initial estimates, staff worked together to figure out which American Rescue Plan Projects and Capital Improvement Projects staff could delay. Staff came up with \$417,000. Without a bid, staff will be unable to assemble a financial portfolio detailing the funds required to make the pool operate. Manager Fisher noted that town funds do not need to cover the entire cost; staff can explore public partnerships and other funding opportunities. Staff's goal is to have the pool open by next year.

Councilor Murdock inquired whether staff would provide a detailed list of required repairs and replacements when submitting the bid proposal. CIP Manager Smith confirmed.

Councilor Murdock asked if the items pulled off the CIP list would be provided to the Council.

Manager Fisher provided an overview of the CIP list:

CVMO Brick Building: \$45,000

3rd Street & Maryvale Sewer Extension: \$52,000

Court Addition: \$200,000

Parsons Preserve: \$45,000.

Town Multiuse Field Sprinkler System: \$75,350.

CIP Manager Smith stated the actual cost of the slide is \$120,000, with an additional cost of installation of \$40,000 and the freight delivery cost of \$15,000 would be added to the \$120,000. Manager Fisher clarified that a new slide would bring the cost up to almost \$800,000.

Vice Mayor Moore questioned what the Parks and Recreation Commission's recommendation was.

Manager Fisher stated that the Commission had two recommendations-

1. Send the item out to bid
2. Budget capacity to hire a pool manager in FY2026

Vice Mayor Moore stated that one of the complaints about the pool is that the citizens would like to see it open longer. Vice Mayor Moore expressed a desire to see the pool season extended if a significant investment is being made to the facility. Vice Mayor Moore stated that if the commitment to improving the pool is made, the project should be completed in full. Vice Mayor Moore suggested that they put out a community survey to inquire as to what the community would like to see at the pool. Vice Mayor Moore expressed her support for seeking bids, emphasizing the importance of completing the project properly with a forward-thinking approach.

Councilor Baker inquired about the pool's expected lifespan and whether it might be more beneficial to invest in a new pool that could better serve the community, noting that the current pool is situated on property not owned by the town.

Manager Fisher explained that at the November 20th, Town Council meeting, Council will review a request for proposal for the Parks and Recreation Master Plan, which will gather the necessary data to address questions from Council.

Councilor Escoffier expressed her support, noting that the pool was built with community donations and funding, and she believes it would be worthwhile investing in maintaining the community pool.

Mayor Jenkins stated that the pool must be operational for the community since the pool is a beneficial service to the citizens of Camp Verde.

On a **motion** by Councilor McPhail, seconded by Councilor Escoffier, the Council moved to approve town staff to place the project out for bid.

Roll Call Vote:

Councilor Baker: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor McPhail: Aye
Councilor Godwin: Absent

Motion Carried 6-0.

9. **Discussion, consideration and possible approval of accepting the proposal with Dalton's AC, for heating and refrigeration in the amount of \$56,950.00, for the replacement of the Camp Verde Marshal's Office evidence freezer.** Staff Resource: Public Works Director Ken Krebbs and Maintenance Division Manager Jeff Kobel.

CIP Project Manager Smith stated that the current evidence freezers at CVMO, originally installed in 2006, are increasingly difficult to maintain and have become a significant source of issues. Staff had contacted many different refrigeration companies, and Dalton's AC was responsive. CIP Manager Martin recommended the project to be awarded to Dalton's AC.

Mayor Jenkins questioned if staff is still comfortable that this is a fair bid, with it being the only one staff received. CIP Manager Smith confirmed that he feels it is a fair bid.

Councilor Escoffier stated that the estimate from Dalton's states that the equipment prices were only valid until October 31st and asked whether the cost presented was still valid.

CIP Project Manager Smith stated that the prices are valid and has contacted Dalton's for confirmation.

On a **motion** by Councilor McPhail, seconded by Councilor Baker, Council **moved** to award Dalton's AC Heating and Refrigerant for the replacement of two freezers and one refrigerant condenser units and installation of a new alarm system at CVMO in the amount of \$56,950.

Roll Call Vote:

Councilor Baker: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor McPhail: Aye
Councilor Godwin: Absent

Motion Carried 6-0.

10. Public Hearing: Discussion, consideration and possible approval of Ordinance 2024-A494 an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance Section 305.1-Livestock Regulations. Staff Resource: Town Manager Miranda Fisher.

- **Staff Comments**

Town Manager Miranda Fisher provided the Council with a recap of how the item has come to this point in the Section 305.1- Livestock Regulations amendment. Manager Fisher stated in August 2023, following an agritourism permit request, there was a conversation with Council about a direction that they had given to staff, specifically the Town Manager at the time, to form a Work Group to work on the Town's Livestock Ordinance. The Work Group was formed to draft the ordinance and make productive changes. The ordinance would be used as a repeal and replacement. An official public hearing took place on September 5th. At the public hearing, direction was given to town staff to take the feedback provided from the Planning and Zoning Commission members and amend the Ordinance that the work group had suggested. At the October 3rd public hearing, the Commissioner Foreman made a motion to include 7 changes, and the motion failed.

Manager Fisher stated tonight the Council is being presented with the Ordinance that was provided to the Planning and Zoning Commission on October 3rd, with minor amendments. Manager Fisher clarified that staff is asking Council to vote on the ordinance, which includes the Work Group and staff edits. Additionally, Commissioner Foreman had recommendations, which town staff had no issues with, however, those recommendations were not provided to Council.

Councilor Baker asked if the adjustments made were minor or major.

Manager Fisher stated that staff cleaned up the nuisance changes and provided clarification of how the administrative adjustment permit would work.

Councilor Baker inquired about the rationale behind initiating a discussion to amend an ordinance that she believed to be effective.

Town Planner II Cory Mulcaire stated the item had come up due to some code complaints and use permits that came through that people were for and against. The direction came from the Council after there was upheaval in the community about the ordinance and the differing opinions in the community.

Councilor Baker shared that swine should be limited to one per parcel or for 4H purposes. Bison should not be one of the approved animals within the community. Beyond that, she felt that the current ordinance has worked very well for years and needs to stay as is.

- **Open Public Hearing** Mayor Jenkins opened the Public Hearing at 7:25 PM.

Bonnie Mansker did not wish to speak but was in favor of the agenda item.

Jordy Weaver expressed support for the agenda item and recommended several modifications to the Ordinance. Specifically, she proposed: reducing the point allocation for cattle under 600 pounds; increasing the permanent adjustment to 100 percent upon permit issuance; raising the threshold for neighbor disputes from 20 percent to 50 percent; expanding manure set-back requirements from 30 feet to 60 feet; and retaining initial permitting authority with the Community Development Department instead of the Board of Adjustment. Ms. Weaver also submitted a petition, distributed to the Council, advocating for an increase in the allowable animal count.

Tye Reddell did not wish to speak but was in favor of the agenda item.

Robert Benson spoke in favor of the agenda item.

Eileen Martin spoke against the agenda item and stated the current animal count is working as it stands. The proposed ordinance only benefits a small portion of the community. Ms. Martin recommended that any changes be incorporated into the General Plan to allow for a community-wide vote.

Cathy Morgan spoke against the agenda item. Ms. Morgan stated she would like the current Ordinance to stay as it stands.

Daria Weir spoke in favor of the agenda item and stated she would prefer no animal count at all.

Christa Brunori spoke in support of the item and stated one of her concerns was the point allocation for cattle. Ms. Brunori provided an overview of the allocation of points, which illustrations were submitted to Council for review with visual comparisons. Ms. Brunori stated the proposed Ordinance will affect everyone in the community. Allowing the changes will help illuminate future discrimination against families and individuals' discrimination that has currently happened in the Town of Camp Verde. The change in the Ordinance will primarily and most importantly allow Town staff to have clear parameters to conduct their job more efficiently. The ordinance clears up the rules and regulations. Ms. Brunori encouraged the Council to look at the marketing efforts to provide future information to the community.

Tanner Bryson expressed support for the agenda item, offering insights on the agricultural perspective. Mr. Bryson urged the Council to reflect on the identity of the Town of Camp Verde, questioning whether the Town envisions itself as a residential community or as a community with a rural agriculture.

Cheri Wischmeyer spoke against this agenda item and stated that the ordinance they were voting on was not provided to the community. Additionally, the community did not receive other important papers that were included in Council's packet.

Manager Fisher addressed Ms. Wischmeyer's comment. Manager Fisher stated Ms. Wischmeyer had made a good point, and it was an accidental oversight that there were essential documents missing from the packet. Manager Fisher recommended

that the Council continue with the Public Hearing, provide additional feedback to staff, and with the feedback given, bring an amended ordinance to the Council at the November 13th meeting.

Janet Anderson spoke against this agenda item and stated the Town needs to have restrictions and is opposed to the point system.

Stephen Magoon spoke against this agenda item and stated it is important for the Town of Camp Verde to retain the rural community lifestyle. Mr. Magoon was opposed to the point system.

Shirley Rae spoke against this agenda item and stated enforcement has been overshadowed with a small group of residents. Ms. Rae stated she supports the current Ordinance.

Dorie Blair spoke in favor of the agenda item.

Jake Davis did not wish to speak but was in favor of this agenda item.

Town Clerk Rhodes received a letter from a citizen, but she did not read it, as letters should have already been submitted. The letter will be submitted to Council via the Clerk's Office.

- **Close Public Hearing** Mayor Jenkins closed the Public Hearing at 8:04 PM.

Mayor Jenkins recessed the meeting for a break at 8:05 PM.

Mayor Jenkins reconvened the meeting at 8:13 PM.

The Public Hearing was re-opened at 8:13 PM for members of the public to speak during the meeting via Zoom.

Mary Phelps spoke in favor of the agenda item and stated there is a need for change and for the Council to consider Robert Foreman's suggestions and requests.

Robin Oothoudt spoke in favor of the agenda item.

Jessica Oium did not wish to speak but was in favor of the agenda item.

Mayor Jenkins closed the public hearing at 8:16 PM.

- **Council Discussion**

Major Jenkins opened the floor for Council discussion, stating that tonight they will give staff directions on what they want to see with the ordinance and then come back to vote on it next week. They cannot vote this evening because the packet was not complete.

Vice Mayor Moore stated that she feels they need to decide if they're going to have

discussion and talk about changes they'd like to see, or if they'll just wait until the next meeting when staff have the packet put together. Vice Mayor Moore would like the citizens to have the opportunity to review everything that Council has reviewed and would like to see Commissioner Foreman's recommendations.

Mayor Jenkins stated that when the documents are brought back to Council, she would like to see it color coded including the original recommendation from the Work Group, what staff changed, and what came out of the Planning and Zoning Commission meeting. Mayor Jenkins would also like to see the original ordinance to compare. Mayor Jenkins requested Council to advise staff if there's anything else they'd like to see in the packet.

Councilor Escoffier agreed with Mayor Jenkins. Councilor Escoffier asked if the ordinance were to be amended, could they amend it again if it wasn't working.

Town Attorney Trish Stuhan responded that Council could amend the ordinance again. However, if they change the code, some citizens may be grandfathered into legal non-conforming if the Council decided to change the code back.

Mayor Jenkins stated this agenda item will be tabled until Wednesday, November 13, 2024. Mayor Jenkins thanked everyone who had been present at meetings regarding section 305 and apologized for the mistake this evening.

Vice Mayor Moore inquired about a survey that was conducted and would like to see the survey results in the packet.

Planner II Cory Mulcaire stated that she's not sure if the survey and public comments had been included in the packet that evening, but she will ensure the Council is provided the information.

Manager Fisher stated that to avoid large packets, there will be a link provided for the information.

Vice Mayor Moore responded as long as it's available to Council. Vice Mayor Moore stated she would like to see all the information that took place at the Planning and Zoning meeting and would like all material to be clean and clear.

Manager Fisher apologized to Council on behalf of staff for the administrative oversight. Manager Fisher agreed that Council should be provided with all the information to make their decision. Manager Fisher stated with the item coming back to Council on November 13th, staff will not have time to accept new public comments that take place from this day forward. Staff will have all the comments that were submitted tonight and prior to in the November 13th agenda packet.

Councilor Escoffier mentioned that one of the links on the website was broken, and she did not receive the information she expected. Additionally, Councilor Escoffier expressed a desire to have things organized and streamlined for easier access.

Manager Fisher stated that Council will be provided with all five versions of the ordinance to review, allowing them to track the progression and determine which version they prefer.

On a **motion** by Councilor McPhail, seconded by Councilor Baker, the Council **moved** to continue this public hearing until Wednesday, November 13 at 5:30 PM.

Roll Call Vote:

Councilor Baker: Aye
Councilor Escoffier: Aye
Councilor Murdock: Aye
Mayor Dee Jenkins: Aye
Vice Mayor Moore: Aye
Councilor McPhail: Aye
Councilor Godwin: Absent

Motion Carried 6-0.

11. **Adjournment** Mayor Dee Jenkins adjourned the meeting at 8:30 PM.

CERTIFICATION

Mayor Dee Jenkins

Town Clerk Leah Rhodes

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on November 6, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2024.

Leah Rhodes, Town Clerk



Meeting Date: November 20, 2024

Agenda Item Type:

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

Requesting Department: Finance

Staff Resource: Mike Showers – Finance Director

Agenda Title: Possible approval for Town Finance Director to open a new cash account with Chase bank that will be linked to the to the USPS online system for payment for Utility billing.

Attached Documents: None.

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

- Town Manager Legal Risk Management Finance Other:

Financial Review (if applicable): N/A

- 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:

Background Information:

The Finance and Utilities Department are proposing the creation of a dedicated cash account to enhance departmental autonomy and improve efficiency in our utility billing processes. Currently, the utility clerk manages water and wastewater billing and then submits a bulk mail permit request to the Finance Department for processing. Given the Finance Department’s broad range of responsibilities, there can be occasional timing challenges that impact the ability to process the permit promptly.

Establishing a dedicated cash account linked directly to our online USPS system would enable the Utilities Department to independently process payments for bulk mail permits. This adjustment would minimize the need to coordinate with Finance, reducing reliance on individual schedules and creating a more reliable, streamlined process for meeting mailing deadlines.

