



Town of Camp Verde Vision Statement

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

**AGENDA
TOWN OF CAMP
VERDE REGULAR
SESSION
PARKS & RECREATION
COMMISSION 473 S. MAIN
STREET, SUITE 106
MONDAY, SEPTEMBER 9, 2024 at 5:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/87800710204?pwd=6EPhpRovygmAFcFdbZr30SSlqHPdbU.>

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**One Tap Mobile: 1-253-205-0468 or 1-253-215-7799
Meeting ID: 878 0071 0204
Passcode: 255400**

Note 1: Commission member(s) may attend Meetings either in person or by telephone, video, or internet conferencing.

Note 2: If anyone in the public wants to speak on any item on the agenda, please complete a Request to Speak Form (located at the table by the door).

- 1. Call to Order**
- 2. Roll Call.** Chairperson Dave Grondin, Vice Chairperson Jerry Morris, Commissioner Candra Faulkner, Commissioner Glenda Duncan, Commissioner Mary Hughes, Commissioner Jeffrey Noonan, and Commissioner Wayne Smith
- 3. Pledge of Allegiance**
- 4. Consent Agenda –** All those items listed below may be approved by one motion as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission requests.
 - a) Approval of the Minutes:**
 - 1) Regular Session – August 5, 2024
 - b) Set Next Meeting, Date and Time:**
 - 1) Monday, October 7, 2024 at 5:30 pm **CANCELLED**
 - 2) Monday, November 4, 2024 at 5:30 pm
- 5. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to Town Staff.** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Commission from taking any action on items not on the agenda. At the conclusion

of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

6. **Update on the Parks & Recreation Manager position.** (Staff Resource: Town Manager Miranda Fisher)
7. **Update on the Sports Complex.** (Staff Resource: Town Manager Miranda Fisher)
8. **Discussion, consideration and possible approval of the Parks & Recreation Master Plan Request for Proposal** (Staff Resource: Town Manager Miranda Fisher & Acting Parks & Recreation Manager Shawna Figy)
9. **Discussion and update on Heritage Pool Staff training.** (Staff Resource: Acting Parks & Recreation Manager Shawna Figy)
10. **Discussion on rescheduling of the cancelled Sept. 5 work session and training.** (Staff resource: Town Manager Miranda Fisher)
11. **Review of the Parks & Recreation Commission Quarterly Update.** (Resource: Chair Dave Grondin)
12. **Update on upcoming volunteer opportunities.** (Staff Resource: Acting Parks & Recreation Manager Shawna Figy)
13. **Update on Parks & Recreation current programming and events.** (Staff Resource: Acting Parks & Recreation Manager Shawna Figy)
14. **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.
15. **Adjournment**

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

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The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and the Town's website on September 4, 2024 at 6:15 pm

Shawna Figy

Shawna Figy, Acting Parks and Recreation Manager

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

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

1. Call to Order

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

2. Roll Call

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

Also Present

Parks & Recreation Supervisor Shawna Figy, Deputy Town Clerk Molly Davies, Olivia Schell, and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Chairman Dave Grondin led the Pledge.

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

a) Approval of Minutes:

- 1) Work Session – July 1 2024**
- 2) Regular Session – July 1 2024**

b) Set Next Meeting Date and Time:

- 1) Monday, September 9, 2024, Regular Session 5:30 p.m.**
- 2) Work Session – September 5, 2024 5:00 p.m. (added)**

Chairman Dave Grondin would like to add a Work Session on September 5th. He also address corrections to the Regular Meeting Minutes of July 1, 2024; add Olivia's last name in Item #2 as well as add Tony Gioia's last name to Item #5.

Motion was made by Commissioner Hughes to accept the consent agenda with the corrections. Second was made by Commissioner Duncan.

Roll Call:

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

Motion Passed 5-0.

5. **Call to the Public for items not on the agenda. (Please complete a Request to Speak Card and turn it in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Commission from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))
Brenda Hauser wanted to talk about the pool being closed for a month. She uses the pool to exercise and help regulate her blood sugar levels. She would like the pool to be open more.
Jan Allen said she is in favor of the Camp Verde Heritage Pool. She uses the pool and attends water aerobics classes. She is concerned about pool staff training, the maintenance of the pool and pool hours that differ from day to day.
- Parks and Rec Supervisor Shawna Figy suggested moving Item 10, next so the public can hear discussion regarding the pool.*
10. **Presentation and discussion of Parks & Recreation current programming and activities. This will include Corn Fest, Fort Verde Days, and Summer Day Camp. (Staff Resource: Shawna Figy)**
Parks & Recreation Director Shawna Figy reviewed the current issues, programming & activities:
- Pool- the pump is going bad and that affects the chemicals that need to be in the pool. The pool cannot be open due to health concerns related to this. Staff is working on a solution to fix the pump; more research is needed. Information will be posted on the Parks and Rec Page, and the Pool Page that can be found on the Town's Website. An email went out to those that have a pool pass, regarding the closure. A notice will also be posted at the Town Offices. Staff will present an update on pool staff training at the next regular session meeting.
 - Corn Fest- Ms. Figy went over the Event Summary which included visitor tracking, vendor issues and event hours.
 - Fort Verde Days- Ms. Figy went over Fort Verde Days Grand Marshal nominee, planned events, and Competitions.
 - Grasshopper Basketball has begun.
 - Summer Day Camp- Phyllis Nettik gave an overview of this year's Summer Day Camp. Ms. Figy is working on a cost analysis of the summer camp,
6. **Discussion and update regarding the Sports Complex. (Staff Resources: Molly Davies)**
Deputy Town Clerk Molly Davies went over the updates of the Sports Complex projects. She also announced there will be an informational website strictly for the Sports complex. Signs will be placed around the property with QR Codes to lead the public to the website.
Chair Grondin asked about the entry on Hwy 260, are there any improvements planned for that. Ms. Davies will get more information and bring it back to the Commission.
7. **Discussion and update on Parks and Recreation Division Manager Recruitment. (Staff Resource: Molly Davies)**
Deputy Town Clerk Molly Davies went over the update on the Parks and Recreation Division Manager Recruitment process. She said 47 candidates applied, and they moved two on to final interviews. Formal interviews and a Meet & Greet will be Wednesday, August 7th.
8. **Discussion, consideration, and review of a Parks And Recreation Commission Representative on the General Plan Advisory Committee along with other Commissioner's ability to participate. (Staff Resource: David Grondin)**

Chairman Grondin and Vice Chairman Morris were voted in to sit on the committee. He encourages other Commissioners to join the committee as public members.

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

Vice Chair Morris manned the Commission Booth at Corn Fest. He suggests adding signs that announce the upcoming events. Maybe add a QR Code to those signs.

Chair Grondin manned the Commission Booth at Corn Fest along with Commissioner Hughes. Commissioner Hughes also wanted to say she uses the pool and was disappointed that it has been closed.

12. Discussion and direction to staff on topics for future Agenda Items. (Staff Resource: Shawna Figy)

- Standard sports complex update
- Pool Staff Training Update
- Next year's plans for the pool.
- Parks and Rec Master Plan
- Verde Lakes Master Plan
- Update of Restrooms at Butler Park

9. Discussion and consideration for items to be included in the Parks & Recreation Commission Quarterly Report to Council set for August 21, 2024. (Staff Resource: Shawna Figy)

Parks and Rec Supervisor Shawna Figy will be putting together a Quarterly Report with Chairman Grondin.

13. Adjournment:

Motion was made by Chairman Grondin to adjourn the meeting. Second was made by Commissioner Hughes.

Roll Call:

Commissioner Hughes: Aye

Commissioner Smith: Aye

Commissioner Noonan: Absent

Commissioner Duncan: Aye

Commissioner Faulkner: Absent

Vice Chair Morris: Aye

Chairman Grondin: Aye

Motion Passed 5-0.

The meeting was adjourned at 7:00 p.m.

Chairman Dave Grondin

Parks & Rec Supervisor Shawna Figy

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks & Rec Commission of the Town of Camp Verde, Arizona during the Regular Session held on the 5th day of August 2024. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 5th day of August 2024.

Jennifer Reed

Jennifer Reed, Recording Secretary

Meeting Date: September 9, 2024

Agenda Item Type:

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

Requesting Department: Parks & Recreation

Staff Resource: Miranda Fisher, Town Manager

Agenda Title: Update on Parks & Recreation Division Manager Recruitment

Attached Documents: None

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

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

Background Information:

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

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

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

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

The hiring process for a permanent Parks & Recreation Manager will be revisited at a later time. In the interim, Town Manager Miranda Fisher, alongside Acting Manager Shawna Figy, will provide ongoing support to the division to ensure its continued success.

Question(s) before the Commission:

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

Meeting Date: September 9, 2024

Agenda Item Type:

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

Requesting Department: Parks & Recreation

Staff Resource: Shawna Figy, Acting Parks & Recreation Manager

Agenda Title: Update on the Sports Complex

Attached Documents: None

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

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

Background Information:

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

Sports Complex Concession/Restroom Building Color Selections

On August 14th, Town staff and the Parks & Recreation Commission received an email from Martin Smith, CIP Project Manager, requesting their input on the exterior colors for the new concession/restroom building. Two color palettes were provided, and recipients were asked to select their top three combinations by August 22nd.

Following this, a community survey will be launched on August 29th, allowing residents to vote on the top 10 color combinations identified by staff and the Commission. The survey will remain open until September 12th, after which the top three choices will be presented to the Town Council for final selection during their regular meeting on October 2nd.

In addition to the color palate selection, staff is coordinating with the vendor on building specifics and will submit a quote request to the Town's JOCs for building pad preparation. The concrete walkway will be bid out immediately after the concession stand is installed. Electrical service for the stand is being re-evaluated; a \$72K quote from Pur Solar was obtained, but the alternative building may require less electrical capacity. This project will go out for bid.

Lighting

Staff met MUSCO to measure lumen levels to ensure compliance with dark sky regulations.

Waterline Installation

The contractor is mid-construction, with completion expected by September 19th.

Lift Station and Force Main

Staff ordered approved materials for both projects, with installation labor provided by Town forces. Certain areas requiring hand-digging through the treatment plant will be bid out through the Town's JOC contractors.

Irrigation Line Installation

Irrigation pumps have been ordered, with installation labor also provided by Town forces. Hand-digging through the treatment plant will be required, and this work will be bid out through the Town's JOC contractors.

Website Development

A dedicated webpage for updates and information on the sports complex construction is in development. We are aiming to go live with the site by the end of August.

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

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

Question(s) before the Commission:

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

Meeting Date: September 9, 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 of the Parks & Recreation Master Plan Request for Proposal

Attached Documents:

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

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

There is \$100,000 in FY26 and another \$20,000 in FY27 budgeted for the RFP.

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

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

Key factors driving the need for this master plan include:

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

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

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

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

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

Question(s) before the Commission:

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

Proposed Motion:

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

NOTICE & REQUEST FOR PROPOSALS TOWN OF CAMP VERDE

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

Solicitation Number:

Proposal Opening/Deadline for Submittal:

Location: Camp Verde Town Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322

Town Staff Contact/ telephone number: Shawna Figy, Acting Parks & Recreation Manager

Contract Documents available at: Camp Verde Town Clerk's Office (at no charge)

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

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

Work Summary: Town seeks consultant services for a Parks, Recreation, Trails, and Open Space Master Plan. The services are required to be completed within 90 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: **[BOND FORMS CALL FOR 50% OF THE CONTRACT AMOUNT – YOU MAY INCREASE THESE TO 100%. YOU MAY ALSO REMOVE DEPENDING ON SERVICES/SCOPE OF WORK. SEE TOWN ATTORNEY WITH QUESTIONS.]**

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 _____percent (____%) 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 _____percent (____%) of the Contract amount solely for the protection of the claimants supplying labor or materials to the Contractor or his subcontractors in the prosecution of the Work provided for in such Contract.

III. SCOPE OF WORK

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

development, and operations of parks and recreational facilities for the betterment of residents and visitors alike.

Background

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

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

Scope of Work

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

The Consultant shall:

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

Public Involvement Process

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

- Conduct meetings with the Town's Project Team and relevant departments to facilitate early-stage collaboration.
- Develop and execute a comprehensive strategy for resident and service population involvement, utilizing various engagement tools such as community meetings, focus groups, surveys, and individual stakeholder interviews.

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

Data Collection and Analysis

The Consultant shall:

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

Deliverables

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

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

Final Plan Development

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

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

IV. PROPOSER'S PROPOSAL

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

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

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

4.4 Proposal Price: \$75,000

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

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

State of Arizona)
) ss.
Yavapai County)

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

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

partnership or financial interest with him and said Proposer, until after the sealed proposal or proposals are open.

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

Name

Title

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

Notary Public

My Commission Expires:

PROPOSAL BOND

(Surety Bond)

KNOW ALL MEN BY THESE PRESENTS:

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

WHEREAS, the Principal is herewith submitting its Proposal for _____

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

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

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

Principal

Title

Witness:

Surety

Witness:

Title

Address of Surety:

* Attach Power of Attorney

AUTHORIZED SIGNATURE FORM

Contractor Name: _____

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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 \$75,000.

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 \$75,000. The items allowable for reimbursement are as follows:

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

All reimbursable costs must be submitted with monthly bill.

**EXHIBIT E
CHANGE ORDER**

CHANGE ORDER NO. _____

Distribution: TOWN	[]	
CONTRACTOR	[]	
OTHER	[]	

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

CHANGES: The Agreement is changed as follows:

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

The original compensation was _____

Net change by previously authorized Change Orders _____

The compensation prior to this Change Order was _____

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

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

The Contract Time will increase by _____

ACCEPTANCE STATUS:

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

STATE SOLE PROPRIETOR'S WAIVER (ATTACH)

Camp Verde Parks & Recreation Commission

Council Strategic Plan - FY 25 Action Steps

Planning Calendar – Work Sessions

- ❖ Create and implement a robust process for annual review and improvement of events.
 - Develop plan for PRC involvement in review and improvement.
- ❖ Determine existing resources and documents that will incorporate into the Master Plan and identify gaps for completing the Plan.
 - PRC to review existing resources and documents with recommendations for inclusion to the P&R Division.
- ❖ Define “annual community engagement events” to set a baseline.
 - PRC to review and provide feedback on P&R Division document.
- ❖ Assess workforce/labor needs to facilitate additional events.
 - PRC to review and provide feedback on P&R Division plan.
- ❖ Identify and prioritize existing and future projects (and ongoing) as part of annual Capital Improvements Planning process.
 - PRC to review and comment on CIP plans.

May 6, 2024

- Finalize planning calendar
- Begin draft P&R Master plan scope/table of contents
- Begin discussion of PRC role in current event review process
- Begin discussion of community engagement events definition, criteria and baseline list

July 1, 2024

- Begin review of current resources & documents for inclusion in Parks & Recreation Master Plan (Master Plan)
- Finalize updated PRC involvement in event review process
- Finalize PRC recommendations for community engagement events definition and criteria

October 7, 2024

- Identify gaps in current resources and documents for Master Plan
- Update draft Master Plan scope/table of contents

January 6, 2025

- Finalize PRC input on CIP request for Master Plan consultant.
- Review & comment on parks & recreation FY26 CIP plans

April 7, 2025

- Review and update PRC involvement in event review process
- Review and comment on update for community engagement events description, criteria and baseline list

July 7, 2025

- Finalize scope of P&R Master Plan consultant RFP



Parks and Recreation Commission Agenda Information Memorandum

Meeting Date: September 9, 2024

Agenda Item Type:

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

Requesting Department: Parks & Recreation

Staff Resource: Shawna Figy, Acting Parks & Recreation Manager

Agenda Title: Discussion and review of Heritage Pool Staff training protocol.

Attached Documents:

- -Pool Policy and Procedure
- Pool Emergency Action Plan
- Pool Mission Statement
- Starguard training information and requirements
- Staff Training outline and additional training documentation
- Pool Staffing and Programming Summary
- Lifeguard training and staffing costs
- Swim testing Policy and Procedures

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:

At the August Parks and Recreation Commission meeting, members of the public voiced concern about the lack of training provided to pool staff. A request was made for information on staff training specific to those concerns. Town staff have attached a series of policies, procedures and training information to this agenda item; however, will also provide a verbal review of the training processes that Town pool employees go through.

Question(s) before the Commission:

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

Heritage Pool - Emergency Action Plan

2024



TOWN OF CAMP VERDE
Parks & Recreation Division
Heritage Pool
290 Apache Trail
Pool: (928) 567-0288

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I. INTRODUCTION

Welcome to the Camp Verde Parks & Recreation Division Heritage Pool - Emergency Action Plan (EAP). This manual provides you with the procedures for dealing with emergencies at the swimming pool.

This plan describes the general and specific actions for all pool employees to follow in the event of an emergency at the pool. Familiarize yourself with the plan so you can follow and apply it as appropriate.

In situations not specified in this plan or unusual emergency situation, employees are expected to use this information as closely as possible to develop a plan of action resulting in the best possible outcome.

Most importantly, **prioritize preventing injuries and problems** by encouraging pool visitors to practice safe behavior through

- Modeling correct behavior
- Educating people through verbal explanation + signage
- Enforcing the rules consistently
- Ensuring that policies and rules are followed
- Vigilant pool surveillance

II. GENERAL PLAN OF ACTION

In any emergency, the goal is to minimize hazards and to optimize the outcome. Water rescue practices and first aid treatments are controlled by training standards and procedures covered in your lifeguard certification training.

1) Recognize a problem

- i. Pool surveillance, patrolling the dry areas, and patron reports are all ways you might become aware of a problem.

2) Activate the Emergency Action Plan (EAP)

- i. In-water emergency: one air horn blast (water) or
- ii. On-deck or in locker rooms emergency: three short whistle blasts

3) Respond to the immediate hazard or emergency

- i. **Is the scene safe?** Make sure it's safe to approach the victim before proceeding. Only lifeguards should be attempting in water rescues.
- ii. **Rescue the patron**, making sure they are receiving air as the primary emergency action for in-water emergencies. Removal from the water is typical in most scenarios. In extreme cases when a patron is breathing, stabilizing them in the water and letting EMS remove them might be advised. Ask the 911 operator if you're in doubt.
- iii. **Administer First Aid**, crowd control and other actions discussed in specific sections of the plan. After the victim has been removed from the water, assess their injuries further. Gather additional info from family members such as parents.
- iv. **Request assistance from appropriate outside agencies as required**
911 should be called aggressively in any instance that it could be needed.
Employees with minor injuries can call Triage Now

4) Keep patrons not directly impacted by the emergency safe.

With any emergency it is imperative that additional people do not become victims, further complicating an already difficult situation. Evacuate other swimmers from the pool during a rescue so guards may focus on the emergency, not pool surveillance.

5) Coordinate with outside agencies

- i. Prepare to provide an initial report of the problem and actions taken to responders and provide whatever support is needed by these agencies.
- ii. If a staff member is transported by ground EMS, a pool staff member shall accompany him or her whenever possible and depending on the transported staff member's desires.

6) Notify administration:

Notify Parks & Rec administrators (Mike & Shawna) in the following situations:

- i. 911 is called
- ii. Pool patron or staff member is transported by EMS

iii. The two-page incident report is completed rather than just an incident log entry

iv. **No media communication**

1. **All communication with the media concerning emergencies shall be through P&R Management** unless otherwise specifically authorized. If the media approaches you, give them a card with Mike and Shawna's phone numbers. This includes not communicating about the incident after leaving work or posting on social media platforms.

