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

AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MAY 7, 2025 at 6:00 P.M.

ZOOM MEETING LINK:
https://us02web.zoom.us/j/85082877130?pwd=O1IgcAv0y6hPVbpFB5emBYZbmos1N8.1
one Tap Mobile: 1-253-215-8782 or 1-346-248-7799
Meeting ID: 850 8287 7130
Passcode: 387124

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

1. Call to Order

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

3. Pledge of Allegiance

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

a) Approval of the Minutes:
1) Special Session – April 9, 2025 at 5:00 p.m. Pg. 7
2) Regular Session – April 16, 2025 at 6:00 p.m. Pg. 13
3) Special Session (Public Portion) – April 17, 2025 at 1:00 p.m. Pg.21
4) Executive Session – April 17, 2025 at 1:00 p.m.
5) Special Session – April 23, 2025 at 4:00 p.m. Pg. 23

b) Set Next Meeting, Date and Time:
1) Special Session – May 14, 2025 at 5:00 p.m.
2) Regular Session – May 21, 2025 at 5:00 p.m.
3) Special Session – May 28, 2025 at 5:00 p.m.
4) Regular Session – June 4, 2025 at 6:00 p.m.
5) Special Session – June 5, 2025 at 1:00 p.m.
6) Special Session – June 11, 2025 at 5:00 p.m.
7) Regular Session – June 18, 2025 at 6:00 p.m.

c) Consideration and possible approval of Resolution 2025-1179, approving the 2025 policy statement that authorizes the Mayor, as the Town Chief Elected Official, to support or oppose bills introduced during Legislative Sessions when they affect the Town's interest and require an immediate

response (Town Code Section 2-2-4F). Staff Resource: Town Manager Miranda Fisher. Pg. 27

d) **Consideration, and possible approval of Resolution 2025-1175 approving the form and authorizing the execution and delivery of a financial assistance agreement with the Water Infrastructure Finance Authority of Arizona from its Water Supply Development Revolving Fund Program for an award of $2,000,000 in forgivable principal for the installation of two 500,000-gallon water storage tanks and a pump station on a parcel provided by the Verde Commercial Subdivision.** Staff Resource: Utilities Director Jeff Low and Finance Director Michael Showers. Pg. 31

e) **Consideration, and possible approval to purchase three (3) new Ford Explorer Patrol Units through Enterprise, not to exceed $180,000.00 from the FY26 CIP budget.** Staff Resource: Marshal Corey Rowley and Finance Director Michael Showers. Pg. 99

f) **Consideration, and possible approval of Request for Proposal #2025-208 for auditor services.** Staff Resource: Finance Director Michael Showers. Pg. 111

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

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

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

- **Proclamation declaring May 4-10, 2025 as Municipal Clerks Week.** Staff Resource: Town Clerk Leah Rhodes. Pg. 139

- **Proclamation declaring May 18-24, 2025 as Public Works Week.** Staff

Resource: Public Works Director Ken Krebbs. Pg. 143

- **Proclamation declaring May 2025 as Frontline Worker Appreciation Month.** Staff Resource: Town Clerk Leah Rhodes. Pg. 149

- **Proclamation declaring May 2025 as Building Safety Month.** Staff Resource: Town Manager / Interim Community Development Director Miranda Fisher. Pg. 151

8. **Discussion, consideration, and possible appointment of Vice Mayor.** Staff Resource: Town Manager Miranda Fisher. Pg. 153

9. **Discussion, consideration, and possible approval of process for filling the Council vacancy.** Staff Resource: Town Manager Miranda Fisher. Pg. 155

10. **Discussion, consideration, and possible selection of Matrix Design Group, Inc. for the Facilities Master Plan, not to exceed $150,000.** Staff Resource: Town Manager Miranda Fisher. Pg. 163

11. **Discussion, consideration, and possible award of Bid No. 25-206, Dickison Circle Waterline Relocation Project, to Ligon Excavation in the amount of $291,389.76**. Staff Resource: CIP Manager Martin Smith. Pg. 201

12. Public Hearing: **Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Coffee & Tea, located at 284 N. Homestead Parkway, Unit 2, Camp Verde, Arizona, 86322.** Staff Resource: Town Clerk Leah Rhodes. Pg. 213
Staff Comments
Applicant Comments
Open Public Hearing
Close Public Hearing
Council Discussion

13. Public Hearing: **Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 6, Bar Liquor License for Alkemista Brew, located at 284 N. Homestead Parkway, Unit 1, Camp Verde, Arizona, 86322.** Staff Resource: Town Clerk Leah Rhodes. Pg. 231
Staff Comments
Applicant Comments
Open Public Hearing
Close Public Hearing
Council Discussion

14. Public Hearing: **Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 7, Beer and Wine Bar Liquor License for**

Alkemista Brew #2, located at 284 N. Homestead Parkway, Unit 3, Camp Verde, Arizona, 86322. Staff Resource: Town Clerk Leah Rhodes. Pg. 255

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

15. **Public Hearing: Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Brew #3, located at 284 N. Homestead Parkway, Unit 3, Camp Verde, Arizona, 86322.** Staff Resource: Town Clerk Leah Rhodes.Pg. 273
Staff Comments
Applicant Comments
Open Public Hearing
Close Public Hearing
Council Discussion

16. **Public Hearing: Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Brew #4, located at 284 N. Homestead Parkway, Unit 4, Camp Verde, Arizona, 86322.** Staff Resource: Town Clerk Leah Rhodes. Pg. 291
Staff Comments
Applicant Comments
Open Public Hearing
Close Public Hearing
Council Discussion

17. **Public Hearing: Discussion, consideration, and possible approval of Ordinance 2025-A501, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for a zoning map change from C2-PAD (Commercial: general sales and services – planned area development) to C2 (Commercial: general sales and services) for approximately 17.41 acres, more specifically described in Exhibit A (currently parcel 403-23-104T); providing for repeal of conflicting ordinances; providing for severability; and setting an effective date.** Staff Resource: Acting Senior Planner Cory Mulcaire. Pg. 309
Staff Presentation
Applicant Presentation
Open Public Hearing
Close Public Hearing
Council Discussion

18. **Public Hearing: Discussion, consideration, and possible approval of Resolution**

2025-1167, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving Use Permit 20240465M, with conditions, for Tom Boggess of Verde 17, LLC (Mariposa RV Resort) for assessor's parcel number (APN) 403-23-104T consisting of 17.41 acres. Staff Resource: Acting Senior Planner Cory Mulcaire. Pg. 339

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

19. **Public Hearing: Discussion, consideration, and possible approval of Ordinance 2025-A502, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance, Part Two – Zoning Classifications, Section 203 – Use Districts, Subsections B – R1-District; C – R2 – District, D – R-R District, and E – RS District, all related to use permits for RV Parks; providing for repeal of conflicting ordinances; providing for severability; and setting an effective date.** Staff Resource: Acting Senior Planner Cory Mulcaire. Pg. 403

Staff Presentation
Open Public Hearing
Close Public Hearing
Council Discussion

20. **Discussion, consideration, and possible direction for distributing the FY25 $50,000 Community Outreach Funds.** Staff Resource: Town Manager Miranda Fisher. Pg. 435

21. **Discussion, consideration, and possible approval of Resolution 2025-1178 approving the Congressionally Directed Spending priorities.** Staff Resource: Town Manager Miranda Fisher. Pg. 439

22. **Adjournment**

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the purpose of discussion or consultation for legal advice with the Town Attorney as permitted by A.R.S. § 38-431.03(A)(3). Any other executive sessions will be separately included on the agenda above if an executive session will be held at the meeting.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. Pursuant to Town Code, Section 2-3-7.1 the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline of 10:00 p.m. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on May 01, 2025 at 5:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk

Agenda Item 4.a.1

DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, APRIL 9, 2025 at 5:00 P.M.

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

1. Call to Order

Mayor Jenkins Called the meeting to order at 5:00 p.m.

2. Roll Call.
Councilor Brian Bolton, Councilor Wendy Escoffier, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.

Also Present
Town Manager Miranda Fisher, Town Attorney Trish Stuhan, Town Clerk Leah Rhodes and Acting Senior Planner Cory Mulcaire.

3. Pledge of Allegiance
Councilor Escoffier led the Pledge.

4. Public Hearing: Discussion, consideration, and possible approval for a Use Permit to operate a Recreational Vehicle Park with conditions, located at 1738 Arena Del Loma Road (APN 404-18-178Q). Staff Resource: Town Manager/Interim Community Development Director Miranda Fisher.

Mayor Jenkins provided an overview of the questions she raised regarding the scope of the Council's authority on the matter, for the benefit of public understanding and the official record.

Town Attorney Stuhan provided answers to the questions from the Mayor and emphasized to the Council that their decision regarding the Use Permit for Arena Del Loma should be based on the current provisions of the Town Code.

Staff Presentation: Town Manager / Interim Community Development Director Fisher provided a detailed summary of her Agenda Information Memorandum (AIM) of the history of Arena Del Loma Arena, a summary of the legal non-conforming use permit, the Notice of Decision, the use permit review process of the application, existing temporary use permits, zoning specifications, allowable uses in an R1 District, Town

staff and Planning and Zoning Commission recommendations.

During her review of the Agenda Information Memorandum, Manager Fisher stated that Town staff were previously unsure of why the Notice of Decision required the applicant to rezone to RR since RV Parks have always been allowed in R1. Fisher stated that Town staff identified that in 2016 when the NOD was approved, RV Parks were not permissible in R1. However, in 2017, the Council approved Ordinance 2017-8423, which amended the Town Code to allow RV Parks in R1 and because of that code amendment, the applicant did not need to seek a rezone prior to submitting a use permit application for an RV Park.

Town Manger Fisher, Town Attorney Stuhan and Acting Senior Planner Mulcaire responded to questions from Council.

Applicant Presentation: Applicant Tanner Bryson stated he was in attendance to answer any questions from the Council or public. Tanner Bryson responded to questions from the Council.

Open Public Hearing: Mayor Jenkins opened the public hearing at 5:48 p.m.

Public comments:
Christa Brunori, Rick Cozens, Clay Dannally, Saige Trammel, Cora Brunori, Clay Bryson, Kylynn Bryson, Jake Davis, John Lacy, Charles Fisher, Susan Fisher, Marianne Irving, Kendal Procunier, Jordy Weaver, Marvin Wessel, Anna Componova (via Zoom), and Mary Phelps (via Zoom) spoke in favor of the approval of the use permit.

Janet Walther, Charlotte Salsman, Sharon Rubalcava, Cheryl Wishmeyer and Jackie Baker spoke in opposition to the approval of the use permit.

Tye Reddell, Josh Blair, Ava Blair and Cain Blair filled out speaker cards in support of the approval of the use permit but chose not to speak.

Close Public Hearing: Mayor Jenkins closed the public hearing at 6:45 p.m.

Mayor Jenkins recessed the meeting for a break at 6:45 p.m. Mayor Jenkins resumed the meeting at 6:58 p.m.

Town Manger Fisher, Town Attorney Stuhan and Acting Senior Planner Mulcaire and Applicant Bryson responded to additional questions from Council.

Mayor Jenkins requested to review the conditions that would be attached to Resolution one by one.

Town Manager Fisher read each condition with the changes requested by Council.

Conditions of Approval for Arena Del Loma RV Park Use Permit

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1. The applicant shall comply with the requirements contained in the letter of intent and site plan specific to the eight (8) RV spaces.

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

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

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

5. No dry camping will be permitted in the eight (8) approved RV spots. All vehicles must be connected to utilities.

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

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

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

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

10. A fence will be installed within thirty-six (36) months of Development Standards Review approval for the RV Park to screen the eight (8) RV spaces.

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

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

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

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

On a **motion** made by Councilor Murdock, seconded by Vice Mayor Moore, the Council **moved** to **approve** Resolution 2025-1174, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for a Use Permit 20240486M, to operate a Recreational Vehicle Park with conditions, located at 1738 Arena Del Loma Road (APN 404-18-178Q)

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

5. Adjournment

Mayor Jenkins adjourned the meeting at 8:11 p.m.

_____ _____

Mayor Marie Moore Attest: Town Clerk Leah Rhodes

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CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the discussions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on April 9, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____ 2025

_____
Town Clerk Leah Rhodes

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Agenda Item 4.a.2

DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, APRIL 16, 2025 at 6:00 P.M.

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

1. Call to Order

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

2. Roll Call.
Councilor Brian Bolton, Councilor Wendy Escoffier, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock, and Mayor Marie Moore.

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

3. Pledge of Allegiance
Councilor Murdock led the Pledge.

Mayor Marie Moore stated she would like to move Item 5 before the Consent Agenda.

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

Public Comment:
Dee Jenkins, former Mayor of the Town Camp Verde, thanked each member of the Council for their many years of service and collaboration through the years while serving on the Council.

Mayor Marie Moore invoked a moment of personal privilege to thank Yavapai County Board of Supervisor Dee Jenkins for years of commitment, dedication and vision in

serving on the Town of Camp Verde Council. Mayor Moore congratulated Dee Jenkins on her appointment to District 2, Yavapai County Board of Supervisor.

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

a) Approval of the Minutes:
1) Special Session – March 26, 2025 at 6:00 p.m. Pg. 5
2) Regular Session – April 2, 2025 at 6:00 p.m. Pg. 9
3) Budget Work Session – April 3, 2025 at 3:30 p.m. Pg. 17

b) Set Next Meeting, Date and Time:
1) Special Session – April 17, 2025 at 1:00 p.m.
2) Work Session – April 23, 2025 at 4:00 p.m.
3) Regular Session – May 7, 2025 at 6:00 p.m.
4) Regular Session – May 21, 2025 at 6:00 p.m

On a **motion** made by Councilor Escoffier, seconded by Councilor Godwin, the Council **moved** to approve the consent agenda with the adjustments to the signature line in the minutes from Mayor Jenkins to Mayor Moore.

Roll Call Vote:
Councilor Bolton: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Mayor Moore: aye
Motion Carried 6-0.

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

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

The Council and Town Manager thanked Dee Jenkins, former Mayor of Camp Verde, for her years of service on the Council and everything she accomplished for the

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community.

Mayor Moore requested Town Attorney Stuhan to clarify the process of Mayor Jenkins resigning in her position as Mayor and Vice Mayor Moore taking her position as Mayor as well as the next steps for the selection of the Vice Mayor and a new Council Member.