By initially funding this new account with approximately \$5,000, we can keep cash exposure low, limiting access strictly to essential utility functions while safeguarding funds. This change is expected to enhance overall efficiency, reduce delays, and support our commitment to consistent, timely billing practices.

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

By implementing this system, Town will be able to advance its focus of good governance.



Town Council Agenda Information Memorandum

Question(s) before the Council:

- Does the Council authorize the Town Finance Director to open a new cash account with Chase?

Proposed Motion:

Motion to **APPROVE** the Town Finance Director to open a new cash account with Chase bank.



Town Council Agenda Information Memorandum

Meeting Date: November 20, 2024

Agenda Item Type:

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

Requesting Department: Town Clerk

Staff Resource: Town Clerk Leah Rhodes

Agenda Title: Proclamation declaring November 30, 2024 as Small Business Saturday.

Attached Documents: Proclamation

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable): N/A

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

Background Information:

According to the United States Small Business Administration, there are 34.7 million small businesses in the United States, and small businesses represent 99.7% of firms with paid employees. Small businesses are responsible for 61.1% of net new jobs created since 1995, and small businesses employ 45.9% of the employees in the private sector in the United States. Advocacy groups, as well as public and private organizations across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday

Question(s) before the Council:

- Does Council have any questions for staff?



PROCLAMATION
Declaring
November 30, 2024 as
Small Business Saturday

WHEREAS, the Town of Camp Verde, Arizona, celebrates our local small businesses and the contributions they make to our local economy and community; and

WHEREAS, according to the United States Small Business Administration, there are 34.7 million small businesses in the United States, and small businesses represent 99.7% of firms with paid employees. Small businesses are responsible for 61.1% of net new jobs created since 1995, and small businesses employ 45.9% of the employees in the private sector in the United States; and

WHEREAS, 68 cents of every dollar spent at a small business in the U.S. stays in the local community and every dollar spent at small businesses creates an additional 48 cents in local business activity as a result of employees and local businesses purchasing local goods and services; and

WHEREAS, 59% of U.S. consumers aware of Small Business Saturday shopped or ate at a small, independently owned retailer or restaurant on Small Business Saturday 2023; and

WHEREAS, the Town of Camp Verde supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

WHEREAS, advocacy groups, as well as public and private organizations across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW THEREFORE, The Mayor and Common Council of the Town of Camp Verde do hereby proclaim November 30, 2024, to be:

SMALL BUSINESS SATURDAY

IN WITNESS THEREOF, I have hereunto set my hand and caused the Seal of Town of Camp Verde, Arizona, to be affixed this 20th day of November 2024.

Dee Jenkins, Mayor

Attest:

Leah Rhodes, Town Clerk



Town Council Agenda Information Memorandum

Meeting Date: November 20, 2024

Agenda Item Type:

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

Requesting Department: Town Clerk

Staff Resource: Town Clerk Leah Rhodes

Agenda Title: Discussion, consideration and possible approval of Resolution 2024-1155, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring and adopting the results of the General Election held on November 5, 2024.

Attached Documents: Resolution 2024-1155

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviewed By:

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

Financial Review (if applicable): N/A

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

Background Information:

According to Arizona Revised Statute, the governing body holding an election shall meet and canvass the election not less than six (6) days nor more than twenty days following the election. The General Election was held on November 5, 2024, which means that the results must be canvassed no later than November 25, 2024. **The Resolution and Canvass will be distributed once available.**

Town Clerk Leah Rhodes will present the Certificate of Election to Brian Bolton, Robert Foreman and Jessie Murdock; three council seats elected in the November 5, 2024 General Election.

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

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

Move to approve Resolution 2024-1156, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, declaring and adopting the results of the General Election held on November 5, 2024.

Certificate of Election

State of Arizona
County of Yavapai
Town of Camp Verde

This is to certify that at the Primary Election held in the Town of Camp Verde on July 30, 2024.

Robert Foreman

was duly elected to the office of Council Member in and for said Town for the term of four years, beginning December 4, 2024. All of which appears by the official returns canvassed by the Mayor and Common Council of the Town of Camp Verde on November 20, 2024 and filed in the Office of the Clerk of the Town of Camp Verde.

In witness whereof, I have herewith set my hand and affixed the seal of the Town of Camp Verde this 20th day of November 2024.



Leah Rhodes
Clerk of the Town of Camp Verde

Certificate of Election

State of Arizona
County of Yavapai
Town of Camp Verde

This is to certify that at the Primary Election held in the Town of Camp Verde on July 30, 2024.

Brian Boston

was duly elected to the office of Council Member in and for said Town for the term of four years, beginning December 4, 2024. All of which appears by the official returns canvassed by the Mayor and Common Council of the Town of Camp Verde on November 20, 2024 and filed in the Office of the Clerk of the Town of Camp Verde.

In witness whereof, I have herewith set my hand and affixed the seal of the Town of Camp Verde this 20th day of November 2024.



Leah Rhodes
Clerk of the Town of Camp Verde

Certificate of Election

State of Arizona
County of Yavapai
Town of Camp Verde

This is to certify that at the Primary Election held in the Town of Camp Verde on July 30, 2024.

Jessie Murdock

was duly elected to the office of Council Member in and for said Town for the term of four years, beginning December 4, 2024. All of which appears by the official returns canvassed by the Mayor and Common Council of the Town of Camp Verde on November 20, 2024 and filed in the Office of the Clerk of the Town of Camp Verde.

In witness whereof, I have herewith set my hand and affixed the seal of the Town of Camp Verde this 20th day of November 2024.



Leah Rhodes
Clerk of the Town of Camp Verde



Town Council Agenda Information Memorandum

Meeting Date: November 20, 2024

Agenda Item Type:

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

Requesting Department: Town Clerk

Staff Resource: Town Clerk Leah Rhodes

Agenda Title: Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 12, Restaurant Liquor License for Bullpen Grill and Watering Hole, located at 564 S. Main Street, #100, Camp Verde, Arizona, 86322.

Attached Documents: Liquor License Application

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviewed By:

- Town Manager
 Legal
 Risk Management
 Finance
 Other:

Financial Review (if applicable): N/A

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

Background Information:

An application (Attachment) for a Series 12, Restaurant Liquor License, was submitted by Agent Justin Chambers for Bullpen Grill and Watering Hole, located at 564 S. Main Street, #100. The non-transferable, on-sale retail privileges liquor license allows the holder of a restaurant license to sell and serve all types of spiritous liquor solely for consumption on the premises of an establishment that derives at least forty percent (40%) of its gross revenue from the sale of food. Failure to meet the forty percent (40%) food requirement may result in revocation of the license.

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

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

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

Question(s) before the Council:

- Does Council have any questions for staff?



Town Council Agenda Information Memorandum

- Does Council have any questions for the applicant?

Proposed Motion:

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

OR

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

State of Arizona
Department of Liquor Licenses and Control

Created 10/11/2024 @ 01:25:18 PM

Local Governing Body Report

LICENSE

Number: _____ Type: 012 RESTAURANT
Name: BULLPEN GRILL AND WATERING HOLE
State: Pending
Issue Date: _____ Expiration Date: _____
Original Issue Date: _____
Location: 564 S MAIN STREET
 #100
 CAMP VERDE, AZ 86322
 USA
Mailing Address: _____
Phone: (928)716-0973
Alt. Phone: _____
Email: BULLPENGRILLCV@GMAIL.COM

AGENT

Name: JUSTIN ANDREW CHAMBERS
Gender: Male
Correspondence Address: PO BOX 670
 CAMP VERDE, AZ 86322
 USA
Phone: (928)716-0973
Alt. Phone: _____
Email: BULLPENGRILLCV@GMAIL.COM

OWNER

Name: BULLPEN VENTURES LLC
Contact Name: JUSTIN ANDREW CHAMBERS
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: 23714856 State of Incorporation: AZ
Incorporation Date: 08/12/2024
Correspondence Address: PO BOX 670
 CAMP VERDE, AZ 86322
 USA
Phone: (928)716-0973
Alt. Phone: _____
Email: BULLPENGRILLCV@GMAIL.COM

Officers / Stockholders

Name: _____ Title: _____ % Interest: _____

*600-12/10/24
105-1/24/25*

BULLPEN VENTURES LLC - Member

Name: JUSTIN ANDREW CHAMBERS
Gender: Male
Correspondence Address: PO BOX 670
CAMP VERDE, AZ 86322
USA
Phone: (928)716-0973
Alt. Phone:
Email: BULLPENGRILLCV@GMAIL.COM

APPLICATION INFORMATION

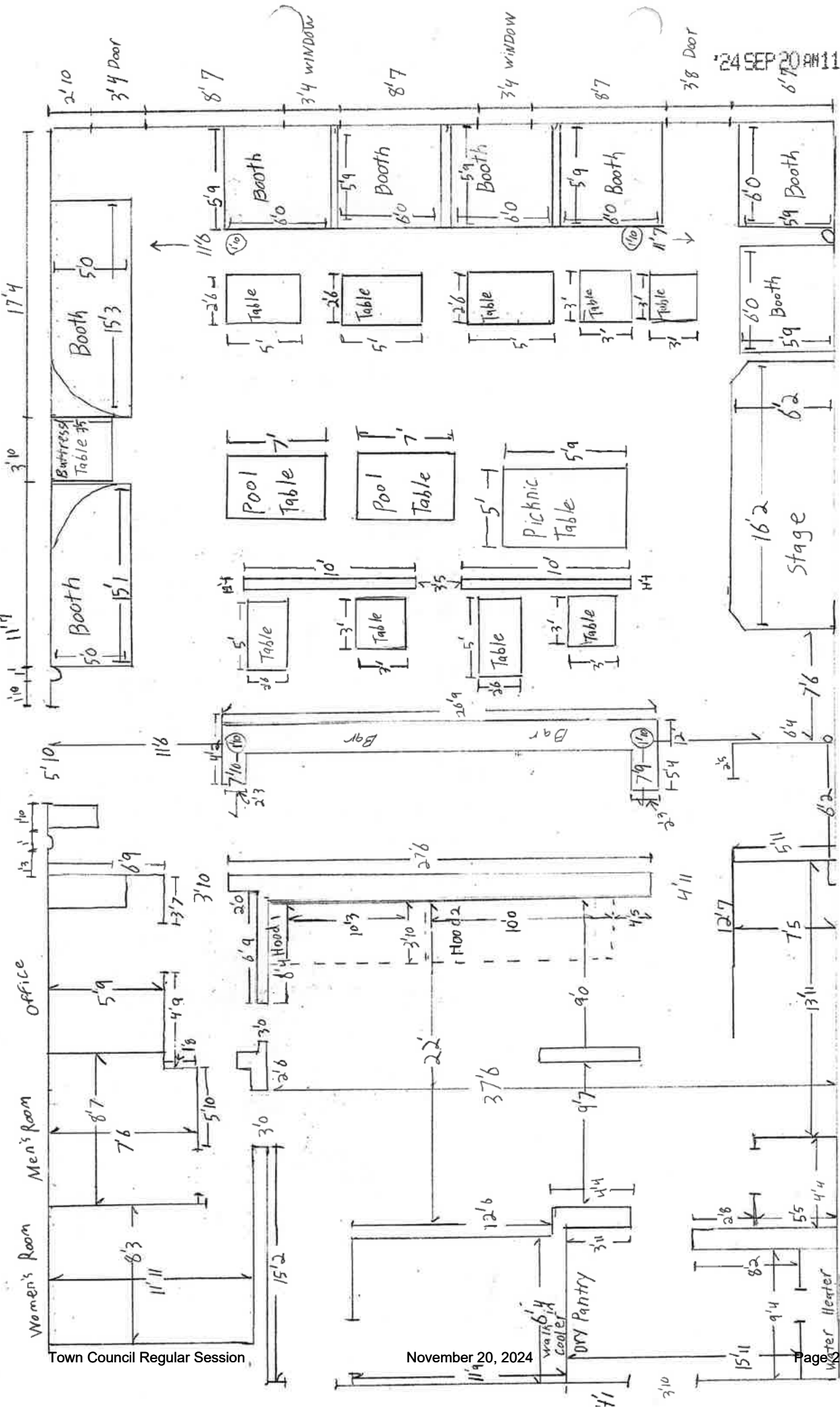
Application Number: 310412
Application Type: New Application
Created Date: 09/20/2024