7) Return to normal operation when appropriate

After the situation has been stabilized and outside agencies have turned control of the pool back to our staff, assess the possibility of returning to normal operation. This may be a brief action or may involve consultation with higher management. Consider whether staff is mentally focused enough to provide a high level of surveillance, whether replacement staff needs to be called in, or whether pool closure is the safest course of action. Mike & Shawna will help with this decision.

8) Document and follow up

Whenever the EAP is activated, fill out the appropriate incident reports, do other paperwork (such as emailing Mike/Shawna about any additional info such as disgruntled patrons), restock supplies & equipment, and remedy hazards and problems and complete notification of supervisors. Documentation of incident facts should begin as early as possible to ensure that details are not forgotten or omitted when completing paperwork.

All personnel at the pool regardless of position, or current assignment are expected to respond to all emergencies and function as outlined in this plan.

More detailed information on specific types of emergencies follow in other sections of this plan.

In the event that an incident is encountered that does not seem to fit one of these specific sections then the General Plan of Action detailed above shall be used.

9) After-incident care

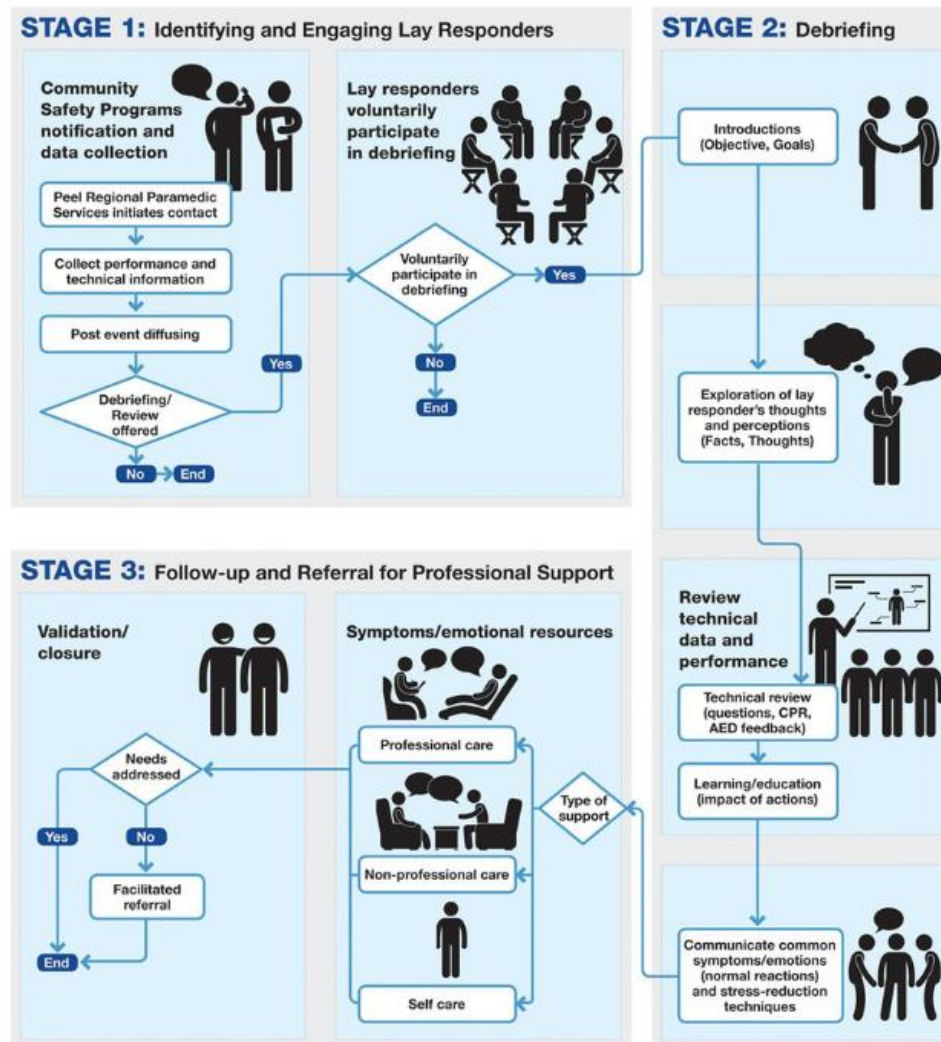
If there is cardiac arrest or other serious matters, responders might benefit from being able to be around others for connection and support rather than going home alone trying to handle the overwhelm of what happened all alone. Consult [Peel Lay Responders Guide](#) (printed at the back of this action plan).

The first 4 hours are worst as body makes chemicals in response to the situation. Don't let responders to serious incidents drive home or be on the stand. At minimum, follow-up care for responders should include:

- 4 hours - Diffusing - See what questions they have
- 24 to 48 hours - Debriefing - explore their thoughts and perceptions, review the EAP procedures followed, AED printout (can help them see that the heart responded to compressions, etc.), what would they do differently next time.
- First 4 days - Making sense of it, bringing a timeline to it - Bringing the team together can help remove cognitive blocks that prevent PTSD
- First 4 weeks - Still experiencing sensory aspects - this is when things shift from reality to a memory
- First 4 months - If still severe reactions such as avoiding the tile where the guy died, etc., they need to reach out for professional help. Make it ok to get it. (Covered by Town?)

A bystander resource guide is available from Kelly at the Arizona Aquatics or email paul.snobelen@peelregion.ca

Lay Responder Support Model (LRSM) Stages



III. INCIDENT SPECIFIC PLANS

A) In-Water Emergency

Rescuing a potential drowning victim is the primary emergency action anticipated for Lifeguards. Drowning represents the highest hazard present for pool patrons. The initial priority is to remove the victim from the pool while safeguarding the other patrons.

- 1) **Recognize:** Diligent surveillance of the patrons is the primary method of identifying a drowning victim. Drowning victims are usually making no headway, vertical in the water and having trouble keeping their nose and mouth above the water. They make no sound and make weak, ineffective movements. Early recognition and intervention can prevent having a resuscitation, so don't hesitate to intervene.
- 2) **Activate:** The activating guard shall stand up, point to the victim and sound the airhorn (roving guards can blast their whistle 3 times and point). All personnel at the pool shall immediately come to a state of readiness and move toward the problem area prepared to render assistance.
- 3) **Respond:** The closest guard, normally the one who activated the EAP, shall respond to the victim as appropriate based on training and situation. Only certified Lifeguards shall attempt water rescues.
 - **The Pool Supervisor or Head Guard**, if not on post, shall move to a position outside the office near the support post for the awning to act as Incident Commander. If the Pool Supervisor or Head Guard are not available, the senior guard not on post will fill that role. If the Pool Supervisor or Head Guard is onsite, but involved in the rescue or other duties, they will change places and assume Incident Command when practical.
 - **Other Lifeguard personnel** shall respond with emergency equipment to support the rescue. One person shall bring the back board, AED and First Aid bag to the victim. Depending on available staff, the Incident Commander may have to perform this function also.
 - **The Cashier** shall close the front door and window, turn off the register and move with the phone to just outside the office door. They shall be prepared to respond to instructions from the Incident Commander with a primary function as communications in the event that outside agencies are required.
- 4) **Preserve public safety:** Other guards on post shall stand in their chairs and evacuate the pool users. They shall blow groups of three short whistle blasts and direct the pool users out of the water and toward the picnic area. Their primary goal is to ensure that all patrons are out of the water safely and no other victims are found. Once it is confirmed that all patrons are out of the pool these guards will focus on moving users toward the picnic area while not interfering with rescue efforts. Patrons will be moved to the picnic

area until the Incident Commander determines that it is not necessary. No one shall be allowed back into the water until authorized by the Incident Commander. Encourage patrons to keep adequate social distance as possible.

- 5) **First Aid Treatment:** If needed, administer rescue breaths as the guest is removed from the water. Once removed from the water, assess the guest and render first aid treatment. Additional personnel and equipment such as the AED shall be coordinated through the Incident Commander. In general, move victims toward the shaded guard area near the storage sheds. This will facilitate EMS access if needed.
- 6) **Request assistance:** As soon as possible a decision should be reached as to if Emergency Medical Services (EMS) are needed. Always call 911 for:
 - a. Any unconscious victims,
 - b. victims with suspected head or neck injury,
 - c. breathing difficulty or
 - d. other significant injury

When in doubt, always err on the side of caution and call 911. Remember that the decision to call 911 is ours, regardless of what the victim or family may want. The transport decision can then be made by more highly trained EMS personnel.

SIGNAL: In addition to a verbal request for an EMS, *patting the top of your head with a hand* while looking toward the Incident Commander or Cashier will be a signal to call EMS. The cashier will normally dial 911 and request the appropriate response.

- 7) **Coordinate with outside agencies** After an EMS has been called, the cashier will ensure that the east gate by the sheds is unlocked (key on Red fob) and prepare to meet EMS out front and direct them to the patient. **For emergencies in the pool area the gate by the sheds will be the normal entrance for EMS.**

The front entrance is difficult with a stretcher and EMS would go there by default. The cashier will meet the EMS out front and provide a basic description of the problem and current status. The Incident Commander should be prepared to give more detailed information as needed and to provide any support that the EMS may require such as additional family members and keeping the crowd away.

8) **Notify Administrators**

If additional assistance from the Parks & Recreation office has not already been requested, the office shall be notified in the following situations:

- 911 is called for assistance
- Pool patron or staff member is transported by EMS
- The two-page incident report is completed rather than just an incident log entry

9) **No media communication**

All communication with the media concerning emergencies shall be through the P&R Manager or Coordinator unless otherwise specifically authorized. Pool staff who are approached by media representatives with questions about an emergency shall provide them with the phone number of the Parks & Recreation office for comment. This includes after leaving work and social media platforms. Do NOT post photos or accounts of the incident on social media.

- 10) Return to normal operation:** At some point the situation will be resolved enough that the Incident Commander shall determine that the “emergency” is over and normal operations can resume. This will be at the point that there are sufficient personnel available to handle the situation and provide adequate surveillance for normal operation of the pool and this operation will not hinder proper care of the patient. If outside agencies are on site they must approve of this decision.
- 11) Document & Follow-up:** Appropriate incident reports, other paperwork, supplies & equipment restocked & readied, corrective action for any hazards and problems and notification of supervisors must be completed. Documentation of incident facts should begin as early as possible to ensure that details are not forgotten or omitted when completing paperwork.

B) Medical & Trauma Emergencies – not in the water, on-site

Responding to medical and trauma emergencies not in the water is the most likely emergency action anticipated for Lifeguards. Medical problems or traumatic injuries can occur when people visit the pool. The initial priority is to assess the victim and provide first aid while maintaining the safety of other patrons. This plan covers incidents within the building or fenced portion of the property. Incidents in the parking lot or skate park are covered in “Section E) Off Site Emergencies”.

- 1) **Recognition:** Diligent surveillance of the patrons is the primary method of identifying an ill or injured victim. Reports from other pool patrons is also common. When a lifeguard is on the tower, their **ONLY** duty is to scan/attend to the people in the water. Should a guest approach you with a report of someone injured on deck, use the radio to summon another guard to attend to that situation. Do not leave your post or turn your attention from the pool. Should you be the only one available to attend to the on-deck emergency, sound the air horn and evacuate all patrons from the pool.
- 2) **Activation:** The activating guard shall determine whether evacuation of the pool is immediately required. This will be based upon the condition of the patient, the number of personnel available to treat the patient and maintain pool surveillance and the number and type of pool users. If it is determined that evacuation of the pool is necessary then the activating guard shall sound the airhorn or blow three short blasts on their whistle or have another guard activate the EAP. All personnel at the pool shall immediately come to a state of readiness and move toward the problem area prepared to render assistance. If it is initially determined that evacuation of the pool is not required then the activating guard will verbally state the emergency to other staff activating the EAP and request assistance. Whistle blows may be used by staff to notify others and request assistance.
- 3) **Response:** The closest guard, normally the one who activated the EAP, shall respond to the victim as appropriate based on training and situation.
 - **The Pool Supervisor or Head Guard**, if not on post, shall move to a position outside the office near the support post for the awning to act as Incident Commander. If the Pool Supervisor or Head Guard is not available, the senior guard not on post will fill that role. If the Pool Supervisor or Head Guard is onsite but involved in the rescue or other duties, they will change places and assume Incident Command when practical. If the evacuation of the pool is not underway, the Pool Supervisor or Head Guard will assess the situation and determine if that is appropriate or an evacuation of the pool is needed. If an evacuation is needed the Head Guard will blow three short blasts on his/her whistle to initiate the evacuation. If not, word must be passed to other staff by direct speaking, PA announcement or short attention getting whistle blows.
 - **Other Lifeguard personnel** shall respond with emergency equipment to support the rescue. One person shall bring the back board and First Aid bag to the victim. Depending on available staff, the Incident Commander may have to perform this function also.

- **The Cashier** shall close the front door and window, turn off the register and move with the phone to just outside the office door. They shall be prepared to respond to instructions from the Incident Commander with a primary function as communications in the event that outside agencies are required.
- 4) **Preserve public safety:** If the pool is to be evacuated, other guards on post shall stand in their chairs and evacuate the pool users. They shall blow groups of three short whistle blasts and direct the pool users out of the water and toward the picnic area. Their primary goal is to ensure that all patrons are out of the water safely and no other victims are found. Once it is confirmed that all patrons are out of the pool these guards will focus on moving users toward the picnic area while not interfering with rescue efforts. Patrons will be moved to the picnic area until the Incident Commander determines that it is not necessary. No one shall be allowed back into the water until authorized by the Incident Commander. If the pool is not evacuated, guards on post will maintain surveillance, and take steps to decrease risk such as closing down the slide.
 - 5) **First Aid Treatment:** Assessment & appropriate first aid treatment shall be initiated. Additional personnel and equipment shall be coordinated through the Incident Commander. In general victims, if moved, will be moved toward the bench by the storage shed/outside guard area gate. This will facilitate EMS access if needed.
 - 6) **Request assistance if needed:** As soon as possible a decision should be reached as to if EMS is needed. Any unconscious victims, victims with suspected head or neck injury, breathing difficulty or other significant injury shall automatically have EMS called. When in doubt, always err on the side of caution and call for EMS. Remember that the decision to call EMS is ours, regardless of what the victim or family may want. The transport decision can then be made by more highly trained personnel from the EMS. In addition to a verbal request for EMS, patting the top of your head with a hand while looking toward the Incident Commander or Cashier will be a signal to call EMS. The cashier will normally dial 911 and request the appropriate response.
 - 7) **Coordinate with outside agencies** After EMS has been called, the cashier will verify that the east gate near the storage sheds is unlocked and be prepared to meet the EMS out front and direct them to the patient. For emergencies in the pool area the gate by the storage sheds will be the normal entrance for the EMS. The other entrances are difficult with a stretcher. The cashier will meet the EMS out front and provide a basic description of the problem and current status. The Incident Commander should be prepared to give more detailed information as needed and to provide any support that the EMS may require such as crowd control.
 - 8) **Notify administration**
If additional assistance from the Parks & Recreation office has not already been requested, the office shall be notified in the following situations:
 - 911 is called for assistance
 - Pool patron or staff member is transported by EMS

- The two-page incident report is completed rather than just an incident log entry

9) No media communication

All communication with the media concerning emergencies shall be through the P&R Manager or Coordinator unless otherwise specifically authorized. Pool staff who are approached by media representatives with questions about an emergency shall provide them with the phone number of the Parks & Recreation office for comment. This includes after leaving work and social media platforms.

10) Return to normal operation: At some point the situation will be resolved enough that the Incident Commander shall determine that the “emergency” is over and normal operations can resume. This will be at the point that there are sufficient personnel available to handle the situation and provide adequate surveillance for normal operation of the pool and this operation will not hinder proper care of the patient. If outside agencies are on site they must approve of this decision.

11) Document and follow up: Appropriate incident reports, other paperwork, supplies & equipment restocked & readied, corrective action for any hazards and problems and notification of supervisors must be completed. Documentation of incident facts should begin as early as possible to ensure that details are not forgotten or omitted when completing paperwork.

C) Missing Child or Adult

Reports of a missing child or adult must be treated as if it is a drowning emergency if the person cannot be located immediately. A missing or lost person is one who is described as being there, but can't find them. Statements such as "we were supposed to meet here today but I can't find him/her" would not mean a missing person. Statements such as "I told him/her one more ride down the slide and then it's time to go" and "I saw him a few minutes ago and now I can't find him/her" would signal a missing person.

YOU OR ANOTHER GUARD SHOULD WALK THE DECK IMMEDIATELY AND LOOK

The staff member who receives the report must immediately get the missing person's name, basic description (gender, age and appearance), last known location and walk the reporting party to the office. If the guard is on post, signal the other guards to cover your space and that you have a possible missing child/adult.

On arrival at the office:

- Have the Cashier check the front hall area for the subject
- Have someone check the appropriate bathroom – call the subject's name and ask if anyone knows the person and/or has seen them.
- Use the PA to request that the person report to the office.

If the person is not located within 2-3 minutes of the initial report or reliable information is not received to indicate that the person is not on the premise, then this EAP shall be activated.

- 1) **Recognition:** As outlined above, the inability to locate a subject who is known to be on the premises within a brief (2-3 minutes) period of time is cause to suspect a possible unrecognized drowning.
- 2) **Activation:** The activation will normally be initiated from the office after the above outlined steps to find the missing person have failed. Three short blasts on a whistle and the announcement over the PA that we have a missing person. All personnel at the pool shall immediately come to a state of readiness and move toward the problem area prepared to render assistance.
- 3) **Response:** The primary response is to search the pool for a possible victim. In order to facilitate this, the pool shall be evacuated.
 - **The Pool Supervisor or Head Guard**, if not on post, shall move to a position outside the office near the support post for the awning to act as Incident Commander. If the Pool Supervisor or Head Guard is not available, the senior guard not on post will fill that role. If a Pool Supervisor or Head Guard is onsite but involved in the rescue or other duties they will change places and assume Incident Command when practical.
 - **Lifeguards on Post** shall stand in their chairs and evacuate the pool users. They shall blow groups of three short whistle blasts and direct the pool users out of the water. In

this instance we do not want to send people to the locker rooms as we are attempting to locate the missing person who may be in the crowd. Their primary goal is to ensure that all patrons are out of the water safely, no victims are found and attempt to locate the missing person.

- **Other Lifeguard personnel** shall respond to the pool deck to assist with a search. Both locker rooms, picnic area, slide tower, storage sheds and off-limits utility areas will need to be checked.
 - **The Cashier** shall move to the front hallway and position themselves to monitor people exiting the building. Anyone leaving shall be asked if they know the missing person or have any information. There is a slight potential for possible child abduction so any child meeting the description of the missing subject should receive special attention and effort to determine their identity as well as any adult with them. Do not attempt to prevent people from leaving, simply attempt to ID them.
- 4) **Preserve public safety:** After everyone is evacuated from the pool and it is determined that no one is in the pool or the missing person is not in the crowd then the incident would be concluded with no one found. No one shall be allowed back into the water until authorized by the Incident Commander. If at some point in the search a victim is discovered then the response changes to an in water rescue incident and follows the appropriate plan. If the person is found safe, then normal operations may resume. If the person is not found then a decision must be made as to continued actions as outlined below.
- 5) **First Aid Treatment:** If the missing person is not located and appears to be actually missing, the reporting party may be very distraught and require attention to calm and reassure them.
- 6) **Request assistance if needed:** If the search has not located the missing person a decision must be reached as to calling assistance from the Marshal's Office.
- a. If the missing person is a child and the reporting party is a parent or other responsible adult, then the decision to notify law enforcement generally rests with them. If the parent wishes to make a report to law enforcement, then pool staff shall call 911 to request a Deputy.
 - b. If the missing person is a child and the reporting party is a friend or juvenile relative who confirms that the missing person was at the pool, then Pool staff shall call 911 to request a Deputy.
 - c. If the missing person is an adult then the situation is not normally referred to law enforcement unless there is more information. However, if the reporting party requests law enforcement, then Pool staff shall call 911 to request a Deputy.
- 7) **Coordinate with outside agencies** If the Marshal's Office is called the Incident Commander should be prepared to give more detailed information as needed and to provide any support that law enforcement may require.
- 8) **Notify administration**
If additional assistance from the Parks & Recreation office has not already been requested, the office shall be notified in the following situations:

- 911 is called for assistance
- Pool patron or staff member is transported by EMS
- The two page incident report is completed rather than just an incident log entry

9) No media communication

All communication with the media concerning emergencies shall be through the P&R Manager or Coordinator unless otherwise specifically authorized. Pool staff who are approached by media representatives with questions about an emergency shall provide them with the phone number of the Parks & Recreation office for comment. This includes after leaving work and social media platforms.