Attorney Stuhan responded to the Council, with the process per the Town of Camp Town Code Section 2.2.2. Dee Jenkins resigned as the Mayor of the Town of Camp Verde at 11:50 a.m. on April 16, 2025 to serve on the Yavapai County Board of Supervisors. Vice Mayor Moore took her Oath of Office at 5:29 p.m. on April 16, 2025 and was sworn in by the Town Clerk Leah Rhodes as the Mayor of the Town of Camp Verde before the Regular Town Council meeting that evening. Attorney Stuhan indicated that, at an upcoming meeting, an agenda item will be included to discuss the process and procedure of filling the Town Council vacancy, as well as the procedure and selection of a new Vice Mayor.

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

- **Acceptance and Acknowledgement of Yavapai-Apache Nation Distribution Check for Gaming Funds.** Staff Resource: Town Manager Miranda Fisher.

  Town Manager Fisher stated the Town of Camp Verde had received a distribution check from the Yavapai-Apache Nation as part of the shared gaming revenue program. Town Manager Fisher expressed her appreciation to the Yavapai-Apache Nation for their continued partnership and contribution to the Town.

  Yavapai-Apache Nation Tribal Chairwoman Tanya Lewis emphasized the importance of continuing to move forward with positive steps, working together in a spirit of unity and camaraderie, and always prioritizing the best interests of all citizens, including both tribal members and residents of Camp Verde.

- **Q1 2025 Board and Commissions Update.** Staff Resource: Town Manager Miranda Fisher and Board and Commission Chairs.

  Chairperson Bill Tippett provided an overview of the Quarter One (1) update for the Planning and Zoning Commission to the Council.

  Chairperson Dave Grondin provided an overview of the Quarter One (1) update for the Parks and Recreation Commission to the Council.

- **Proclamation declaring April 6-12, 2025 as National Library Week and April 8, 2025 as National Library Workers Day.** Staff Resource: Town Manager Miranda Fisher.

  Mayor Moore proclaimed the week of April 6-12, 2025 as National Library Week and April 8, 2025 as National Library Workers Day. Camp Verde Library Manager Nicolas Resteiner accepted the proclamation.

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- **Proclamation declaring April 13-19, 2025 as Public Safety Telecommunications Week.** Staff Resource: Town Manager Miranda Fisher.

  Mayor Moore proclaimed the week of April 13-19, 2025 as Public Safety Telecommunications Week. Marshal Rowley accepted the proclamation.

- **Proclamation declaring April 15-20, 2025 as Stand With Me, Be Drug Free Week.** Staff Resource: Town Clerk Leah Rhodes.

  Mayor Moore proclaimed the week of April 21-25, 2025 as Stand With Me, Be Drug Free Week. MATFORCE Program Manager Kelly Lee accepted the proclamation.

8. **Public Hearing: Discussion, consideration, and possible approval of Resolution 2025-1169, a Resolution of the Mayor and Common Council of Camp Verde, Yavapai, County, Arizona, for Preliminary Plat 20240487, Equestrian Estates Subdivision Phase-2 for the property generally located at the corner of Paso Fino Way and Belgian Way (APN 403-20-002B).** Staff Resource: Acting Senior Planner Cory Mulcaire.

Staff Presentation: Acting Senior Planner Mulcaire stated in March of 2005 a Preliminary Plat was approved for Equestrian Estates Subdivision, which was a 44-home subdivision (Resolution 2005-630). In March of 2006, the Final Plat was approved for 21 homes, known as Equestrian Estates Subdivision Phase 1 (Resolution 2006-678). In September of 2024, Maryvale Properties I, LLC purchased the property from Equestrian Estates Real Estate Development LLC. Acting Senior Planner stated the underground utilities and grading for the entire subdivision were permitted and completed. In addition, it was recommended by Town Staff and the Town's Water Resources Attorney Wene that the Town require Equestrian Estates to file an application to sever and transfer 15 acre feet of water rights to the Town for municipal and industrial uses as a condition for receiving a Final Plat.

On October 15, 2024, an application for Preliminary Plat of Equestrian Estates Subdivision Phase 2 was submitted to the Community Development Department. Acting Senior Planner Mulcaire stated on March 13, 2025 the Planning and Zoning Commission recommended approval and suggested securing a development agreement regarding the water rights.

Applicant Presentation: Applicant Mike Moore and co-applicant Hayden Moore stated that their efforts are focused on continuing previously approved plans, aligning with the preferences of the neighboring community. They emphasized that they have taken steps to ensure compliance and to maintain a positive, cooperative relationship with their neighbors.

Open Public Hearing: Mayor Moore opened the public hearing at 6:54 p.m. There were no speakers.
Close Public Hearing: Mayor Moore closed the public hearing at 6:54 p.m.

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Council Discussion: Councilor Escoffier mentioned the APN number needs to be updated – Exhibit A.

Mayor Moore requested clarification for the public regarding the transfer of water rights, specifically how acre-feet are calculated and why this transfer would be beneficial to the Town.

Town Manager Fisher explained that the transfer would enhance the Town's water portfolio, noting that having a greater volume of acre-feet strengthens the Town's overall water resource position.

Town Manager Fisher and Acting Senior Planner Mulcaire responded to additional questions from the Council.

On a **motion** made by Councilor Foreman, seconded by Councilor Godwin, the Council **moved to approve** Resolution 2025-1169, a resolution of the Mayor and Common Council of Camp Verde, Yavapai, County, Arizona, for Preliminary Plat 20240487, Equestrian Estates Subdivision Phase–2 for the property generally located at the corner of Paso Fino Way and Belgian Way (APN 403-20-002B).

Roll Call Vote:
Councilor Bolton: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Mayor Moore: aye
Motion Carried 6-0.

9. Public Hearing: Discussion, consideration, and possible approval of Resolution 2025-1168, a Resolution of the Mayor and Common Council of Camp Verde, Yavapai County, Arizona, for Preliminary Plat 20250032M, Verde Commercial Subdivision for the property generally located off North George Rothrock Road (APN 403-22-035Q). Staff Resource: Acting Senior Planner Cory Mulcaire.

Staff Presentation: Acting Senior Planner Mulcaire stated in August of 2018, Verde Commercial, LLC applied for a Zoning Map Change from R1L-70 (Residential Limited: Single Family Residence, 70,000 SF minimum lot size) and C2 (Commercial: General Sales and Services) to C2-PAD (Commercial: General Sales and Services Planned Area Development). Since the 2018 Zoning Map Change, some businesses have developed in the PAD, including Verde RV Storage, Verde Valley Storage, Tractor Supply Company, and new UPS Distribution Center.

On January 6, 2025, the Planning and Zoning Department received a Preliminary Plat application from Blake Carroll on behalf of Verde Commercial, LLC to develop 20 commercial lots on parcel 403-22-03Q. Acting Senior Planner Mulcaire stated there is a Development Agreement between the Town of Camp Verde and the developer to allow the Town to develop a water storage site within the Verde Commercial

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Subdivision. This Development Agreement was executed on April 2, 2025, with the Town Council. On March 13, 2025, the Planning and Zoning Commission held a public hearing regarding Preliminary Plat 20250032M and recommended approval.

Applicant Presentation: Applicant Blake Carroll (via Zoom), Verde Commercial, LLC, stated the development agreement for the water sites agreement was approved and this is the plat which separates out the lots for future development.

Open Public Hearing: Mayor Moore opened the public hearing at 7:04 p.m. There were no speaker cards.
Close Public Hearing: Mayor Moore closed the public hearing at 7:04 p.m.

Acting Senior Planner Mulcaire responded to questions from Council.

On a **motion** made by Councilor Escoffier, seconded by Councilor Murdock, the Council **moved to approve** to approve Resolution 2025-1168, a resolution of the Mayor and Common Council of Camp Verde, Yavapai County, Arizona, for Preliminary Plat 20250032M, Verde Commercial Subdivision for the property generally located off North George Rothrock Road (APN 403-22-035Q).

Roll Call Vote:
Councilor Bolton: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Mayor Moore: aye
Motion Carried 6-0.

10. Discussion, consideration and possible direction to Town staff regarding the renovation of the Heritage Pool facility or construction of a new aquatic facility at the Sports Complex. Staff Resource: CIP Project Manager Martin Smith.

CIP Project Manager Smith stated staff had reached out to Landmark Aquatic, a firm specializing in aquatic design, to obtain cost estimates for both options. Landmark Aquatic was tasked with determining the comparative cost of renovating the current pool at the Heritage Pool site versus constructing an entirely new aquatic center at the Sports Complex. To begin this process, staff met with the designer to discuss the community's vision for the pool's future, focusing on necessary infrastructure repairs, revised pool entry, and potential new amenities.

Mike Stockley, Director of Renovation, Landmark Aquatics and Ryan Casserly, CEO, Landmark Aquatics presented on the conceptual design for the renovation of the Heritage Pool and cost estimate as well as the conceptual design for constructions a new aquatic facility at the Sports Complex and cost estimate.

The Council directed staff to find out from the school what their plans are for that property as well as if they would be willing to sell the land and at what cost. The Council

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also stated that they would like a survey to go out at some point to assess from the community whether they want the Town to invest in the current pool or build a new one out at the Sports Complex. Landmark Aquatics CEO Casserly, Town Manager Miranda Fisher, Parks and Recreation Manager Shawna Figy and CIP Project Manager Martin responded to questions from the Council.

Town Attorney Stuhan provided some options on a future contract agreement.

Public Comment:
Candra Faulkner, Vice Chairperson of the Parks and Recreation Commission, stated she supports the renovation of the Heritage Pool facility.

Brenda Hauser stated she supported moving forward with the renovation of the Heritage Pool facility.

Dale Carstensen stated he supported finishing the filter system of the Heritage Pool facility.

Town Manager Fisher provided a recap of the direction Council provided.

Mayor Moore recessed the meeting for a break at 7:41 p.m.
Mayor Moore reconvened the meeting at 7:49 p.m.

11. Discussion, consideration, and possible approval for RFP 2025-207 to organize, produce, manage and execute a concert series. Staff Resource: Parks & Recreation Manager Shawna Figy and Town Manager Miranda Fisher.

Parks and Recreation Manager Figy provided an overview of the proposed RFP that is seeking qualified companies or individuals with experience in event production and live music programming. Manager Figy stated the exiting capacity constraints may make it difficult to successfully manage and produce in-house events.

Town Manager Fisher and Parks and Recreation Manger Figy responded to questions from the Council.

On a **motion** made by Councilor Foreman, seconded by Councilor Godwin, the Council **moved to approve** RFP #2025-207 to organize, produce, manage and execute a concert series.

Roll Call Vote:
Councilor Bolton: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Mayor Moore: aye
Motion Carried 6-0.

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12. Discussion, consideration and possible approval of the updated FY25-30 Strategic Plan and the FY26 Action Plan. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher provided an overview of the Town of Camp Verde's FY25-30 Strategic Plan and the FY26 Action Plan and stated it is designed to guide strategic investments and decision-making over a 3-5 year period. Manager Fisher stated the Strategic Plan will be reviewed annually throughout its five-year span, allowing the Council and staff to adjust goals and priorities as needed to reflect changing community needs and emerging opportunities.

On a **motion** made by Councilor Godwin, seconded by Councilor Foreman, the Council **moved to approve** the Year Town Strategic Plan Action Plan

Roll Call Vote:
Councilor Bolton: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Councilor Escoffier: aye
Mayor Moore: aye
Motion Carried 6-0.

13. Adjournment

Mayor Moore adjourned the meeting at 8:23 p.m.

_____ _____
Mayor Marie Moore Attest: Town Clerk Leah Rhodes

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the discussions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on April 16, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____ 2025

_____
Town Clerk Leah Rhodes

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DRAFT MINUTES
SPECIAL SESSION (PUBLIC PORTION)
TOWN OF CAMP VERDE
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
THURSDAY, APRIL 17, 2025 at 1:00 PM.

1. Call to Order

Mayor Moore called the meeting to order at 1:02 p.m.

2. Roll Call

Councilor Brian Bolton, Councilor Wendy Escoffier, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock, and Mayor Marie Moore.

Also Present

Town Manager Miranda Fisher and Town Clerk Leah Rhodes.

Pledge of Allegiance

Councilor Bolton led the Pledge.

Mayor Moore read Agenda Items 4.

A **motion** was made by Councilor Escoffier to go into Executive Session for Item No. 4. Councilor Godwin seconded the motion.

Roll Call Vote:
Mayor Moore: aye
Councilor Bolton: aye
Councilor Escoffier: aye
Councilor Foreman: aye
Councilor Godwin: aye
Councilor: Murdock: aye
Motion Carried 6-0.

4. An Executive Session pursuant to A.R.S. § 38-431.03(A)(1) and (A)(4) for consideration of Town Attorney and Water Law legal services. The Executive Session may include interviews of candidates and discussion regarding the Town's position regarding potential contracts for legal services. The candidates for appointment of Town Attorney include: Dickison Wright, Gust Rosenfeld, and Pierce Coleman. The candidates for appointment for Water Law Legal Services include: Dickison Wright and Moyes Sellers & Hendricks. Staff Resource: Town Manager Miranda Fisher.

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The Council returned back to the Special Session at 7:20 pm.

Mayor Moore stated, the Council provided direction to Town Manager Fisher for Item 4.

Mayor Moore adjourned the Special Session at 7:20 p.m.

_____ _____

Mayor Marie Moore Attest: Town Clerk Leah Rhodes

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the discussions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on April 17, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____ 2025

_____

Town Clerk Leah Rhodes

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DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, APRIL 23, 2025 at 4:00 P.M.

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

1. Call to Order

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

2. Roll Call.
Councilor Brian Bolton, Councilor Wendy Escoffier, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock and Mayor Marie Moore.

Also Present
Town Manager Miranda Fisher, Town Attorney Trish Stuhan, Finance Director Michael Showers, Town Clerk Leah Rhodes, and Administrative Clerk Laura Keesler.