QUESTIONS & ANSWERS

012 Restaurant

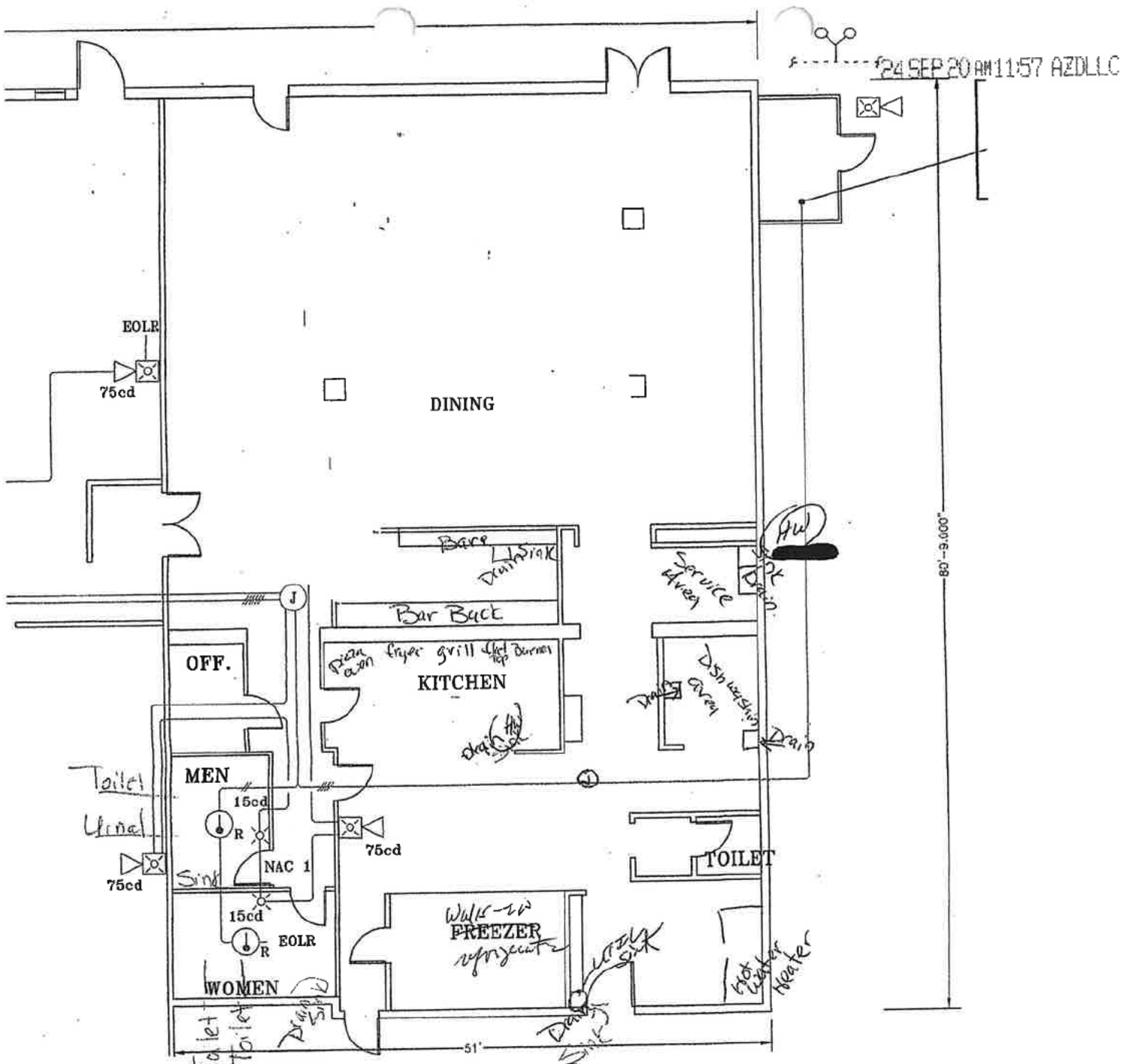
- 1) Are you applying for an Interim Permit (INP)?
No
- 2) Are you one of the following? Please indicate below.
Property Tenant
Subtenant
Property Owner
Property Purchaser
Property Management Company
PROPERTY OWNER
- 3) Is there a penalty if lease is not fulfilled?
No
- 4) Is the Business located within the incorporated limits of the city or town of which it is located?
Yes
- 5) What is the total money borrowed for the business not including the lease?
Please list each amount owed to lenders/individuals.
NONE
- 6) Are there walk-up or drive-through windows on the premises?
No
- 7) Does the establishment have a patio?
No
- 8) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
No
- 9) What type of business will this license be used for?
GASTROPUB RESTAURANT AND BAR

Bullpen Grill & Watering Hole



24 SEP 20 AM 11:57 AZDLLC

Restaurant
 Wingfield Plaza Camp Verde, AZ
 564 Main Street



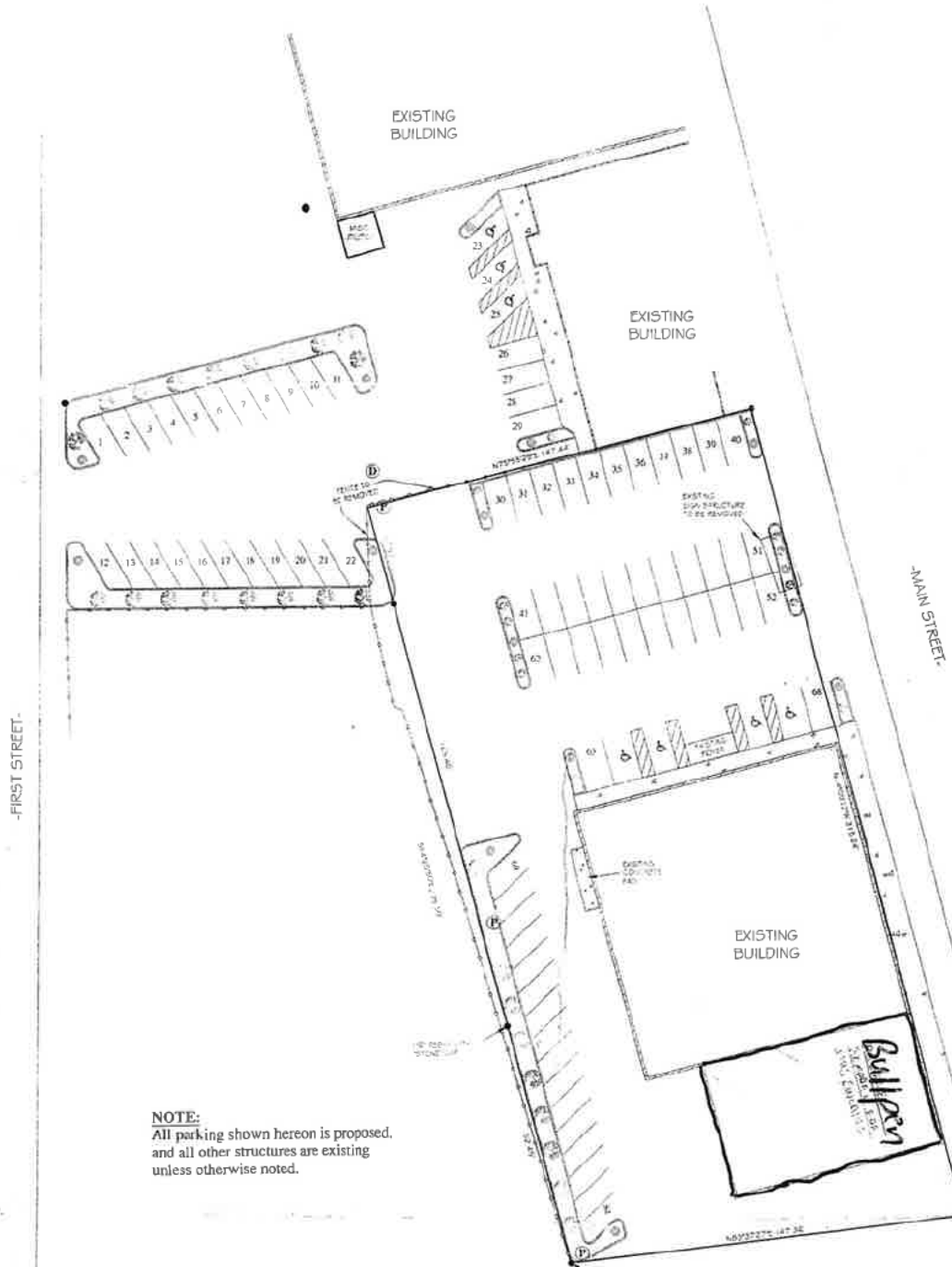
Bullpen Grill & Watering Hole
 564 S. Main St
 Camp Verde Az Ste 100
 86322

SITE PLAN

404-23-043C

TOWN OF CAMP VERDE

24 SEP 20 AM 11:57 AZDLLC MAIN STREET PRELIMINARY PARKING PLAN
YAVAPAI COUNTY, ARIZONA



NOTE:
All parking shown hereon is proposed,
and all other structures are existing
unless otherwise noted.

LEGEND:

- (P) INDICATES POWER POLE
- (D) INDICATES DOWN GUY (WIRE)
- (T) INDICATES TELEPHONE POLE
- (F) INDICATES TELEPHONE BOX
- (T) INDICATES PROPOSED TREE / LANDSCAPING
- (L) INDICATES PROPOSED LIGHT POLE
- (●) INDICATES FOUND 1/2" REBAR WITH "CORNERSTONE" CAP, UNLESS NOTED OTHERWISE

TOWN OF CAMP VERDE
BUILDING DEPARTMENT
Reviewed for Compliance
Date: 11/20/24
A. K. [Signature]

SUTLENS STEARHOUSE RE-MODEL
OWNER: ROBBIE ALLEN - 631-6442
CONTRACTOR: TOTAL BUILDING SYSTEMS INC
CONTACT: TYLEA SANDA 649-0131



JOB #04-0107M

HERITAGE
LAND SURVEYING & MAPPING INC.
DUGAN L. McDONALD R.L.S.
PO BOX 3276
CAMP VERDE, AZ 86322
928-567-9170

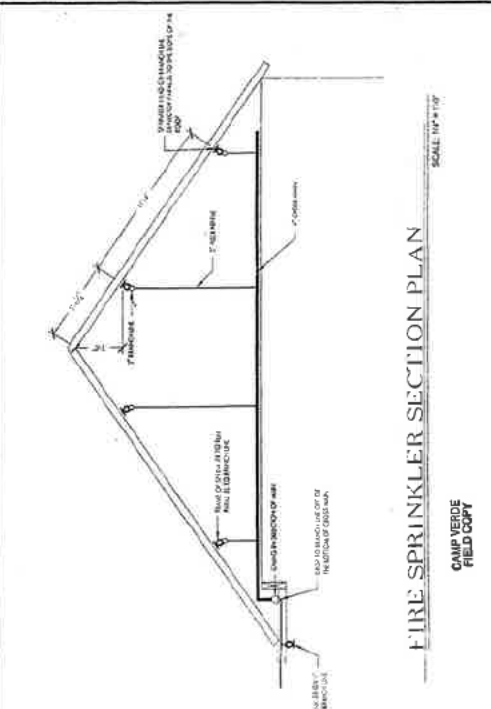
NO.	DATE	REVISIONS

Fuego-Tech Design, Inc.
 11508 CIRCLE BWAY, SUITE 100, PHOENIX, AZ 85028
 (602) 998-1111
 www.fuego-tech.com

PROTECTION
 11508 CIRCLE BWAY, SUITE 100, PHOENIX, AZ 85028
 (602) 998-1111

SUTLERS STAKE HOUSE
 FIRE SPRINKLER PIPING PLAN
 564 S MAIN STREET
 CAMP VERDE, ARIZONA

FP-1
 DATE: 7/24/2020
 DRAWN BY: J.P.P.
 CHECKED BY: J.P.P.
 PROJECT NO.: 200001



CALCULATION DESIGN INFORMATION

PRELIMINARY DESIGN	NO.	457
AREA	11508 CIRCLE BWAY, SUITE 100, PHOENIX, AZ 85028	
OCCUPANCY	RESTAURANT	
HAZARD	RESTAURANT	
AREA OF OPERATION	0.00 SQ. FT.	
AREA PER HEAD	11508 CIRCLE BWAY, SUITE 100, PHOENIX, AZ 85028	
HOSE WATER ALLOWANCE	OUTSIDE - 250 GPM	

SYSTEM DEMAND

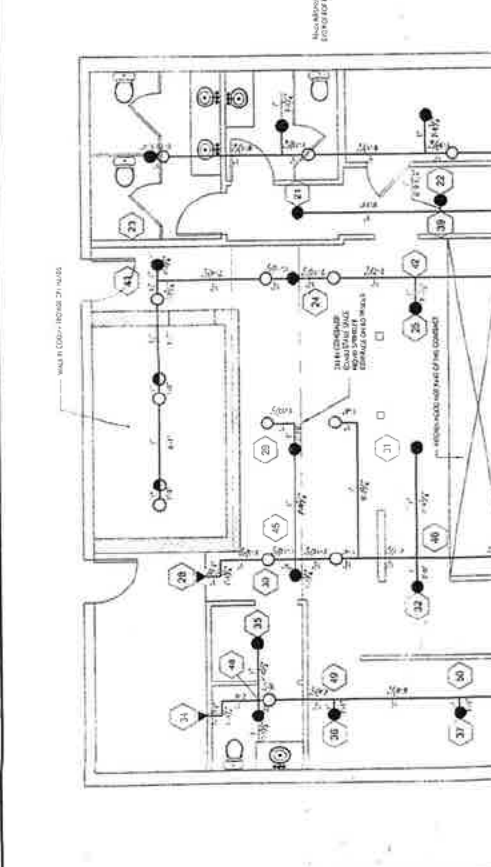
PSI	40.0
GPM	70.0
AVAILABILITY	75.0
HAZARD	RESTAURANT
DESIGN	RESTAURANT
REQUIREMENTS	RESTAURANT
AREA PER HEAD	11508 CIRCLE BWAY, SUITE 100, PHOENIX, AZ 85028
HOSE WATER ALLOWANCE	OUTSIDE - 250 GPM

PLAN LEGEND

1	SPRINKLER HEAD
2	SPRINKLER HEAD
3	SPRINKLER HEAD
4	SPRINKLER HEAD
5	SPRINKLER HEAD
6	SPRINKLER HEAD
7	SPRINKLER HEAD
8	SPRINKLER HEAD
9	SPRINKLER HEAD
10	SPRINKLER HEAD
11	SPRINKLER HEAD
12	SPRINKLER HEAD
13	SPRINKLER HEAD
14	SPRINKLER HEAD
15	SPRINKLER HEAD
16	SPRINKLER HEAD
17	SPRINKLER HEAD
18	SPRINKLER HEAD
19	SPRINKLER HEAD
20	SPRINKLER HEAD
21	SPRINKLER HEAD
22	SPRINKLER HEAD
23	SPRINKLER HEAD
24	SPRINKLER HEAD
25	SPRINKLER HEAD
26	SPRINKLER HEAD
27	SPRINKLER HEAD
28	SPRINKLER HEAD
29	SPRINKLER HEAD
30	SPRINKLER HEAD
31	SPRINKLER HEAD
32	SPRINKLER HEAD
33	SPRINKLER HEAD
34	SPRINKLER HEAD
35	SPRINKLER HEAD
36	SPRINKLER HEAD
37	SPRINKLER HEAD
38	SPRINKLER HEAD
39	SPRINKLER HEAD
40	SPRINKLER HEAD
41	SPRINKLER HEAD
42	SPRINKLER HEAD
43	SPRINKLER HEAD
44	SPRINKLER HEAD
45	SPRINKLER HEAD
46	SPRINKLER HEAD
47	SPRINKLER HEAD
48	SPRINKLER HEAD
49	SPRINKLER HEAD
50	SPRINKLER HEAD
51	SPRINKLER HEAD
52	SPRINKLER HEAD
53	SPRINKLER HEAD
54	SPRINKLER HEAD
55	SPRINKLER HEAD
56	SPRINKLER HEAD
57	SPRINKLER HEAD
58	SPRINKLER HEAD
59	SPRINKLER HEAD
60	SPRINKLER HEAD
61	SPRINKLER HEAD
62	SPRINKLER HEAD
63	SPRINKLER HEAD
64	SPRINKLER HEAD
65	SPRINKLER HEAD
66	SPRINKLER HEAD
67	SPRINKLER HEAD
68	SPRINKLER HEAD
69	SPRINKLER HEAD
70	SPRINKLER HEAD
71	SPRINKLER HEAD
72	SPRINKLER HEAD
73	SPRINKLER HEAD
74	SPRINKLER HEAD
75	SPRINKLER HEAD
76	SPRINKLER HEAD
77	SPRINKLER HEAD
78	SPRINKLER HEAD
79	SPRINKLER HEAD
80	SPRINKLER HEAD