10) Return to normal operation: Pool operations may resume when the Incident

Commander is satisfied that the missing person is not at the pool and sufficient staff is available to ensure the safety of the pool patrons and deal with any remaining follow-up.

11) Document and follow up: Appropriate incident reports, other paperwork, supplies & equipment restocked & readied, corrective action for any hazards and problems and notification of supervisors must be completed. Documentation of incident facts should begin as early as possible to ensure that details are not forgotten or omitted when completing paperwork.

D) Fire or Chemical Emergency

Pool personnel are not trained or equipped to respond directly to most fire or chemical emergencies. The primary goal in a fire or chemical emergency would be to evacuate the area and request assistance.

- 1) **Recognition:** Pool surveillance, patrolling and citizen report are all methods to discover a fire or chemical leak. Smoke, strong odors, fumes, leaking fluids and people feeling sick are all possible indicators of a fire or chemical leak.
- 2) **Activation:** Three short whistle blasts along with a PA announcement of a fire or chemical emergency will activate the plan.
- 3) **Response:** Removing the pool patrons and staff from the area is the primary emergency action. People are to be directed out of the pool area through the picnic area gate, not the bathrooms. The hazards from a fire or chemical leak are greatest in an enclosed building so people need to be kept outside. People will be directed out of the area toward the parking lot entrance by the skate park. People should be told to remain in this area until cleared by the Fire District.
- 4) **Preserve public safety:** All people at the pool are potentially at risk from a fire or chemical leak and need to evacuate the area. Due to the nature of the pool environment, very little efforts by staff at direct mitigation are to be attempted. If it is safe, staff should attempt to bring the AED, backboard and First Aid bag to the evacuation area in case anyone is injured. As a reminder, remain upwind and uphill of any smoke, fumes or leaks. The drainage ditch in front of the building runs toward the evacuation point and should be monitored for chemicals.
- 5) **First Aid Treatment:** After any victim has been removed to a safe area, initial assessment & first aid may be initiated.
- 6) **Request assistance if needed:** Once the possibility of a fire or chemical leak is determined, then 911 shall be called.
- 7) **Coordinate with outside agencies** Upon arrival of outside agencies, be prepared to provide an initial report of the problem and actions taken. Provide whatever support is needed by these agencies and ensure that pool patrons are provided for.
- 8) **Notify administration**
If additional assistance from the Parks & Recreation office has not already been requested, the office shall be notified in the following situations:
 - 911 is called for assistance
 - Pool patron or staff member is transported by EMS
 - The two-page incident report is completed rather than just an incident log entry
- 9) **No media communication**
All communication with the media concerning emergencies shall be through the P&R Manager or Coordinator unless otherwise specifically authorized. Pool staff who are approached by media representatives with questions about an emergency shall provide

them with the phone number of the Parks & Recreation office for comment. This includes after leaving work and social media platforms.

- 10) Return to normal operation:** After the situation has been stabilized and outside agencies have turned control of the pool back to our staff, assess the possibility of returning to normal operation. This may be a brief action or may involve consultation with higher management.
- 11) Document and follow up:** Appropriate incident reports, other paperwork, supplies & equipment restocked & readied, corrective action for any hazards and problems and notification of supervisors must be completed. Documentation of incident facts should begin as early as possible to ensure that details are not forgotten or omitted when completing paperwork.

E) Violence Incident

Violence in the workplace is not allowed under Town policy or State Law and shall not be tolerated.

Violence in the workplace may originate with co-workers, pool patrons or outside individuals. Comprehensive workplace violence prevention and response is beyond the scope of this EAP. This plan is intended to provide some basic information that employees can use to respond to violent situations. This plan assumes that attempts at prevention or defusing has not worked and that violence is occurring or expected.

- 1) Recognition of a problem:** A person may be a victim of violence, witness violence, be told of violence or infer violence from sounds or other information.
- 2) Activation of Emergency Action Plan:** Pool personnel are not trained or equipped to respond to the suppression of violence. The purpose of the plan is to distance people from the violence in order to reduce danger and to respond to the aftermath if appropriate. Three short whistle blasts may be used when possible, along with verbal statements concerning the violence.
- 3) Response to violence:** Various strategies may be employed at the discretion of individuals including:
 - a. Securing the building to prevent entry. The front gate may be locked to prevent entry of a violent person.
 - b. Escape from the area. People may flee the area on foot or in vehicles to avoid a violent person.
 - c. Hiding. People may hide in the plumbing access areas or storage shed to avoid violent people.
 - d. Fighting back. When confronted by a violent person people may fight back. If a decision to fight is made, it should be a total commitment to resist.
- 4) Preservation of the safety of other pool patrons:** All attempts should be made to inform other patrons of the violence hazard in order for them to react.
- 5) First aid treatment of victim(s):** After the violent person has left the area and the lifeguards feel safe they should initiate attempts at first aid as needed.
- 6) Request assistance if needed:** Immediately upon recognition of a violent or potentially violent situation, 911 should be called by anyone with access to a phone.
- 7) Coordinate with outside agencies** Upon arrival, law enforcement will treat all people as potential suspects. Follow all instructions from law enforcement immediately, keep hands visible and empty and be prepared to be ordered to evacuate or lie on the ground. Provide law enforcement with any information on the perpetrator(s) and victims. The initial priority for law enforcement is stabilization of the scene by securing the perpetrator(s) or verifying their absence.
- 8) Notify administration**

If additional assistance from the Parks & Recreation office has not already been requested, the office shall be notified in the following situations:

- 911 is called for assistance
- Pool patron or staff member is transported by EMS
- The two-page incident report is completed rather than just an incident log entry

9) No media communication

All communication with the media concerning emergencies shall be through the P&R Manager or Coordinator unless otherwise specifically authorized. Pool staff who are approached by media representatives with questions about an emergency shall provide them with the phone number of the Parks & Recreation office for comment. This includes after leaving work and social media platforms.

10) Return to normal operation when appropriate: After the situation has been stabilized and outside agencies have turned control of the pool back to our staff, assess the possibility of returning to normal operation. This may be a brief action or may involve consultation with higher management.

11) Document and follow up: Appropriate incident reports, other paperwork, supplies & equipment restocked & readied, corrective action for any hazards and problems and notification of supervisors must be completed. Documentation of incident facts should begin as early as possible to ensure that details are not forgotten or omitted when completing paperwork.

F) Off Site Emergencies

Responding to medical and trauma emergencies not in the enclosed pool area is not a primary responsibility of pool staff. In the event of an emergency at the Skate Park or parking lot staff shall respond only after ensuring the safety of pool visitors. The priority is to assess the victim and provide first aid while safeguarding the safety of other patrons. Our response to emergencies in other areas is usually restricted to calling for assistance, but this plan may be utilized to respond at the discretion of the Pool Supervisor or Head Guard.

- 1) **Recognition:** Pool patrons or passersby will normally report emergencies in the parking lot, skate park or recycle area to the cashier.
- 2) **Activation:** The person receiving the report shall notify the Pool Supervisor or Head Guard if possible or the Guard in the office. That person will assess the current status of the pool concerning the number & type of visitors and number of Lifeguards available. Activation of the plan shall be assumed to have occurred when this notification is made.
- 3) **Response:**
 - **The Pool Supervisor or Head Guard**, if not on post, shall act as Incident Commander. If the Pool Supervisor or Head Guard is not available, the senior guard not on post will fill that role. If the Pool Supervisor or Head Guard is onsite but involved in other duties, they will change places and assume Incident Command when practical. When the Incident Commander has determined that sufficient personnel are available to respond to the emergency and ensure pool visitor safety, he/she shall assign 2 people to respond with emergency equipment including a two-way radio to assess the situation. The Incident Commander shall move to the parking lot area in order to visually maintain contact with the lifeguards going to the incident and the cashier. In the event that insufficient personnel are available to maintain pool surveillance and respond to the off-site emergency, the Incident Commander may elect to evacuate the pool in order to make more personnel available. He/she may also elect to initially send only one lifeguard to the off-site incident.
 - **Other Lifeguard personnel** shall be called to the office with verbal instructions, PA announcement or whistle blows. When assigned by the Incident Commander, 2 lifeguards will respond with emergency equipment to the emergency to assess the situation and begin treatment. Remaining personnel shall stay in the office area for possible reassignment to assist at the emergency or provide pool surveillance.
 - **The Cashier** shall move close to the front door and window, turn off the register and move with the phone to just outside the front office door. They shall be prepared to respond to instructions from the Incident Commander with a primary function as communications in the event that outside agencies are required.
- 4) **Preserve public safety:** Lifeguards on post shall remain on post and continue pool surveillance. They should be informed of the off-site emergency and ensure that they are prepared to restrict access to the slide or evacuate the pool if required. The Pool Supervisor or Head Lifeguard will continually assess the off-site situation and the pool

status to ensure that safety is being maintained at all locations. If the situation warrants, the Head Lifeguard may decide to evacuate the pool to make more personnel available or to reduce the hazard(s) in the pool. This evacuation may be done as a standard emergency evacuation or a more relaxed evacuation where the patrons are verbally instructed to leave the pool and gather on the pool deck. No one shall be allowed back into the water until authorized by the Incident Commander.

- 5) **First Aid Treatment:** Assessment & appropriate first aid treatment shall be initiated. Additional personnel and equipment shall be coordinated through the Incident Commander. In general, the victim should be assessed and treated in place without being placed on a backboard and moved. Our involvement is more limited than at the pool as this area is outside the scope of our primary responsibility.
- 6) **Request assistance if needed:** As soon as possible a decision should be reached as to if an EMS is needed. Any unconscious victims, victims with suspected head or neck injury, breathing difficulty or other significant injury shall automatically have EMS called. When in doubt, err on the side of caution and call EMS. Remember that the decision to call EMS is ours, regardless of what the victim or family may want. The transport decision can then be made by more highly trained personnel from EMS. In addition to a verbal request for EMS, patting the top of your head with a hand while looking toward the Incident Commander or Cashier will be a signal to call EMS. The Cashier will normally dial 911 and request the appropriate response. Care must be taken to provide the appropriate location of the emergency so that responders can go to the correct location.
- 7) **Coordinate with outside agencies** On scene lifeguards should be prepared to provide a summary of information about the incident and treatment to the responders.
- 8) **Notify administration**
If additional assistance from the Parks & Recreation office has not already been requested, the office shall be notified in the following situations:
 - 911 is called for assistance
 - Pool patron or staff member is transported by EMS
 - The two-page incident report is completed rather than just an incident log entry
- 9) **No media communication**
All communication with the media concerning emergencies shall be through the P&R Manager or Coordinator unless otherwise specifically authorized. Pool staff who are approached by media representatives with questions about an emergency shall provide them with the phone number of the Parks & Recreation office for comment. This includes after leaving work and social media platforms.
- 10) **Return to normal operation:** In the event of evacuation of the pool at some point the situation will be resolved enough that the Incident Commander shall determine that the “emergency” is over and normal operation of the pool can resume. This will be at the point that there are sufficient personnel available to handle the situation and provide adequate surveillance for normal pool operation.

11) Document and follow up: Appropriate incident reports, other paperwork, supplies & equipment restocked & readied, corrective action for any hazards and problems and notification of supervisors must be completed. Documentation of incident facts should begin as early as possible to ensure that details are not forgotten or omitted when completing paperwork.

Heritage Pool Policies & Procedures Manual

2024



TOWN OF CAMP VERDE
Parks & Recreation Division
Heritage Pool
290 Apache Trail
Pool: (928) 567-0288

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CAMP VERDE PARKS & RECREATION

HERITAGE POOL POLICIES & PROCEDURES MANUAL 2024

I. INTRODUCTION

Welcome to the Camp Verde Parks and Recreation Division Heritage Pool Policies & Procedures Manual. This manual will provide you with those policies and procedures that apply specifically to the swimming pool. In addition, the Town of Camp Verde requires that you familiarize yourself with the applicable Town personnel policies. Pool staff are expected to read this manual, know the contents and apply them as appropriate. It may help to refer back to this manual as a decision-making guide when appropriate. The Town of Camp Verde Personnel Manual is available for review on-line at cvaz.org and is kept at the Pool office and the Parks and Recreation office. You are welcome to review this manual at any time.

A. TEN TIPS FOR SUCCESS

Regardless of your role this summer, following these tips will make you a winner!

- Do everything with enthusiasm. It's contagious!
- Be a team player.
- Take initiative, and try new things.
- Maintain a positive mental attitude no matter what the circumstances.
- If in doubt, check it out! Many mistakes occur when people make assumptions.
- Reflect a "can-do" attitude.
- **Focus your attention on the pool guests at all times.** After all, that's why you're here!
- Always think in terms of **safety first**.
- Smile a lot.
- Have fun!

B. CUSTOMER SERVICE

Lifeguarding is a high-profile job. People are ALWAYS observing what you do, what you say, and how you do or say it. This includes when you're on break, and even when you're recognized when you're out of uniform out in public.

Cashiers and other Pool staff are very visible to Pool visitors. Your behavior on the job reflects your character as well as that of your peers and the Town of Camp Verde. You should strive to act professionally in every situation. This includes being alert and attentive whether in the guard chair or front office, being courteous on the phone, and being friendly and helpful to the patrons. If someone has a comment or concern, take the time to listen and address the concern or comment.

The most important thing to remember is that as a Pool employee, you are providing **a safety-first example and customer service**. You need to follow the rules just as the patrons do. You should do everything you can to serve the patrons of the facility while still enforcing the guidelines and providing a safe environment. A lifeguard's job is to always be observant. In whatever you are doing, (e.g. hosing deck, cleaning trashcans, swimming, conversing with a patron, etc.) you must remain aware.

A few guidelines to better serve the public include: Greet the customer with a smile the moment they enter the facility, advise friends not to visit while you are on duty; make personal plans before or after work, restrict phone usage to business related calls; only make personal phone calls before and after work. It is okay to interact/play with kids in the pool, but maintain a professional, safety-minded demeanor. Remember, kids look up to lifeguards as an example!

- Just remember that a patron's impression of the swimming pool can be influenced by a lifeguard's or other staff's negative performance while on and off duty. So, always strive to be your best.
- Examples of positive performance may include: smiling and making eye contact with patrons the moment they enter the facility, using positive upbeat words in your vocabulary, being on time and having safe fun.
- Examples of negative performance may include: the use of profanity, demonstrating poor attitude while enforcing the rules, showing up late for your shift and/or being late to rotate your team members off the lifeguard stand.

C. TEAMWORK

Teamwork is tremendously important for a safe aquatic environment. It also makes everyone's job more fun. Given your position of responsibility, you must be able to rely on one another. Staff members must be punctual for their shifts, on time for duty relief, and be consistent and reliable in their actions. Staff members should also look out for one another.

No guard should ever be outside on post alone. There should always be at minimum a second outside ready to assist with a rescue or replace the guard on the tower if they need to jump in for a simple assist. Second guards should monitor on-deck activities, pick up trash, answer questions from the public, monitor safety conditions around the pool, and be a second set of eyes to witness any potential incidents

Two areas of responsibility that often have the greatest impact on team moral and effectiveness are: **reporting to duty on time** and **attentiveness to the water**.

Reporting to duty on time is extremely important to team moral and effectiveness. The patrons are not properly protected without all team members present. Other team members must cover the work of tardy or missing team mates. It is unfair to shift this burden to others and can lead to resentment and effect morale and effectiveness. On time also means ready to work. This means proper uniform, whistle, belt pack, hydration, sunglasses/sun protection and any other needed equipment.

Attentiveness to the water is vital

The safety of our patrons depends entirely on your ability to detect when they are in trouble or about to get into an unsafe situation.

Know what is normal, safe action in and around the pool. When you have a clear picture of what normal behavior is, you'll begin to spot potentially dangerous behavior that is not normal much earlier on. This will help prevent incidents long before they happen.

Know what is normal for the pool at this particular date and time of day. This is best accomplished by continually scanning the entire pool when you are on post, even if there is no one in it. Get acquainted with where the shadows are, glare, leaves or other debris on the bottom of the pool, etc. If something is distracting, such as a large leaf or lost swim cap, ask another guard to remove it. If you know what your zone looks like empty, you'll be immediately drawn to any changes.

You must be in control of your surveillance skills at all times. Do not allow yourself to get involved with conversations while on stand and do not allow yourself to drift your attention away from the water. The consequences could be devastating and this type of lack of responsibility causes a great deal of concern among your team members. You are responsible for a certain area of surveillance while guarding depending on your location (zone coverage).

This facility practices team guarding skills. When you are not focused on your zone, your team member guarding with you may feel as if he/she must cover surveillance for your area and more importantly, our team member may not feel as if he/she can depend on you for back up.

Keep surveillance skills sharp by:

- Getting a good night's rest the night before your shift
- Hydrating properly – Caffeine, energy drinks, sodas can actually dehydrate you further. Drink water (you can add a splash of citrus or other fruit juice for natural electrolytes).
- Stretching/jumping/stomping or other quick 1 to 2 minutes of exercise *before* you go out the stand if you're feeling "out of it." This will help your body "wake up and focus."
- Keep your eyes and head moving for 3-D scanning. You should be able to cover your zone in 10 seconds.
- Stay erect or lean forward in the chair. Remember: If you're back is resting against the back of the chair, you're not able to scan your zone properly!
- Change position every 5 minutes at minimum. If you're sitting, stand, for example.

D. DESCRIPTION OF FACILITY

Here are answers to some commonly asked questions that all staff members should be aware of:

- The pool contains approximately 120,000 gallons of water
- The pool is 25 yards long, has a 6 feet deep area and 6 lanes
- Maximum bather load capacity is 88.
- The pool is heated with a propane gas heater and maintains an 82-degree temperature when outside night temperatures are above 50 degrees.
- The pool was built in 1996.

II. JOB RESPONSIBILITIES

A. POOL SUPERVISOR

The Pool Supervisor is responsible for the direct supervision of all phases of pool operation. The supervisor must understand legal responsibilities for actions of self, staff and facility as they pertain to an aquatic facility. This includes all matters pertaining to organization, pool safety, scheduling, training, supervision of staff, sanitation, programming and supervision of users.

The primary responsibility of the supervisor is to ensure that the staff take an active role in preventing accidents from happening and ensuring that the staff is available and capable of handling emergency aquatic situations.

The supervisor is responsible for assigning duties and insuring that daily operations are successful. In addition, the Supervisor is a resource for the staff in unusual situations, complaints or other situations requiring guidance.

The Pool Supervisor reports to the Parks & Recreation Supervisor.

B. HEAD LIFEGUARDS

Head Lifeguards are responsible for overseeing daily guard rotations, handling dispute problems with patrons, reporting staff discipline problems to management, maintenance and water testing in support of the Supervisor.