3. Pledge of Allegiance
Councilor Godwin led the Pledge.

4. Discussion, consideration, and possible direction regarding filling the Council vacancy and appointment of the new Vice Mayor. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated that on April 16, 2025 at 10:50 a.m. former Mayor Dee Jenkins formally submitted her resignation to Town Manager Fisher, Town Clerk Leah Rhodes and Vice Mayor Marie Moore. On April 16, 2025, Vice Mayor Marie Moore took her Oath of Office as the Mayor of Camp Verde. Town Manager Fisher stated that now there is the vacancy for the Vice Mayor and one Council seat. Town Manager Fisher stated per Town Code Section 2-1-4, the Council must fill the vacant seat by June 16, 2025.

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

The Mayor and Council discussed their preferences for fulfilling Vice Mayor and Council seat. The Mayor and Council have directed Town Manager Fisher to prepare a detailed

plan outlining the appointment and interview process for the vacancy. Town Manager Fisher will present the breakdown to the Council on May 7, 2025.

The Mayor and Council decided at the May 7, 2025 meeting, they would also select a Vice Mayor from the current five Councilmembers.

5. **Discussion, consideration and possible direction regarding a potential increase to the bed tax.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher noted that the Council had expressed interest in exploring options for increasing the Town's Transaction Privilege Tax (TPT) rate. Town Manager Fisher provided an overview outlining the existing revenue limitations, potential increase amounts, proposed next steps, as well as the implementation process.

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

The Council provided direction to Town Manager Fisher to have staff return with a range of proposed TPT rate increase scenarios, varying from 0.5% to 1.5%.

6. **Discussion, consideration and possible direction regarding development impact fees.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated in February 2025, the Council held a work session to discuss development impact fees. Following the discussion, the Council expressed a desire to discuss at a further meeting the possible implementation of development impact fees for Camp Verde.

Town Manager Fisher presented an overview of development fees in neighboring jurisdictions, summarized the process of an impact fee study to be conducted, proper public notification procedures, discussed the associated advantages and disadvantages, and explained that a study will be incorporated into the CIP budget if the Council wants to proceed.

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

The Council provided direction to Town Manager Fisher to issue a Request for Proposal (RFP). Manager Fisher requested permission to release the RFP without bringing it back for Council approval given the urgency to get the financial data prior to tentative budget adoption. The Council permitted Manager Fisher to proceed with the RFP.

Mayor Moore recessed the meeting for a break at 5:14 p.m.

Mayor Moore reconvened the meeting at 5:25 p.m.

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7. Discussion and review of the FY26 operations budgets for the General, HURF, Water & Wastewater Funds. Staff Resource: Town Manager Miranda Fisher and Finance Director Michael Showers.

Town Manager Fisher and Finance Director Michael Showers presented an overview of the proposed operational budget recommended by the Town Manager and staff, which encompassed the General Fund, HURF, Water, and Wastewater budgets.

Mayor Moore recommended that next year's budget consider the potential addition of an IT specialist, the development of a long-term plan to fund wages outside of the HURF fund, and the continued monitoring and management of the employee benefits plan.

Town Manager Fisher and Finance Director Showers responded to questions from the Council.

8. Adjournment

Mayor Moore adjourned the meeting at 6:49 p.m.

_____ _____

Mayor Marie Moore Attest: Leah Rhodes, Town Clerk

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on April 23, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2025.

_____

Leah Rhodes, Town Clerk

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Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

Agenda Item Type:

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

Requesting Department: Town Manager **Staff Resource:** Town Manager Miranda Fisher

Agenda Title: Consideration and possible approval of Resolution 2025-1179, adopting a policy statement in support of the Town's 2025 Legislative Program and authorizing the Mayor, as the Town Chief Elected Official, to support or oppose bills introduced during legislative sessions when they affect the Town's interest and require an immediate response, in accordance with the Town of Camp Verde Town Code, Section 2-2-4(f).

Attached Documents:

- Resolution 2025-1179

Estimated Presentation Time: N/A **Estimated Discussion Time**: N/A

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:

Section 2-2-4F of the Town Code states that at the first meeting in January of each year, Council shall adopt a Policy Statement that authorizes the Mayor to support or oppose bills introduced during Legislative Sessions when they adversely affect the Town's interest and require immediate response. The policy statement was not adopted this year, and is now coming to Council for approval.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

Move to APPROVE Resolution 2025-1179, adopting a policy statement in support of the Town's 2025 Legislative Program and authorizing the Mayor, as the Town Chief Elected Official, to support or oppose bills introduced during legislative sessions when they affect the Town's interest and require an immediate response, in accordance with the Town of Camp Verde Town Code, Section 2-2-4(f).

RESOLUTION NO. 2025-1179

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ADOPTING A POLICY STATEMENT IN SUPPORT OF THE TOWN'S 2025 LEGISLATIVE PROGRAM AND AUTHORIZING THE MAYOR, AS THE TOWN CHIEF ELECTED OFFICIAL, TO SUPPORT OR OPPOSE BILLS INTRODUCED DURING LEGISLATIVE SESSIONS WHEN THEY AFFECT THE TOWN'S INTEREST AND REQUIRE AN IMMEDIATE RESPONSE, IN ACCORDANCE WITH THE TOWN OF CAMP VERDE TOWN CODE, SECTION 2-2-4(F).

WHEREAS, the Mayor and Common Council of the Town of Camp Verde, Arizona (the "Town"), remain dedicated to supporting policies that empower local governance, protect municipal revenues, and ensure the Town is well-equipped to serve its residents; and

WHEREAS, from time to time the Town may need to take immediate action to respond to bills being considered by the Legislature; and

WHEREAS, the Town Code authorizes the Mayor to support or oppose bills that require an immediate response when authorized by the Town Council; and

WHEREAS, the Town Council desires to authorize the Mayor, as its Chief Elected official, to support or oppose bills introduced during legislative sessions when they affect the Town's interests and require an immediate response;

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

Section 1. The Town Council hereby adopts this policy statement in support of the Town's 2025 Legislative Program in support of revenue preservation, housing and community stability, good governance, public safety and community protection, and Camp Verde residents.

Section 2. The Mayor is authorized to support or oppose bills introduced during legislative sessions when they affect these Town interests and require an immediate response; and to take all other actions necessary and appropriate to fulfill the purpose of Resolution.

Section 3. If any section, paragraph, subdivision, sentence, clause or phrase of this Resolution is for any reason held to be illegal or unenforceable, such decision will not affect the validity of the remaining portions of this Resolution.

Section 4. All actions of the Mayor which conform to the purposes and intent of this Resolution, whether heretofore or hereafter taken, are hereby ratified, confirmed, and approved.

PASSED, APPROVED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, THIS 7TH DAY OF MAY 2025.

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…….....
Marie Moore, Mayor

ATTEST:

.....
Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

.....
Trish Stuhan, Town Attorney
Pierce Coleman, PLLC

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Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

Agenda Item Type:

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

Requesting Department: Utilities
Staff Resource: Utilities Director Jeff Low & Finance Director Michael Showers

Agenda Title: Consideration, and possible approval of Resolution 2025-1175 approving the form and authorizing the execution and delivery of a financial assistance agreement with the Water Infrastructure Finance Authority of Arizona from its Water Supply Development Revolving Fund Program for an award of $2,000,000 in forgivable principal for the installation of two 500,000-gallon water storage tanks and a pump station on a parcel provided by the Verde Commercial Subdivision.

Attached Documents:

- Resolution 2025-1175
- Water Infrastructure Finance Authority of Arizona Loan Resolution WSD 050-2025
- Development Agreement with Verde Commercial, LLC (unsigned)

Estimated Presentation Time: N/A **Estimated Discussion Time:** N/A

Reviewed By:

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

Financial Review (if applicable)**:** Grant Funding

- Funding Source / GL Account Number: 31-495-20-804000
- 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 received approval for Loan Resolution 50-2025 from the Water Infrastructure Finance Authority of Arizona (WIFA) under the Water Supply Development Revolving Fund Program on March 19, 2025. The award includes $2,000,000 in forgivable principal. The funding will support the installation of two 500,000-gallon water storage tanks and a pump station on a parcel provided by the Verde Commercial Subdivision.

Per Resolution 2025-1171, a development agreement (DA) was approved by Town Council on April 2, 2025, between the Town and Verde Commercial LLC. Under the agreement, Verde Commercial LLC will provide a one-acre parcel for the new storage facility site and contribute $100,000 toward the facility's design. Town staff are working with the applicant to obtain the necessary signatures prior to recording the agreement. For reference, the unsigned DA has been included in this agenda packet.

Upon receiving the grant funding, Town staff will begin design of the new water storage facility.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

Move to APPROVE Resolution 2025-1175 approving the form and authorizing the execution and delivery of a financial assistance agreement with the Water Infrastructure Finance Authority of Arizona from its Water Supply Development Revolving Fund Program for an award of $2,000,000 in forgivable principal for the installation of two 500,000-gallon water storage tanks and a pump station on a parcel provided by the Verde Commercial Subdivision.

RESOLUTION NO. 2025-1175

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND DELIVERY OF A FINANCIAL ASSISTANCE AGREEMENT WITH THE WATER INFRASTRUCTURE FINANCE AUTHORITY OF ARIZONA FROM ITS WATER SUPPLY DEVELOPMENT REVOLVING FUND PROGRAM; DELEGATING THE DETERMINATION OF CERTAIN MATTERS RELATING THERETO TO THE MANAGER AND THE FINANCE DIRECTOR OF THE TOWN; AND AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY SUCH AGREEMENT AND THIS RESOLUTION.

WHEREAS, the Mayor and Common Council of the Town of Camp Verde, Arizona (the "Town"), have heretofore applied to the Water Infrastructure Finance Authority of Arizona (the "Authority") for financial assistance from the Authority's Water Supply Development Revolving Fund Program (the "Program") to provide funds for the Town to design and construct two 500,000 gallon water storage tanks and a pump station (the "Project"); and

WHEREAS, the Authority is authorized to issue financial assistance to eligible entities for water supply development projects, outside of the boundaries of Active Management areas located in Maricopa, Pima, or Pinal Counties that are expected to meet the unique water supply needs of small, rural communities; and

WHEREAS, the Authority has approved a grant in the amount of two million ($2,000,000.00) for the Town's Project; and

WHEREAS, the terms and conditions through which financial assistance will be made and the obligations of the Town have been set forth in a financial assistance agreement (the "Financial Assistance Agreement") to be executed by the Town and the Authority to govern the grant; and

WHEREAS, there has been placed on file with the Clerk of the Town and presented at the meeting at which this Resolution was adopted the proposed form of the Financial Assistance Agreement.

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

Section 1. The form, terms, and provisions of the Financial Assistance Agreement, as presented at the meeting at which this Resolution was adopted, are hereby approved, with such insertions, omissions and changes, not inconsistent with the application of the Town to the Authority or the requirements of the federal government or the Authority, as shall be approved by the Manager and/or the Finance Director of the Town.

Section 2. The Manager, Finance Director, and Clerk of the Town are authorized to execute the Financial Assistance Agreement and directed to take all such actions necessary and appropriate to consummate the transactions contemplated by this Resolution.

Section 3. If any section, paragraph, subdivision, sentence, clause or phrase of this Resolution is for any reason held to be illegal or unenforceable, such decision will not affect the validity of the remaining portions of this Resolution.

Section 4. All actions of the officers and agents of the Town including the Mayor and Common Council of the Town which conform to the purposes and intent of this Resolution and which further the execution and delivery of the Financial Assistance Agreement as contemplated by this Resolution, whether heretofore or hereafter taken, are hereby ratified, confirmed and approved.

Section 5. All acts and conditions necessary to be performed by the Town or to have been met precedent to and in the execution and delivery of the Financial Assistance Agreement in order to make it a legal, valid and binding obligation of the Town will at the time of delivery have been performed and have been met, in regular and due form as required by law.

Section 6. All formal actions of the Mayor and Common Council of the Town concerning and relating to the passage of this Resolution were taken in an open meeting of the Mayor and Common Council of the Town, and all deliberations of the Mayor and Common Council of the Town and of any committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements.

PASSED, APPROVED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, THIS 7TH DAY OF MAY 2025.

….....
Marie Moore, Mayor

ATTEST:

.....
Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

.....
Trish Stuhan, Town Attorney
Pierce Coleman, PLLC

AGREEMENT: 941017-25

PROJECT #: WSD 050-2025

WATER SUPPLY DEVELOPMENT REVOLVING FUND

FINANCIAL ASSISTANCE AGREEMENT

BETWEEN

Town of Camp Verde

AND

The Water Infrastructure Finance Authority of Arizona

THIS FINANCIAL ASSISTANCE AGREEMENT (the **"Agreement"**) is made effective as of the date of signature of the last signatory hereto (the **"Effective Date"**), by and between the Water Infrastructure Finance Authority of Arizona (the **"Authority"**), a body corporate and politic, and Town of Camo Verde (the **"Local Entity"**). The Authority and the Local Entity may individually be referred to as **"Party"** or collectively as the **"Parties."**

RECITALS

WHEREAS, the State of Arizona established the Water Supply Development Revolving Fund ("**WSDRF**") under Title 49, Chapter 8, Article 3 of the Arizona Revised Statutes. A.R.S. §§ 49-1270 – 1282, to be administered by the Authority, and

WHEREAS, pursuant to A.R.S. § 49-1270(1), the following entities are eligible for financial assistance from the WSDRF: (1) A water provider that distributes or sells water outside of the boundaries on an initial active management area in which part of the Central Arizona Project aqueduct is located; and (2) Any city, town, county, district, commission, authority, or other public entity that is organized and that exists under the statutory laws of Arizona or under a voter-approved charter or initiative of Arizona that is located outside of the boundaries of an initial active management area in which part of the Central Arizona Project aqueduct is located; (each an **"Eligible Entity"**, and collectively **"Eligible Entities"**)

WHEREAS, the Authority is authorized to issue financial assistance in the form of grants and loans from the WSDRF to Eligible Entities for water supply development projects, outside of the boundaries of Active Management areas located in Maricopa, Pima or Pinal Counties that are expected to meet the unique water supply needs of small, rural communities, and

WHEREAS, WSDRF financial assistance may be issued for any of the purposes specified in A.R.S. § 49-1273(A), and

WHEREAS, the Local Entity is an Eligible Entity and has applied for financial assistance, pursuant to the Application attached to this Agreement as Exhibit A [*WSDRF Financial Assistance Application*]; and

WHEREAS, by the Board resolution attached to this Agreement as Exhibit B [*Water Supply Development (WSD) Financial Assistance Resolution*], the Authority has determined Local Entity is eligible for financial assistance from the WSDRF and has reviewed and approved the Local Entity's Application in accordance with the requirements of A.R.S. §§ 49-1270 – 1282.