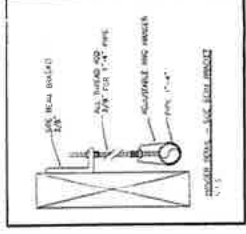
MAXIMUM DISTANCE BETWEEN HEADS

TYPE	MAXIMUM DISTANCE BETWEEN HEADS
1	13.5'
2	13.5'
3	13.5'
4	13.5'
5	13.5'
6	13.5'
7	13.5'
8	13.5'
9	13.5'
10	13.5'
11	13.5'
12	13.5'
13	13.5'
14	13.5'
15	13.5'
16	13.5'
17	13.5'
18	13.5'
19	13.5'
20	13.5'
21	13.5'
22	13.5'
23	13.5'
24	13.5'
25	13.5'
26	13.5'
27	13.5'
28	13.5'
29	13.5'
30	13.5'
31	13.5'
32	13.5'
33	13.5'
34	13.5'
35	13.5'
36	13.5'
37	13.5'
38	13.5'
39	13.5'
40	13.5'
41	13.5'
42	13.5'
43	13.5'
44	13.5'
45	13.5'
46	13.5'
47	13.5'
48	13.5'
49	13.5'
50	13.5'
51	13.5'
52	13.5'
53	13.5'
54	13.5'
55	13.5'
56	13.5'
57	13.5'
58	13.5'
59	13.5'
60	13.5'
61	13.5'
62	13.5'
63	13.5'
64	13.5'
65	13.5'
66	13.5'
67	13.5'
68	13.5'
69	13.5'
70	13.5'
71	13.5'
72	13.5'
73	13.5'
74	13.5'
75	13.5'
76	13.5'
77	13.5'
78	13.5'
79	13.5'
80	13.5'



TOWN OF CAMP VERDE BUILDING DEPARTMENT
 REVIEWED BY: [Signature]
 DATE: 7/24/2020

APPROVED
 [Signature]
 [Signature]



IN ALL WORKS THIS CODE SHALL BE OBSERVED AND THE DESIGNER SHALL BE RESPONSIBLE FOR THE DESIGN AND THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CONSTRUCTION.

GENERAL NOTES

1. REFER TO ALL APPLICABLE CODES AND REGULATIONS.
2. REFER TO ALL APPLICABLE CONTRACT DOCUMENTS.
3. REFER TO ALL APPLICABLE SPECIFICATIONS.
4. REFER TO ALL APPLICABLE DRAWINGS.
5. REFER TO ALL APPLICABLE NOTES.
6. REFER TO ALL APPLICABLE COMMENTS.
7. REFER TO ALL APPLICABLE REVISIONS.
8. REFER TO ALL APPLICABLE ADDENDUMS.
9. REFER TO ALL APPLICABLE SUPPLEMENTALS.
10. REFER TO ALL APPLICABLE CONDITIONS.
11. REFER TO ALL APPLICABLE EXCEPTIONS.
12. REFER TO ALL APPLICABLE DEVIATIONS.
13. REFER TO ALL APPLICABLE VARIATIONS.
14. REFER TO ALL APPLICABLE MODIFICATIONS.
15. REFER TO ALL APPLICABLE ALTERATIONS.
16. REFER TO ALL APPLICABLE CHANGES.
17. REFER TO ALL APPLICABLE ADJUSTMENTS.
18. REFER TO ALL APPLICABLE CORRECTIONS.
19. REFER TO ALL APPLICABLE IMPROVEMENTS.
20. REFER TO ALL APPLICABLE ENHANCEMENTS.
21. REFER TO ALL APPLICABLE UPGRADES.
22. REFER TO ALL APPLICABLE REPAIRS.
23. REFER TO ALL APPLICABLE REPLACEMENTS.
24. REFER TO ALL APPLICABLE REMOVALS.
25. REFER TO ALL APPLICABLE DEMOLITIONS.
26. REFER TO ALL APPLICABLE CONSTRUCTION.
27. REFER TO ALL APPLICABLE MAINTENANCE.
28. REFER TO ALL APPLICABLE INSPECTIONS.
29. REFER TO ALL APPLICABLE SAFETY.
30. REFER TO ALL APPLICABLE SECURITY.
31. REFER TO ALL APPLICABLE ACCESS.
32. REFER TO ALL APPLICABLE EGRESS.
33. REFER TO ALL APPLICABLE ESCAPE.
34. REFER TO ALL APPLICABLE RESCUE.
35. REFER TO ALL APPLICABLE EVACUATION.
36. REFER TO ALL APPLICABLE ASSEMBLY.
37. REFER TO ALL APPLICABLE DISMANTLING.
38. REFER TO ALL APPLICABLE REPAIRS.
39. REFER TO ALL APPLICABLE REPLACEMENTS.
40. REFER TO ALL APPLICABLE DEMOLITIONS.
41. REFER TO ALL APPLICABLE CONSTRUCTION.
42. REFER TO ALL APPLICABLE MAINTENANCE.
43. REFER TO ALL APPLICABLE INSPECTIONS.
44. REFER TO ALL APPLICABLE SAFETY.
45. REFER TO ALL APPLICABLE SECURITY.
46. REFER TO ALL APPLICABLE ACCESS.
47. REFER TO ALL APPLICABLE EGRESS.
48. REFER TO ALL APPLICABLE ESCAPE.
49. REFER TO ALL APPLICABLE RESCUE.
50. REFER TO ALL APPLICABLE EVACUATION.
51. REFER TO ALL APPLICABLE ASSEMBLY.
52. REFER TO ALL APPLICABLE DISMANTLING.
53. REFER TO ALL APPLICABLE REPAIRS.
54. REFER TO ALL APPLICABLE REPLACEMENTS.
55. REFER TO ALL APPLICABLE DEMOLITIONS.
56. REFER TO ALL APPLICABLE CONSTRUCTION.
57. REFER TO ALL APPLICABLE MAINTENANCE.
58. REFER TO ALL APPLICABLE INSPECTIONS.
59. REFER TO ALL APPLICABLE SAFETY.
60. REFER TO ALL APPLICABLE SECURITY.
61. REFER TO ALL APPLICABLE ACCESS.
62. REFER TO ALL APPLICABLE EGRESS.
63. REFER TO ALL APPLICABLE ESCAPE.
64. REFER TO ALL APPLICABLE RESCUE.
65. REFER TO ALL APPLICABLE EVACUATION.
66. REFER TO ALL APPLICABLE ASSEMBLY.
67. REFER TO ALL APPLICABLE DISMANTLING.
68. REFER TO ALL APPLICABLE REPAIRS.
69. REFER TO ALL APPLICABLE REPLACEMENTS.
70. REFER TO ALL APPLICABLE DEMOLITIONS.
71. REFER TO ALL APPLICABLE CONSTRUCTION.
72. REFER TO ALL APPLICABLE MAINTENANCE.
73. REFER TO ALL APPLICABLE INSPECTIONS.
74. REFER TO ALL APPLICABLE SAFETY.
75. REFER TO ALL APPLICABLE SECURITY.
76. REFER TO ALL APPLICABLE ACCESS.
77. REFER TO ALL APPLICABLE EGRESS.
78. REFER TO ALL APPLICABLE ESCAPE.
79. REFER TO ALL APPLICABLE RESCUE.
80. REFER TO ALL APPLICABLE EVACUATION.

FLOW TEST DATA

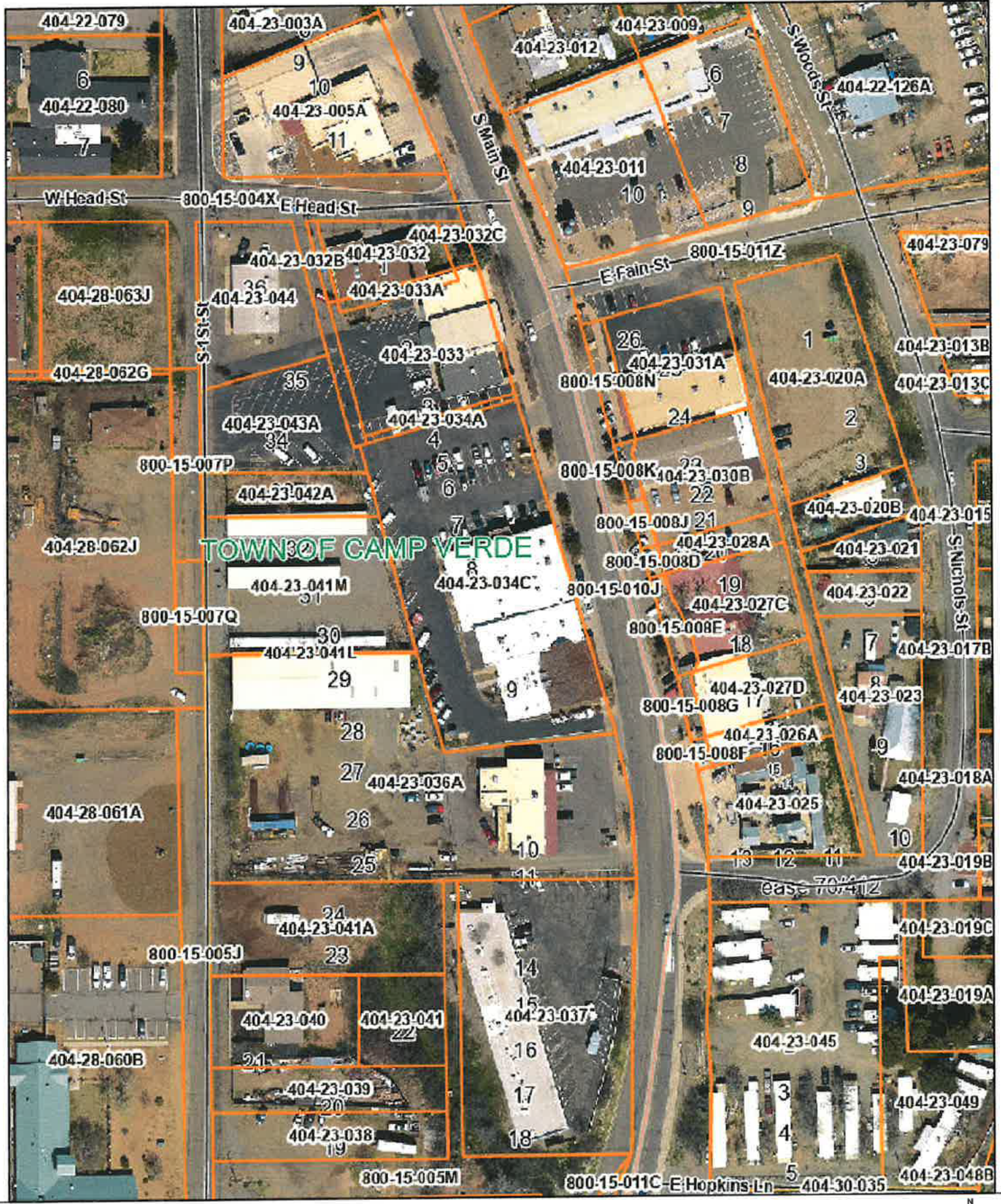
DESIGN	RESTAURANT
REVISION	7/24/2020
FLOW	70.0 GPM
HEAD	40.0 PSI
HAZARD	RESTAURANT
DESIGN	RESTAURANT
REQUIREMENTS	RESTAURANT
AREA PER HEAD	11508 CIRCLE BWAY, SUITE 100, PHOENIX, AZ 85028
HOSE WATER ALLOWANCE	OUTSIDE - 250 GPM

CALCULATION DESIGN INFORMATION

PRELIMINARY DESIGN	NO.	457
AREA	11508 CIRCLE BWAY, SUITE 100, PHOENIX, AZ 85028	
OCCUPANCY	RESTAURANT	
HAZARD	RESTAURANT	
AREA OF OPERATION	0.00 SQ. FT.	
AREA PER HEAD	11508 CIRCLE BWAY, SUITE 100, PHOENIX, AZ 85028	
HOSE WATER ALLOWANCE	OUTSIDE - 250 GPM	

SYSTEM DEMAND

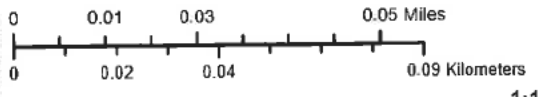
PSI	40.0
GPM	70.0
AVAILABILITY	75.0
HAZARD	RESTAURANT
DESIGN	RESTAURANT
REQUIREMENTS	RESTAURANT
AREA PER HEAD	11508 CIRCLE BWAY, SUITE 100, PHOENIX, AZ 85028
HOSE WATER ALLOWANCE	OUTSIDE - 250 GPM



Town Council Regular Session

Disclaimer:
Map and parcel information is believed to be accurate but accuracy is not guaranteed. No portion of the information should be considered to be, or used as, a legal document. The information is provided subject to the express condition that the user knowingly waives any and all claims for damages against Yavapai County that may arise from the use of this data.