The primary responsibilities for the Head Lifeguards are to:

- ensure that preventative guarding and consistent surveillance is being demonstrated by staff
- monitor and make necessary changes in guard rotation to achieve that primary goal.

When required, the Head Lifeguard shall also perform the duties of a Lifeguard. In the absence of the Pool Supervisor, the Head Lifeguard is responsible for all pool operations. Head Lifeguards shall normally be responsible for pool operations during a specific shift as well as any assigned administrative or operational areas.

The Head Lifeguards report to the Pool Supervisor.

C. LIFEGUARDS/INSTRUCTORS

A Lifeguard's primary responsibility is the prevention of accidents through supervising the pool and bath house areas. This includes not only guarding the pool, but also enforcing the general guidelines, taking corrective action when necessary, keeping the pool and bath house area clear of dangerous obstructions, and helping to keep the pool and bath house areas clean and well-maintained. In the event of an emergency the lifeguards are the primary responders.

Should swimming lessons take place, all Lifeguards will serve in the capacity of swim instructors and/or **teaching aides** following the guidelines of the swim lesson licensing agency (i.e. Swim America, Starfish, or Red Cross, etc.) as well as those developed specifically for our pool.

Lifeguards report to the Head Lifeguards.

D. CASHIERS

Cashiers are responsible to

- greet the pool patrons
- accept reservations and entrance fees, check pool passes and handle any other sales transactions such as issuing new passes.
- be familiar with and follow pool cash procedures.
- assist with cleaning, and sanitizing.
- fulfill their role in the Emergency Action Plan, normally related to calling 911, directing EMS and assisting with crowd control.

E. PHYSICAL CONDITIONING/IN-SERVICE TRAINING

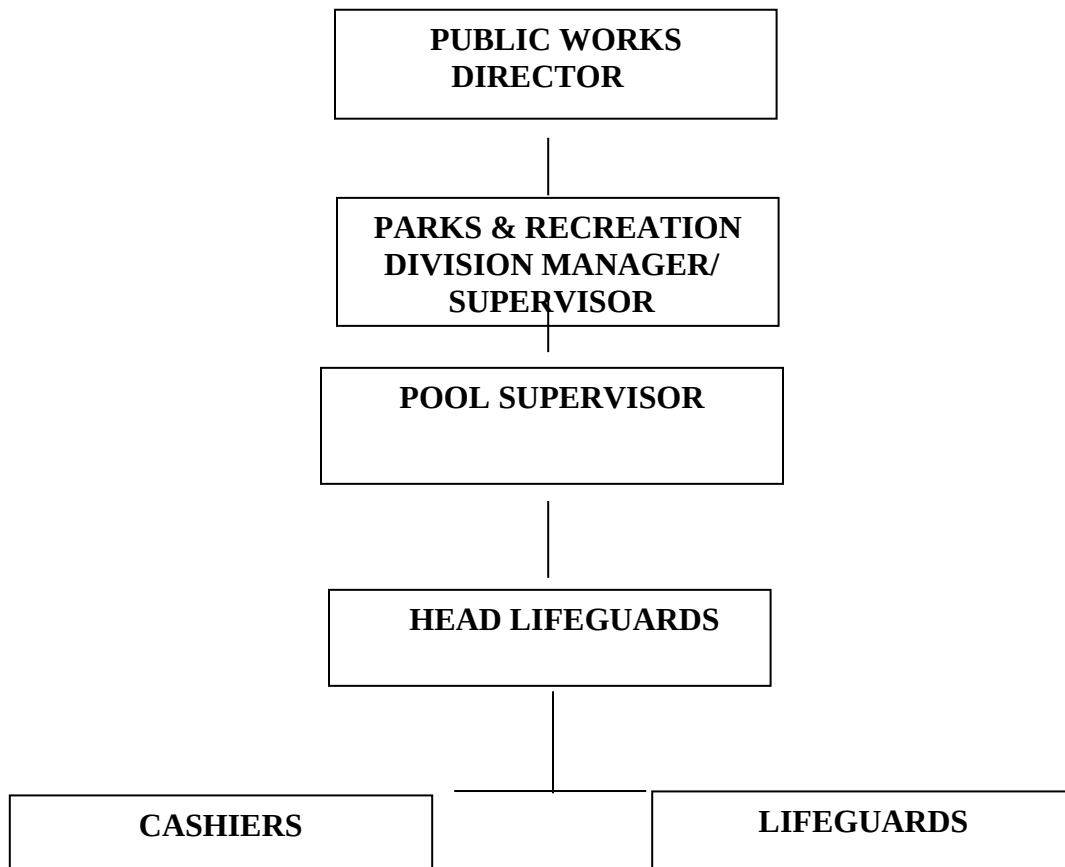
All pool personnel are required to maintain an adequate level of physical fitness. Employees may be required to complete various skills check list, which may include physical conditioning as well as skills

tests. Tests must be witnessed by the Pool Supervisor or a Head Lifeguard. Standards for completion will be in line with current Star Guard Lifeguard Training Standards.

Each guard will be required to swim and log a minimum of 300 yards per week. Additional skills/fitness development might be assigned to assist guards in strengthening any weak areas relevant to the job. We're here to help you do your best!

Periodic staff in-service training sessions will be scheduled throughout the summer. Staff will be given advance notice of these sessions. Attendance is mandatory.

III. CHAIN OF COMMAND



In the event of any personnel problems, the chain of command should be followed. Ideally, you should raise an issue to whom you report directly. If you choose not to follow the chain of command, you should have justification. The idea is to try to keep any problems and solutions as close to the source as possible.

IV. ADMINISTRATION/COORDINATION

A. WORK SCHEDULES

Schedules will be posted one week ahead of time. Check the schedules frequently to note any changes.

Staff members are expected to be in proper attire and ready to work at the scheduled time. Tardiness is unacceptable, will be documented, and may result in suspension or termination.

Also, remember that employees will not be guaranteed a certain number of hours or a certain schedule although the pool will try to accommodate everyone and maintain as much consistency as possible.

B. SCHEDULE CHANGES/DAY OFF REQUESTS

Employees must notify the Pool Supervisor if they require time off after the schedule has been posted. A Schedule Change form must be filled out and given directly to the Pool Supervisor.

If you realize that you need a day off after you are already scheduled, you must submit a Schedule Change Request. You must have someone cover your shift. This is not the pool Supervisor's responsibility. A Schedule Change Request must be submitted at least one week prior to the requested day off. Keep in mind that no extended periods for vacations will be granted.

The form must be signed by both the individual and the substitute. These must be approved by the pool Supervisor. **You may not use a substitute that will work more than 40 hours during the week as a result of your request.**

If you are ill and unable to work an assigned shift you must notify a Head Lifeguard as soon as possible. Whenever possible, you must find a substitute. Repeated or unsubstantiated illnesses resulting in missed shifts may result in disciplinary action.

C. STAFF MEETINGS/IN-SERVICE TRAINING

Staff meetings and In-service training sessions will be scheduled periodically by the pool management. These sessions will be posted at least one week prior.

The intent of these sessions is to address concerns, improve pool operations, and practice skills. Star Guard Elite requires a minimum of 4 hours of in-service training per month to maintain your lifeguard certification.

Each meeting is mandatory and staff will be paid. Always come to staff meetings prepared to swim and don't be afraid to volunteer some input.

D. TELEPHONE USE/CELL PHONES

There is a telephone in the front office area and one available for on-deck use. **THESE PHONES ARE TO BE USED FOR POOL BUSINESS AND EMERGENCY USE ONLY.**

Personal cell phones are not allowed on the pool deck area or the restrooms. Staff may use personal cell phones only when on an actual break, not just when not on a guard post. Personal cell phones are to be turned off or on silent and stored in employee lockers when not in use. Personal phone use by all staff shall cease immediately upon activation of the Emergency Action Plan.

E. TELEPHONE ANSWERING/FRONT OFFICE

Staff members are expected to answer the telephone in a pleasant, courteous manner and address any patron concerns or questions. The phone should be answered:

"Camp Verde Heritage Pool, this is (your name), how may I help you?"

Always be sure of any information you give out. If you aren't sure of something, ask other staff and if needed, take the caller's name and call them back when you find an answer. Be sure to write down the time, date and message.

Remember to NEVER give out staff home telephone numbers. If a phone number is requested, take a message and have the staff member in question return the call or call the staff member yourself and leave a message.

Radio playing, (low volume) is allowed in the front office. In the event of activation of the Emergency Action Plan the radio is to be turned off. In addition, the front entryway must be kept clear at all times. The front office is off limits to anyone except employees except in an emergency. Eating at the front desk is not allowed, eat at table. **Absolutely no glass containers are allowed anywhere at the pool.**

If you leave the front office area vacant, the cash box is to be put in a drawer, the front office door locked and the window slid shut. Place a sign on the counter stating your whereabouts.

F. TIME CLOCK & PAY PERIODS

- Each pay period includes two calendar work weeks. Each work week runs from Sunday AM to Saturday PM. Time worked for the two-week pay period is entered on Monday following the end of the pay period and pay day is that Wednesday.
- All staff are paid for all work performed as part of your duties for the Town and are to clock in and out appropriately using the computer Time & Attendance system.
- Staff are only allowed to clock in or out for themselves. Using another employee's time login is grounds for termination.
- If adjustments to your time clock record are needed, email or complete a paper Time Clock Correction form to your supervisor or work group leader as instructed asap, no later than one day after it occurred, with the date, incorrect time entry, correct time entry and a brief explanation.
- The "time rounding" feature of the Time system is an identified issue so be sure to clock in less than 7 minutes before your scheduled shift and clock out less than 7 minutes after the end of your scheduled shift. Town Personnel Policy refers to this as a "Grace Period".
 - On-site supervisors may extend the scheduled work shift for an individual staff person for specific operational needs such as additional lifeguard coverage or clean up time.
 - You are expected to report to your worksite prior to Camp start time to prepare for the day and be ready to welcome campers.
- In a regular week staff will not be working over 40 hours unless with specific authorization as detailed below.
 - Staff are expected to monitor their hours worked and scheduled to notify their supervisor if additional discussed work time will result in going over 40 hours in a pay week (Sunday – Saturday).

- Meal periods and Rest Periods are defined and covered in the Town Personnel Manual and Pool specific situations are detailed below. Staff are allowed to clock out for meal breaks if operational needs allow.
 - Operational needs may mean the meal break may be scheduled at a different time to meet operational needs and comply with AZ and FLSA laws.
 - Meal breaks are only recognized as such when staff are afforded the ability to remove themselves from work responsibilities and potential work for a defined period of time.
- Staff who stop working for personal or meal-related issues must clock out when leaving and only clock in when on-site and working.
- Exceptions to the time and hours instructions above still require regularly clocking in and out.
- Staff may occasionally need to work additional hours due to a specific, sometimes unexpected operational need.
 - This may be working late or coming in early to meet a need.
 - In these situations, prior approval from your work leader or supervisor is needed.
- Nothing in this procedure is intended to negatively impact customer service, program delivery or the health and wellbeing of staff nor to limit the onsite staff members' judgement about accomplishing P&R goals safely and effectively.
- During your lunch break, you may leave the facility provided adequate supervision remains. In rare instances you may be required to remain or alter your lunch break to maintain supervision ratios.
- If a true personal emergency occurs and you need to leave the camp during the workday, you must notify your supervisor prior to leaving.
- If a personal problem or illness occurs and you need to leave the camp during the workday, you must notify your supervisor prior and whenever possible remain until adequate coverage can arrive.
- Personal phone calls and guests are not permitted during working hours, and personal cell phones are to be turned off or muted and checked only during breaks.
- Unless excused, you are expected to participate in all staff meetings and training.

G. SEASONAL STAFF REVIEW

Personnel performance reviews will be conducted the last week of each season or one week prior to your final working day. Each lifeguard will use the Lifeguard evaluation form and complete a self-evaluation then meet with the Supervisor for a final evaluation prior to the employee's final work day. Additional staff may be requested to attend the review as appropriate.

V. PROCEDURES

A. OPENING/CLOSING CHECK LISTS

If you are opening or closing the pool, you are expected to use the appropriate check list. Check lists are located on the bulletin board in the front office area. These lists contain all of the steps for opening and closing the pool.

Do not open doors to the facility until 5 minutes prior to the scheduled opening. **NEVER** allow anyone on deck without a lifeguard present and the pool uncovered. The rear doors from the bath houses are not to be unlocked until approved by the Head Guard and if they are on site, Maintenance.

B. LIFEGUARD ROTATIONS

Lifeguards will **rotate to a different station every fifteen (15) minutes**. This will prevent boredom and help keep everyone sharp and alert. During a fifteen (15) minute period when you are not at a station, you are designated the "off" guard or breaking guard. **You are still on duty at this time** and are expected to remain in the pool/bath house area. You may swim during this time. You will also be given duties periodically to maintain the facility.

Breaking guards are REQUIRED to go through the shower rooms at the beginning of a break to monitor conditions and activities which includes **picking up** items on the floor, checking trash and supplies etc.

Guard station location and staffing will be set and changed by the pool Supervisor or head guards only. This will be based on bather load and/or the type of activity.

Definitions:

On-site – present in the pool building or the fenced portion of the property.

On-deck – present on the concrete area of the pool bounded by the inner pool fence. This does not include the storage area near the sheds. Attentive to conditions and equipped & ready to assist but not responsible for a guard station or area of responsibility.

On post – assigned to a particular guard station or area of responsibility. Fully equipped and monitoring conditions.

C. LIFEGUARD STAFFING

In order to ensure the safety of pool users there must be sufficient guards on duty to provide proper surveillance and to respond to emergencies without decreasing pool safety. Lifeguards who are instructing swimmers or engaging in maintenance are not available to monitor the pool. The policy for the Camp Verde pool concerning the minimum number of Lifeguards on duty is as follows. These minimums may be exceeded (more guards) at the discretion of the Head Guard based on specific or general concerns about the risk level posed by the occupants of the pool.

Any time the facility is open for operation a minimum of two staff members shall be present.

Any time there are patrons on deck or in the pool at least one Lifeguard shall be on post. A second lifeguard or staff member will be on deck or directly observing the pool area from the desk by the window with the door open.

During exercise sessions such as Zumba or other related instructor led shallow water activities at least one Lifeguard shall be on post.

During public lap swim with twelve (12) or fewer swimmers in the pool one Lifeguard shall be on post. A second guard will monitor through the window with the door open or be on deck.

When exercise sessions such as Zumba or other related shallow water activities are occurring concurrently with lap swim of twelve (12) or fewer swimmers then one (1) Lifeguard shall be on post and one (1) Lifeguard shall be on deck.

During open swim sessions and private parties, the requirements are based on the number of people on deck or in the pool.

- Up to 24 people in the pool or on-deck shall have one (1) guard on post and one (1) guard on deck (2 guards).
- Over 24 people and up to 44 people in the pool or on-deck shall have two (2) guards on post and one (1) guard on deck (3 guards).
- Over 44 people and up to 60 people in the pool or on-deck shall have three (3) guards on post and one (1) guard on-deck.
- Over 60 people and up to 88 people in the pool or on-deck shall have three (3) guards on post and one (1) guard on-deck

During slide operation a guard will be assigned to duty at the top pf the slide for “Dispatching” duties. This guard may be considered the “On Deck” guard.

D. ACCIDENT/INCIDENT REPORTS

For any emergency, accident or first aid other than a simple tired swimmer assist or scraped knee, an Accident/Incident Report must be filled out – completely and accurately. For minor issues such as tired swimmer assists or scraped knee, a notation in the pool incident log shall be made. For risk management purposes, records must be very thorough. The importance of this cannot be stressed enough. When it comes to filling out these reports, you can never over do it! However, do not speculate, only report facts.

Anytime EMS is called during normal Town office hours, notify the Parks & Recreation Office. Do not delay response or treatment to make this call. In some cases, the call will not be made until after the patient is assessed. After hours or on weekends, the Head Lifeguard involved shall attempt to notify the Pool Supervisor, Recreation Supervisor or Parks & Recreation Manager using the after hours contact numbers. If unable to contact any of them, the Head Guard involved is responsible to contact the P&R Office at the start of the next regular Town work day.

If a patient is transported by EMS notify the Pool Supervisor no matter the time of day. Again, do not delay response or treatment to make this call. In some cases, the call will not be made until after the patient is transported. If the Pool Supervisor is not available, contact the Recreation Supervisor or Parks & Recreation Division Manager using the after hours contact numbers. If the Parks & Recreation office staff is unavailable, the Head Lifeguard involved is responsible to notify the Parks & Recreation office at the start of the next Town work day. See additional guidance below.

In the event of a serious or life-threatening injury or death at any time the following notification chain shall be followed until one of the listed is contacted.

- Pool Supervisor
- Recreation Supervisor
- Parks & Recreation Division Manager
- Public Works Director - the Marshal's Office may be contacted to assist with after-hours notification.
- Town Manager – the Marshal's Office may be contacted to assist with after-hours notification.

For all notifications, be prepared to describe the nature of the incident, actions taken by pool personnel, and the outcome. These procedures also apply for staff injuries or incidents.

Do not offer any medical advice to the victim or family. However, as first responder, you may recommend that the victim see a doctor.

E. POOL ENFORCEMENT PROCEDURES

Deal with pool rule violation problems consistently! Dealing with adult violators is different than dealing with juveniles.

Juveniles may be dealt with similar to a parent-child or teacher-student relationship. Juveniles have a shorter attention span, get distracted easily and have less self-control in general than adults. They respond to repeated teaching style enforcement including being reminded of the rules and restricted in their actions for brief periods of time. This restriction is only verbal – never physical. No pool staff are to touch patrons except for emergency situations or in the course of normal interaction such as swim lessons.

Adults are more focused and have more self-control in general. A direct discussion of the problem, the required course of action and possible consequences is the best approach with adults. Remember, that staff may be significantly younger than the patron. Always be respectful of any patron but remember that you are in charge and responsible for pool safety. Professional demeanor, conduct and solutions will improve the outcome of any interaction – adult or juvenile.

A recommended course of action for a minor offense involving a juvenile (rule breaking, class disruption) might be as follows (Remember, these are just guidelines!):

- First offense – Warning
Explain rule and the purpose. Suggest that the individual read the Pool Rules.
- Second offense
Remove from pool for ten (10) minutes.
- Third offense
Remove from pool for twenty (20) minutes.
- Fourth offense
Remove from pool for a day and inform the Parks & Recreation Coordinator. The parent will be contacted by the Coordinator at this point. You will need to be available for questions.

If problems continue with the same child, refer them to the Head Lifeguard immediately. Do not ignore the problem or let it continue. If the child persists in unacceptable behavior after speaking with the Head Lifeguard or Pool Supervisor, the parents will be notified and a suspension from the pool will be recommended.

Be creative. For example, use walking laps around the pool as a consequence for running, or something they may not think desirable. **NEVER** require a patron to perform work tasks as punishment. Finally, use a positive attitude at all times towards disciplinary actions. Setting disciplinary boundaries can be accomplished in a respectful manner and can build children self-esteem if accomplished with respect.

F. INCLEMENT WEATHER

Closure due to inclement weather is the decision of each and every lifeguard. Alert the Head Guard if you see lightning or hear thunder. If you do not feel safe with a long metal pole next to you in the stand during bad weather conditions, blow the whistle three times and get the people out of the water and clear the deck. **Instruct patrons to refrain from taking showers. The Pool Supervisor or Head Guard will make the decision to close the pool.**

The inclement weather policy for our pool states: “The pool will reopen one half hour after the last sound of thunder.”