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NOW THEREFORE, in consideration of the mutual promises and covenants set forth below, the Authority and Local Entity agree as follows:

ARTICLE I - Definitions

The following terms as used in this Financial Assistance Agreement shall, unless the context clearly requires otherwise, have the following meaning:

1.1. "Application" means the Local Entity's application for financial assistance from the Water Supply Development Revolving Fund, attached to this Agreement as Exhibit A [*WSDRF Financial Assistance Application*] and incorporated herein.

1.2. "Authority" or "WIFA" means the Water Infrastructure Finance Authority of Arizona

1.3. "Authorized Officer" means the Director of the Authority, or any other person or persons designated by the Director to act on behalf of the Authority, with respect to this Agreement.

1.4. "Financial Assistance" means the specific financial assistance amount awarded to Local Entity as described in this Agreement.

1.5. "Scope of Work" means the water supply development project described in Exhibit A [*WSDRF Financial Assistance Application*] as approved, amended, or modified in Exhibit B [*Water Supply Development (WSD) Financial Assistance Resolution*], attached to this Agreement and incorporated herein.

1.6. "Water Supply Development" has the same meaning as prescribed in A.R.S. § 49-1201.

1.7. Any capitalized terms used and not defined herein shall have the meanings ascribed to such terms in the Exhibits.

ARTICLE II – Financial Assistance

2.1. Financial Assistance. The Authority hereby agrees to provide the Local Entity with an award in the amount of Two Million ($2,000,000) (the "**Financial Assistance**"), of which 0% is provided as a loan and 100% is provided as a grant, subject to the terms and conditions set forth in this Agreement and availability of funds. The Financial Assistance consists of:

☐ A loan, subject to the terms and conditions set forth in Exhibit C

☒ A grant in the amount of: Two Million ($2,000,000)

2.2. Financial Assistance Availability. The Authority shall make the Financial Assistance available to Local Entity upon execution of this Agreement by the parties. Subject to the Local Entity's compliance with all terms and conditions of this Agreement, and the continued non-existence of a breach or default, or any event, circumstance, act, or omission which with the giving of notice, the passage of time, or both would constitute a breach, default or give rise to the termination of this Agreement, the Authority agrees to disburse the Financial Assistance to the Local Entity in accordance with the provisions of Article III [*Disbursement and Funding*].

2.3. Acceptance of Financial Assistance. Local Entity hereby accepts the Financial Assistance under the terms and conditions of this Agreement, and agrees to execute and return this Agreement to the

Authority within thirty (30) calendar days of receipt unless Local Entity receives a written waiver of this requirement by the Authority.

2.4. Purpose and Use of Financial Assistance. Local Entity agrees to undertake and complete the Scope of Work in a timely manner, and to receive and expend the Financial Assistance in accordance with this Agreement. Local Entity agrees to utilize the Financial Assistance only for the purpose of implementing the Water Supply Development project activities to complete the Scope of Work. Any expenditure deviating from the Scope of Work shall require the Authority's prior written approval. Supporting documents and attachments from the Application are incorporated herein by reference. If content in the Application differs from or conflicts with terms presented elsewhere in this Agreement, this Agreement takes precedence.

2.5. Prior Costs Incurred. The Financial Assistance may be used for costs incurred prior to the Effective Date of this Agreement provided the costs were incurred no earlier than twelve (12) months prior to the date Local Entity submitted its WSDRF Financial Assistance Application. *See* Exhibit A [*WSDRF Financial Assistance Application*].

2.6. Time of Performance. Local Entity must submit an initial reimbursement request no later than twelve (12) months after the Effective Date of this agreement and must submit reimbursement requests for the entire balance of the Financial Assistance no later than three (3) years after the Effective Date of this Agreement, unless otherwise approved in writing by the Authority's Director.

2.7. Term of Agreement. This Agreement remains in effect until all reporting requirements described in this Agreement have been fulfilled by the Local Entity and accepted by the Authority (the "**Term**").

2.8. Local Entity Obligations. This Agreement constitutes the valid and binding obligations of the Local Entity, enforceable in accordance with its terms. The obligation and utilization of the Financial Assistance provided through this Agreement are subject to the proper observation of the Agreement and any requirements incorporated by reference.

2.8.1. Assignments. Unless otherwise approved in writing by the Authority, the Local Entity agrees not to transfer, assign, or pledge any right or interest in any payment or advance due pursuant to this Agreement, or any of the other benefits thereof. An assignment by the Local Entity shall not relieve the Local Entity from primary liability for any of its obligations under this Agreement. The Local Entity shall continue to remain primarily liable for the performance and observance under the terms of this Agreement, unless the Authority specifically releases the Local Entity in writing. Any such assignment made or attempted by the Local Entity without the prior written consent of the Authority shall be void and of no effect.

2.8.2. Compliance with Applicable Laws. The Local Entity shall perform all activities under this Agreement in accordance with all applicable (whether present or future) laws, ordinances, rules, regulations, requirements and orders of any governmental or administrative authority having or claiming jurisdiction over the Local Entity's activities. The Parties further agree to cooperate in all ways reasonable and necessary to comply with the applicable statutes, including amending this Agreement as needed in the future and making any refunds or payments that might be required to bring the Parties into full compliance with applicable law.

2.9. Technical Terms and Conditions

2.9.1. Budget.

Uses by Budget Item	Amount Budgeted
Legal/Debt Authorization ..…….….	**$**
Financial Advisor……..…….	**$**
Planning……..…….....	**$**
Design & Engineering …….....	**$195,000**
Equipment/Materials……..	**$700,000**
Construction/Installation…….……....	**$ 1,050,000**
Project Management ……..……	**$45,000**
Administration……	**$10,000**
Water Rights Acquisition.....……..	**$0**
**Total Budget……..	**$2,000,000**

2.9.2. Estimated Observation and Disbursement Schedule

2.9.2.1. Observation 1: Upon Local Entity notification of construction commencement

2.9.2.2. Additional Observations: At least one site observation within each 12-month period

2.9.2.3. Final Observation: 80% construction budget disbursement

2.9.3. Additional Observations: An Authority representative may perform additional observations based on information provided in the projects status reports included in each disbursement requisition form.

2.9.4. Withholding Percentage: 10% (released after deliverables received).

2.9.5. Requirements Prior to Construction. Submittal of Construction Bids. The Local Entity shall submit to the Authority for review and approval prior to execution:

2.9.5.1. Engineering contracts related to the project;

2.9.5.2. Bid documents related to the project;

2.9.5.3. Construction contracts related to the project.

2.9.6. User Charges. The Local Entity has established (or, if the system is not yet in operation, the Local Entity will, at or before the time the system commences operation, establish) a system of user charges which, with other funds lawfully available, will at all times be sufficient to pay the costs of operation and maintenance of the system, including renewals and replacements of the system. The Local Entity also agrees that such system of user charges will be established and maintained in compliance with any applicable requirements of state and federal law as long as the Local Entity owes amounts under this Financial

Assistance Agreement. The Local Entity at its sole option may pay the costs of operation, maintenance, repair, replacement, extensions and additions to the System from any funds lawfully available to it for such purpose.

2.9.7. Interest in Project Site. As a condition of the Financial Assistance, the Local Entity will demonstrate to the satisfaction of the Authority that the Local Entity has or will have a fee simple or such other estate or interest in the site of the project, including necessary easements and rights-of-way, as the Authority finds sufficient to assure undisturbed use and possession for the purpose of construction and operation of the project for the estimated life of the project.

2.9.8. Acknowledgement of Funding Source. Local Entity shall erect a construction sign or other appropriate signage displaying information on the project and funding source. The Authority shall provide specifications for such signs. Unless otherwise agreed upon in writing between the Parties, Local Entity agrees that any publications, studies, or reports which are made possible by or derived, in whole or in part, from this Agreement, and any news articles, brochures, seminars, or other promotional materials or media or events through which Local Entity publicizes the Scope of Work funded in whole or in part by this Agreement will acknowledge the Authority's support in the following manner: "Funding provided by the Water Infrastructure Finance Authority of Arizona."

2.9.9. Changes in Project Scope. The Local Entity shall submit to the Authority, for review and approval prior to execution, any change to the plans and specifications, construction contracts, eligible project costs, or any other change which will effect the performance standards or purpose of the project.

2.9.10. Completion of Project and Provision of Moneys Therefor. The Local Entity covenants and agrees (a) to exercise its best efforts in accordance with prudent utility construction practice to complete the project and (b) to the extent permitted by law, to provide from its own fiscal resources all moneys, in excess of the total amount of grant and/or loan proceeds it receives hereunder and under any subsequent grant and/or loan from the Authority, required to complete the project.

2.9.11. Inspections; Information. The Local Entity shall permit the Authority and any party designated by the Authority to examine, visit and inspect, at any and all reasonable times, the property, if any, constituting the project, and to inspect and make copies of any accounts, books and records, including (without limitation) its records regarding receipts, disbursements, contracts, investments and any other matters relating thereto and to its financial standing, and shall supply such reports and information as the Authority may reasonably require in connection therewith.

2.9.12. Adjustments for Ineligible Costs. The Local Entity shall promptly reimburse the Authority for any portion of the Financial Assistance which is determined to have been used for costs that are not eligible for funding, unless such matter is curable in some other manner by the Local Entity to the satisfaction of the Authority. Such reimbursement shall be promptly repaid to the Authority upon written request of the Authority. Any such reimbursed principal amount will be applied to reduce the outstanding principal amount of the Financial Assistance.

2.9.13. Archaeological Artifacts. In the event that archaeological artifacts or historical resources are discovered during construction excavation of the project, the Local Entity shall stop or cause to be stopped construction activities and will notify the State Historic Preservation Office and the Authority of such discovery.

2.9.14. Requirements Prior to Releasing Withholdings.

2.9.14.1. Plan of Operation. After construction is 50% complete and prior to the release of the withholding, the Local Entity will submit to the Authority a plan of operation which provides a concise, sequential description of an implementation schedule for those activities necessary to assure efficient and reliable start-up and continual operation of the Project.

2.9.14.2. Final Approval. Prior to the release of the withholding, the Local Entity will submit to the Authority (a) as-built drawings by a professional engineer that document all changes from the original plans and specifications (b) copies of all testing results performed by or under the supervision of a professional engineer as required by the specifications, and (c) Arizona Department of Environmental Quality (ADEQ) approval of construction or an engineer's Certificate of Completion certifying that all construction was completed in accordance with the plans and specifications or that any changes made are in conformance with the Arizona Revised Statutes and ADEQ rules, permits and guidelines and are documented in the as-built drawings. Based on a review of the information submitted, the Authority reserves the right, prior to the release of the withholding, to request modifications to the Project, the system, or the materials submitted pursuant to this section.

2.10. Fund Availability. Any action by the Parties under this Agreement requiring the expenditure of funds is conditioned upon the availability of funds appropriated, assigned, and allocated for the payment of such obligation. If funds are not appropriated, assigned, allocated, and available or if the appropriation is changed by the legislature resulting in funds no longer being available for the continuance of this Agreement, this Agreement may be terminated by the Parties at the end of the period for which funds are available. No liability shall accrue to the Parties in the event this provision is exercised, and the Parties shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

ARTICLE III - Disbursement and Funding

3.1. Reimbursement Basis. The Authority shall disburse the Financial Assistance on a reimbursement basis, upon presentation of accurate and complete claims to the Authority. Except as hereinafter provided, disbursements shall be made only:

3.1.1. For reimbursement of costs incurred in accordance with this Agreement. For purposes of this Agreement, “costs incurred” are determined using accrual accounting standards. Accrual accounting requires that transactions are recognized when they are incurred, regardless of when they are paid; and

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3.1.2. When a request for reimbursement is submitted in substantially the form provided by the Authority and is accompanied by the necessary certifications and documentation as required by the Authority; and

3.1.3. When an Authorized Officer of the Authority has determined that such disbursement is proper.

3.2. Request for Reimbursement. Local Entity shall submit requests for reimbursement to the Authority using forms provided by the Authority. The Authority shall not distribute the Financial Assistance to the Local Entity until the Authority has received and processed a request for reimbursement. The Authority shall verify the request and claimed expenses against the reports required in this Agreement. A request for reimbursement must contain:

3.2.1. An itemized accounting of expenses incurred;

3.2.2. Receipts, vendor invoices, and other documentation of costs incurred;

3.2.3. Certification that the reimbursement amount requested is a proper cost as evidenced by attached invoices;

3.2.4. Certification that the signatory is duly authorized to submit the reimbursement request; and

3.2.5. Any additional documents or information deemed necessary by the Authority.

3.3. Method of Disbursement. The Authority may disburse the Financial Assistance by check, electronic means, warrant, or other transfer medium basis within sixty (60) calendar days of the Authority's receipt of a properly completed request for reimbursement in a form acceptable to the Authority, and subject to funding availability. An Authorized Officer of the Authority shall approve disbursements directly to Local Entity and shall provide Local Entity with a copy of the approval and the date approved.

3.4. Affirmation of Representations and Warranties. Each request for reimbursement, disbursement, or the receipt of the Financial Assistance funds requested by the Local Entity, shall constitute Local Entity's affirmation that all representations and warranties of the Local Entity as described in this Agreement or any Exhibit therein, are true and correct as of the date thereof and throughout the Term of the Agreement, unless the Local Entity notifies the Authority to the contrary in writing prior to the request for reimbursement or release of the disbursement.

3.5. Withholding Disbursements. The Authority may elect in its sole discretion to withhold payment of the Financial Assistance in whole or in part if Local Entity breaches any provision of this Agreement or any Exhibit therein.

3.6. Required Notice. Local Entity shall provide the Authority with immediate written notification:

3.6.1. Of any inability to expend the Financial Assistance in accordance with the Scope of Work; and

3.6.2. Prior to any expenditure of the Financial Assistance deviating from the Scope of Work.

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3.7. Inspections – Expenses and Operations. The Authority shall have the option to undertake an inspection of the Local Entity's expenses and operations at any time to verify the information included in and with any and/or all requests for reimbursements under this Agreement.