November 20, 2024



1:1,665



RESTAURANT/HOTEL/MOTEL OPERATION PLAN

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

Type or Print with **Black Ink**

Bullpen Grill and Watering Hole

1. Name of restaurant (Please print): _____

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

LIST ONLY THE FOLLOWING - NO ATTACHMENTS	
Grill	72" Wells Grill and 60" Wells flat top
Oven	Hobart Double Oven
Freezer	Avantco Double door reach in freezer
Refrigerator	7 foot 5 inches by 12 foot walk in refrigerator and shelving
Sink	2 handwashing sinks and one food washing sink
Dish Washing Facilities	3 bay sink with pro clean dishwasher
Food Preparation Counter (Dimensions)	12 foot by 32 inches
Other	

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

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

(Do not include kitchen, bar, hi-top tables, or game area.) 70 %

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

(If yes, what percentage of the public floor space does this area cover?) 30 %

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

a) Restaurant dining area of your premises: [76]

(DO NOT INCLUDE PATIO SEATING)

b) Bar area [+ 27]

TOTAL [= 103]

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

8. Does your restaurant contain any **games, televisions, or any other entertainment**? YES No

If yes, specify what types and how many (examples: 4-TV's, 2-Pool Tables, 1-Video Game, etc.)

2 coin operated pool tables

5 wall mounted televisions

9. Do you have live entertainment or dancing? YES No

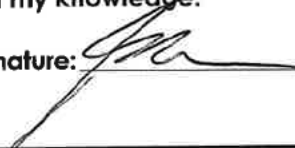
If yes, what type and how often (example: DJ-2 x a week, Karaoke-2 x a month, Live Band-1 x a month, etc.)

4 times per month we will have a live bar

10. List number of employees for each position:

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

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

Applicant Signature:  9-20-24

The Bullpen Grill & Watering Hole Dinner Menu

24 SEP 20 AM 11:58 AZD L L C

Beginnings

- Fried Pickle Spears \$12**
Buttermilk Ranch
- Wagon Meatballs \$18**
Tomato, Basil, Olive Oil, Crusty Bread
- Roasted Pork Green Chili Posole \$14**
Tomatillo, Onion, Jalapeño, Cabbage, Tortilla

- Red Pepper Hummus \$16**
Baby Carrots, Cucumber, Peppers, Olives Nann

- Smoked Brisket Poutine \$17**
Fries, Cheese Curd Caramelized Onions, Demi
- Bacon Wrapped Shrimp \$19**
Fig & Serrano Pepper Chutney

From the Garden
(Add Protein to Any Salad)

- Beets Three Ways \$17**
Red, Gold, Striped, Beets, Shallots
- Candied Pecans Goat Cheese, Pear Vinaigrette**
- House Salad \$14**
Greens, Carrots, Tomatoes, Onion, Cucumber

- Caesar \$15**
Caesar Vinaigrette, Black Pepper Croutons, Parm

- Grilled Chicken \$10**
- Oven Roasted Salmon \$12**
- Sauteed Shrimp \$11**

Desserts

- Sticky Toffee Bread Pudding 8**
Salted Caramel, Chantilly Cream
- Cast Iron Skillet Cookie 7**
Vanilla Bean Ice Cream, Hot Fudge

Entrees

- Build Your Own Smash Burger* \$19**
Chuck & Short Rib Blend, Lettuce, Tomato, Onion,
B&B Pickles
Sharp Cheddar or White Cheddar, Fries

- BBQ Bacon Burger* \$20**
Jalapeño Bacon Jam, Crispy Fried Onions,
Smoked Cheddar, Rosemary BBQ Sauce

- Fish N Chips \$34**
Beer Battered Halibut, French Fries, Lemon
Capper Tartar Sauce

- 24 Hour Braised Short Rib \$32**
Potato Puree, Tri Color Carrots, Wild Mushrooms,
Red Wine Demi

- Brick Pressed Deboned Half Chicken \$29**
Sauteed String Beans, Brown Butter Gnocchi, Mini
Peppers Thyme Chicken Jus,

- New York Strip Steak* \$42**
Rainbow Fingerling Potatoes, Charred Asparagus,
Caramelized Onions

- Pan Seared Salmon* \$32**
Creamed Hominy, Zucchini, Blistered Tomatoes,
Mint & Cilantro Pesto

- Smoked Meatloaf 24**
Potato Puree or Roasted Potatoes, String Beans or
Carrots, Crispy Onions, Brown Gravy

Sides & Extras

- Roasted Potatoes, French Fries, Potato Carrots**
- Sauteed Wild Mushrooms, Charred Asparagus**

Beverages

- Non - Alcoholic 4**
Coke, Dite Coke, Sprite Dr. Pepper, Root Beer
Iced Tea, Lemonade

House Specialty Cocktails

- OG Margarita 8**
Tequila, Sweet & Sour Lime, Agave, Salt
- Moscow Mule with a Twist 10**
Vodka, Lime, Ginger Beer Cucumber Juice

- Long Island Iced Tea 12**
Vodka, Gin, White Rum, Tequila, Triple Sec Lemon
Juice, Rosemary Simple Syrup, Coke

- Smoky Sex on the Beach 10**
Vodka, Peach Schnapp, Cranberry Juice, Smoked
Orange Juice

- Pomegranate Margarita 12**
Mescal, Jalapeño, Lime

- Apple Martini 8**
Vodka, Apple Pucker, Sweet Vermouth

Bottled 5

- Bud, Bud Light, Coors, Coors Light**
- Heineken, Corona, Paps**

- Draft Beer 5**
Bud, Bud Light, Coors, Coors Light, Corona

- Wine White 8**
Pinot Grigio, White Zinfandel

- Red Wine 8**
Cabernet Sauvignon, Merlot Cabernet Blend

***Health and Human Services advises that consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.**



**RECORDS REQUIRED
FOR AUDIT
RESTAURANT/HOTEL/MOTEL**

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

Type or Print with **Black Ink**

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

Bullpen Grill and Watering Hole

1. Name of restaurant (Please print): _____
2. All invoices and receipts for the purchase of food and spirituous liquor for the licensed premises.
3. A list of **all** food and liquor vendors
4. The restaurant menu used during the audit period
5. A price list for alcoholic beverages during the audit period
6. Mark-up figures on food and alcoholic products during the audit period
7. A recent, **accurate** inventory of food and liquor (taken within two weeks of the Audit Interview Appointment)
8. Monthly Inventory Figures - beginning and ending figures for food and liquor
9. Chart of accounts (copy)
10. Financial Statements-Income Statements-Balance Sheets

11. **General Ledger**

A. Sales Journals/Monthly Sales Schedules

- 1) Daily sales Reports (to include the name of each waitress/waiter, bartender, etc. with sales for that day)
- 2) Daily Cash Register Tapes - Journal Tapes and Z-tapes
- 3) Dated Guest Checks
- 4) Coupons/Specials/Discounts
- 5) Any other evidence to support income from food and liquor sales

B. Cash Receipts/Disbursement Journals

- 1) Daily Bank Deposit Slips
- 2) Bank Statements and canceled checks

12. **Tax Records**

- A. Transaction Privilege Sales, Use and Severance Tax Return (copies)
- B. Income Tax Return - city, state and federal (copies)
- C. Any supporting books, records, schedules or documents used in preparation of tax returns

13. **Payroll Records**

*24 SEP 20 AM 11:58 AZULLC

- A. Copies of all reports required by the State and Federal Government
- B. Employee Log (A.R.S. §4-119)
- C. Employee time cards (actual document used to sign in and out each work day)
- D. Payroll records for all employees showing hours worked each week and hourly wages

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

- A. All documents which support the income derived from the sale of food off the license premises.
- B. All documents which support purchases made for food to be sold off the licensed premises.
- C. All coupons/specials/discounts

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

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

A.R.S. §4-210(A)7

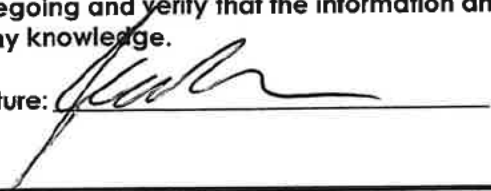
The licensee fails to keep for two years and make available to the department upon reasonable request all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of spirituous liquors and, in the case of a restaurant or hotel-motel licensee, all invoices, records,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

A.R.S. §4-205.02(G)

For the purpose of this section:

1. "Restaurant" means an establishment which derives **at least forty percent (40%)** of its gross revenue from the sale of food
2. "Gross revenue" means the revenue derived from all sales of food and spirituous liquor on the licensed premises regardless of whether the sales of spirituous liquor are made under a restaurant license issued pursuant to this section or under any other license that has been issued for the premises pursuant to this article.

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

Applicant Signature: 

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



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

DLIC USE ONLY
Fee: \$22.00
Job #: 310412
Date Accepted: 10/11/24
CSR: TA

Personal Information Questionnaire

865-595

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

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

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

A.R.S. §4-202(A).

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

A.R.S. §4-101(10).

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

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

SECTION - 1 INDIVIDUAL INFORMATION

[X] AGENT [X] CONTROLLING PERSON [] MANAGER

- 1. Name: Chambers Justin Andrew
2. Social Security # [redacted] Birth Date: [redacted]
3. Driver's License #: [redacted] State Issued: AZ
5. Are you a resident of Arizona? [X] Yes [] No Date of residency: 03 / 06 / 1981
6. Email address: bullpengrillcv@gmail.com
7. Home Address: [redacted]
8. Daytime phone #: 928-716-0973 Alternative phone #: [redacted]

SECTION 2 - LICENSED BUSINESS INFORMATION

#4333

- 1. License Number:
2. Business Name (doing business as): Bullpen Grill and Watering Hole
3. Business Address: 564 S. Main Street, Suite 100 Camp Verde, AZ 86322

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS 24 SEP 20 AM 11:58 AZD LLC

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

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


Name of persons who will be handling the day to day operations: Christopher Kight

SECTION 4 – BACKGROUND

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

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

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

Signature:  Date: 9/12/2024



FINGERPRINT VERIFICATION FORM

Arizona Department of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

DLLC USE ONLY	
Job #:	30412
Date Accepted:	10/11/24
CSR:	JA

ATTENTION FINGERPRINT TECHNICIAN:

Please follow the instructions below for fingerprinting this applicant.

1. Please fill out or ensure that the applicant has filled out all the required boxes on the fingerprint card prior to taking the fingerprints.
2. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and to the information on the fingerprint card.
3. Fill out the information in the boxes below. **Please print clearly.**
4. Once the prints have been taken, place the fingerprint card and this form into the envelope and seal it. Please write your name or identification across the edge of the seal. Return the sealed envelope to the applicant.
Do not give the applicant the fingerprint card without first sealing it inside the envelope.
5. **Write applicants name on front of sealed envelope.**

PRINT the following information:

Date	8/28/24	Name of Applicant:	Justin Chambers
Name of Fingerprint Technician:			
Chelsea Martinez			
Fingerprint technician's Signature:			
C. Martinez			
Fingerprint technician's Agency/company Name:		Phone Number:	
Verde Valley Insurance		(928) 567-0335	
Type of Photo ID Provided (check one):			
<input checked="" type="checkbox"/> Driver's License <input type="checkbox"/> Passport <input type="checkbox"/> Other (Please specify)			



ALIEN STATUS

Arizona Dept. of Liquor Licenses and Control
800 W. Washington St. 5th Floor Phoenix, AZ 85007
(602) 542-5141

Type or Print with Black Ink

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

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

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

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

SECTION I – APPLICANT INFORMATION

APPLICANT NAME (Print or type) Justin Chambers

SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

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

City Needles State California COUNTRY United States

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

2) Name of document: _____

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

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

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

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

SECTION III – QUALIFIED ALIEN DECLARATION

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

Name of document provided

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

- 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
- 2. An alien who is granted asylum under Section 208 of the INA.
- 3. A refugee admitted to the United States under Section 207 of the INA.
- 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- 7. An alien who is a Cuban/Haitian entrant.
- 8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States

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

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

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

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

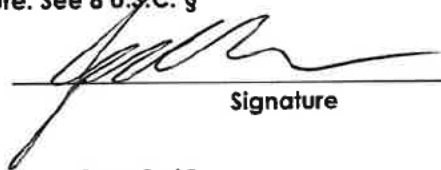
Other Persons (8 U.S.C § 1621(c)(2)(A) and (C))

- 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 et seq.];
- 13. A foreign national not physically present in the United States.
- 14. **Otherwise Lawfully Present**
- 15. A person not described in categories 1-13 who is otherwise lawfully present in the United States.

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

Justin Chambers

Print Name



Signature

9-20-2024

Date



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

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

Basic Title 4 training is a prerequisite for MANAGEMENT Title 4 training. A valid Certificate of Completion for BASIC Title 4 training must be on file at the Department of Liquor and satisfactory completion of a State-approved BASIC Title 4 course must be verified by the training provider prior to issuing a Certificate of Completion for MANAGEMENT Title 4 training.

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

Student Information

Chris Kight

Full Name (please print)


Signature

07/04/2024

Training Completion Date

07/04/2027

Certificate Expiration Date
(three years from completion date)

Training Provider Information

360training.com Inc. dba TIPS

Company Name

6504 Bridge Point Parkway, Suite 100, Austin, TX 78730

Mailing Address

(877) 881-2235

Daytime Contact Phone Number

I, Samantha Montalbano, certify that the above named individual did successfully complete
Instructor Name (please print)

Title 4 MANAGEMENT Training in accordance with A.R.S. §4-112(G)(2) and Arizona Administrative Code (A.A.C.)R19-1-103 using training course content and materials approved by the Arizona Department of Liquor Licenses and Control. I understand that misuse of this Certificate of Completion can result in the revocation of State-approval for the Title 4 Training Provider named in this section as provided by A.A.C. R19-1-103(E) and (F).


Instructor Signature

07/04/2024
Day Mo Year

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

In-state Microbrewery (series 3)
Conveyance (series 8)
Restaurant (series 12)

Government (series 5)
Liquor Store (series 9)
In-state Farm Winery (series 13)

Bar (series 6)
Private Club (series 14)

Beer & Wine Bar (series 7)
Hotel/Motel w/restaurant (series 11)
Beer & Wine Store (series 10)

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

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



Meeting Date: November 20, 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 and Miranda Fisher, Town Manager

Agenda Title: Discussion, consideration and possible approval of Resolution 2024-1156 a Resolution of the Mayor and Common Council of the Town of Camp Verde, approving the Verde Lakes Community Park Strategic Development Plan.