Use WeatherBug and our SkyScan weather monitoring station (in the office – You must turn it on for it to work). As a rule of thumb, close the pool when storms are within 10 miles of the pool. The head guard or pool supervisor should use the StormTracker feature to determine if storms are headed towards the pool or away from the pool to help make a call whether afternoon swim lessons will take place.

Lifeguards shall remain at the pool for up to one hour after the pool closure. After that, guards will be on call until we reopen or as otherwise noted by the pool Supervisor. **Our goal is to safely re-open the pool as soon as possible.**

G. EMERGENCY SITUATIONS

THREE WHISTLE BLASTS OR ONE AIR HORN BLAST ARE THE SIGNALS FOR EMERGENCY SITUATIONS:

All pool personnel shall respond immediately to this signal even if they are on break. Guards & Staff not directly involved with a rescue or first aid shall deal with crowd control. This shall be done politely but firmly. Do not give out information pertaining to the condition of a victim. An Accident/Incident Report must be filled out in the event of any rescue or first aid incident. If any inquiry is made from parents or relatives, please refer any questions to the Pool Supervisor, Head Life Guard or Parks & Recreation Coordinator.

Detailed procedures for emergencies will be found in the Emergency Action Plan for the pool.

H. POOL PARTIES & GROUPS

Private pool parties and groups such as camps are required to follow the same rules as for public open use including lifeguard staffing. With private parties and groups during regular pool hours larger than 10 a Lifeguard will meet with the group outside the locker rooms prior to the group entering the water or dispersing.

The Lifeguard will review the pool rules with the group and their chaperones stressing the applicability of the rules to their group and also reminding the chaperones of their need to watch and control their group and work in conjunction with the Pool staff.

VI. POLICIES

A. CONDUCT

Staff are required to conduct themselves in a professional manner appropriate for the work place.

- Public Displays of Affection are not appropriate.
- Friends and family are not to be in employee spaces and visits from friends and family should be brief and not interfere with the work responsibilities and routines.
- Keep in mind that it's easy to hear what guards are talking about in the office by people in locker rooms. Keep your voices down and save personal discussions for times when the public isn't present.

B. KEYS

You may only be issued a set of keys to the pool if you are a Head Guard. Remember, these are the property of the Town. If you lose them, report the loss to your supervisor immediately. Do not wait for them to just "turn up". You will be required to pay the cost of replacing door locks and new keys.

C. LOST AND FOUND/VALUABLES

If you find an item, it must be bagged, dated, contents labeled and put in one of two places:

1. Towels, shampoo, suits, goggles, etc., should be put in a bag and placed in the Lost and Found basket.
2. Keys, watches, rings, or other valuables should be put in the cabinet in the front office.

**Never take anything out of Lost and Found or lend it out.
Lost and Found items are not your property.**

All items left in our Lost and Found for two weeks or more will be disposed of.

This facility does not check valuables. Signs are placed in the office and in each rest room stating that we are not responsible for valuable items that are lost or stolen.

D. LOCKERS/PERSONAL STORAGE

Small lockers are provided for staff to secure personal belongings. Staff may provide their own lock to secure the storage. These lockers are provided as a convenience to staff and with no expectation of privacy. Management reserves the right to open and inspect the locker contents at any time. Staff are expected to keep their personal items neat and orderly in the office in order to promote a professional appearance and to not make it difficult for co-workers.

Store any dry food items (chips, crackers, etc). inside of a sealed plastic container (Snap Ware, Tupperware, etc.) or sealed metal container such as a lunch box. Mice chew through baggies and the bags that resealable snacks come in. Mice draw snakes, including rattlesnakes Mice are able to climb into every locker, even when the doors are tightly shut.

E. UNIFORMS/PROPER ATTIRE

There will be a standard uniform for lifeguards and cashiers. Every lifeguard will be required to have a uniform the first day on the job. One T-shirt will be provided. Additional shirts will be at the expense of the guards. Shorts and swimsuits must be in accordance with the guidelines set by the Pool Supervisor.

A whistle is part of the uniform. New guards get their 1st whistle provided by the Town. Proper attire is described as:

Lifeguards: red guard one-piece swimsuit, whistle w/ lanyard & belt guard pack. White, grey, red or black guard T-shirts are optional but suggested. Female Lifeguards may wear cover-up swim shorts of a type and style authorized by the Pool Supervisor (solid color shorts in red, grey or black preferred). Hats other than the issued Guard visor or boonie hats must be approved by the Pool Supervisor and appropriate for the workplace.

Cashiers: Staff T-shirt, shorts or long pants. Shorts & pants are to be plain, in good condition and appropriate for the work place. Shoes or sandals are not required but when worn should be low heel w/ a grip sole.

F. WORK HOURS/OVERTIME

Staff are limited to no more than forty (40) hours per week to avoid overtime costs. Staff are to monitor their hours worked and notify the Pool Supervisor or Head Guard if they are assigned shifts or extra time that will place them over 40 hours for the week. Staff shall be paid for all hours worked. The Pool Supervisor will be responsible for keeping everyone's hours under control.

G. ABSENCES/TARDINESS

Any unauthorized absence for one (1) day or for an assigned shift by an employee shall be deemed to be absent without pay and abandonment of the position.

If you are not on time for your scheduled shift, it will be considered tardy. A warning will be given the 1st time you are tardy for work. Poor work performance may result in termination.

H. ALCOHOL/DRUGS/TOBACCO

Alcohol and illegal drug use will not be tolerated. If you show up on shift under the influence of alcohol — even if you are 21 or older (the legal drinking age in Arizona) — you will be subject to immediate termination. You may not be under the influence of illegal drugs or prescription medication not specifically prescribed to you at any time; you will be subject to immediate termination.

Smoking, vaping, chewing or any other form of tobacco intake is only allowed outside the pool building, at the corner of the building toward the Skate Park. You must be 18 years of age or older per Arizona State Law to be in possession of roll-your-own tobacco products and 21 per a 2020 federal law to buy tobacco products.

I. SEXUAL HARASSMENT

The Town of Camp Verde shall maintain a work place free of sexual harassment and all forms of sexual intimidation and exploitation. Sexual harassment may take the form of offensive sexual behavior, intimidation, as well as other forms such as posters, magazines, calendars, cartoons photographs, jokes, sexual gestures or comments of hostile or degrading nature, which are not appropriate within the work place. Employees who engage in such behavior are subject to disciplinary action. Procedures for filing informal and formal complaints are outlined in the Town of Camp Verde Personnel Manual.

J. DISABILITIES

The American with Disabilities Act (ADA) required the Town to provide the same opportunities to participate in programs to those with physical and/or emotional disabilities that are afforded to those without.

When a customer asks for special accommodations to participate in pool programs, the Pool Supervisor, Head Lifeguards and, when needed, the Parks & Recreation Coordinator will work together to accommodate them. Facility personnel should provide customer service to the patron in a respectful, non-demeaning manner.

DID YOU KNOW???

We have a water-friendly wheelchair for disabled patrons to use as well as a handicapped wheelchair ramp.

DO NOT try to assist or lift a patron into or out of the wheelchair or water. This task must be accomplished by their trained aide. We do not want you or them getting injured!

Camp Verde Parks & Recreation

WARNING/SUSPENSION

(Circle one)

Warning

Date: _____

Employee: _____

Position: _____

Written up by: _____

ABSENT/TARDY

(Circle one)

Suspension

Date: _____

Employee: _____

Position: _____

Written up by: _____

Written up due to being: _____

Reason for being tardy/absent: _____

- | | |
|----|---|
| A. | Any unauthorized <u>absence</u> for one (1) day or for an assigned shift by an employee shall be deemed to be absent without pay and abandonment of the position |
| B. | A reprimand may be issued by a department head or his or her designated representative, to an employee. A reprimand shall be in writing, and a copy shall be forwarded to Human Resources for insertion in the employee's personnel file. |

If you are not on time for your schedule shift, it will be considered a tardy. The first 15 minutes you are scheduled to work is critical for program preparation. It will allow you to be prepared for your shift.

An example of being tardy is showing up a minute late for work or returning late from lunch and not being prepared for your program or rotation.

A **warning** will be given the 1st time you are tardy or absent to work. You are subject to a **Suspension** the 2nd time you are tardy or absent to work. In addition, further discipline may result from additional infractions.

Signature _____



Town of Camp Verde
Parks and Recreation
Seasonal Lifeguard Evaluation

Date: _____

Guard: _____

Evaluated by: _____

Part I – Overall positive performance

Part II – Performance areas requiring improvement

Part III – Summary and recommendations

Part I

Overall positive performance – general review followed by specific example:

Guarding skills:

Physical fitness:

Positive attitude:

Guidelines:

Dependable:

Teaching skills:

Taking direction from management:

Did employee work entire season?

Part II

Performance areas requiring improvement – areas needing improvement defined, specific example provided, exception clearly defined with focus on consistency:

Part III

Summary and recommendation for end of season performance:

Guard response:

Guard/Cashier signature and date

Pool Supervisor signature and date



Town of Camp Verde Parks and Recreation Seasonal Cashier Evaluation

Cashiers must be trained by Pool Supervisor or the Same Head Guard for three shifts before being placed on schedule to work by themselves.

- 1 Familiar with Pool Rules
- 1 Familiar with Pool Rates
- 1 Familiar with Season Pool Pass
- 1 Familiar with all Keys in Cash Register
- 1 How to Z out
- 1 How to VOID/how to return
- 1 Read and Signed Employee Handbook (Pool and Town's)
- 1 Familiar with Duties in Case of Emergency
- 1 Procedures
- 1 How to use Phone Properly
- 1 How to Greet Customers

Employee Printed Name

Employee Signature

Date

Supervisors Signature

Camp Verde Heritage Pool

ACCIDENT/INCIDENT REPORT

INCIDENT DATE _____ DAY _____ TIME _____ AM/PM

NAME _____ AGE _____ DOB _____ SEX _____

ADDRESS _____ ZIP _____ PHONE# _____

SPECIFIC LOCATION OF INCIDENT _____

LOCATION AND EXTENT OF INJURY _____

WHAT SPECIFICALLY WAS THE PERSON DOING AT THE TIME OF INCIDENT? _____

DESCRIBE RESCUE PROCEDURE _____

DESCRIBE FIRST AID ADMINISTERED _____

_____ BY? _____

WAS FURTHER MEDICAL TREATMENT ADVISED? _____ IF YES, WHAT KIND _____

CONDITION OF PERSON WHEN LEAVING? _____

PATRON/PARENT INITIAL _____ ACCOMPANIED BY (NAME) _____

AGE _____ DOB _____ ADDRESS _____ ZIP _____ PHONE# _____

PARENTS CALLED? _____ TIME ARRIVED _____ AM/PM

MARSHAL'S OFFICE CALLED? _____ TIME ARRIVED _____ AM/PM

FIRE/EMS CALLED? _____ TIME ARRIVED _____ AM/PM

LIFEGUARDS ON DUTY: #1 _____ #2 _____ #3 _____ #4 _____

#5 _____ #6 _____ #7 _____

FOLLOW-UP INFORMATION _____

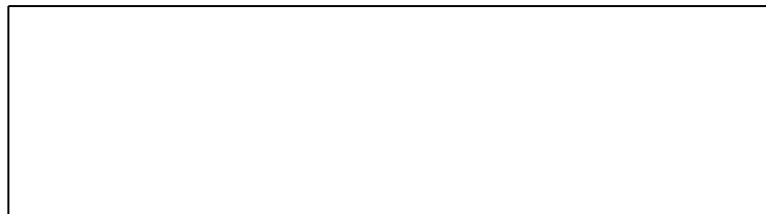
PERSON COMPLETING REPORT _____ POSITION _____

(USE BACK OF REPORT FOR ADDITIONAL SPACE)

Guard Chair



SLIDE



Guard Chair



Guard Chair



Camp Verde Parks & Recreation
SCHEDULE CHANGE/DAY OFF REQUEST
(CIRCLE ONE)

NAME _____

DATE & TIME OF CHANGE/TIME OFF REQUEST: _____

REASON: _____

INITIATED BY: _____ DATE: _____

SUBSTITUTE: _____ DATE: _____

APPROVED: _____ DATE: _____

After the schedule has been posted you are responsible for finding a replacement. The replacement cannot accept a shift which will place them over 40 hours for the pay week.

This form must be completed and turned into the person responsible for scheduling at least one week prior to the date requested.

Camp Verde Heritage Pool

OPENING CHECKLIST

1. Open office, turn on air conditioner & locker room lights.
2. Check office & deck for debris.
3. Unlock chain on side picnic area gate.
4. Assist maintenance to pull off pool covers.
5. Set up guard chairs and umbrellas
6. Unlock sheds & put out safety equipment or other needed equipment.
7. Put out appropriate lane marker
8. Check bathrooms – clean? Restock toilet paper, soap and paper towel supplies if necessary.
9. Open front gates five minutes before opening.
10. Do not open rear bath house gates to pool deck until approved by Head Guard and Maintenance (if on site). Lifeguards must be in place on the chairs before the bath houses may be opened.

Camp Verde Heritage Pool

CLOSING CHECK LIST

OFFICE AREA

Vacuum floor

Empty Trash

Wash both windows, inside & out

Wipe down counters, desk & table

Clean microwave inside & out

Turn out office & restroom lights

Lock office doors & front gate

BATHROOM AREA

Empty trash, pick-up lost & found items

Wash sinks, counters, mirror & dispensers

Clean toilets

Mop floors

Refill toilet paper and paper towels as needed

POOL AREA

1. Pick-up trash in picnic & pool areas
2. Shut-off slide pump
3. Spray down slide support structure & stairs
4. Pull up lap lane markers
5. Put away safety equipment & other equipment in shed and guard chairs in office.
6. Clean debris from pool gutters
7. Scrub pool sides
8. Hose down deck
9. Put away all safety equipment & other equipment in appropriate sheds
10. Put down pool covers
11. Return pool cover carrier to storage
12. Lock sheds & storage area
13. Empty trash cans & put cans in bathrooms & lock pool deck doors
14. Put in Dolphin pool cleaner

Head Guard must check all areas of building before locking front door.

CHECKLIST FOR BETWEEN SESSIONS

1. Check pool chemical levels and record. Contact maintenance immediately if levels are not optimal. Let the pool supervisor know of the situation and the course of action recommended by maintenance.
2. Clean and sanitize pool area: Wipe down/sanitize guard towers, pool furniture, benches, hand rails, depth tile markers on the deck, edges of pool.
3. Wipe down/sanitize any other areas that are frequently touched or where people congregated during the previous session. Pay attention to where people have been seated (the average person has 0.0014 ounce of fecal matter on their bottom, remember!) and COVID can be spread through feces.
4. Clean and sanitize guard room and entry – front counter, chairs, door handles, remote controls. DO NOT use bleach spray on any electronics or wipe with bleach mix. (Alcohol-based or electronics-specific only).
5. Clean and sanitize bathrooms – sink handles, toilet handles, toilet seats, stall door handles and latches (inside and out), shower handles, paper towel dispenser turner, toilet paper dispensers, soap dispensers, and any other frequently touched or sat-upon surfaces.
6. Clean and sanitize used life jackets or any other on-site equipment used by guests.
7. Clean and sanitize picnic area/exit
8. Hose down deck. Turn off water and release pressure from hose to avoid weakening the hose walls.

HEPATITIS B VACCINE

THE DISEASE:

Hepatitis B is a viral infection caused by hepatitis B virus (HBV) which caused death in 1% - 2% of patients. Most people with hepatitis B recover completely, but approximately 5% - 10% become chronic carriers of the virus. Most of these people have no symptoms but can continue to transmit the disease to others. Some may develop chronic active hepatitis and cirrhosis. HBV also appears to be a causative factor in the development of liver cancer. Thus, immunization against Hepatitis B may prevent acute hepatitis and also reduce sickness and death from chronic active hepatitis, cirrhosis and liver cancer.

INDICATIONS:

Is indicated for immunization against infection caused by all known subtypes of Hepatitis B virus (HBV). Vaccination is recommended for persons who are or will be at increased risk of infection with HBV. (Police officers, Wastewater Personnel, Life Guards)

PRECAUTIONS:

Contraindicated for persons with hypersensitivity to yeast, thimerosal or any component of the vaccine.

- Any febrile illness is reason to delay immunization, except when, in the opinion of the physician, withholding the vaccine entails a greater risk.
- Any person with severely compromised cardiopulmonary status will consult their physician prior to receiving the immunizations.
- Pregnant and nursing mothers may receive the HBV vaccine only if clearly indicated and after consulting with their personal physician. The vaccination series may be interrupted for pregnancy and nursing and continued when appropriate.

ADVERSE REACTIONS:

Generally well tolerated with no serious adverse reactions attributable to the vaccine reported during the course of clinical trials.

- Injection site reactions were most common and included the following: soreness, pain and tenderness, pruritus, erythema, ecchymosis, swelling, warmth and nodule formation.
- Whole body, most frequent systemic complaints include; fatigue, weakness, headache, fever and malaise.
- Occasional reactions: gastrointestinal illness, nausea and diarrhea, respiratory system, lymphadenopathy and rash.

I have read the above information concerning the vaccine. I have had my questions answered. I understand that I must receive three (3) injections over a six-month period order to be immunized against Hepatitis B. A Hepatitis B antibody test shall be done to determine immunity following an occupational exposure.

- ☐ Yes, I wish to have the Hepatitis B vaccination.
- ☐ No, I have been offered the Hepatitis B vaccination, but I do not wish to receive the vaccination.

Print Full Name

SIGNATURE

Date

My ☐ son ☐ daughter is under the age of 18 and has my approval to receive the Hepatitis B vaccination series.

SIGNATURE OF PARENT OR GUARDIAN

Date

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**Camp Verde Parks & Recreation
Heritage Pool
Policy & Procedures and Emergency Action Plan Sign Off Record**

I _____, have received and will read the entire Town of Camp Verde Heritage Pool Policies & Procedures Manual and Emergency Action Plan. I know I am required to understand, apply and follow all of the policies and procedures covered in these manuals.

Signature

Date

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The overall mission of the Parks & Recreation Division is to provide quality recreational, educational, cultural, fitness, social and environmental opportunities that meet the diverse needs of our community.

The specific mission of the Heritage Pool is contributing to the quality of life for our community and visitors — and for future generations — through a welcoming, fun, safe, and positive aquatic experience.

With a focus on all ages, we carry out this mission in a manner that is compassionate, inclusive, and responsive to the needs of our diverse community while working to foster positive and lifelong experiences with aquatics.

The following goals and principles are utilized by the Heritage Pool in our planning and decision-making processes in order to achieve consistent and superior results:

- Strive to maximize the opportunities provided and the utilization of the Heritage Pool within the limitations of our capabilities and capacity.
- Operate the Heritage Pool as a separate budget area for the maximum benefit of the largest number of attendees.
- When evaluating program budget impacts emphasis will be on supporting and where necessary subsidizing children's programs.
- Aggressively explore opportunities for collaboration, partnership and cooperation with non-profit, volunteer and civic organizations, other communities, governmental agencies and Tribal groups.
- When possible pursue grant opportunities to support or expand existing programs and develop new.
- Questions, concerns, suggestions and other interaction with the public including individuals and organizations will be viewed as an opportunity to improve and expand our programs as well as educate them about our activities.