3.8. Disbursement Funding Source. Financial Assistance will be disbursed based on the percentage of grant and/or loan funds to the total Financial Assistance amount identified in Section 2.1 [*Financial Assistance*]**.**

3.9. Disallowed Costs. Prepayment of expenses for work not yet performed or for work performed more than twelve (12) months prior to the date Local Entity submitted its WSDRF Financial Assistance Application (Exhibit A [*WSDRF Financial Assistance Application*]) *are* not permissible.

ARTICLE IV - Representations and Warranties

4.1. Local Entity hereby represents and warrants that it is an is an Eligible Entity as defined under A.R.S. 49-1270(1) and that Local Entity is authorized to accept the Financial Assistance from the Authority.

4.2. Conflicts of Interest. The Parties each represent that, as of the date of execution of this Agreement, they are not aware of any facts or circumstances which would give rise to a cancellation right in favor of any Party pursuant to A.R.S. § 38-511. Local Entity represents and warrants that there exists no actual or potential conflict of interest between the Local Entity's performance under this Agreement and the Local Entity's engagement or involvement in any other personal or professional activities. In the event such conflict or potential conflict arises during the Term of this Agreement, or any extension thereof, the Local Entity shall immediately notify the Authority in writing.

4.3. Adverse Proceedings. Local Entity represents and warrants that there are no proceedings pending or, so far as the Local Entity knows, threatened, before any court or administrative agency that will materially adversely affect the Local Entity's ability to fully perform the Scope of Work. During the Term of this Agreement, should proceedings arise that will materially adversely affect Local Entity's ability to fully perform the Scope of Work, the Local Entity shall promptly notify the Authority in writing.

4.4. Authority to Sign. Local Entity represents and warrants that the Local Entity and the person signing on behalf of the Local Entity have the full power and authority to enter into and execute this Agreement, to legally bind the Local Entity and to perform and comply with the terms and conditions set forth herein.

4.5. Debarment, Suspension, U.S. Government Restricted Party Lists. Local Entity warrants that it is not, and its contractors or subcontractors are not, on the State of Arizona's Procurement Debarred and Suspended Firms list, U.S. government's Denied Parties List, the Unverified List, the Entities List, or the Specifically Designated Nationals and Blocked Parties List, and neither the Local Entity nor any contractors or subcontractors are presently debarred, suspended, proposed for debarment or otherwise declared ineligible for award of state or federal contracts or participation in state or federal assistance programs or activities.

4.6. Indemnification of the Authority. Local Entity agrees to indemnify, hold harmless, and on demand defend the Authority and its directors, officers, employees, agents, auditors, counsel, investment committee members and representatives for, from, and against any and all damages, losses, liabilities, costs, and expenses (including, without limitation, costs and expenses of litigation and reasonable attorneys' fees) arising from any claim or demand in respect of this Agreement, and

arising at any time, whether before or after payment and performance of the Obligations. The obligations of the Local Entity and the rights of the Authority under this Section 4.6 [*Indemnification of the Authority*] shall survive payment and performance of the Obligations and shall remain in full force and effect without termination

4.7. Liability. Failure on the part of the Authority in any instance or under any circumstance to observe or perform fully any obligation assumed by or imposed upon the Authority by this Agreement or by law shall not make the Authority liable in damages to Local Entity or relieve Local Entity from fully performing any other obligation required of it under this Agreement; provided, however, that Local Entity may have and pursue any and all other remedies provided by law for compelling performance by the Authority of such obligation assumed by or imposed upon the Authority. Neither the Authority nor its board or committees, the State of Arizona, its elected and appointed officials, its agents, commissions, officers, directors, employees, volunteers or affiliates shall in any event be liable for damages, if any, for the nonperformance of any obligation or agreement of any kind whatsoever set forth in this Agreement.

Permits. Local Entity shall obtain all approvals and permits necessary to construct, operate, and maintain the Project required by any governmental entity having jurisdiction including, but not limited to, the United States of America, the State of Arizona, applicable county, and their agencies and subdivisions. Local Entity represents and warrants that during the development, construction, operation, maintenance, and reclamation of the Project, the Local Entity shall comply with all existing applicable air and water pollution control standards and regulations, and with all existing applicable statutes, ordinances, master plans, and regulations of any governmental entity having jurisdiction including, but not limited to, the United States of America, the State of Arizona, the County of the project location, and their agencies and subdivisions including, but not limited to, the following:

4.7.1. All applicable land use regulations,

4.7.2. All applicable zoning stipulations and conditions including, but not limited to, landscaping and dust control requirements,

4.7.3. All applicable air permitting, water use, discharge and/or disposal requirements of the Arizona Department of Water Resources, the County, and the Arizona Department of Environmental Quality.

ARTICLE V – Records and Reports

5.1. Accounting. Local Entity shall maintain for the purposes of this Agreement an accounting system or procedures and practices that conforms to generally accepted accounting procedure unless otherwise approved by the Authority.

5.2. Financial Records. Local Entity shall maintain satisfactory financial accounts, books, records, documents, and other evidence sufficient to properly reflect the amount, receipt, and expenditure of the Financial Assistance. Records shall be maintained by the Local Entity for a period of five years after the Financial Assistance funds have been expended or returned to the Authority, whichever is later. Failure to maintain proper financial records required under this Agreement as required is cause for termination of this Agreement or withholding of future disbursements.

5.3. Retention. Pursuant to A.R.S. § 35-214 and 35-215, Local Entity shall retain all records relating to this Agreement for a period of five years from the date of final payment to Local Entity or as required by applicable law, whichever is longer.

5.4. Reporting Requirements. Local Entity shall provide reports of all activities related to this Agreement both as identified in the Agreement and as requested by the Authority. Local Entity shall also provide to the Authority any additional written information requested by the Authority in a timely manner and within reasonable deadlines as shall be set by the Authority.

5.4.1. All financial reports required under this Agreement shall be prepared in accordance with GAAP standards or otherwise approved by WIFA, and shall be in form and substance satisfactory to the Authority.

5.4.2. If there is any amount of the Financial Assistance remaining after the Scope of Work is completed, Local Entity shall report the remaining balance to the Authority and the Authority may de-obligate the remaining Financial Assistance balance pursuant to Section 6.5 [*De-obligation*].

5.4.3. Failure to provide reports required under this Agreement as required is cause for termination of this Agreement or withholding of future disbursements.

5.5. Audits and Inspections. The Authority shall have the right of access to records of the Local Entity in order to conduct audits or other investigations. Upon request, the Authority's authorized representatives shall be provided with access and shall have the right to examine all documents, financial records, facilities, and activities related to Local Entity's performance of this Agreement and to the receipt and expenditure of the Financial Assistance. Local Entity agrees to rectify issues identified in audits within the Authority prescribed time periods. Failure to comply with the request for audit or inspection, or a lack of documentation and records, is cause for termination of this Agreement or withholding of future disbursements.

5.6. Audit Exceptions. If audit exceptions are made relating to this Agreement, Local Entity shall reimburse all costs incurred by the State of Arizona and the Authority associated with defending against the audit exception or performing an audit or follow-up audit including but not limited to: audit fees, court costs, attorney's fees, travel costs, penalty assessments, and all other costs of whatever nature. Immediately upon notification from the Authority, Local Entity shall reimburse the amount of the audit exception and any other related costs directly to the Authority as specified by the Authority in the notification.

5.7. Final Report – Audit. Local Entity shall provide a final report (the "**Final Report**") in a form acceptable to the Authority.

5.7.1. The Final Report shall be submitted to the Authority within thirty (30) calendar days of one of the following occurrences: (1) the Financial Assistance funds have been expended; (2) the Scope of Work has been completed; or (3) the Agreement has otherwise been terminated.

5.7.2. The Final Report shall contain the information deemed necessary by the Authority.

5.7.3. Following the receipt and approval of the Final Report, the Authority will notify Local Entity in writing that the Agreement is administratively closed.

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5.7.4. After the project is administratively closed, Local Entity shall submit all required audits to the Authority. All audits for fiscal years in which Local Entity received Financial Assistance funds from the Authority must be received, reviewed, and found to be satisfactory by the Authority.

5.7.5. In the event that the Authority determines that any project costs described in a post-funding audit are unjustified or describe ineligible activities, Local Entity shall refund such monies back to the Authority.

ARTICLE VI - Enforcement & Remedies

6.1. Breach. The Parties agree that all conditions set forth herein are material to this and the occurrence of any of the following events is a Local Entity breach under this Agreement:

6.1.1. Any certification, statement, representation, or warranty contained in this Agreement or report required under this Agreement, the Application, or any other document related to the Financial Assistance which the Authority determines at any time to be incorrect or misleading in any material respect either on the date when made or on the date when reaffirmed.

6.1.2. The Local Entity's failure to comply with each and every term, covenant, condition, and/or agreement contained in this Agreement.

6.1.3. The Local Entity's failure to make sufficient progress on the Scope of Work, in good faith and in manner acceptable to the Authority in accordance with section 2.6 [*Time of Performance*] of this Agreement.

6.1.4. The Local Entity's use of the Financial Assistance proceeds for any purpose other than as authorized under the provisions of this Agreement.

6.1.5. The Local Entity fails to comply with any law, ordinance, code, order, rule, or regulation of any governmental or administrative authority having jurisdiction over the Scope of Work within thirty (30) calendar days after notice in writing of such failure to comply has been given to the Local Entity from such governmental or administrative authority.

6.2. Notice of Breach. Cure Period. Upon the occurrence of a breach, the Authority shall issue a written notice of breach, identifying the nature of the breach and providing thirty (30) calendar days (or a lesser or additional time as may be agreed to by the Parties) in which the Local Entity shall have an opportunity to cure the breach. Time allowed for cure does not diminish or eliminate Local Entity's liability for damages.

6.3. Default. If Local Entity fails to cure a breach within the period specified in the written notice, Local Entity is in default of its obligations, and the Authority may exercise any or all of the following remedies:

6.3.1. Withhold applicable payment until the default is remedied;

6.3.2. Terminate this Agreement, in whole or in part;

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6.3.3. Recapture Financial Assistance funds provided to Local Entity under this Agreement, in whole or in part;

6.3.4. Suspend or de-obligate the Local Entity's authority to receive any undisbursed proceeds of the Financial Assistance; and/or;

6.3.5. Proceed at any time, or from time to time, to protect and enforce all rights and remedies available to the Authority, including demanding repayment of Financial Assistance funds, by suit or other appropriate proceedings, whether for specific performance of any covenant, term, or condition set forth in this Agreement, or for damages or other relief, or proceed to take any action authorized or permitted under applicable law, regulation, or in equity.

6.4. Good Faith. The Parties will attempt in good faith to resolve all disputes, disagreements, or claims relating to this Agreement.

6.5. De-obligation. The Authority may de-obligate Financial Assistance funds under this Agreement upon written notice to Local Entity. The Authority may de-obligate and reduce Financial Assistance funds under the following circumstances:

6.5.1. Local Entity has completed performance under the Scope of Work without using all of the Financial Assistance provided by the Authority under this Agreement;

6.5.2. Local Entity, with the consent of the Authority, cancelled or changed an activity required under the Scope of Work for reasons other than nonperformance;

6.5.3. This Agreement has otherwise been terminated in whole or in part; or

6.5.4. Mutual consent by the Parties.

6.6. Disallowed Costs. An expenditure that is reimbursed under this Agreement and that does not comply with this Agreement shall constitute a disallowed cost and be subject to recapture by the Authority and repayment to the Authority. Within fourteen (14) calendar days of the date of the Authority's written notice to Local Entity, unless a longer period is approved by the Authority in writing, Local Entity shall repay the Authority any portion of the Financial Assistance paid by the Authority which the Authority has in its sole discretion determined constitutes a disallowed cost.

6.7. Repayment. Local Entity agrees to repay the Financial Assistance in whole or in part if the Authority determines that Local Entity has failed to use the Financial Assistance in compliance with the terms of this Agreement or the requirements of applicable laws and regulations. The Authority may specify, in writing, the terms of the repayment or alternative terms in lieu of repayment, however, in no such case shall repayment or alternative terms be accomplished later than one hundred eighty (180) calendar days following the written determination of non-compliance by the Authority. This section does not apply to a Local Entity's failure to make sufficient progress on the Scope of Work of this Agreement, provided Local Entity made good faith efforts to complete the Scope of Work within the time for performance.

6.8. Remedies Cumulative and Concurrent. No remedy herein conferred upon or reserved to the Authority is intended to be exclusive of any other remedies provided for in this Agreement, and each and every such remedy shall be cumulative, and shall be in addition to every other remedy given hereunder, or under this Agreement, or now or hereafter existing at law or in equity by statute. Every right, power, and remedy given to the Authority shall be concurrent and may be pursued

separately, successively, or together against the Local Entity, and every right, power, and remedy given the Authority may be exercised from time to time as often as may be deemed expedient by the Authority.

6.9. Strict Performance. No delay or omission of the Authority to exercise any right, power, or remedy accruing upon the happening of a Default shall impair any such right, power, or remedy, or shall be construed to be a waiver of any such Default or any acquiescence therein. No delay or omission on the part of the Authority to exercise any option granted to the Authority under this Agreement, in any one or more instances, shall constitute a waiver of any such Default and each such option shall remain continuously in full force and effect.

6.10. Attorneys' Fees and Costs. In the event of Local Entity's breach of this Agreement, Local Entity agrees to pay any and all costs and expenses, including attorneys' fees, incurred by the Authority in connection with the enforcement of this Agreement. If the Authority terminates this Agreement for cause, any costs incurred shall be the Local Entity's responsibility.

ARTICLE VII – Miscellaneous

Amendments and Modifications. This Agreement may be amended by mutual agreement in writing between Local Entity and the Authority. Any request to amend this Agreement by Local Entity must be in writing and state the amendment request and reason for the request. Local Entity shall make requests in a timely manner and in no event less than thirty (30) calendar days before the effective date of the proposed amendment.

7.1. Agreement Interpretation.

7.1.1. Captions and Headings. The captions and headings contained in this Agreement are included for convenience of reference only and are not intended to limit or enlarge the terms of this Agreement.