Attached Documents:

- Resolution 2024-1156
- Verde Lakes Community Parks Strategic Plan
- Public Comment from Marie Yamada-Low

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

- Town Manager Legal Risk Management Finance Other:

Financial Review (if applicable): N/A

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

Background Information:

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 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.

Parks & Recreation Commission Meetings

The Verde Lakes Strategic Plan was first presented to the Parks & Recreation Commission for review and possible recommendation of approval.

At the September 9, 2024 meeting, the Parks & Recreation Commission 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 in September and October pushed 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



Town Council Agenda Information Memorandum

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.
- 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.

At their meeting on November 4, 2024, the Parks & Recreation Commission unanimously recommended approval of the Verde Lakes Strategic Plan.

Excerpt from November 4th Parks & Recreation Draft Meeting Minutes

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)

Town Manager Miranda Fisher said 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), requested the following changes:

1. Reference Elmer V. Moody under “Park Property Description,” who was an influential person within the Verde Lakes community and founded the park.



Town Council Agenda Information Memorandum

2. Moody sisters want to be involved in any discussions about the park.
3. Reference to community is needed more throughout the document.
4. Strategic Goal #1:
 - o 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.
5. Strategic Goal #2:
 - o 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.”
 - o Under “Environment,” add that the Town will seek to install grass where appropriate.
 - o 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.
 - o 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.

Town Manager Fisher said the Commission can recommend for approval and have it go to Council to potentially adopt it.

Commissioner Noonan leaves meeting at 6:10 p.m.

Chairman Grondin asked if there is a well on site. Public Works Director Ken Krebs stated on the north end of the ponds, there is a pressurized system there. He is not sure who owns the water out there. Chairman Grondin suggests using Buffalo grass in that location because it is drought tolerant and easy to maintain.

Commissioner Noonan returns to the meeting at 6:12 p.m.

Chairman Grondin also asked about toilet facilities. Public Works Director Ken Krebs would not recommend a fix facility it at this time until we have a longer lease or ownership. Port-a-potties are being used now.

Chairman Grondin asked if there is an alternate plan if water isn't available for the ponds. Public Works Director Ken Krebs thinks there could be the possibility for a multiuse area while they are dry. Town Manager Fisher said we are not guaranteeing anything with water, what we are saying is, we are willing to put resources towards helping to see what that situation is. We are looking at a 25-year lease.

Vice Chair Morris asked if we have enough funding and resources to take care of equipment? Public Works Director Ken Krebs explained we already maintain the area now. This will be a small neighborhood type of park that is not labor intensive. Town



Town Council Agenda Information Memorandum

Manager Fisher explained that it is hard to find a grant funder for a project that is based on a year-to-year situation. This will be grant heavy, staff are looking at alternative funding.

Commissioner Duncan said as long as it remains a park, the Moody's don't have any legal repercussions. She has suggested the three sisters sign off on it before the town moves too far ahead. The other issue that is difficult for the Town is until the adjudication comes through, no changes will be made. It does not look like it will come through the area in the next three years. It does not stop us from looking at the best ways to improve the park in the meantime. Commissioner Duncan invited Commissioners to attend the Fall Festival on November 16th.

Commissioner Hughes motion to recommend approval of the Verde Lakes Strategic Plan to the Mayor and Common Council of the Town of Camp Verde. Second was made by Commissioner Duncan.

Roll Call:

Commissioner Smith: Absent

Commissioner Hughes: Aye

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chair Grondin: Aye

Motion Passed 6-0

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 Council:

- Does the Council have any questions about the Verde Lakes Strategic Plan?
- Does the Council want to make any changes to the Verde Lakes Strategic Plan?

Proposed Motions:

- Move to **APPROVE** Resolution 2024-1156 approving the Verde Lakes Strategic Plan.
- Move to **APPROVE** Resolution 2024-1156 approving the Verde Lakes Strategic Plan **with the following changes....**
- Move to **DENY** Resolution 2024-1156 approving the Verde Lakes Strategic Plan.



RESOLUTION NO. 2024-1156

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING THE VERDE LAKES COMMUNITY PARK STRATEGIC DEVELOPMENT PLAN.

WHEREAS, the Town of Camp Verde (hereafter, "Town") and the Verde Lakes Recreation Corporation (hereafter, "Corporation") have engaged in a collaborative initiative to establish and develop Verde Lakes Community Park (hereafter, "Park") as a valuable recreational space for the community; and

WHEREAS, the purpose of this Strategic Development Plan (hereafter, "Plan") is to define and implement goals that enhance neighborhood connections, recreational opportunities, and community engagement through thoughtful development and preservation of the Park; and

WHEREAS, the Town and the Corporation are committed to maintaining the Park as a safe, welcoming, and accessible space that reflects the values of the Verde Lakes community and honors the legacy of Elmer V. Moody, whose vision for community-centered recreation shaped this neighborhood; and

WHEREAS, the Plan includes strategic goals and action steps for:

1. Facilitating a cooperative effort to secure long-term ownership or lease agreements for sustained Park investment and accessibility.
2. Developing and installing appropriate amenities to serve community recreational needs while preserving the Park's natural environment.
3. Restoring the Park's ponds and enhancing water supply, ensuring that this riparian feature is protected and supported for community use and environmental stewardship.

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

Section 1: The Town Council hereby approves the Verde Lakes Community Park Strategic Development Plan as presented, affirming its strategic objectives for cooperative park development, sustainable management, and ongoing engagement with the Verde Lakes community.

Section 2: The Town Council authorizes Town staff, including the Parks & Recreation Division, Public Works Department, and Maintenance Division, to proceed with the implementation of the Plan’s strategic goals and outlined action steps. These steps include securing lease or ownership agreements, developing park amenities, restoring pond areas, and working collaboratively with the Corporation and the Moody family.

Section 3: The Town Council directs Town representatives to work closely with the Corporation, community stakeholders, and the Moody family to ensure that the Plan reflects community values, addresses resident needs, and honors the Park’s legacy as a public resource.

Section 4: Town staff, along with the Parks & Recreation Commission, shall conduct regular reviews of Plan progress, gather community input, and provide updates to the Town Council to ensure alignment with community goals and responsiveness to evolving needs.

Section 5: The Town Council reaffirms its commitment to preserving the Park’s natural setting, fostering community connections, and supporting passive recreational opportunities that align with the Verde Lakes community’s vision and priorities.

PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS 20TH DAY OF NOVEMBER, 2024.

Dee Jenkins, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC



Verde Lakes Community Park

Strategic Development Plan

Approved by the Town of Camp Verde Town
Council on November 20, 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

Get [Outlook for iOS](#)

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

Get [Outlook for iOS](#)

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



Meeting Date: November 20, 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 & Miranda Fisher, Town Manager

Agenda Title: Discussion, consideration and possible approval Resolution 2024-1157 a Resolution of the Mayor and Common Council of the Town of Camp Verde, approving the issuance of a request for proposals (RFP) for the Parks, Recreation, Trails, and Open Space Master Plan.

Attached Documents:

- Resolution 2024-1157
- P&R Master Plan RFP

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:

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:

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:



Town Council Agenda Information Memorandum

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.
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.

Parks & Recreation Commission Meetings

The Master Plan RFP was first presented to the Parks & Recreation Commission for review and possible recommendation of approval.

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 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.



Town Council Agenda Information Memorandum

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.

At their meeting on November 4, 2024, the Parks & Recreation Commissions unanimously recommended approval of the Master Plan RFP.

Excerpt from November 4th Parks & Recreation Draft Meeting Minutes

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)

Town Manager Miranda Fisher explained Town staff reviewed the initial draft of the Parks & Recreation Master Plan Request with the Parks & Recreation Commission for Proposals (RFP). Staff noted 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 would not do 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 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?



Town Council Agenda Information Memorandum

- Legal/Risk Management Response:

- o 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:

- o July should have been June; this change has been made.

Town Manager Fisher said this document is now ready to go and staff is eager to get moving, especially because there are funds available this fiscal year and will roll over for the next two years.

Vice Chair Morris asked if a Parks & Recreation Manager will be on board before the work starts? Town Manager Fisher said yes, they will be on board by the end of December.

Motion was made by Commissioner Faulkner to recommend approval of the Parks & Recreation Master Plan request for proposal to the Mayor and Common Council of the Town of Camp Verde. Second was made by Commissioner Hughes.

Roll Call:

Commissioner Smith: Absent

Commissioner Hughes: Aye

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Vice Chair Morris: Aye

Chair Grondin: Aye

Motion Passed 6-0

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 Council:

- Does the Council have any questions about the Master Plan RFP?



Town Council Agenda Information Memorandum

- Does the Council want to make any changes to the Master Plan RFP?

Proposed Motions:

- Move to **APPROVE** Resolution 2024-1157 approving the issuance of a Request for Proposals (RFP) for the Parks, Recreation, Trails, and Open Space Master Plan.
- Move to **APPROVE** Resolution 2024-1157 approving the issuance of a Request for Proposals (RFP) for the Parks, Recreation, Trails, and Open Space Master Plan **with the following changes....**
- Move to **DENY** Resolution 2024-1157 approving the issuance of a Request for Proposals (RFP) for the Parks, Recreation, Trails, and Open Space Master Plan.



RESOLUTION NO. 2024-1157

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR THE PARKS, RECREATION, TRAILS AND OPEN SPACE MASTER PLAN.

WHEREAS, the Town of Camp Verde recognizes the importance of parks, recreation facilities, trails, and open spaces in enhancing the quality of life for its residents and visitors; and

WHEREAS, the current Parks & Recreation Master Plan was last updated for the years 2009-2014, and the Town has since experienced significant demographic, land use, and community needs changes that require a thorough and updated strategic approach; and

WHEREAS, the Town of Camp Verde seeks to create a comprehensive Parks, Recreation, Trails, and Open Space Master Plan that will serve as a guiding document for the planning, development, and management of the Town's parks and recreation facilities for the years 2026 through 2036, in alignment with the community's aspirations and growth projections; and

WHEREAS, Exhibit A, the Scope of Work, outlines the requirements for a qualified consulting firm to engage in data collection, community needs assessment, level of service evaluation, public involvement, and strategic planning to develop actionable recommendations for the Town's parks and recreational services.

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

Section 1: That the Town Council hereby approves the issuance of the Request for Proposals (RFP) for qualified consulting firms to develop the Parks, Recreation, Trails, and Open Space Master Plan, as outlined in Exhibit A.

Section 2: That the Scope of Work provided in Exhibit A shall serve as the guiding framework for the services required of the selected Consultant, including community

engagement, data analysis, assessment of current and future recreational needs, and preparation of a comprehensive 10-year Master Plan.

Section 3: That upon completion, the Consultant shall present the draft and final Master Plan to the Town Council for review and adoption, incorporating community and stakeholder feedback to ensure the Plan aligns with the Town’s goals and values.

Section 4: That the Parks, Recreation, Trails, and Open Space Master Plan RFP process shall commence promptly to ensure the development and adoption of the Master Plan by the targeted timeline.

PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS 20TH DAY OF NOVEMBER, 2024.

Dee Jenkins, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC



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

**IMPORTANT
PROPOSER’S CHECK LIST
(To be submitted by Proposer with Proposal)**

- [] 1. The proposal has been signed in the Proposer’s Offer Section. (Proposals not signed in this section will not be considered.) Authorized Signature Form is enclosed.
- [] 2. The proposal prices offered have been reviewed.
- [] 3. Any required descriptive literature or other information have been included.
- [] 4. The Contract Time and/or schedules have been included.
- [] 5. Any addendums have been included/noted in Offer Section.
- [] 6. The mailing envelope/package has been addressed to:

Location:
Town Clerk’s Office
473 S. Main Street, Suite 102
Camp Verde, Arizona 85390
- [] 7. Proposal Package/Envelope has been identified with proposal number and title.
- [] 8. The proposal is submitted in time to be received and stamped in by Clerk’s Office representative no later than specified time on designated date. (Otherwise, the proposal cannot be considered.)

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 [redacted], 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:

Witness:

Surety

Title

Address of Surety:

* Attach Power of Attorney

TOWN OF CAMP VERDE, ARIZONA

AUTHORIZED SIGNATURE FORM

Town Contract Number: _____

Contractor Name: _____

WHEREAS, the Town of Camp Verde requires that Contractor execute documents necessary for the prompt and efficient execution of the business related to the CONTRACT;

NOW, THEREFORE, on behalf of the Contractor, I hereby declare that
_____ is/are authorized to execute and sign on behalf
(Name of Parties Authorized)
of said Contractor the following documents:

- | | |
|-----------------|-------------------------------|
| 1. The CONTRACT | 5. CHANGE ORDERS |
| 2. The Bond | 6. All other papers necessary |
| 3. Payrolls | for the conduct of the |
| 4. Claims | corporation's affairs and |
| | the execution of the CONTRACT |

The above-named person is granted the authority and duties herein referenced for the duration of the CONTRACT for this PROJECT or until express notice of revocation has been duly given in writing, whichever is the lesser period. In the event Contractor is governed by a Board of Directors, a copy of the Resolution of the Board granting authority to said person(s) is attached hereto, and I hereby verify that such Resolution remains in full force and effect.

Name

Title

(Seal of Corporation)

STATE OF _____)
) ss.
County of _____)

I, _____ of the _____
corporation, do hereby certify that the above is a true and correct copy of a resolution adopted by
the Board of Directors of said corporation, at a meeting of said Board held on
_____, 20_____, and that the same is in full force and effect at this
time.

DATED _____, 20_____.

(Officer of Corporation)

(Seal of Corporation)

STATE OF _____)
) ss.
County of _____)

This instrument was acknowledged before me this _____ day of _____, 20____ by _____, appearing before the undersigned Notary Public and stated that he executed such instrument on behalf of said corporation for the purpose and consideration therein expressed.

Notary Public

My Commission Expires:

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
By _____

Town of Camp Verde
By _____

Date _____

Date _____

STATE SOLE PROPRIETOR'S WAIVER (ATTACH)



Town Council Agenda Information Memorandum

Meeting Date: November 20, 2024

Agenda Item Type:

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

Requesting Department: Town Manager/Town Clerk

Staff Resource: Town Manager Miranda Fisher & Town Clerk Leah Rhodes

Agenda Title: Discussion, consideration and possible approval Resolution 2024-1158 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the policies and procedures manual for agenda packet preparation, action-oriented minutes, and video/audio management.