Programs are best provided by Heritage Pool staff exhibiting the following positive behaviors:

- All members of the public, staff and other agencies and organizations shall be provided excellent customer service and treated with appropriate courtesy and respect at all times in a positive and professional manner.
- Develop, implement, monitor, evaluate and improve aquatic program offerings to maximize the diversity and effectiveness of offerings and the number and type of citizens served. This includes record keeping, research on other programs and participant feedback.
- Develop, monitor and control budgets and fees to maximize effectiveness including cooperative efforts and weighing expenses and revenues against Division goals and objectives.
- Participate in regional aquatic recreation planning to benefit Camp Verde through cooperation, standardization and technical assistance.
- Develop and maintain professional working relationships with State, Federal, County, Tribal Nations, local municipalities, commercial companies and non-profit agencies and organizations involved in aquatic recreation.

- Seek out and maintain an active professional education program to keep staff abreast of current and new trends and programs in aquatic recreation along with standards for best practice and risk management. This is accomplished through professional memberships, conferences, seminars, education opportunities, regional meetings and more.
- Work cooperatively with the Town Maintenance Division to maximize physical condition of the Heritage Pool as well as needed maintenance support for events and programs.

The following Heritage Pool programs and activities are utilized to achieve this mission:

- Work with partner organizations to provide programs for adults and children at our facilities. These include youth sports organizations such as Little League and AYSO, non-profit groups, civic organizations, specialty instructors, other Town Departments, Fort Verde State Park, the Yavapai-Apache Nation and others for the benefit of citizens.
- Offerings include swim lessons and swim team for children, lap swim for adults and water exercise programs.
- Work to provide special event opportunities at the Heritage Pool including working with partners.

Pool Staffing and Programming Summary

Staffing	Lifeguards	Head Guards	Cashiers
2016 :	9	3	3
2017 :	12	2	3
2018 :	12	2	3
2019 :	12	2	3
2020 :	8	2	4
2021 :	13	1	4
2022 :	14	2	3
2023 :	16	3	2
2024 :	18	4	3

In 2018, we added the Pool Supervisor(Manager) position to pool staffing. This person worked 30-40 hours a week at the pool. Pool Supervisor is in charge of scheduling, shift rotations, and general supervision. This position does require lifeguard certification and is included in shift rotations throughout the season.

Programming

Group Swim Lessons : 3 two-week sessions (8 days) with 3 time slots per session. This season we added an evening session making our total 4 two-week sessions.

Private Swim Lessons : we added private lessons during 2020 and have continued offering them since that time. \$35 per 30 minute session offered all season.

Water Aerobics : This is offered through a volunteer instructor 3 days a week. The admission fee covers this class, so it is free to our patrons. Parks & Rec supplies noodles and aqua weights for this class.

Swim Team : We offer a summer swim team. This was our 4th summer offering this program at the pool.

Special Olympics : this is not our program, but they do use our pool every Saturday morning from 10:00-11:30. We provide the lifeguards.

Invoice

Town of Camp Verde Parks & Recreation
395 S Main St
CAMP VERDE AZ 86322

Invoice Date
Mar 17, 2024

Invoice Number
1551

Euvori Aquatics
4400 N Scottsdale Rd,
Suite 9-754
Scottsdale, AZ 85251

Description	Quantity	Unit Price	Amount USD
Private Lifeguard Certification March 15 & 16, 2024 Town of Camp Verde	1.00	350.00	350.00
Participants for March 15 & 16, 2024 course	16.00	129.00	2,064.00
Licensing fees paid by Camp Verde. \$50 credit provided for each participant.			
Subtotal			2,414.00
TOTAL TAX			0.00
TOTAL USD			2,414.00

Due Date: Apr 16, 2024

Wednesday, May 22 4:00-7:00 pm

4:00 - 4:30

Welcome, workplace orientation, responsibilities

Shawna/Allison

- Clock in on time clock – Time and Attendance system
- Staff Introductions & role
 - o Pool staff introductions
 - o Pool Supervisor
 - Operations
 - Scheduling
 - Training
 - o P & R Supervisor & Division Manager
 - Policy, Oversight & Support including training and scheduling
- Staff have a primary responsibility to provide a safe experience & respond to emergencies.
- Focus on safety & professionalism
- Pool is high visibility in a small town
- Professional conduct is important
 - o Examples of professional vs unprofessional conduct
- Dependability & tardiness
-

4:30 – 6:45

Policy & Procedures manual

Shawna/Allison

- Customer service
- Cell phone use
- Opening & closing procedures
- Life guard rotations & staffing
- Accident/Incident reports
- Pool enforcement procedures
- Inclement weather
- Conduct
- Uniforms
- Work hours
- Absence/Tardiness
- Alcohol/Drugs
- Sexual Harassment
- Disabilities/ADA
- Suspected Child Abuse reporting Policy

Friday, May 24 8:00-11:30

8:00 -8:15	Bloodborne Pathogens	Shawna/Mike
	- Sign BBP training form	
8:15 – 10:15	Emergency Action Plan	Shawna/Allison
	- Review general plan - Questions about important specifics to individual plans - o In water emergency – Priority – Remove victim from water - o Medical & Trauma – Priority – Recognition & Preservation of safety - o Missing Child – Priority – Unrecognized drowning - o Fire or Chemical – Priority – Evacuation - o Violence – Priority – Safety/Separation - o Off-site – Call 911 – Preservation of safety	
10:15 – 11:00	Pool specific operations	Shawna/Mike
	- Sign postings, notices etc. - Guard equipment prep - Opening & Closing procedures - Life Guard rotations - Scanning specifics and recommendations	
11:00 –11:30	Lifeguard in-service – Dispatch Training	Allison

Log in

- www.sportsites.com
- Click LOGIN
- Enter User name – first@last.com
- Enter Password

Work screen

- Click [blue Pool Store](#) button
- Two options – [Daily Admission-Concessions](#) or [Passes](#)
 - o Normally stay in Daily Admissions-Concessions

Regular Admissions, Concessions, Swim Diapers

- Click [blue Daily Admission/Concession](#) button
- Click [red button](#) for desired sale item
 - o Click additional [red button](#) for more items or adjust in shopping cart
- Verify item quantities & total
- Click [blue payment method](#) button
 - o [CASH](#)
 - Enter amount tendered
 - Click pay button
 - Receipt opens
 - Change due shows on receipt near bottom
 - Print receipt if customer requests
 - o [CHECK](#)
 - Enter check number
 - Click pay button
 - Receipt opens
 - Print receipt if customer requests
 - o [CREDIT CARD](#)
 - Popup will show boxes for info
 - Swipe credit card
 - [Verify info in boxes with customer and correct as needed](#)
 - Click pay button
 - Receipt opens
 - Print two (2) receipts
 - [Have customer sign one and place in cash box](#)
 - Give unsigned one to customer

Passes

- Turn on Laminator machine
- Click [blue Passes](#) button
- Click [red button](#) for desired pass type
- Registration is required for these purchases
 - Search existing email address with [green search](#) button
 - Select existing person from drop down menu
 - OR [Add Adult or Child to Family with blue](#) buttons
 - Will need to complete all starred fields – select Home as phone number type
- Click [blue Submit](#) button on lower right
- Click [blue OK](#) to submit in popup box

OR

- Click [green start with a brand new person](#) button
 - Add registrant information
 - Will need to complete all starred fields – select Home as phone number type
- Click [blue Submit](#) button on lower right
- Click [blue OK](#) to submit in popup box

- **Now in shopping cart**
- Add additional items by clicking appropriate Daily Admission/Concessions or Passes buttons
- Verify item quantities & total
- Click [blue payment method](#) button
 - [CASH](#)
 - Enter amount tendered
 - Click pay button
 - Receipt opens
 - Change due shows on receipt near bottom **DO NOT CLOSE OR PRINT RECIEPT**
 - Click on [blue Code number](#) for pass on receipt page at bottom of product section
 - New page opens and shows pass information
 - Click on Print Pass button at top near middle
 - New page opens with pass displayed
 - Click Download button
 - Click on downloaded pdf in lower left corner
 - New page opens with pass displayed
 - Click on printer icon at top of page

- Close pdf
 - Close pass copy page
 - Close [Pass Manager](#) page
 - Print receipt if customer requests
- **CHECK**
- Enter check number
 - Click pay button
 - Receipt opens **DO NOT CLOSE OR PRINT RECIEPT**
 - Click on [blue Code number](#) for pass on receipt page at bottom of product section
 - New page shows pass information
 - Click on Print Pass button at top near middle
 - New page opens with pass displayed
 - Click Download button
 - Click on downloaded pdf in lower left corner
 - New page opens with pass displayed
 - Click on printer icon at top of page
 - Close pdf
 - Close pass copy page
 - Close [Pass Manager](#) page
 - Print receipt if customer requests
- **CREDIT CARD**
- Popup will show boxes for info
 - Swipe credit card
 - **Verify info in boxes with customer and correct as needed**
 - Click pay button
 - Receipt opens **DO NOT CLOSE OR PRINT RECIEPT**
 - Click on [blue Code number](#) for pass on receipt page at bottom of product section
 - New page shows pass information
 - Click on Print Pass button at top near middle
 - New page opens with pass displayed
 - Click Download button
 - Click on downloaded pdf in lower left corner
 - New page opens with pass displayed
 - Click on printer icon at top of page
 - Close pdf
 - Close pass copy page
 - Close [Pass Manager](#) page

- Print two (2) receipts
- Have customer sign one and place in cash box
- Give unsigned one to customer

Pool Party Rental

- 1) Pool rental payments will normally be processed with Pool Rental Agreement. The \$100 reservation fee for a pool party can be processed through Sportsites under Pool Party Rental. You will use the Party Rental for the \$100 reservation fee and Additional Party Rental Fees for balance payment.
- 2) Ideally, applicant will speak with Pool Supervisor or Head Guard prior to making a reservation. They should complete the paper form, which needs to go to the Supervisor or Head Guard.
- 3) Application is NOT approved or confirmed until reviewed by Pool Supervisor who will contact applicant to confirm
- 4) Applicant will complete both sides of the Pool Rental Agreement
- 5) APPLICANT WILL PAY \$100 IN DEPOSIT IN CASH OR CHECK, NOT CREDIT CARD
- 6) Make a copy of Pool Rental for applicant, this can function as receipt
- 7) Staple cash or check to original application
- 8) Place application in Pool Rental file folder
- 9) If not already aware, ensure that Pool Supervisor and/or Head Guard knows about new applications
- 10) Make sure to put the Party Reservation on the calendar located on the wall behind the pool door.

Pool Party Patio Rental

- 1) Use Paper Reservation form for the Party Patio – have guest complete the form.
- 2) Make sure to write the Party Patio Reservation on the calendar. Be clear if it is Party Patio reservation as those are during normal pool hours.
- 3) Party Patio rental does not include entry fee to people attending the party in that area. Each individual has to pay for pool entry.
- 4) Use Sportsites to process the rental fee at the time of the rental. Use the Party Patio box under Pool Party Rental.

Start of Shift Procedures

- 1) Each cashier will start with cash of \$50 either from previous cashier or overnight bank bag – money should be in small denominations & coin.
- 2) Count cash to verify
 - a. If not correct have off going cashier or Head Lifeguard recheck.
 - b. If still not correct then:
 - i. With off-going cashier present:

1. Correct over or under cash amount with them.
- ii. If starting a shift with no off-going cashier present:
 1. Open "Weekend" bank bag.
 2. Verify count in weekend bag w/ Head Lifeguard.
 3. Withdraw or add required amount from or to weekend bag to correct cashier's drawer amount.
 4. Cashier & Head Lifeguard complete paperwork for transaction and place old bag, paperwork & new paperwork in a new Weekend bag.
 5. Seal, label bag & place in wall safe.
- 3) If cash count is verified or after it is corrected, begin to process transactions for shift.

End of Shift Procedures

- 1) Click on Reports in main menu bar at top of screen
- 2) From Financials list select Till by Administrator and click [blue Report](#) button
- 3) At top, change Start & End dates and times to match your shift
 - a. Be careful to overlap when needed
- 4) Click View Report button at top right
- 5) Click [blue hyperlink total](#) in the Total Paid column at bottom right
- 6) Report expands to show all invoices
- 7) Export File as Excel using [blue disk symbol](#) in upper section to right
- 8) Click on downloaded file at lower left of screen
- 9) Click Enable Editing at top
- 10) Change page layout
 - a. Orientation to Landscape
 - b. Margins to Narrow
- 11) Click View tab at top of screen
 - a. Click Page Break Preview
 - b. Click on dotted line on right column and drag to outside of white column to print on same page
- 12) Print, sign and use to complete Daily Cash Report and then place in deposit bag
- 13) Count cash and checks and complete Daily Cash Report paperwork including having Head Lifeguard verify cash count.
- 14) Count out \$50 in small bills & coin and pass to new cashier or place in overnight bank bag.
 - a. New Cashier - Have new cashier verify amount – correct as necessary
 - b. Overnight Bag - Have Head Lifeguard verify count and sign paperwork
 - i. Seal money & paperwork in "Overnight" bank bag, label and place in wall safe.
- 15) Place deposit cash, checks, credit card receipts, Daily Cash Report, Concessions Sales sheet, and Time Clock Correction paperwork in deposit bank bag, seal & label "Deposit" and date.
- 16) Place "Deposit" bank bag in drop vault in plumbing corridor.

Change Procedures

- 1) During normal bank hours a lifeguard can be sent to the Wells Fargo bank in Basha's with cash for change.
- 2) When the bank is closed the Weekend bank bag shall be used to make change.
- 3) Open the Weekend bag, verify the count in the bag.
 - a. If not correct, have Head Lifeguard check and complete paperwork as needed.
- 4) Exchange money – equal amount - \$5's & \$1's and quarters.
- 5) Count cash in bag and have Head Lifeguard verify, complete paperwork.
- 6) Seal old bag, cash and paperwork in new Weekend bag and place in wall safe.

Special Procedures

Yavapai-Apache Nation

- 1) When the Yavapai-Apache Nation Recreation Department or YAN Day Care brings a group to the pool they have the option of us billing them for the visit.
- 2) Get a head count of children and adults and note it on the Daily Cash Report. You should also complete the Group Pool Attendance form and have the responsible adult sign it.
 - a. Do not include staff that are not using the pool.
- 3) **DO NOT RING INTO Sportsites unless they are paying cash at time of entry.**
- 4) Other YAN units like daycare normally pay at the time of visit but may opt to have us bill them.
 - a. If other than the YAN Recreation Department be sure to write contact info on Daily Cash Report also. And also complete a Group Attendance Log for this.

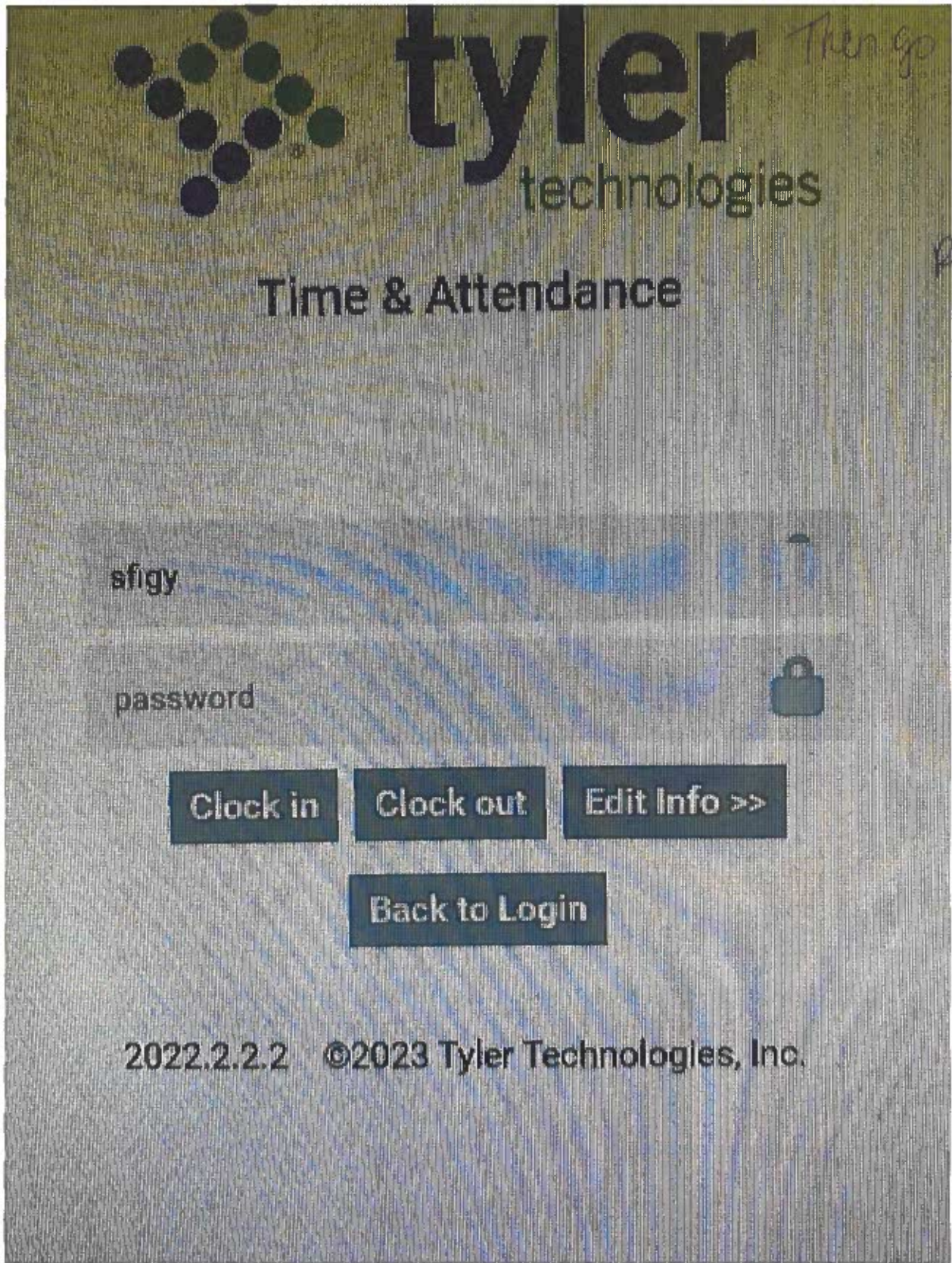
Non- paying customers

- 1) In general, all customers pay for entry to the pool with the following exceptions:
 - a. Off-duty pool staff, including volunteers, can enter the pool for recreation without a fee.
 - i. This does not include staff family members, friends or significant others.
 - b. Parents, grandparents, other staff who are coming to the pool for supervision but not entering the water do not have to pay an entrance fee.
 - c. Parents or others attending swim lessons with children do not pay even if they enter the water to assist w/ children – such as parent-child lessons.
 - d. People coming to Aqua Zumba classes and such that will be paying the instructor
 - e. Swim team staff and members

1st Screen

Use Fast Clock in/out screen for
everyday punches

Enter username, password, then hit ^{Clock in} Clock out



The image shows a screenshot of the Tyler Technologies Time & Attendance web application. At the top left is the Tyler Technologies logo, consisting of a cluster of black dots of varying sizes. To the right of the logo, the word "tyler" is written in a large, bold, lowercase sans-serif font, with "technologies" in a smaller, lowercase sans-serif font below it. Below the company name, the text "Time & Attendance" is displayed in a bold, sans-serif font. The main content area features two input fields: the first is labeled "userid" and the second is labeled "password". To the right of the password field is a small icon of a padlock. Below the input fields are four buttons: "Clock in", "Clock out", "Edit Info >>", and "Back to Login". At the bottom of the page, the text "2022.2.2.2 ©2023 Tyler Technologies, Inc." is visible.

tyler
technologies

Time & Attendance

userid

password

Clock in Clock out Edit Info >>

Back to Login

2022.2.2.2 ©2023 Tyler Technologies, Inc.