7.1.2. Choice of Law. The substantive laws of Arizona shall govern the interpretation, validity, performance and enforcement of this Agreement. A tribal government, by executing this Agreement, hereby waives any defense it may have of tribal sovereign immunity for the limited purpose of providing for the enforcement of this Agreement in accordance with its terms.

7.1.3. Date Calculation. If the last day of any time stated herein shall fall on a Saturday, Sunday, or legal holiday in the State of Arizona, then the duration of such time shall be extended so that it shall end on the next succeeding day which is not a Saturday, Sunday, or legal holiday.

7.1.4. Implied Agreement Terms. Each provision of law and any terms required by law to be in this Agreement are a part of this Agreement as if fully stated in it.

7.1.5. Order of Precedence. In the event of a conflict in the provisions of the Agreement, as accepted by the Local Entity and the Authority, and as they may be amended from time to time, the following shall prevail in the order set forth below:

- Agreement Amendments; then
- Agreement.

7.1.6. Relationship of Parties. Neither Party to this Agreement shall be deemed to be the employee or agent of the other Party to the Agreement.

7.1.7. Severability. If any provision of this Agreement or the application thereof is held invalid, that invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are severable.

7.1.8. Third-Party Rights. Nothing in this Agreement is intended to create any third-party beneficiary rights; and Local Entity and the Authority expressly state that this Agreement does not create any third-party rights of enforcement.

7.1.9. Waivers. No term or provision hereof will be considered waived by either Party, and no breach is excused or consented to by either Party, unless such waiver or consent is in writing and signed on behalf of the Party against whom the waiver is asserted. No express or implied consent by either Party to, waiver of, or failure of a Party to enforce its rights with respect to a breach by the other Party shall constitute consent to or, waiver of any subsequent or other breach by the other Party. Neither the failure nor the delay of the Authority to exercise any right, power or privilege under this Agreement shall operate as a waiver thereof or shall any single or partial exercise of any right, power or privilege.

7.2. Agreement Administration and Operation.

7.2.1. Procurement. Procurement of labor, services, supplies, materials, and equipment shall be conducted according to applicable state, and local statutes.

7.2.2. Notices. All notices required or permitted under this Agreement, including technical correspondence, invoices, and reports from Local Entity, or other communications hereunder shall be sufficiently given and shall be deemed given when hand delivered, mailed by registered or certified mail, or emailed to Local Entity or the Authority at the following addresses:

Water Infrastructure Finance Authority of Arizona
3300 N Central Avenue, Suite 1050
Phoenix, Arizona 85007
Telephone: (602) 364-1310
WSDRF@azwifa.gov

Local Entity Project Manager
Jeff Low
Utilities Director
385 S. Main Street
Camp Verde, AZ 86322
Email: jeff.low@campverde.az.gov

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Either Party may designate any further or different addresses to which subsequent notices or other communications shall be sent, by notice in writing given to the other Party.

7.3. Arbitration. The Parties to this Agreement agree to resolve all disputes arising out of or relating to this Agreement through arbitration, to the extent required by A.R.S. § 12-1518, except as may be required by other applicable statutes.

7.4. Electronic Signatures

7.4.1. A.R.S. § 44-7041 - 44-7043 authorizes the use of electronic records and electronic signatures. To the extent possible, the Parties shall utilize electronic signatures for all documents required or permitted under this Agreement. If electronic signatures are utilized, the electronic signature must satisfy all applicable requirements of A.R.S. § 18-106, including that:

7.4.1.1. Each electronic signature shall be unique to the person using it.

7.4.1.2. Each electronic signature shall be capable of reliable verification.

7.4.1.3. The process of using an electronic signature shall not allow an electronically signed record to be altered without invalidating the signature, or the record shall maintain, within the data set, evidence that the record was deleted or altered after signature.

7.5. Insurance. The Local Entity shall maintain or cause to be maintained in force, insurance policies with responsible insurers or self-insurance programs or through membership in a risk retention pool, including, but not limited to, the Arizona Municipal Risk Retention Pool (in accordance with the Local Entity's customary practices) providing against risk of direct physical loss, damage or destruction of the Project and the System, at least to the extent that similar insurance is usually carried by utilities constructing, operating and maintaining system facilities of the nature of the System, including liability coverage, all to the extent available at reasonable cost.

7.6. Certifications Required by State Law

7.6.1. Prohibition Against Boycott of Israel. If the Local Entity is a Company as defined in A.R.S. § 35-393, the Grantee certifies that it is not currently engaged in a boycott of Israel as described in A.R.S. § 35-393 and will refrain from any such boycott for the duration of this Agreement.

7.6.2. Prohibition Against Use of Forced Labor. The Local Entity further certifies that it shall comply with A.R.S. § 35-394, regarding use of the forced labor of ethnic Uyghurs, as applicable.

7.6.3. Immigration Laws. Local Entity certifies and warrants that it is in compliance with A.R.S. § 41-4401 and further acknowledges that any contractor or subcontractor who is contracted by Local Entity to perform work related to this Agreement shall warrant its compliance with all federal immigration laws and regulations that relate to its employees and its compliance with A.R.S. § 23-214(A). Any breach of this warranty shall be deemed a material breach of this Agreement that is subject to penalties up to and including termination of this Agreement. The Authority retains the legal right to inspect the employment records of any employee of any contractor or subcontractor who performs work related to this Agreement to ensure that the contractor or subcontractor is complying

with the warranty in this paragraph and that the contractor agrees to make all employment records of said employee available during normal working hours to facilitate such an inspection.

7.6.4. Non-Discrimination. Local Entity certifies and warrants that it shall comply with the provisions of State Executive Order 2009-9. In performing this Agreement, Local Entity shall not, and shall ensure that any and all contractors, subcontractors, employees, agents, volunteers, officers, officials, directors, volunteers, and affiliates, also shall not discriminate, harass, or allow harassment against any person on the basis of sex, race, color, ancestry, religious cred, national origin, physical disability, mental disability, medical condition, age, marital status, or any other basis prohibited under law. Local Entity shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

7.7. Reversion of Remaining Funds. Upon expiration or termination of this Agreement, Local Entity shall transfer to the Authority any unexpended funds provided to Local Entity by the Authority under this Agreement.

7.8. Amendments and Modifications. This Agreement may be amended by mutual agreement in writing between Local Entity and the Authority. Any request to amend this Agreement by Local Entity must be in writing and state the amendment request and reason(s) for the request. Local Entity shall make requests in a timely manner and in no event less than thirty (30) calendar days before the effective date of the proposed amendment. Any amendment, modification, or extension of this Agreement must be submitted through written correspondence between the parties.

7.9. Permits/Licenses/Authorizations. It shall be the Local Entity's responsibility to obtain all permits, licenses, or authorizations required from government authorities prior to initiation of the Scope of Work or required to be obtained by the time of completion of the Scope of Work to be eligible for reimbursement funds under this Agreement.

7.10. No Implied Duties. This Agreement does not create a duty or responsibility unless the intention to do so is clearly and unambiguously stated in this Agreement. This Agreement shall not relieve the Parties of any obligation or responsibility imposed on it by law. This Agreement does not imply authority to perform any tasks or accept any responsibility not expressly stated in this Agreement.

7.11. No Obligation of State General Appropriations Funds. Nothing herein shall be construed as obligating state general appropriation funds for payment of any debt or liability or any nature arising hereunder.

7.12. Survival. Those articles, sections, and subsections of this Agreement which by their nature are intended to survive, including, but not limited to, the Local Entity's Representations and Warranties and Indemnification, shall survive the completion of the Scope of Work and the expiration or earlier termination of this Agreement.

7.13. Exhibits. The terms and conditions of this Agreement include the terms and conditions set forth in the Exhibits, which are part of this Agreement.

7.14. Entire Agreement. This Agreement and any attached Exhibits shall constitute the entire agreement of the Parties relating to the Financial Assistance and supersedes all prior and contemporaneous agreements, understandings, and inducements, whether express or implied, oral, or written.

Exhibit A WSDRF Financial Assistance Application
Exhibit B Water Supply Development (WSD) Financial Assistance Resolution
Exhibit C WSDRF Loan Agreement Addendum (*if applicable*)

ARTICLE VIII - Certification & Signatures

The Local Entity, hereby accepts this Agreement according to the above terms and conditions. I hereby certify that I represent a legal entity with authority to enter into this Agreement.

I further certify that the Scope of Work complies with all applicable state and local laws and regulations, and that I am authorized to enter into and sign a binding Agreement with the Authority

By:_____ Date:_____
Signature

_____
Print Name and Title

For: _____ Tax ID No.:_____
Entity Name

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or officials, all as of the date first above written.

Signature	Signature
Chelsea McGuire Printed Name	Jeff Low Printed Name
Director, Water Infrastructure Finance Authority Title	Utilities Director Town of Camp Verde Title
Date	Date

DRAFT

EXHIBIT A
WSDRF Financial Assistance Application

DRAFT

Water Supply Development Revolving Fund
Project Finance Application
Town of Camp Verde
WSD-050-2025
(Part 2 of 2)

WATER INFRASTRUCTURE
FINANCE AUTHORITY OF ARIZONA

Arizona's Source for Water and Wastewater Financing

Section 2: Applicant Information

1.1 Name of Applicant: Town of Camp Verde

1.2 Mailing Address and/or Principal Place of Business:
Camp Verde Utilities Department
395 South Main Street
Camp Verde, AZ 86322

1.3 Designated Contact Person *(for all matters relating to the submission of this application)*
Name: Jeff Low

Title: Utilities Director

Telephone: (928)554-0825

Mailing Address: 395 S. Main Street, Camp Verde, Arizona 86322

E-Mail Address: jeff.low@campverde.az.gov

1.4 Authorized Representative *(individual authorized by applicant to execute assistance agreements)*
Name: Jeff Low

Title: Utilities Director

Telephone: (928)554-0825

Mailing Address: 395 S. Main Street, Camp Verde, Arizona 86322

E-Mail Address: jeff.low@campverde.az.gov

1.5 Officers of the Organization

Members Name	Title	Term of Position	Time in Position
Baker, Jackie	Council Member	Elected 2006-2024	18 years
Escoffier, Wendy	Council Member	Elected 2022-2026	2 years
Godwin, Robin	Council Member	Re-Elected 2022-2026	15 years
Jenkins, Dee	Mayor	Re-Elected Mayor 2022-2024	8 years
McPhail, Cris	Council Member	Elected 2020-2024	4 years
Moore, Marie	Vice Mayor	Elected 2022-2024	2 years
Murdock, Jessie	Council Member	Appointed to Council April 18, 2012	12 years

1.6 Professional Services
A. **Project Engineer: Bruce Connolly, PE, Interim Town Engineer**
Mailing Address: 395 S. Main Street, Camp Verde, Arizona 86322

E-Mail Address: bruce.connolly@campverde.az.gov

Website Address: https://www.campverde.az.gov/departments/utilities

Telephone: (928)554-9055

B. **Financial Advisor: Mark Reader, Jack Leeper and Jillian Johnson - Stifel, Nicolaus & Company,**
Mailing Address: 2801 East Camelback Road, Suite 300, Phoenix, AZ 85016

E-Mail Address: mreader@stifel.com / jleeper@stifel.com / johnsonjill@stifel.com

Website Address: https://stifelinstitutional.com/capabilities/public-finance/

Telephone: (602) 794-4011 / (602) 794-4052 / (602) 794-4009

C. **Legal Counsel: Trish Stuhan - Pierce Coleman, PLLC**
Mailing Address: 7730 E. Greenway Road, Suite 105 Scottsdale, AZ 85260

E-Mail Address: Trish@piercecoleman.com

Website Address: www.piercecoleman.com

Telephone: (602) 218-6877

D. **Bond Counsel: Michael Cafiso, Esq. and Paul Gales, Esq. - Greenberg Traurig, LLP**
Mailing Address: 2375 E. Camelback Road, Suite 800 Phoenix, AZ 85016

E-Mail Address: cafisom@gtlaw.com / galesp@gtlaw.com

Website Address: https://www.gtlaw.com/en/

Telephone: (602) 445-8452 / (602) 445-8404

Section 3: Project Information

Enter detailed information on each individual project financed by the WIFA and its environmental benefits. Describe the proposed project providing enough information to allow an uninformed person to understand the scope and location of the project.

3.1 Project Name: Town of Camp Verde Storage Capacity Expansion Project

3.2 County and local jurisdictions where the project will be located:

Camp Verde, Yavapai County Arizona

3.3 Groundwater Basin where the project will be located (*see link for Arizona's Groundwater Basins*):

Verde River

3.4 Projected lifespan of the project/infrastructure (*please include how you calculated this timeframe*):

50 – 100 years

3.5 Project Milestones:

A. Estimated Project Schedule

Include Month and Year – Estimated dates are acceptable. Please submit all approval documentation

Task	Scheduled Date
Planning, Design and Specifications Completion	6/30/2025
Approval to Construct	7/15/2025
Advertisement for Bids	7/1/2025
Construction Commencement	9/1/2025
Construction Completion	7/1/2026
Initiate Operation	8/14/2026

B. Work Completed to Date:

Summarize what has been completed to date with the planning, design, and/or construction for the project:

The Town has recently completed a Water System Master Plan in April, 2024 which determined additional storage is needed in the main town area.

Has an engineer been selected for this project? ☐ Yes ☒ No

Selection of Engineer: Following any award from WIFA, will be a result of selection process.

Engineering services completed to date:

N/A

Has an engineering cost estimate been submitted for this project? ☐ Yes ☒ No

If yes, provide the Engineer's Opinion of Probable Cost; If no, provide an itemized table that includes estimated costs.

Click or tap here to enter text.

Have you selected a Contractor(s)? ☐ Yes ☒ No

If "Yes," summarize the bidding process and provide ALL bid tabulation information. If "No," on what date will the Contractors be selected?

Contingent on funding from WIFA.

Date anticipated bids are expected: 7/1/2025

C. Licenses and Permits

List local, state, and federal licenses and permits required for the proposed project.

(typical permits include ATC/AOC/NOI)

Licenses/Permits	Date Expected/Approved
ATC Permit from Yavapai County	6/15/2025
AOC Permit Yavapai County	7/1/2026
Town of Camp Verde Building Permit/ROW	6/15/2025
Click or tap here to enter text.	Click or tap to enter a date.