Attached Documents:

- Resolution 2024-1158
- Policies & Procedures Manual
- October 16, 2024 meeting minutes

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 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:

At the work session on October 16, 2024, the Town Clerk and Town Manager shared with Council that Councilmembers seem to vary in how they'd like to see agendas and minutes structured, which leads to inconsistent and sometimes conflicting requests. The purpose of the work session was to discuss the Council's preferences for both agenda and minute format. Following a robust discussion, Town staff recommended drafting a policies and procedures manual establishing standardized procedures for preparing agenda packets, implementing action-oriented minutes, and managing video and audio quality for Town meetings. The goal of the manual is to ensure consistency, clarity, and accessibility across all Town of Camp Verde meetings.

If adopted, this manual will apply to the Town Council, Planning & Zoning Commission, Parks & Recreation Commission, Board of Adjustment and Appeals, and any new boards or commissions formed by the Town of Camp Verde Council.

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



Town Council Agenda Information Memorandum

By adopting this manual, the Town is advancing its focus of good governance.

Question(s) before the Council:

- Does the Council have any questions about the policy & procedures manual?
- Would the Council like to make any changes to the policy & procedures manual?

Proposed Motion:

I move to APPROVE Resolution 2024-1158 adopting the policies and procedures manual for agenda packet preparation, action-oriented minutes, and video/audio management.

OR

I move to APPROVE Resolution 2024-1158 adopting the policies and procedures manual for agenda packet preparation, action-oriented minutes, and video/audio management with the following changes...

OR

I move to DENY Resolution 2024-1158 adopting the policies and procedures manual for agenda packet preparation, action-oriented minutes, and video/audio management.



RESOLUTION NO. 2024-1158

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING THE POLICIES AND PROCEDURES MANUAL FOR AGENDA PACKET PREPARATION, ACTION-ORIENTED MINUTES, AND VIDEO/AUDIO MANAGEMENT.

WHEREAS, the Town of Camp Verde recognizes the importance of standardizing meeting procedures to ensure transparency, consistency, and clarity in government operations; and

WHEREAS, the Town Council, along with the Planning & Zoning Commission, Parks & Recreation Commission, Board of Adjustment and Appeals, and other boards or commissions established by the Town Council, are committed to fostering accessible and efficient public meetings; and

WHEREAS, the "Policies and Procedures Manual for Agenda Packet Preparation, Action-Oriented Minutes, and Video/Audio Management" has been developed to outline uniform procedures for agenda preparation, action minutes, and video and audio quality management, thereby improving public access and meeting documentation.

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

Section 1: The Town of Camp Verde hereby adopts the "Policies and Procedures Manual for Agenda Packet Preparation, Action-Oriented Minutes, and Video/Audio Management," as set forth in Exhibit A, attached hereto and incorporated by reference.

Section 2: Town staff is directed to begin implementing the Manual's procedures immediately upon adoption, with specific provisions, such as action-oriented minutes, taking effect on January 1, 2025, to allow for adequate preparation and training.

Section 3: Town staff shall periodically review and recommend updates to the Manual to maintain its alignment with technological advancements, best practices in public meeting management, and the evolving needs of the Town of Camp Verde.

Section 4: All agenda packets, minutes, and video/audio recordings will be made available to the public in a timely manner, and the Town Clerk shall ensure that all materials are organized and accessible as specified in the Manual.

Section 5: While state law requires maintaining meeting videos for a minimum of three (3) years, the Town Council commits to retaining all video and audio recordings of public meetings indefinitely, as outlined in the Manual, to enhance public record accessibility.

PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS 20TH DAY OF NOVEMBER, 2024.

Dee Jenkins, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC



Town of Camp Verde

Policies and Procedures Manual for Agenda Packet Preparation, Action-Oriented Minutes, and Video/Audio Management

Adopted by Resolution 2024-1158 on November 20, 2024

Purpose

This policy manual establishes standardized procedures for preparing agenda packets, implementing action-oriented minutes, and managing video and audio quality for Town meetings. This policy applies to the Town Council, Planning & Zoning Commission, Parks & Recreation Commission, Board of Adjustment and Appeals, and any new boards or commissions formed by the Town of Camp Verde Council. The goal is to ensure consistency, clarity, and accessibility across all Town of Camp Verde meetings.

Agenda Management

Agenda packets are prepared for all Town Council, Planning & Zoning Commission, Parks & Recreation Commission, and Board of Adjustment and Appeals meetings and are typically released five (5) to seven (7) days in advance of the meeting. The procedures outlined below for agenda management are designed to streamline the format and content of each packet, ensuring consistency and clarity across all meetings.

Agenda Structure

1. **Header** – Include the Town logo and the Town of Camp Verde Vision Statement.
2. **Call to Order**
3. **Roll Call** – List names of elected/appointed officials.
4. **Pledge of Allegiance** – Led by a member of Council.
5. **Consent Agenda** – Include description language for this agenda item. Town Manager to recommend order; Mayor’s approval required.
 - a) Approval of Minutes (if applicable)
 - b) Set Next Meeting Date and Time (if applicable)
 - c) Additional agenda items eligible to be considered for approval on the Consent Agenda
6. **Call to the Public** – Items not on the agenda. Include description language for this agenda item.

EXHIBIT A

7. **Summary of Current Events** - Include description language for this agenda item.
8. **Special Announcements and Presentations** (if applicable) - Include description language for this agenda item.
9. **Additional Agenda Items** – Town Manager to recommend order; Mayor’s approval required
 - a) Action/Decision Items
 - b) Public Hearings
 - c) Discussion Items
 - d) Executive Session Requests
10. **Adjournment**
11. **Footer** – Include the following:
 - a) Left side: Name of the meeting (e.g., Town Council Regular Session)
 - b) Middle: Meeting date
 - c) Right side: Page number (e.g., Page # of #)

Agenda Information Memorandum (AIM)

Each agenda item will be accompanied by an Agenda Information Memorandum (AIM) containing the following information:

- **Meeting Date** – Date of the meeting the agenda item is for.
- **Agenda Item Type** – Type of agenda item the AIM corresponds to (Consent Agenda, Informational Presentation, Discussion Item, Action/Decision Item, Executive Session Request, Other).
- **Requesting Department** – The department presenting the agenda item.
- **Staff Resource** – Name of title of the person presenting the agenda item.
- **Agenda Title** – Clear and concise description matching the language on the agenda.
- **Attached Documents** – List of all supplemental materials included with the AIM, in the order the staff prefers they appear in the agenda packet.
- **Estimated Presentation Time** – Anticipated time for staff to present the agenda item.
- **Estimated Discussion Time** – Anticipated time for discussion among the council, board, or commission.
- **Reviewed By** – Indicates if the agenda item was reviewed by the Town Manager and relevant departments (e.g., Legal, Risk Management, Finance).
- **Financial Review** – Notation of financial implications, including budget account details, budget status, and CIP status if relevant.

EXHIBIT A

- **Background Information** – Overview of the agenda item and rationale for its presentation. This section should be detailed to preemptively address potential questions.
- **Strategic Plan Connection** – Ensures alignment with the Town’s strategic priorities by connecting each agenda item to the FY25-FY30 Strategic Plan. Additionally, following the adoption of the updated General Plan, a prompt will be added to the AIM template to illustrate how each agenda item relates to the goals and initiatives outlined in the General Plan.
- **Question(s) before the Council** – Specific questions for discussion, particularly for discussion-only items, to guide the conversation.
- **Proposed Motion** – Proposed language should the Council decide to move forward with making a motion for approval, approval with changes, or denial

Agenda Packet Preparation

Once the agenda is finalized and Town staff have prepared the AIMs and compiled all supplemental documentation, the agenda packet should be organized as follows:

- **Page Numbering** – Designated page numbers for each agenda item, listed on the agenda itself. All pages will be numbered.
- **Blank Page Separation** – A blank page will separate agenda items when a new agenda item starts on an even page to clearly indicate transitions.
- **Headers on AIMs** – Each AIM will include headers identifying the agenda item it corresponds to.

Action Meeting Minutes Structure

The Town will be transitioning to action minutes effective January 1, 2025.

Action minutes capture the essence of the conversation and the decisions or actions taken, without documenting every detail of the discussion. The goal of action minutes is to provide a clear, concise summary of the meeting’s outcomes, including motions, votes, and key decisions. While it is important to reflect the essence of the conversation and any relevant context for the decisions made, the minutes will not transcribe every word or detailed dialogue. This approach ensures that the minutes remain focused on the results of the meeting, allowing for a more efficient review process while still capturing the key points of each agenda item.

Video and Audio Quality Management

The Town records every meeting via Zoom, and these recordings will be made available alongside the meeting minutes, providing a verbatim record of discussions if needed. In addition, the Town will have access to a digital recorder so if there were ever issues with the Zoom and/or audio system, there will be a backup available.

EXHIBIT A

While the Town has identified some past issues with video and audio quality, staff have taken the necessary steps to address and resolve these concerns. The procedures outlined below will ensure the continued high quality of both video and audio for all future meetings.

Video Quality Enhancements

- **System Upgrades:** Sunstate (the Town’s IT provider) has recently upgraded the video system, resulting in improved video quality for both live streams and recorded meetings.
- **Monthly Audits and Updates:** To maintain optimal performance, Sunstate will conduct monthly audits of the Council Chambers system and apply updates to the equipment as needed.

Audio Settings and Microphone Management

- **Improved Microphone Settings:** Microphone levels have been adjusted to enhance sound clarity, minimizing audio issues for both in-person attendees and those accessing the recordings.
- **Participant Microphone Control:** While attendees are encouraged to turn on their microphones when speaking, settings can be adjusted to have microphones automatically enabled if needed to ensure everyone is heard clearly.

Video Storage and Accessibility

- **Video Maintenance:** All recorded meeting videos will be maintained on the Town’s server and website indefinitely, ensuring permanent access to meeting records for the public. It is important to know that while the Arizona Revised State only requires the Town to maintain these videos for three (3) years, under this policy, the Town is deciding to maintain all videos indefinitely.
- **Exploring Timestamp Options:** Town staff will evaluate additional media platforms that will allow the Town to create timestamps marking when specific agenda items begin, making it easier for viewers to navigate to relevant sections of the meeting.

Naming and Organization of Meeting Documents

To ensure that all meeting documents are easily searchable and organized, the Town Clerk has implemented the following naming system for agenda packets, minutes, and meeting videos:

- **Agenda Title:** Date of meeting/Name of Packet (Example: 11-20-2024 Regular Session Meeting Packet)
- **Minutes Title:** Date of Meeting/Title of Minutes (Example: 11-20-2024 Regular Session Meeting Minutes)
- **Zoom Recording:** Date of Meeting/Title of Meeting (Example 11-20-2024 Regular Session Recording)



**MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106, CAMP VERDE, AZ 86322
WEDNESDAY, OCTOBER 16, 2024, at 6:00 P.M.**

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

1. Call to Order

Mayor Jenkins called the meeting to order at 6:00 p.m.

2. Roll Call

Councilor Jackie Baker, Councilor Wendy Escoffier, Councilor Robin Godwin, Councilor Cris McPhail, Councilor Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins were present.

Also Present

Town Manager Miranda Fisher, Town Clerk Leah Rhodes, Administrative Clerk Jadie Edwards and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Councilor Murdock led the Pledge.

4. Discussion, consideration and direction regarding Town Council agendas and minutes.

Staff Resource: Town Manager Miranda Fisher and Town Clerk Leah Rhodes.

Town Manager Miranda Fisher explained that after receiving varying feedback on Town Council agendas and minutes, staff would like clarification and guidance on how to move forward. Any direction given tonight would apply to the Planning & Zoning Commission, Board of Adjustments & Appeals and Parks & Recreation Commission.

Manager Fisher provided an overview of the current direction from the Council on agenda templates and formatting. Additionally, Manager Fisher stated recent changes to the cover sheets for agenda items, now referring to Agenda Information Memorandums (AIMs) and the new format includes several key additions including: reviewed by, financial review, connection to the FY25-FY30 Strategic Plan and questions to facilitate Council discussions.

Town Manager Miranda Fisher addressed Council feedback regarding preferences for either discussion or verbatim minutes. Manager Fisher noted that while more detailed minutes capture discussions, they are prone to unintentional errors and require extensive time for preparation and review by staff, resulting in higher costs and less efficient use of staff time. Given that all meetings are recorded on Zoom, allowing for playback of discussions, the Town Clerk and Town Manager recommend shifting to action minutes only.

Manager Fisher provided a summary of the three types of minutes:

- Action Minutes: Record only decisions and actions.
- Discussion Minutes: Include decisions, actions, and a summary of discussions.
- Verbatim Minutes: Provide a word-for-word transcription of the entire meeting dialogue.

Councilor Murdock questioned if staff would have the ability to bookmark recorded minutes, to show “times” when discussion changes between agenda items.

Manager Miranda Fisher responded if Council is interested in Action Minutes, staff could come back with a more robust video plan.

Mayor Jenkins stated the quality of the meeting videos must improve if staff decides to move forward with action minutes. Mayor Jenkins would like assurance of high-quality audio and video recordings.

Councilor Escoffier questioned if posting action minutes as well as the zoom video meets the Arizona Revised Statutes (ARS) requirements. Town Clerk Rhodes responded yes. Councilor Escoffier expressed her preference against verbatim minutes but raised concerns that decisions requiring the review of past minutes may lack sufficient detail, potentially resulting in legal issues.

Councilor Baker thanked Town Manager Fisher for the information provided.

Councilor McPhail stated she supports action minutes.

Vice Mayor Moore expressed concerns about relying on technology, emphasizing the importance of Council members using their microphones. Vice Mayor Moore questioned the contingencies for internet outages, audio/visual setups at alternate locations, and backup solutions.

Town Manager Fisher responded that staff would develop a policy addressing these concerns, including samples to illustrate the differences.

Councilor Godwin expressed her approval of action minutes.

Councilor Escoffier suggested that meetings at the Commission and Council level should include more detailed explanations and summaries.