Then go back to Login for next person

It will tell you when you are clocked in or out

7

:

48

:

50

AM

Clock in

Clock out

Edit Info >>

Your availability status is

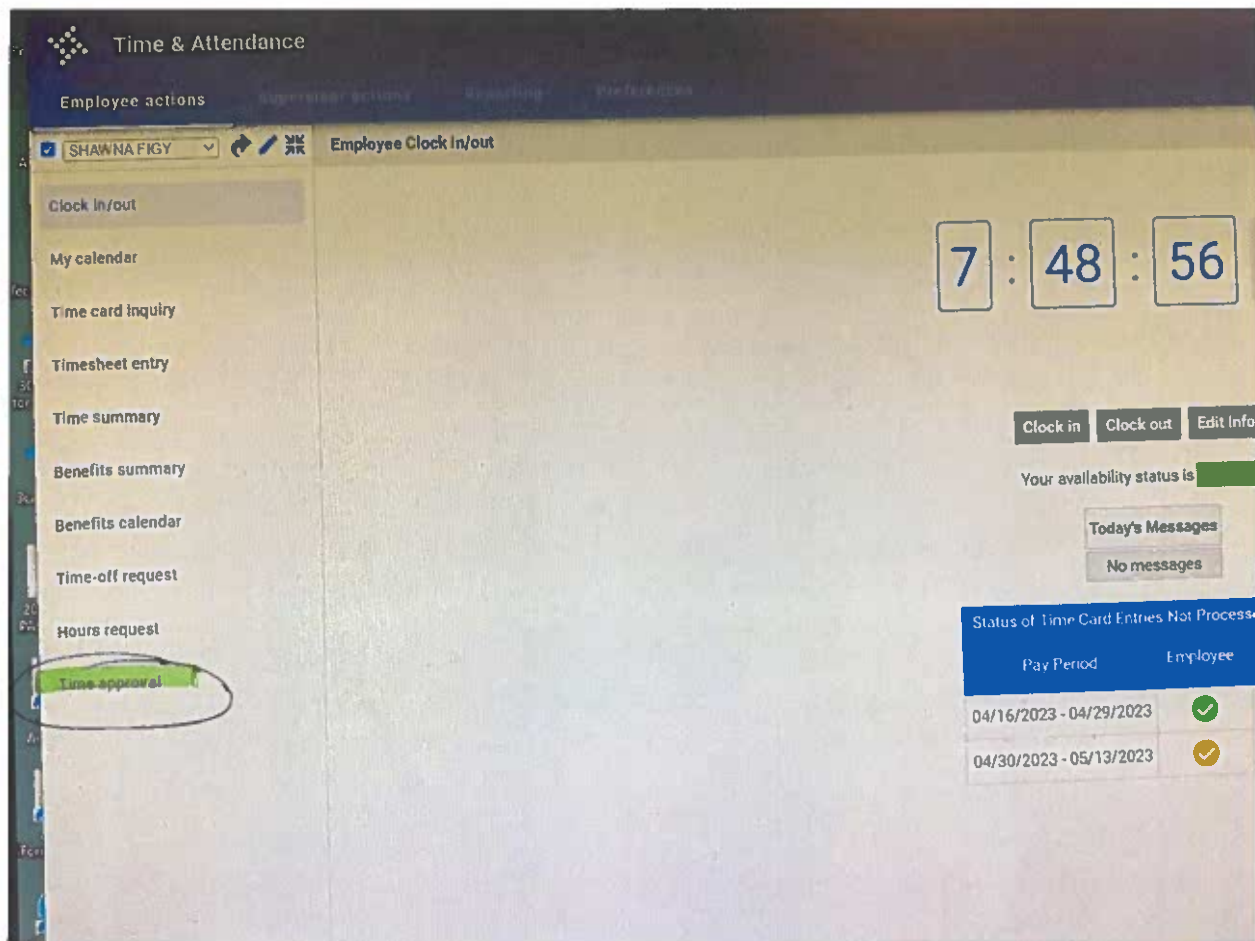
Clocked in

Today's Messages

No messages

Status of Time Card Entries Not Processed to Payroll

Pay Period	Employee	Approver
04/16/2023 - 04/29/2023		
04/30/2023 - 05/13/2023		



For approval - you will not be able to use the Fast Clock in/out option for this. Login on the regular screen, then go to time approvals on the left at the bottom.

Pay Period: 04/30/2023 00:00 - 05/13/2023

Regular	Overtime	Comptime	Benefits	Deduction	Rounding	Other	Am
68.75	0.00	9.00	0.00	(0.00)	0.16	0.00	

Initials:

Pay Period Approval

Regular Time	Employee	Approvers
68.75	sf sf sf sf sf sf	

Out	Type	Time Logged	Auto Deduction	Daily Total	Weekly Total	Time Total	Am
	01-Reg						

Put your initials in the **green** box and then hit approve & submit.

You can do this at the end of each shift or you can do it the last day you work in each pay period.

MANDATORY POOL MEETING JULY 16, 2024

Agenda Items

1. Staff policy - employees only in the Guard Room
2. Staff policy – off-duty employees and time at the pool
3. Guard policy – staff or patrons should not be distracting guards on stand or dispatch. Whether on duty or just swimming, no pool staff should be talking to or distracting guards on post. At no time should there be more than one guard on dispatch at the top of the slide, unless it is during a shift rotation, then there should only be 2 for a minute or less.
4. Pool parties – only guards who are scheduled to work should be at the pool during a private pool party.
5. After hours – the pool is not a place to hang out and have fun with your friends or co-workers after hours. It does not turn into your private pool. The Head Guard and staff closing the pool needs to complete the closing check list and leave in a timely manner.
6. Public complaints – we have had more complaints from the public this season about staff and their behavior. These complaints include distracted guards, inappropriate behaviors, too many guards and people are not sure who is on duty, lack of professionalism, kids hanging out at the pool who are not swimming or working there.
7. People who have not paid to be at the pool should not be allowed to hang out at the pool. Fight incident could have been prevented if we did not allow kids from the skate park to hang out. Drinking fountain and restrooms discussion.
8. People from the fight incident being banned from the pool – communicating and making sure we do not let them in and then ask them to leave
9. Cashiers – pool party paperwork, all paperwork needs date and name– Head guards
10. Hot spot must always plugged in – USB extension purchased to allow that and printer to stay plugged in
11. Trash – PICK UP AFTER YOURSELF and each other – guard room trash not taken out, empty food boxes all over, trash on the floor Monday morning when I went to the pool
12. Broken window, party patio, broken things – reporting
13. Guard chairs and the chases
14. Respecting Town property – markers, pens, etc...
15. Time correction sheets – complete them with dates if you want paid correctly – time approval
16. Reading emails

CAMP VERDE HERITAGE POOL

SWIM TESTING POLICY AND PROCEDURE

All kids 18 and under will be required to meet with a lifeguard prior to entering the pool to swim. This is being implemented for the safety of the patron and as an additional tool to assist guards in keeping everyone safe. The testing guard will be part of the normal lifeguard rotation.

*The lifeguard will test the patron to determine if they are able to swim.

*If the patron can pass the test, they will be issued a bracelet that must be worn throughout their visit that day. This bracelet will allow guards to easily determine who can swim and who cannot swim. Kids 18 and under should be required to be tested daily unless the guard on duty is fully aware of the patron's ability to swim based on previous testing.

The Swim Test

- The lifeguard will take the patron to be tested to the far corner of the pool away from the slide, where the lap lanes are normally located.
- Each child will be required to start from the deck and jump feet first into the water.
- After they have jumped into the water, they must "swim" to the other end of the pool. Swimming consists of any way they can get to the other end without touching the bottom or sides of the pool. This means it can be freestyle, breast stroke, doggy paddle, etc.. Floating does not count.
- The lifeguard will walk along the deck beside the swimmer in the water, in the event that they cannot make it to the other end safely. Once they have reached the other end, the guard will determine if the swimmer passed or failed. If the swimmer passed, the guard will place a bracelet on the swimmer's right wrist.

A patron who does not pass is allowed one more chance that day to pass. A patron who refuses to test will be required remain in the shallow portion of the pool. Failure to participate in testing or trying to enter the deep section without testing can result in removal from the pool property and future suspension of pool privileges.

Lifeguard training and staffing costs

Camp Verde Heritage Pool is currently a StarGuard Elite training facility, and our guards are certified through them. We have a Level 2 contract instructor who assists with our lifeguard certifications, in-services, lifeguard supervision, and keeps our training facility qualified.

Lifeguard training consists of 6-8 hours of online course work prior to attending a 2 day in-person class at our facility. The in-person training includes book and physical testing. This is a total of about 24 hours of certification training to become a lifeguard. Guards must pass all portions of the certification to maintain employment as a lifeguard. It is required annually for all lifeguards. Guards are also required to participate in at least one in-service per month while employed and there is also a swim requirement that they have to meet throughout the season to ensure they maintain their fitness level.

All pool staff also attend about 8 hours of additional training. This training includes Town policy, Parks & Recreation Policy and Procedures, specific pool policy and procedures, and the Heritage Pool Emergency Action Plan. Cashiers receive additional separate training specific to their duties.

Parks & Recreation pays for lifeguard certification for our staff, and they get paid to attend the certification course and other required training. We also provide all the necessary equipment to include suits, whistles, hats, t-shirts, and sunscreen.

Contract Instructor Cost (2023) : \$5,000

Lifeguard Certification cost (2023) : \$4,265.96
\$230 per guard

Lifeguard Supplies/Equipment (2023) : \$1500
\$75 per guard

Meeting Date: September 9, 2024

Agenda Item Type:

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

Requesting Department: Parks & Recreation

Staff Resource: Miranda Fisher, Town Manager

Agenda Title: Rescheduling of Sept. 5 work session and training.

Attached Documents:

N/A

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

- 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:

Darla Deville from APS was scheduled to conduct a training with the Commission and Parks and Recreation Manager on September 5. She has a conflict and needs to reschedule.

Question(s) before the Commission:

- Does the Commission have any questions for staff regarding rescheduling the work session?

Meeting Date: September 9, 2024

Agenda Item Type:

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

Requesting Department: Parks & Recreation

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

Agenda Title: Discussion of the Quarterly update to Council.

Attached Documents:

- Parks & Recreation Quarterly Report

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

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

Background Information:

The Commission's Quarterly report to Council was originally planned for August. It needs to be rescheduled, along with a staff report regarding Corn Fest.

Question(s) before the Commission:

- Does the Commission have any questions for staff regarding the Quarterly report or Corn Fest summary?

CAMP VERDE PARKS AND RECREATION COMMISSION 2ND QUARTER (2024) REPORT

The Commission has participated in 3 regular sessions and 2 special work sessions. We have, during those sessions reviewed and recommended to the town council via staff, the following items for their respective consideration:

- 1) Recommendation of rebidding the Sports Complex concession stand and possible use of a 'portable' style building.
- 2) Recommendation and review of a joint working agreement between CV Parks and rec division and CV youth football for the installation of a new scoreboard at Butler park.
- 3) Began the process of development of the strategic plan calendar schedule and our necessary work load relative to the implementation of the Parks and Rec master plan.
- 4) Participated in a discussion with the town finance director Mr. Showers. A lengthy conversation ensued with our learning as to how the budget process works, in particular how CIP projects are funded and what if any input the commission may have relative to those budget recommendations.
- 5) Pre and Post event review by the commission and staff took place with respect to events the town produced during the 2nd Quarter. That review has helped to weed out some of the difficulties and offer a guide to those relative changes which may be need in the future.

It was noted the staff had worked 157 hours outside of reg. business hours to manage the events. Commission members attended the Culpepper/Merriweather Circus, the Verde Lakes Spring Fest and the Corn Fest. Participation in those events gave the commission somewhat of an opportunity to meet both visitors and residents alike with the potential to actively survey opinions from them regarding current available recreational amenities, event likes and dislikes, and as well discussions about what they would like to see improved in existing facilities.

Of most particular concern amongst residents and the Commission itself is the operational and functional deficiencies at the Heritage Pool. Given the fact that proposition 467 has passed our hope is that budgetary constraints will be lifted with the respect to the hiring of a pool manager. Though it is called 'Heritage', by no means should it preclude the operation of it from moving into the future.

Our future endeavors will be to continue the process of establishing a Parks and Rec master plan which should tie into the CV town master plan update Vision 2050. A more thorough review and recommendation for all CV town sponsored events. The consideration and support of town staff relative to the Parks and Rec Division. Most importantly a more vocal input as to the current and future park and recreational developments with the Town of CV.

Thank you for your time, which there's a bit more of if there are any questions.

Dave Grondin
PnR Commission Chair

Jerry Morris
Commission Vice Chair

Meeting Date: September 9, 2024

Agenda Item Type:

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

Requesting Department: Parks & Recreation

Staff Resource: Shawna Figy, Acting Parks & Recreation Manager

Agenda Title: Update on upcoming volunteer opportunities.

Attached Documents:

- October Calendar
- How to sign up to volunteer information
- List of October volunteer needs

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

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

Background Information:

Parks and Recreation has a variety of volunteer needs, especially during the month of October. In total, there are over 75 volunteers needed to fill positions as Grasshopper basketball coaches, Fort Verde Days event support including the parade, gatekeeping, set-up, and tear-down, Little Britches/Little Petticoats judges and support. There is also National Night Out hosted on Oct. 10 by Camp Verde Marshall's Office.

Question(s) before the Commission:

- Does the Commission have any questions for staff regarding volunteer opportunities?

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
		1 Pickleball Yin Yoga Martial Arts	2 Pickleball	3	4 Pickleball Bread of Life NAZ Dream	5 Farmers Market
6 Pickleball	7	8 Pickleball Yin Yoga Martial Arts	9 Pickleball	10	11 Bread of Life NAZ Dream Cornhole	12 Fort Verde Days
13 Fort Verde Days Coin Club	14	15 Pickleball Yin Yoga Martial Arts	16 Pickleball	17	18 Pickleball Bread of Life NAZ Dream	19
20 Pickleball	21	22 Pickleball Yin Yoga Martial Arts	23 Pickleball	24	25 Pickleball Bread of Life NAZ Dream Cornhole	26
27 Pickleball	28	29 Pickleball	30 Pickleball	31 Trunk or Treat		

Good morning, Amazing Volunteers!!

Parks and Recreation is coming upon our busiest month - October! We are looking forward to cooler weather and pumpkin-spice everything!! We have several opportunities to volunteer! Log into your account or create an account at the link below.

[VicNet - Login \(volgistics.com\)](http://volgistics.com)

Grasshopper Basketball Coaches - 4 volunteers still needed – already filled 8 spots

The Fall league, for 1st - 4th graders begin October 3rd with the skills assessment and draft with games starting October 19th. No experience is needed but coaches must submit to a fingerprint background check and training through the National Alliance of Youth Sports. Teams practice one night a week. Games are held on Saturdays for 6 weeks with a tournament for the 3rd and 4th graders on December 2nd and 3rd. If interested, please go to the Town's Parks & Recreation homepage on www.campverde.az.gov and click on the blue "Volunteer With Us" button. Click on Sports Coach Volunteer Application Form.

Little Britches and Petticoat Contest – October 5th - 6 volunteers

This fun event, in conjunction with the Colonel's Daughter and Fort Verde State Historic Park will take place at 1:00 pm. Judges are needed to score the contestants, aged 2 – 12 on a variety of categories using a rubric scoring system. If you can withstand cuteness overload, this volunteer position is for you!

Fort Verde Days – October 12 and 13th

Many opportunities are available for one of our Town's largest events!

1. Gatekeepers (4 gates) – 28 volunteers

- a. Saturday 10:45 am – 1:00 pm / 1:00 pm – 3:00 pm / 3:00 pm – 5:00 pm / 5:00 -7:00 pm
- b. Sunday 10:45 am – 12:45 pm / 12:45 pm – 2:00 pm / 2:00 pm – 4:00 pm
 - greeting people coming to the festival.
 - tracking attendance using Tally Counter tool (clicker)
 - making sure alcohol does not leave the event area.
 - providing general event information to event goers.

2. Event Set Up for Friday, October 11th – 5 volunteers

- a. 7:00 am – 12:00 pm
 - Assist the Town of Camp Verde Parks & Recreation and Maintenance Dept. in setting up pop-up tents and tables, putting up signage, moving equipment and various other tasks.

3. Event Break Down for Sunday, October 13th – 5 volunteers

- a. 3:45 pm – 5:00 pm
 - Assist the Town of Camp Verde Parks & Recreation and Maintenance Dept. in dismantling pop-up tents, taking down signage, moving equipment, various other tasks and assisting vendors with limited mobility.

4. Parade Announcer for Saturday, October 12th - 3 volunteers

- a. 9:45 am – 11:30 am
 - Read, with enthusiasm, the parade script aloud into a microphone.
 - Be able to announce information, including unfamiliar names, clearly.

5. Parade Judge for Saturday, October 12th – **3 volunteers**
 - a. 9:45 am – 11:30 am
 - While watching the parade, objectively score the parade entries as they pass using a rubric scoring system.
6. Parade Check In for Saturday, October 12th – **3 volunteers**
 - a. 8:00 am – 10:30 am
 - Assist Parks and Recreation Staff with the checking in of parade participants.
 - Using a map, direct parade participants to their line up positions.
7. Parade Pacer for Saturday, October 12th – **1 volunteer**
 - a. 9:45 am – 11:30 am
 - Stand at the Finnie Flat Rd. and Montezuma Castle Hwy intersection. When necessary, direct parade participants to either slow down or speed up.
8. Chili Cook Off judges for Sunday, October 13th – **5 volunteers**
 - a. 12:45 pm – 2:00 pm
 - Assessing chili entries using a rubric scoring system.
9. Chili Cook Off Facilitator – **1 volunteer**
10. Non-Profits to assist with Kids' Adventure Zone, Ax Throwing, and Ninja Nation course -**30 people**

These are not true volunteers as we do offer a profit-share with them to assist with these areas. The Kids' Adventure Zone requires 6 people at a time for the entirety of the 2 day event. This year the Camp Verde High School will be taking on the Kids' Adventure Zone and will utilize 20 students and 2 adults. Camp Verde Little League will be helping with the Ninja Nation Course which requires 2-3 people all day on Saturday. Camp Verde Cheer/booster Club will be assisting with Ax Throwing this year for both days of the event. This will require at least 2 people for the duration of the event. Without these groups, we would not be able to offer these opportunities at events.

Trunk or Treat for Thursday, October 31st

1. Event Set Up – **3 volunteers**
 - a. 9:00 am – 12:00 noon
 - Set up Halloween blow ups, decorations and lighting.
2. Event Tear Down – **3 volunteers**
 - a. 7:00 pm – 8:30 pm
 - Dismantle and move decorations to Parks and Recreation Division Office
3. Judges – **5 volunteers**
 - a. 4:30 pm – 6:00 pm
 - Judge decorating spaces of Trunk or Treat participants on decor and originality.

Meeting Date: September 9, 2024

Agenda Item Type:

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

Requesting Department: Parks & Recreation

Staff Resource: Shawna Figy, Acting Parks & Recreation Manager

Agenda Title: Update on Parks and Recreation programming and events

Attached Documents:

- Press Releases
- August Monthly Report
- Trunk or Treat Participation information
- Event and programming fliers

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

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

Background Information:

Town staff will provide an update on what the Parks & Recreation Division is working on. This update will include information about Fort Verde Days, Grasshopper basketball, Little Britches/Little Petticoats, Trunk or Treat, adult softball, fall at the Sports Complex, and more.