Submit electronic copies of the following (if applicable):

- *Capital Improvement Plan*
- *Project Feasibility Studies*
- *Preliminary Engineering Report, Design Concept Report*
- *Plans and Specifications*
- *Related Technical Data*
- *Bid Documents*
- *Cost Estimates*

3.6 Describe the water supply challenges this project will address in detail:

The Camp Verde Storage Capacity Expansion Project addresses the town's critical water storage deficiency, which currently limits capacity to less than half a day's demand. This lack of adequate storage leaves the community vulnerable to shortages during peak usage periods, system failures, and emergencies, while also limiting the town's ability to support new developments. Most of the existing storage is located at the Mongini Well sites, over 10 miles away from areas of high demand, including the town center, where friction loss severely reduces available fire flow. Additionally, since there are no looping or parallel pipes in much of the distribution system, any pipe break between the Mongini Tanks and the southern customers halts water delivery south of the break until repairs are completed. The project

will install new storage tanks, properly sized for fire protection, booster pump, and daily demand, strategically placed throughout the distribution system to enhance resilience. The planned Verde Commercial facility and the 6th Street (Town) storage facility will add up to 1.6 million gallons of storage in the area south of I-17, where storage is currently lacking. The new storage site, in partnership with the Verde Commercial Developer, will include two 500,000-gallon storage tanks. To meet fire protection standards, the site will also require a pump station and a looped 12-inch diameter water main. This storage expansion will provide essential reserves for fire protection, support ongoing and future developments such as Sycamore Vista several residential subdivisions, and ensure a reliable and resilient water supply throughout the town.

3.7 Describe the proposed solution(s) in detail including the following information:

- the proposed facility improvements;
- construction activities; and
- expected project benefits

The proposed solution for the Camp Verde Storage Capacity Expansion Project involves the installation of two new storage tanks, with a capacity of 500,000 gallons each, providing a combined capacity of 1 million gallons. These tanks will significantly increase the town's storage capacity, ensuring it can meet daily water demands, support future developments, and provide essential reserves for fire protection and emergency situations. The tanks will be constructed using high-durability materials to ensure long-term reliability and resilience, and will be strategically located to optimize water distribution and fire flow capabilities. The project will also require a booster pump with a minimum of two pumps for redundancy, electric power, backup diesel generator, and a 12-inch looped water main.

3.8 Community Description

A. Describe the location of the Community/System:

Town of Camp Verde - Verde Commercial Tank Site
300 N. Goswick Way
Camp Verde, Arizona 86322

B. Population of the Community (Served and Un-served):

Mongini, 2050 service connections approximately 5500 population
New River Estates, 50 service connections, approximately 135 population
Total Town population 12,049 (2022) with 6,414 residence unserved.

C. Describe the population demographics (i.e. year-round retired, family, seasonal, etc.):

Mainly, younger low income families. The average age of Camp Verde's population is 40.7 years.

D. Describe community attractions and features that relate to water/wastewater infrastructure projects:
The Town water system services 2,050 service connections, and 1,215 wastewater connections. Main service areas include I-17 and State Highway 260 corridors, down town main street area and mostly residential areas.

E. Describe the principal economic activities and the principal employers of the area served:
Government, schools, local grocery store, and some industry, including Frametec.

F. Is the service area where the project is occurring within a federally recognized Colonia? *If yes, please include the name of the Colonia.*
No.

3.9 Project Funding Sources & Uses

A. Needs Categories

Select the category(ies) that applies to this project and report the estimated amount of each.

Need Category	Estimated Dollar Amount
Planning & Design	$ 200000
Conveyance or Delivery of Water	$ 800000
Storage or Recovery of Water	$ 1000000
Reclamation and Reuse	$ 0
Replenishment of Groundwater	$ 0
Active of Passive Stormwater Recharge	$ 0
Water Conservation	$ 0
Acquisition of Water Rights/Contracts	$ 0

B. Budget Table

Use the following table to accurately represent how funds will be utilized. Do not edit the line items or add additional lines. This budget table will be used for disbursement requests once grant and/or loan agreement is executed.

Uses by Budget Item	WIFA Funding	Local Funding	Other: Click or tap here to enter text.	Total By Use
Legal/Debt Authorization	$ 0	$ 0	$ 0	$ 0
Financial Advisor	$ 0	$ 0	$ 0	$ 0
Planning	$ 0	$ 183200	$ 0	$ 183200
Design & Engineering	$ 195000	$ 0	$ 0	$ 195000
Equipment/Materials	$ 700000	$ 0	$ 0	$ 700000
Construction/Installation	$ 1050000	$ 0	$ 0	$ 1050000
Project Management	$ 45000	$ 20000	$ 0	$ 65000
Administration	$ 10,000	$ 25000	$ 0	$ 35000
Water Rights Acquisition	$ 0	$ 0	$ 0	$ 0
Total by Source	$ 2000000	$ 228200	$ 0	
Total for Project			$ 2228200	

Note: For loans the borrower is responsible for obtaining a legal opinion for the loan closing documents. Associated costs may be included in the loan.

C. Project Costs Expended to Date: $ $183200.00

Will you seek reimbursement for Project Costs Expended to Date? ☐ Yes ☒ No

If "Yes," identify the costs and explain why WIFA should reimburse these costs.

No reimbursement requested. Please note, this project was originally submitted for a $1,600,000 total WIFA WSDF request. This was an incorrect figure, as evidenced by the

attachment. There is no change in project scope, but Town of Camp Verde requests $2,000,000, commensurate with its capital project budget cost which was attached in part 1 of the WSDF App.

Section 4: Technical Capability Addendum

Technical Capability represents the ability of system personnel to implement and utilize the past, present, and future technology of the system in compliance with all regulatory and infrastructure design requirements. Technical Capability measures the ability of system personnel to identify and correct problems with infrastructure, operations, and maintenance.

1. Service Area

A. Describe water provider's service area: 2050 service connections in the main Town water system, the service area is approximately 25 square lines, with 53.5 linear miles of water mains.

Physical Address of project (if available): 300 N. Goswick Way, Camp Verde, Arizona 86322

Latitude/Longitude of project (decimal degrees): 34.571138, -111.886053

B. Number of Connections

Type of Connection	Current	Prior Year	2 Years Prior	3 Years Prior	4 Years Prior
Residential	1828	1828	1794	1777	1750
Commercial	197	196	195	192	192
Industrial	25	24	24	23	23
Other	0	0	0	0	0
Total	2050	2048	2013	1992	1965

2. Current Facilities

A. Flow Information (if applicable) Storage in Area

Capacity/Usage	Present	Projected
Average Daily	691000 GPD	New Well Required 460 GPM
Peak Daily	1380000 GPD	Maximum Peak Demand 560 GPM
Design Capacity	See Master Plan	See Master Plan
Storage	600,000 Gallons	1,600,000 Gallons

B. Is the system in compliance with Local, State, and Federal health and environmental requirements? ☒ Yes ☐ No *If "No" what actions are being taken to achieve compliance?*

Currently in compliance based on sampling from two years ago, arsenic levels have increased since then to 10 – 15 ppb.

C. Existing Facilities: Provide information pertaining to all project-applicable facilities including groundwater wells (*with registration number*), water storage tanks, distribution lines, booster stations, etc. Storage Tanks outside of Mongini Site

Item	Year Constructed	Year Installed	Condition
Park Verde Storage Tank	1976	1976	211,000 gallon Tank, moderate condition

6th Street Storage Tank	1975	1975	656,000 gallon tank, moderate condition
Verde River Estates Tanks	1961	1961	20,000 gallon tanks, poor condition

Click or tap here to enter text.

3. Water Supply *(Attach additional pages if necessary to respond to any of the sections below)*

A. What is the physical source of water supply for the system?

☒ Groundwater only (*complete Section 3.B below*)
☐ Surface water only (*complete Section 3.C below*)
☐ Colorado River water only (*complete Section 3.D below*)
☐ Other (*complete Section 3.E below*)
☐ Combination of various sources (*complete all applicable sections below*)

B. If the system is supplied in whole or in part with groundwater:

1. Is the system located within an Active Management Area (AMA)? ☐ Yes ☒ No
2. If the system is not located within an AMA, is the system in compliance with all applicable limitations on the transportation of groundwater outside of AMAs? (A.R.S. §§ 45-541 to -547) ☒ Yes ☐ No (*please explain)* Click or tap here to enter text.
3. If the system is located within an AMA:
   a. In which AMA is it located? No
   b. Does the system have a Designation of Assured Water Supply (DAWS) from the Arizona Department of Water Resources (ADWR)? (A.R.S. § 45-576)
      ☒ Yes ☐ No
         (1) If yes:
            (a) What is the DAWS number? 91-000610.0000 and 91-000649.0000
            (b) When was the DAWS issued? 2016
            (c) When does the DAWS expire? Now, in the process or renewal.
            (d) Is the DAWS currently in the process of renewal or review?
               ☒ Yes (*please explain*) ☐ No
               Submitted application in April, 2024. Town is in need of a new groundwater ModFlow model and has been working with our consultant MatrixNewWorld to start the process.
   c. Is the system in compliance with all applicable conservation restrictions under the Groundwater Code?
      ☒ Yes ☐ No (*please explain*)
      Not aware of any restrictions in our area.
   d. What is the legal basis for the system's right to withdraw groundwater?
      ☒ Service area right
      ☐ Type 1 grandfathered right
      ☐ Type 2 grandfathered right
      ☐ Groundwater withdrawal permit
      ☐ Multiple bases
      ☐ Other (*please explain*) Click or tap here to enter text.

e. Please provide the right numbers for any groundwater rights held by or for the system.
DWR 41-700446.0001

f. Has the system been the subject of a groundwater enforcement action of any kind within the past five years? ☐ Yes (*please explain*) ☒ No
Click or tap here to enter text.

C. If the system is supplied in whole or in part with surface water:

1. From what physical source is the water supply for the system diverted or withdrawn (e.g., river, lake, spring, well withdrawing appropriable sub-flow)?
N/A
2. What is the legal basis for the system's right to withdraw surface water?
N/A
3. What is the quantity of each of the system's surface water rights?
N/A
4. Has the system filed a Statement of Claim with ADWR? (A.R.S. §§ 45-181 to -190)
☐ Yes ☒ No
5. Please provide the numbers of any Statements of Claim (36-____).
N/A
6. Have the system's surface water rights been confirmed by an existing court decree (e.g., 1935 Globe Equity Decree, 1910 Kent Decree)? ☐ Yes ☒ No
   a. If yes, please provide the name of the court, the name of the decree, the date the decree was entered, and any additional information necessary to identify the decreed rights for the system.
   Click or tap here to enter text.
7. Is the system located in an area that is subject to a pending general stream adjudication? (A.R.S. §§ 45-251 to -264) ☐ Yes ☒ No
   Click or tap here to enter text.
8. If the system is located in an area that is subject to a general stream adjudication:
   a. In which Adjudication area is the system located? N/A
      ☐ Gila River General Stream Adjudication
      ☐ Little Colorado River General Stream Adjudication
   b. Has the system filed a Statement of Claimant in the general stream adjudication? (A.R.S. § 45-254) ☐ Yes ☒ No
   c. Please provide the numbers of any Statements of Claimant (39-___).
   Click or tap here to enter text.
   d. Has a contested case been initiated in the general stream adjudication relating to the system's water rights claims? ☐ Yes ☒ No
   Click or tap here to enter text.
   e. Please provide the case numbers of any contested cases relating to the system's water rights claims.
   Click or tap here to enter text.
9. Has the system been the subject of a surface water enforcement action of any kind within the past five years? ☐ Yes (*please explain*) ☒ No

Click or tap here to enter text.

D. If the system is supplied in whole or in part with Colorado River water:

1. Is that water supply delivered through the Central Arizona Project?
   ☐ Yes (*Complete Section 3.D.2 below*)
   ☒ No (*Complete Section 3.D.3 below*)
2. If the Colorado River water is delivered through the Central Arizona Project:
   a. Does the system have a CAP subcontract with the Central Arizona Water Conservation District? ☐ Yes ☒ No
   b. If the system has a CAP subcontract, please provide the following information regarding that subcontract:
      (1) Date executed: Click or tap to enter a date.
      (2) Expiration date: Click or tap to enter a date.
      (3) Quantity of water contracted for: Click or tap here to enter text.
      (4) Priority of right (e.g., M&I, non-Indian agriculture):
      Click or tap here to enter text.
   c. If the system does not have a CAP subcontract, please describe the legal basis for the system's right to receive CAP water.
      Click or tap here to enter text.
3. If the Colorado River water is not delivered through the Central Arizona Project:
   a. Does the system have a contract with the Secretary of the Interior for delivery of Colorado River water? ☐ Yes ☒ No
   b. If the system has a contract with the Secretary for Colorado River water, please provide the following information regarding that contract:
      (1) Date executed: Click or tap to enter a date.
      (2) Expiration date: Click or tap to enter a date.
      (3) Quantity of water contracted for: Click or tap here to enter text.
      (4) Priority of right (e.g., M&I, non-Indian agriculture):
      Click or tap here to enter text.
   c. If the system does not have a contract to receive Colorado River water, please describe the legal basis for the system's right to receive Colorado River water.
      Click or tap here to enter text.

E. If the physical source of supply for the system is, in whole or in part, a source other than groundwater, surface water, or Colorado River water:

1. Describe the physical source of that water supply:
   N/A
2. Describe the basis for the system's legal right to use that water supply:
   N/A

F. Please provide any additional information relating to the water rights of the system (groundwater, surface water, Colorado River water, or other) that might assist WIFA in reviewing the Project Finance Application.

Click or tap here to enter text.

4. System Operators - Name the certified system operators. (Note, Town Purchased Private Water Company in May, 2022)

Name	Title	Certification Grade	Total Years Experience	Time in Position
Rick Tackitt	Water Division Manager	2 Treatment, 3 Water Distribution	40	2.5
Charles Jewell	Water Forman	2 Treatment, 4 Water Distribution	23	2.5
Kristopher Stephens	Water Operator II	1 Treatment, 1 Distribution	10	2.5
Bryce Menge	Wastewater Operator II	1 Treatment, 1 Distribution	2	2

5. Operation and Technical Impact:

Please explain any significant operating or technical impacts as the result of the proposed project.

The project will add new tanks, booster station with pumps, electrical equipment and back up diesel generator to maintain. Only positive impact is expected.