Mayor Jenkins expressed her approval of the current agenda format as well as supporting the development of a plan to ensure high-quality audio, visual, and storage solutions.

Vice Mayor Moore emphasized that any decisions made must be consistently applied across all meetings, commissions, and boards. Verbatim minutes are not feasible if ZOOM is down.

Mayor Jenkins reaffirmed the directive for staff to provide a sample of what action minutes would look like for further review.

5. Adjournment

Mayor Jenkins adjourned the meeting at 6:29 p.m.

DM Jenkins

Mayor Dee Jenkins

Leah Rhodes

Attest: Town Clerk Leah Rhodes

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on October 16, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 7 day of November, 2024.

Leah Rhodes

Leah Rhodes, Town Clerk

[Page intentionally left blank]



Town Council Agenda Information Memorandum

Meeting Date: November 20, 2024

Agenda Item Type:

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

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Discussion, consideration and possible approval of Resolution 2024-1159 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting the code of conduct and ethics policy for public officials.

Attached Documents:

- Resolution 2024-1159
- Code of Conduct & Ethics Policy for Public Officials

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 15 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:

The Town recently identified that there was no current, adopted code of conduct and ethics policy for public officials. The purpose of this Code is to establish standards of conduct for the Town’s Public Officials in order to maintain public confidence in the integrity of the Town’s Public Officials and to instill public trust through the actions, words, and deeds of the Public Officials. The requirements of this Code are in addition to and are intended to complement the requirements of State law governing the conduct of Public Officials.

If adopted, this Code of Conduct and Ethics Policy will apply to the Town Council, Planning & Zoning Commission, Parks & Recreation Commission, Board of Adjustment and Appeals, and any new boards, commissions, or committees formed by the Town of Camp Verde Council.

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

By adopting the Code of Conduct and Ethics Policy, the Town is advancing its focus of good governance.

Question(s) before the Council:

- Does the Council have any questions about the Code of Conduct and Ethics Policy?
- Would the Council like to make any changes to the Code of Conduct and Ethics Policy?



Town Council Agenda Information Memorandum

Proposed Motion:

I move to APPROVE Resolution 2024-1159 adopting the Code of Conduct and Ethics Policy.

OR

I move to APPROVE Resolution 2024-1159 adopting Code of Conduct and Ethics Policy with the following changes...

OR

I move to DENY Resolution 2024-1159 adopting the Code of Conduct and Ethics Policy.



RESOLUTION NO. 2024-1159

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING THE CODE OF CONDUCT AND ETHICS POLICY FOR PUBLIC OFFICIALS.

WHEREAS, the Town Council of the Town of Camp Verde values trust, honesty, personal responsibility, professionalism, service, and accountability; and

WHEREAS, members of the Town Council and its boards, commissions, and committees (collectively referred to as "Public Officials") have an obligation to the residents of the Town, its customers, and its partners to uphold the highest standard of ethics; and

WHEREAS, the Town Council seeks to establish standards of conduct for the Town's Public Officials to maintain public confidence and trust through their actions, words, and deeds; and

WHEREAS, the Code of Conduct and Ethics Policy for Public Officials has been reviewed and adopted to guide the conduct of Public Officials in fulfilling their responsibilities to the Town and its citizens.

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

Section 1. The Town Council hereby adopts the attached Code of Conduct and Ethics Policy for Public Officials ("Exhibit A"), effective November 20, 2024, to establish ethical standards of conduct for Public Officials in the Town of Camp Verde.

Section 2. The Code of Conduct and Ethics Policy articulates the Town's commitment to the highest standards of integrity, honesty, professionalism, and accountability, as expected of all Public Officials. This Code is designed to instill public trust and ensure that Public Officials uphold the highest ethical standards in their duties.

Section 3. This Code complements the requirements of State law governing the conduct of Public Officials and is intended to reinforce ethical behavior in all areas of public service.

Section 4. Public Officials will be required to attend ethics training, as scheduled by the Town Manager, to ensure the successful implementation of this Code and to further the understanding of ethical obligations in public service.

Section 5. A reporting process is established to ensure violations of the Code are addressed. Alleged violations will be reviewed and may result in penalties, including removal from appointed positions, censure, or other corrective measures as deemed necessary by the Town Council.

Section 6. If any provision of this Resolution or the attached Code of Conduct and Ethics Policy is found to be invalid or unenforceable by a court of law, the remaining provisions shall remain in full force and effect.

Section 7. This Resolution shall take effect immediately upon its adoption.

PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS 20TH DAY OF NOVEMBER, 2024.

Dee Jenkins, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC



Town of Camp Verde

Code of Conduct and Ethics Policy for Public Officials

Adopted by Resolution 2024-1159 on November 20, 2024

PURPOSE AND ETHICS STATEMENT

The Town Council of the Town of Camp Verde values trust, honesty, personal responsibility, professionalism, service, and accountability. Members of the Town Council and its boards, commissions, and committees (collectively, "Public Officials") have an obligation to the residents of the Town, its customers and its partners to uphold the highest standard of ethics.

The purpose of this Code is to establish standards of conduct for the Town's Public Officials in order to maintain public confidence in the integrity of the Town's Public Officials and to instill public trust through the actions, words, and deeds of the Public Officials. The requirements of this Code are in addition to and are intended to complement the requirements of State law governing the conduct of Public Officials.

POLICY

1. ***Responsibilities of Public Service.*** Recognizing the special responsibilities of serving the Town and its citizens and customers, Public Officials shall maintain the highest standards of integrity and honesty and shall treat all members of the public and fellow colleagues with respect, courtesy, concern, and responsiveness.
 - 1.1 ***Fairness and Respect.*** All issues and citizens shall be handled with fairness, impartiality and respect. Public Officials have an obligation to treat all citizens fairly, such as by dividing time reasonably among potential speakers on an issue at a public hearing or meeting, by having an open mind on issues presented, and by being willing to listen to different points of view.
 - 1.2 ***Meeting Attendance.*** It is the responsibility of Councilmembers to attend Council meetings and the responsibility of other Public Officials to attend meetings of their respective board, commission or committee to which they have been appointed in order to fairly conduct the business of the Town. It is also the responsibility of Public Officials who have been appointed as voting members representing the Town on other boards, commissions or committees to attend meetings of those boards, commissions or committees. Absence from meetings should be avoided if at all reasonably possible.
 - 1.3 ***Abstaining from Voting.*** A Public Official should not abstain from voting on a matter before the Public Body they serve unless they have a conflict of interest or believe they may have a conflict of interest or a personal interest as set forth in Paragraph 3.4. No Public Official shall be excused from voting absent declaration of a conflict of interest or personal interest.

EXHIBIT A

2. ***Open Meeting Law.*** The intent of the open meeting law is to assure that government is transparent and that the public's business is conducted in public.
 - 2.1 Compliance with Open Meeting Law. Public Officials shall comply with the open meeting law of the State of Arizona and shall not attempt to circumvent the requirements of the open meeting law.
 - 2.2 Polling. Practices such as polling individual members to reach a decision outside a public meeting is prohibited.
 - 2.3 Serial Meetings. A discussion among less than a quorum may lead to a violation of the open meeting law if eventually a quorum is involved in the discussion. This is a violation of the open meeting law and is prohibited. For example, if three members of the Council discuss a matter that is before the Council or may come before the Council for discussion or action, and one of those members discusses the matter with another member of the Council, a serial meeting has been held without notice and agenda required by the open meeting law. Serial meetings may occur through telephone conversations, written correspondence, e-mail or other means of communication about a matter of Town business.
 - 2.4 Use of Staff or Others. Use of the Town's staff or others to promote discussion among other members of the Public Body to circumvent the purposes of the open meeting law is prohibited.
 - 2.5 Open Meeting Law Violations. The Town endeavors to address misunderstandings regarding the open meeting law or inadvertent errors through training and staff support. Public officials are encouraged to ask questions, seek guidance, and report violations using the reporting process set forth in paragraph 6.4 below. Notwithstanding the reporting process set forth below, reports of violations of the open meeting law may also be made directly to the Attorney General's office or the County Attorney's office.

3. ***Conflicts of Interest.*** The purpose of the conflict of interest laws is to prevent self-dealing by Public Officials and to remove or limit any improper influence which might bear on a Public Official's decision. A conflict of interest occurs when (i) a Public Official or a relative of the Public Official has a pecuniary interest in a matter that may come before the Public Body during the Public Official's term of office on which the Public Official sits and that interest is not a remote interest as defined in ARS Section 38-502(10), or (ii) or when the Public Official has an interest that results in the Public Official not being able to act impartially on a matter before the Public Body. "Relative" means the spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse.
 - 3.1 Compliance with Conflict of Interest Laws. Public Officials shall comply with the conflict of interest laws of Arizona. If a Public Official is not sure if they have a conflict of interest on a matter before the Public Body of which the Public Official is a member, the Town Attorney should be contacted. Requests related to conflicts of interest are confidential; however, official opinions of the Town Attorney are required by law to be a public record.
 - 3.2 Disclosure of Conflict of Interest. If a Public Official has a conflict of interest, they shall make known that interest in the official records of the Town. The Public Official shall not participate in any manner as a Public Official in the matter.
 - 3.3 Loyalty. Public Officials have an obligation to put the interest of the Town over personal considerations and to make the public's interest their primary concern.

EXHIBIT A

- 3.4 Personal Interests; Non-Statutory Conflicts of Interest. Occasionally a Public Official may find that they have a personal interest in a matter, even though a conflict of interest would not exist under the conflict-of-interest laws. Public Officials are encouraged to adhere to strongly held ethical values which are exercised in good faith and to refrain from discussing or voting on a matter if they believe their personal interest precludes making a fair and impartial decision. The Member should consider disclosing the personal interest on the record and formally recusing and stepping down from the dais until the Town Council or board, commission or committee has concluded the public hearing and its discussion and voting upon the item.
- 3.5 Improper Use of Office for Personal Gain. Public officials are prohibited from using or attempting to use their official positions to secure valuable things or benefits for themselves, unless such benefits are part of the compensation they would normally be entitled to for performing their duties.
- 3.6 Gifts. Public Officials shall disclose in writing to the Town Clerk any (i) gift, benefit or favor received with a value in excess of \$50.00 or (ii) any gifts, benefits or favors with a combined value in excess of \$50.00 within a six month period, *from a person with a financial interest in business with the Town or in a matter which may come before the Public Body.* The written disclosure shall be made within two (2) business days of receipt of the gift, benefit or favor or multiple gifts, benefits or favors totaling \$50.00 in value within a six month period. If the gift is donated to the Town or a bona fide charity, it does not have to be disclosed; provided however, that the gift is donated immediately upon receipt. The Town may refuse to accept gifts in its discretion (including where such gift may appear to be made to influence a decision of the public body or otherwise violate state law).

Notwithstanding anything in this section, elected officials shall not accept or keep tickets to entertainment, sports/athletic, or cultural events offered by a person who is compensated to influence Council action unless the tickets are incidental to a speaking engagement. A speaking engagement means an elected official's participation in an event for the purpose of presenting information related to the elected official's duties or performing a ceremonial function appropriate to the elected official's position. See Arizona Revised Statutes, Sections 41-1231(21) and 41-1232.08.

4. ***Confidential Information.*** The Town is committed to maintaining an open and accessible government intended to engender trust and confidence from the public, while at the same time protecting confidential information as required or permitted by law.
- 4.1 Disclosure of Confidential Information Prohibited. Public Officials shall not disclose confidential, privileged or protected information, unless authorized by the majority vote of a quorum of the Council or is required by law to do so.
- 4.2 Unauthorized Use. Public Officials shall not use confidential, privileged or protected information to advance the financial or other private interest of himself or herself or others.
5. ***Code of Ethics Training.*** It is important that training be made available to Public Officials in order that the purposes of this Code may be successfully implemented.
- 5.1 Ethics Training. Public Officials shall attend training as scheduled by the Town Manager (generally provided on an annual basis or once per term as needed).

EXHIBIT A

6. **Procedures.** It is important that procedures for reporting violations of this Code of Ethics be clearly understood and followed.
 - 6.1 Questions. Questions about this Code of Ethics, a conflict of interest, or other ethical problem should be presented to the Town Attorney's office. If time permits, requests should be in writing to the Town Attorney. If the ethical issue arises during a meeting, rather than risk an inadvertent violation of the law, the safest course of action is simply to declare that a conflict may exist that prevents the Public Official from participating.
 - 6.2 Obligation to Report Violations. Public Officials have a duty to report if another Public Official is violating laws or this Code.
 - 6.3 Interference with Duty to Disclose Violations. Public Officials shall never attempt to use their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any person with the intent of interfering with that person's duty to disclose improper activity.
 - 6.4 Reporting Process. Reports of alleged violations of this Code shall be made to the Town Clerk, whether such report is by a member of the public, an employee, or a Public Official. Upon receipt of an alleged violation, the Town Clerk shall forward a copy to the members of the Public Body and to the Town Attorney. The Town Attorney shall either prepare a recommendation to the Public Body or request an independent investigation where there is a need to determine facts or have an impartial third-party review. Recommendations of the Town Attorney or the independent investigator shall be filed with the Town Clerk. The Town Clerk may place the matter on a Council agenda for consideration of possible action by the Council.
7. **Enforcement.** The Council intends that violations of this Code of Ethics be treated fairly and expeditiously.
 - 7.1 Council Action. The Council shall review the report and the recommendation at a regular or special Council meeting. The report and the recommendation shall be a public record. If the Council determines that a violation of this Code has occurred, the Council may impose penalties in accordance with Paragraph 7.2.
 - 7.2 Penalties. It is the intent of the Council to educate, and where necessary, discipline Public Officials who violate this Code of Ethics. In addition to other penalties provided by law, the Town Council may vote to remove the Public Official from appointed board or commission positions or not appoint the Public Official to represent the Town on regional committees or at public functions. In addition, the Town Council may publicly censure a Public Official or another member of Council for violation of this Code of Ethics, provided that (i) the member who may be censured shall not vote on the matter but may explain his or her actions, and (ii) censure shall require a vote of five (5) members of Town Council. This paragraph does not prevent informal resolution of minor infractions, such as immediate corrective action of the alleged misconduct, training, or other remedial actions.