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

The Parks & Recreation Division seeks to enhance our unique location and historic culture through building, maintaining, and marketing amenities and events while engaging the community.

Question(s) before the Commission:

- Does the Commission have any questions for Town staff?



Camp Verde Parks and Recreation Division
395 South Main Street
Camp Verde, AZ 86322
parks@campverde.az.gov

For Immediate Release

Date: August 21, 2024

Contact: Phyllis Nettik, Recreation Coordinator

Phone: (928)554-0830

Phyllis.nettik@campverde.az.gov

Call for Fort Verde Days Parade Entries

Camp Verde Parks & Recreation is accepting applications for the 68th annual Fort Verde Days parade on Saturday, October 12th. The parade theme is "Celebrating our Pioneer Spirit" and the parade Grand Marshal is Tony Gioia.

This year's theme allows individuals, groups and businesses, young and old to celebrate the grit and resilience of those who came before us, showcasing the rich history and the pioneering spirit of Camp Verde!

Participants are encouraged to decorate their unique vehicles, ATVs and motorcycles, tractors, bikes or horses, or pull a flatbed trailer with your community group! Awards will be given for Individual, Community Group and Business parade entries. There will also be a People's Choice award.

The parade kicks off Saturday, October 12th at 10:00 am from behind the Basha's Supermarket on Finnie Flat Rd. and continues up the hill onto Main Street, passing through the center of Town and then out onto General Crook Trail to finish. The parade route is just over a mile.

Parade online registration can be found at www.visitcampverde.com on the home page. There is a \$10 fee to enter the parade. The registration deadline is Wednesday, October 9th.

Volunteers are also needed to help with the event so if you are interested, please go to the Town's Parks & Recreation homepage on www.campverde.az.gov and click on the blue "Volunteer with Us" button.

For more information, contact the Camp Verde Parks & Recreation Division via email at parks@campverde.az.gov, or call (928)554-0820 Option 3.



Camp Verde Parks and Recreation Division
395 South Main Street
Camp Verde, AZ 86322
parks@campverde.az.gov

For Immediate Release

Date: August 21, 2024

Contact: Phyllis Nettik, Recreation Coordinator

Phone: (928)554-0830

Phyllis.nettik@campverde.az.gov

Grasshopper 1-4 Grade Basketball Registration Open

Camp Verde Parks and Recreation announces that registration is open for another season of the highly popular youth Grasshopper Basketball League for boys and girls in 1st – 4th grade. Co-ed teams of boys and girls, led by volunteer coaches, are grouped by grade level. They practice one night per week and compete on Saturday mornings. The league is intended to allow kids to have fun, learn the fundamentals of basketball and develop teamwork. The Coaches Evaluation and Draft will be hosted in the Community Center Gym at 51 E. Hollamon St. on Thursday, October 3rd starting at 5:30 p.m. for the 1st & 2nd graders and at 6:45 p.m. for 3rd & 4th graders. The regular season begins Saturday, October 19th, with playoffs for the 3rd and 4th graders beginning Monday, December 2nd. All players will receive a uniform T-shirt and participation medal.

Volunteer coaches are needed, and coaching experience is not required. Without enough coaches this program is not possible. A fingerprint background check is required to coach along with online training provided by the National Alliance of Youth Sports.

Registration is \$40 per child and \$35 for each additional child from the same family. Register online at <https://campverde.sportsites.com/player>. If you do not have the ability to register on-line, please stop by the Parks and Rec office (395 S. Main Street) and we will help you! Scholarships are available to help those in need courtesy of the Kiwanis Club of Camp Verde.

The registration deadline is Wednesday, September 25th. If spots are still available to fill teams, late registration is available for an additional \$5.00, with that deadline being Wednesday, October 2nd.

For more information or to register, come to Parks & Recreation at 395 S. Main St. You may also call (928)554-0820 Opt. 3 or email us at parks@campverde.az.gov.



Camp Verde Parks and Recreation Division
395 South Main Street
Camp Verde, AZ 86322
parks@campverde.az.gov

For Immediate Release

Date: August 21, 2024

Contact: Phyllis Nettik, Recreation Coordinator

Phone: (928)554-0830

Phyllis.nettik@campverde.az.gov

VOLUNTEERS NEEDED FOR FORT VERDE DAYS!

The Parks and Recreation Division is pleased to announce that the 68th Annual Fort Verde Days is taking place Saturday, October 12th through Sunday, October 13th in downtown Camp Verde! This two-day event has over 90 food and craft vendors, live music, a kid's adventure zone, pony rides and ax throwing. A new attraction, the Ninja Nation Obstacle Course, will be available on Saturday! The 3rd annual Chili Contest, co-sponsored with the Fort Verde State Historical Park will take place on Sunday at 1:00 pm.

The Fort Verde Days parade starts at 10:00 am on Saturday and this year's theme is: "Celebrating our Pioneer Spirit!" led by Grand Marshal Tony Gioia.

The Parks and Recreation Division counts on volunteers to make this event a success. "It takes many volunteers to put on an event this size and we couldn't do it without them." says Shawna Figy, Parks and Recreation Acting Division Manager. "We have over 50 positions to fill and are asking the people of this great town to volunteer." Help is needed with the parade for announcers and judges, line up assistants and a parade pacer. Gatekeepers count the visitors who attend and ensure that alcoholic beverages do not leave the premises. People are needed to help set up on Saturday morning and tear down on Sunday afternoon. Most volunteer positions are set up in a two-hour increment.

If interested, please go to the Town's Parks & Recreation homepage on www.campverde.az.gov and click on the blue "Volunteer With Us" button.

For more information, contact the Camp Verde Parks & Recreation Division via email at parks@campverde.az.gov or call (928) 554-0820 Option 3.



Camp Verde Parks and Recreation Division
395 South Main Street
Camp Verde, AZ 86322
parks@campverde.az.gov

For Immediate Release

Date: October 4, 2024

Contact: Phyllis Nettik, Recreation Coordinator

Phone: (928)554-0830

Phyllis.nettik@campverde.az.gov

68th ANNUAL FORT VERDE DAYS IS HERE!

The 68th Annual Fort Verde Days is taking place this weekend, October 12th and 13th in downtown Camp Verde! This two-day event opens at 11:00 am, after the parade on Saturday and will continue until 7:00 pm. Sunday's hours are 11:00 am – 4:00 pm.

Over 90 food and craft vendors and non-profit organizations will be stationed on the downtown Community Field. Live music is played both days.

The Kid's Adventure Zone, which includes a bounce house, slide and jousting ring, and sand box will be available on both days. The popular pony rides are back for the two days as well. and ax throwing both days!

A new attraction, the Ninja National Obstacle Course will be available on Saturday. The 3rd annual Chili Contest, co-sponsored with the Fort Verde State Historic Park will also take place on Sunday at 1:00 pm.

The Fort Verde Days Quilt Show will be held in the Community Gym on Friday from Noon to 5:00 pm, and from 9:00 am to 4:00 pm both Saturday and Sunday.

The Fort Verde Days parade starts at 10:00 am on Saturday and this year's theme is: "Celebrating our Pioneering Spirit!" The Camp Verde Calvary and the Colonel's Daughter lead the parade followed by the Parade Grand Marshal Tony Gioia and the Fort Verde State Historic Park. The Chino Valley Marching Band returns along with the Little Britches and Little Petticoat contestants.

Fort Verde Days State Historic Park will be free admission all day Saturday.

There will be a kids Adventure Zone with bounce house, slide, obstacle course and more available all weekend with a \$10 one day bracelet plus axe throwing for \$1 per throw on Sunday all to benefit the Camp Verde High School Student Council and Gaming Club.

Also available are tickets for pony rides and a petting zoo for \$3 each on the field plus a free Kids Activity Zone in room 305.

Thanks to our continuing Platinum sponsors SRP and Yavapai College and Silver sponsor Larry Green Chevrolet for making this a bigger and better event each year!

For more information, please call Parks and Recreation at 928-554-0820 (3) or email us at parks@campverde.az.gov.



Camp Verde Parks and Recreation Division
395 South Main Street
Camp Verde, AZ 86322
parks@campverde.az.gov

For Immediate Release

Date: August 21, 2024

Contact: Phyllis Nettik, Recreation Coordinator

Phone: (928)554-0830

Phyllis.nettik@campverde.az.gov

The Town of Camp Verde Parks and Recreation is pleased to announce that registration is now open for the Little Britches and Petticoat Contest. In conjunction with the Camp Verde Calvary's Colonel's Daughter Competition, this event will take place on Saturday, October 5th beginning at 1:00 pm at the Fort Verde State Historic Park in cooperation with AZ State Parks & Trails located at 125 E. Hollamon Street in Camp Verde. There is no cost to participate.

Children from two to 12 years old can participate for the titles of Historic Frontier Boy and Historic Frontier Girl. There will be three age group categories: ages two to three, four to six, and seven to 12 years old.

Participants are asked to dress in historic attire reflecting the parade theme of "Celebrating our Pioneer Spirit!" Judges will score contestants on headwear/hairstyle, clothing, accessories, footwear, overall appearance and presentation.

All contestants will receive a wooden stick horse made by the "Camp Verde Old Guys" and painted by the Camp Verde High School Art Class. Winners will be given prizes donated by our Hometown Hero Sponsor, Tractor Supply. Contestants can also participate in the Ft. Verde Days Parade on Saturday, October 12th.

Registration can be found at www.visitcampverde.com at the bottom of the Fort Verde Days on the home page. The registration deadline is Wednesday, October 9th.

For more information, contact the Camp Verde Parks & Recreation Division via email at parks@campverde.az.gov , or call (928)554-0820 Option 3.

Parks & Recreation Monthly Report – August 2024

- The decision was made to postpone the filling of the Manager position. Shawna Figy remains Acting Parks & Recreation Manager.
- Staff continued to attend a variety of virtual forums including tournaments, aquatics, and special events to stay up on what is going on with other P&R Departments around the State.
- Scheduled facility uses this month were as follows: Meeting rooms had 76 uses, Ramadas were at 22 uses, Gym had 38 uses, Sports fields had 103(54 @ SC, 49 @ Butler) uses, kitchen 13 uses, and public showers 56. Note: field uses do not factor in multiple practices or games per night. According to Placer ai, there were 7,400 visits to the Sports Complex in August and this number does not count anyone under the age of 18.
- Pickleball continues to be played 4 times per week for a minimum of 3+ hours on each occasion. Friday night Cornhole League continues and are using the gym a few Friday evenings a month.
- Yavapai County Health started up Tai Chi classes again in Room 204. This is an 8-week class that is free to the public. Yoga and martial arts classes continue weekly on Tuesdays.
- Parks & Rec had 2 community trips scheduled this month. On the trip August 9th we took 6 people to the Sharlot Hall Museum in Prescott. The August 23rd trip had 6 travelers who enjoyed the Grand Canyon Deer Farm in Williams.
- Staff hosted a Regular session with the Parks & Recreation Commission this month. Areas of focus for this month were Heritage Pool, Council quarterly report, update on the Sports Complex, and Corn Fest summary. Staff worked on the regular and work session minutes for the August meeting and the agenda for the Sept. 9 Regular Session. Staff also scheduled regular monthly agenda meetings with the Chair and Vice-Chair.
- Staff worked **7 occurrences with a total of 34 hours** for activities outside of regular business hours this month.
- Completed credit card reconciliation for July.
- Camp Verde Heritage Pool was closed due to mechanical issues on August 2nd. After input from third party pool experts the decision was made to close the pool for the remainder of the season on August 16th. Staff cleaned the pool office and sheds Friday, August 30th. Planning is in process to paint a mural on the pool building in the off-season. Pool staff evaluations were completed by the Pool Supervisor for each staff member.
- Our Third Thursday Food Truck night took place on August 15th. We had 3 food trucks participate this month.
- Vendor registration continues for Fort Verde Days and there are already 76 vendors registered for that fall event. This is the year for the Quilt Show in the gym, so there will be no inside vendors. Registration for the parade and Little Britches/Little Petticoats remain open. Volunteer recruitment has begun, including recruitment for non-profits to help operations of the Kids' Adventure Zone, Ax Throwing, and the new Ninja Nation Course.
- Adult Co-Ed softball ended the regular season with only 2 rain-out days. Seeding and brackets were done for the tournament with the first games being played Sept. 3.

- Registration for Grasshopper basketball opened Monday, 8/5. Scorekeeper positions have been filled by other seasonal staff. Recruitment of volunteer coaches and additional officials continues.
- Staff met with AYSO representatives to plan for field use for the season. AYSO was provided with the dates of over-seeding. Practices began the last week of August.
- All Parks & Recreation staff attended the annual APRA Conference in Tucson August 26-28. This was the first conference for 2 of our staff. Education sessions and networking were the highlights.
- Planning began for our annual Trunk or Treat on Main Street event being held Thursday, Oct. 31. New to the event this year will be a Halloween themed movie night on Community Center Field. P&R will be partnering with the Library to bring this addition.
- Representatives from Daktronics came up and programmed the newly installed scoreboard at Butler Park. It is 100% functionally and ready for use.
- Staff met with the owner of Showtime Sports out of Cottonwood. The goal is to bring a flag football league to Camp Verde in the spring.
- Staff have been working on American Camp Association trainings online with a goal to have them completed prior to the start of camp next year.



395 MAIN STREET
CAMP VERDE, AZ 86322
928-554-0820 X 3

Dear Valued Main Street Business,

The Parks and Recreation Division is planning three major events this Fall that will attract thousands of visitors to Main Street with the hope of added revenue for your business and promoting the town of Camp Verde.

The first is Ft. Verde Days. This event is on October 12th and 13th and kicks off with the Annual Ft. Verde Days Parade. Staging begins at the Basha's Parking Lot and the parade ends here on Main Street. Because of this, **Main Street will be closed to traffic on Saturday October 12th from 9:30 am to approximately 11:15 am.**

Trunk or Treat will be held on Thursday, October 31st. Last year over 5,000 people made their way to Main Street for this fun event with close to 60 area businesses participating in handing out candy or donating money for candy purchases. Attached is the registration form to participate. **Main Street will be closed beginning at 4:30 pm and re-open at approximately 7:15 pm on Thursday, October 31.**

The 3rd and final event of the year is our Annual Christmas Bazaar and Parade of Lights on Saturday, December 9th. **Main Street will be closed from 5:45 pm to approximately 7:00 pm on Saturday, Dec. 9th.**

PLEASE NOTE: The Turquoise Finals Rodeo is back for the 4th year of a 5-year contract in Camp Verde! Thursday, November 2nd will be the kickoff party to welcome the contestants, their friends and family into town for this 2-day event on the 3rd and 4th. The Block Party Welcome event has been moved to the Camp Verde Equestrian Center this year. Main Street will **not** be closed for this event.

We understand the impact that closing Main Street has on your business. The Parks and Recreation Division is committed to doing everything reasonable to help your business thrive during these times of closure.

Sincerely,

Shawna Figy
Acting Parks & Recreation Division Manager

Little Britches & Petticoat Contest

@ Fort Verde State Historic Park

In conjunction with the Colonel's Daughter Competition

October 5th @ 1:00 pm



3 Age Groups

2-3

4-6

7-12

Categories

Historic Frontier Boy

Historic Frontier Girl

Contestants can
participate in the Ft. Verde
Days Parade on Saturday,
October 12th!

2023 Contestants



Free To Register!

www.visitcampverde.com

Click on Events and go to
Fort Verde Days

For More Information

928-554-0820 (3)

parks@campverde.az.gov

Prizes for the winners
given by our

**HOMETOWN
HERO
Sponsor**

**TSC TRACTOR
SUPPLY CO**



Parks and Recreation Commission Regular Session



**CAMP VERDE
CAVALRY**

Special Thanks to the
Camp Verde High School
Art Class
and Camp Verde "Old
Guys"
for making stick horses!

September 9, 2023

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GRASSHOPPER BASKETBALL CAMP VERDE for 1st -4th graders



REGISTRATION BEGINS ON AUGUST 5!

-Draft/evaluations on **Oct. 3rd**

-Games begin **Oct. 19**

ALL ONLINE Registration!

@ <https://campverde.sportsites.com/player>

**\$40 First Child
\$35 each additional
sibling**

Registration Deadline: September 25th

\$5.00 late fee

(IF spots are available, until Oct. 2nd)

COACHES NEEDED!!

(NO experience required)



For more information, call 928-554-0820 opt.3

or email us at parks@campverde.az.gov

Monday-Thursday 7:00am- 5:00pm

Friday 7:00 am- 11:00am



All trips leave at 9:00 am and returns at 4:00 pm unless otherwise stated. Choose to buy lunch on site or pack your own. Cancellations with at least 48 hours' notice are eligible for a full refund.

TRIP LIST

**Flagstaff
Lava Tubes** **July
12th** **\$20**

Explore the Lava River Cave in Flagstaff, AZ, nestled in a Ponderosa Pine forest. This 700,000-year-old volcanic wonder offers a 3/4 mile-long adventure, with temperatures between 35° and 45°F year-round.

**Northern
AZ Museum** **July
26th** **\$28**

Established in 1928 at the base of the San Francisco Peaks in Flagstaff, the Museum of Northern Arizona safeguards the region's natural and cultural heritage.

**Sharlot Hall
Museum** **Aug
9th** **\$25**

Take a glimpse into Arizona's history through exhibit buildings and beautiful gardens. Explore the Museum Store, and the Research Center across the street. Located in downtown Prescott.

**Grand Canyon
Deer Farm** **Aug
23rd** **\$35**

For over 50 years, the Deer Farm on old Route 66, outside of Williams, has delighted animal enthusiasts. Visitors can interact with a variety of creatures like wallabies, llamas, bison, and more, even hand-feeding deer.

**Queen Creek
Olive Mill** **Sept
13th** **\$35**

Join us for a tour of their olive harvesting and oil manufacturing process and explore the farm-to-table eatery offering diverse products and culinary delights.

**Mortimer
Farms** **Sept
27th** **\$31**

Mortimer's Market in Dewey offers an authentic farm experience with fresh produce and farm-to-table delights. Join us for our upcoming Pumpkin and Corn Maze Festival, promising cherished memories for generations.

TO REGISTER OR FOR MORE INFORMATION:



<https://campverde.sportsites.com/player>



parks@campverde.az.gov



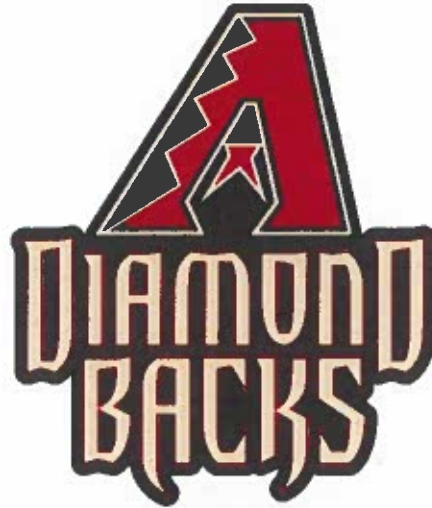
928-554-0820 # 3



395 S. Main Street, Camp Verde



BATTER UP!



VS



\$75

**SATURDAY SEPTEMBER 28TH
REGISTER BY SEPTEMBER 15TH
BUS LEAVES @ 2:00PM
GAME STARTS @ 5:10PM**

PRICING INCLUDES TICKET, TRANSPORTATION, AND PARKING.

**REGISTER AT: [HTTPS://CAMPVERDE.SPORTSITES.COM/PLAYER](https://campverde.sportsites.com/player) OR
CLICK THE BLUE "SIGN UP" LINK ON THE PARKS & REC FACEBOOK**

PAGE OR CALL 929-554-0820 (X3)