7. Average Annual Operation and Maintenance Costs as Applicable to this Project

Category	Current Cost ($)	Projected Cost ($)
Operations	15000	20000
Maintenance	15000	150000
Chemicals/Media	3000	3000
Replacement(s)	20000	20000
Utilities	$10,000	$30,000

Section 5: Managerial Capability Addendum

Managerial Capability represents the ability of the management structure of the system to conduct its affairs in a manner, which enables the system to maintain compliance with all regulatory and infrastructure design requirements. Managerial Capability depends on staffing, organization, accountability, legal policy, administration, and effective linkages.

1. **Does the organization have by-laws (private organizations), rate ordinances, and connection ordinances in place?**
   ☐ By-laws
   ☒ Rate ordinances
   ☒ Connection ordinances
   Copies provided

2. **Does the organization have an established accounting/bookkeeping system?**
   ☒ Yes ☐ No
   Please explain your current accounting/bookkeeping system.
   The Town's Finance Department currently manages the wastewater utility enterprise system with a standard accounting software system.

   Are the terms of the officers of the organization (company board or elected officials) staggered? ☒ Yes ☐ No ☐ N/A (*If No or N/A, please explain below)*
   Mayor 2 year elected term. Council 4 year elected term with 3 members staggered.

3. **Has any past or present officer of the organization been recalled or is any recall action pending?** ☒ Yes ☐ No (*If Yes, please explain below)*
   Over the years, the Town has experienced, from time to time, recall efforts against Town Council members. There are currently no recall efforts underway.

4. **Who will manage the proposed design or construction project?**
   ☐ System manager
   ☐ Officer of the organization
   ☒ Other: Click or tap here to enter text.
   Please explain their role and experience.
   Martin Smith, Town Capital Improvement Projects Manager and Jeff Low, Utilities Director

5. **Does the individual who will manage the project have experience in managing similar design or construction projects?**
   ☒ Yes ☐ No
   If Yes, describe experience below. If No, explain intended actions to mitigate this lack of experience.
   The Town's Utility Director, Jeff Low, has significant relevant experience managing the Town's utility systems and projects of similar scope and nature as the proposed project. Mr. Low is also supported by a seasoned team of Utilities Department staff including Martin Smith, who have over a decade of experience managing Capital Projects.

6. **Who oversees day-to-day management of the system?**
   ☒ System manager
   ☐ Officer of the organization
   ☐ Other: Click or tap here to enter text.

7. **Does the individual with day-to-day management responsibility have experience in managing this or similar systems?**
   ☒ Yes ☐ No
   If Yes, describe experience below. If No, explain intended actions to mitigate this lack of experience.
   Rick Tackitt, Water Manager has over 40 years working in the water system.

8. **Will there be significant management impacts as the result of the proposed design or construction project or any technology associated with the project?** (For example: additional costs or staffing requirements)
   ☐ Yes ☒ No
   Explain response below.
   Minor impacts on operation costs. Minimal as the system is new, but more impacts with age.

9. **Is there any current or past litigation?**
   ☐ Yes ☒ No
   If Yes, is there an actual or potential managerial impact on the applicant because of this litigation? Click or tap here to enter text.
   ☐ Yes ☐ No
   Explain response below.
   Click or tap here to enter text.

Section 6: Legal Capability Addendum

1. **Date of Debt Authorization – or Expected Date of Authorization** (if applicable):
   12/18/2024

2. **Enclose the applicable debt authorization materials with the application:**

   ☐ **Voter Authorized**
   - ☐ Official Election Resolution
   - ☐ Official Election Ballot
   - ☐ Official Publicity Pamphlet, if applicable
   - ☐ Certified Canvas of Election Results

   ☐ **Special Districts**
   - ☐ Resolution of Intention
   - ☐ Official Petition
   - ☐ Roster of Petitioners
   - ☐ Summary of Assessment Proceedings
   - ☐ Related Documents

   - ☐ Official Election Resolution
   - ☐ Official Election Ballot
   - ☐ Official Publicity Pamphlet, if applicable
   - ☐ Certified Canvas of Election Results

   ☒ **Governmental Entity** meeting the population requirement under A.R.S. § 9-571
   - ☒ Official Debt Authorization Resolution, which includes a certification of population

3. **Congressional District(s) -** Which congressional district(s) is your system located in?
   The Town of Camp Verde is located in the 2nd Congressional district of Arizona.

4. **Legislative District(s) -** Which legislative district(s) is your system located in?
   The Town of Camp Verde is located in District 1.

5. **Additional Information –** Are there any legal reasons that would prevent you from signing a grant agreement or loan agreement?
   Explain response below.
   No

Section 7: Financial Capability Addendum

Financial Capability is the capability of the system to acquire and manage sufficient financial resources to maintain compliance with lending requirements, regulatory concerns, managerial concerns, and with technical requirements. Standard loan terms are 20 years or the useful life of the funded infrastructure - subject to approval. Complete this section if a portion of the financial assistance will be provided as a loan.

1. **Source of Repayment: Water User Fees and Capacity Fees.**

2. **Enclose the Financial Statements and/or Annual Reports for the current year and previous three years.**
   [Please see the following page of the Town's website from which the Budgets, Quarterly Reports and Audits are accessible: https://www.campverde.az.gov/departments/finance.]

3. **Enclose the following Monthly Financial Data for the Source of Repayment:**
   ☒ Monthly Revenue Data for the most recent 12 months.
   ☒ Monthly Operating Expenditure Data for the most recent 12 months.

4. **Explain if any unusual, atypical or one-time expenses were incurred in the past three years that impacted the net operating revenues of the system:**
   N/A

5. **Enclose the following operating budgets:**
   ☒ Current fiscal year budget.
   ☒ Proposed or approved budget for the next fiscal year.

6. **Enclose the Rate Ordinance. Explain if a rate increase is planned or was recently approved to cover the costs of the additional debt?** *Please note that if new rates are necessary to meet the debt service coverage, the rate structure must be approved prior to action of the WIFA Board.*
   [Attached is the rate ordinance for the fees for Town Water and Wastewater Services. The Town of Camp Verde adopted fees for water and wastewater services in Resolution 2023-1122. The Town also issued a Notice of Intent for a proposed increase in water and wastewater rates, fees, or service charges, which became effective January 1, 2024.
   Please see the following page on the Town's website for more information regarding the Town's Water and Wastewater Rate Studies & Plans:
   https://www.campverde.az.gov/departments/utilities/rate-studies-plans.]

7. **Summarize what action is taken against delinquent ratepayers? Are other measures legally available?**
   The Town policy currently turns off service for non-payment within a 30-day time period, for services tied to the water system. To turn the water back on, the user must pay a $50.00 late fee and pay all delinquent fees.

8. **Enclose copies of loan agreements, official statements and any other documentation for any indebtedness payable by the same Source of Repayment detailed in item one above.**
   [Please find enclosed herein documentation related to debts owed to WIFA for TOCV.]

9. **Is the applicant now or at any time in the past 10 years been in default as to principal, interest, or any other requirement on any debt obligation?** ☐ Yes ☒ No
   If "Yes", describe the circumstances leading to the default and describe the status of the default.
   Click or tap here to enter text.

10. **Have any agreements or legal proceeding relating to any debt obligation been declared invalid or unenforceable?** ☐ Yes ☒ No
    If "Yes", describe the circumstances leading to the declaration and describe the status of the invalid or unenforceable agreement or legal proceeding.
    Click or tap here to enter text.

EXHIBIT B
Water Supply Development (WSD) Financial Assistance Resolution

DRAFT

Water Supply Development (WSD) Financial Assistance Resolution 2025-055 – Town of Camp Verde

Water Infrastructure Finance Authority of Arizona

Section 1: Resolution

WHEREAS, the Water Infrastructure Finance Authority of Arizona (the "*Authority*") has received from the Town of Camp Verde (th*e "Local Entity"*) a request (the "Financial Assistance Application") for the Water Supply Development Revolving Fund (the "*Fund")*; and

WHEREAS, the Authority has determined that the Local Entity has met the requirements of Arizona Revised Statutes §§ 49-1270-1275; and the rules promulgated thereunder (the *"Rules"*); and

WHEREAS, the terms and conditions through which financial assistance will be made and the obligations of the Local Entity will be set forth in a financial assistance agreement (the "*Financial Assistance Agreement*") to be executed by the Local Entity and the Authority.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE AUTHORITY AS FOLLOWS:

The Board approves the Financial Assistance Application.

The Director of the Authority is hereby authorized and directed to execute a Financial Assistance Agreement with the Local Entity, in accordance with the applicable laws, the Rules, the Financial Assistance application, and the Project Summary detailed in Section 2 of this WSD Financial Assistance Resolution, to evidence the financial assistance amount detailed in Section 3 of this Resolution.

The Director and other Authority officials, as appropriate, are authorized and directed to sign any document and take such actions as necessary and appropriate to consummate the transactions contemplated by this Resolution.

This Resolution shall take effect immediately and shall terminate one year from the date of Board Action.

PASSED AND ADOPTED by the Board of Directors for the Water Infrastructure Finance authority of Arizona on March 19, 2025.

The Chairman of the Board of Directors certifies that the above is a true and correct copy of the resolution that was duly adopted at a public meeting of the Water Infrastructure Finance Authority on the date referenced above.

By: Jonathan Lines (Mar 19, 2025 17:59 PDT)

Chairman

Water Supply Development (WSD) Financial Assistance Resolution 2025-055 – Town of Camp Verde

Water Infrastructure Finance Authority of Arizona

Section 2: Project Summary

2.1 Project Number

WSD-050-2025

2.2 Project Description(s)

The Town of Camp Verde Storage Capacity Expansion Project involves the installation of two new storage tanks, with a capacity of 500,000 gallons each, providing a combined capacity of 1 million gallons. The project will also require a booster pump, electric power, backup diesel generator, and a 12-inch looped water main.

2.3 Previous Board Actions

No previous Board actions for this project.

2.4 Water Supply Development Committee Review Date

February 19, 2025

Section 3: Financial Assistance Amount

Total Financial Assistance Amount: $2,000,000

Grant Amount: $2,000,000

Loan Amount: N/A

Financial Assistance Index: 75%

Requirements Prior to Financial Assistance Execution:

Require Legal Opinion: N/A

Other: N/A

Primary Repayment Source: N/A

Loan Term: N/A

Loan Category: N/A

Policy Exceptions: None

DRAFT

When Recorded Return To:

Town Clerk
Town of Camp Verde
473 South Main Street
Camp Verde, Arizona 86322

DEVELOPMENT AGREEMENT

THIS DEVELOPMENT AGREEMENT ("Agreement") is made and entered into as of the 2 day of April, 2025 (the "Effective Date"), by and between the TOWN OF CAMP VERDE, an Arizona municipal corporation ("Town"), and VERDE COMMERCIAL LLC, a Minnesota limited liability company ("Developer" or "Owner") (collectively, the "Parties").

RECITALS

A. Owner owns approximately 58+/- acres located south of the Interstate 17 and State Route 260 interchange within the Town's limits, known as Yavapai County Assessor's Parcel 403-22-035Q as more specifically described in Exhibit A, attached hereto and incorporated by reference (the "Property").

B. Owner intends to develop the Property for retail, hospitality, commercial, industrial, warehouse, or other similar uses, and has previously developed a 16-acre parcel directly west of the Property for storage of recreational vehicles ("RV") and boats ("RV/Boat Storage") as shown in Exhibit B (collectively, the "Project").

C. On August 5, 2020, Owner and the Town entered into a Development Incentive Agreement (Yavapai County Recorder's No. 2020-0046934) to facilitate construction of certain reimbursable public roadway improvements to serve the Project. The Parties acknowledge and agree that nothing in this Agreement shall be construed to amend, restate, repeal, supersede or otherwise affect the terms of the Development Incentive Agreement.

D. Owner has submitted the Preliminary Plat attached as Exhibit B to the Town to configure the Property to be developed for anticipated end users. As development of the Project has progressed, the Town has identified and informed Owner of a fire flow issue within the Project that would be remedied by additional water storage capacity. The Town has also recognized a regional water storage capacity deficit in the vicinity of the Project.

E. Owner and Town have identified a lot approximately 40,000 square feet in size on the Property as shown in Exhibit B as suitable for the operation of a public water storage tank to address such water storage deficit and ensure contingency water supplies are available to meet the needs of nearby residents and businesses within Town limits (the "Water Tank

Parcel"). This Agreement clarifies the terms and conditions by which the Water Tank Parcel shall be conveyed and developed for the benefit of Town and Owner.

F. The Parties acknowledge that this Agreement constitutes a "Development Agreement" within the meaning of Arizona Revised Statutes ("A.R.S.") § 9-500.05, and that, accordingly, it shall be recorded against the interest of the Owner in the Property in the Office of the Yavapai County Recorder to give notice to all persons of its existence and of the Parties' intent that the burdens and benefits contained herein be binding on and inure to the benefit of the Parties and all their successors in interest and assigns.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

AGREEMENT

1. **Recitals.**

1.1. The recitals set forth above are acknowledged by the Parties to be true and correct and are incorporated into this Agreement by this reference.

2. **Agreements.**

2.1. Water Tank Parcel Dedication. Concurrent with the Town's approval the Final Plat for the Project, Owner shall convey the Water Tank Parcel in fee simple to the Town in a form similar to the deed attached as Exhibit C, free of all encumbrances, liens, or other clouds on interest and made subject to Developer's Right of Reversion (defined under Section 2.3(a) herein). The Water Tank Parcel shall be designated for public water infrastructure on the Final Plat for the Project and used exclusively by the Town for such use.

2.2. Water Tank Improvements. Following recordation of the final plat for the Project and within thirty (30) days of receipt of invoice from the Town, Developer shall remit payment to the Town in the amount of One Hundred Thousand and 00/100 Dollars ($100,000.00) as Developer's full contribution ("Developer's Payment") toward the design, construction, and installation of a pump station and water storage tank on the Water Tank Parcel (collectively, the "Water Tank Improvements"). The Water Tank Improvements shall publicly be owned and operated by the Town unless and until Developer's Right of Reversion is triggered.

2.3. Use of the Water Tank Parcel. The Water Tank Parcel shall be used exclusively as a public water infrastructure site. Town shall design, construct, install, own, maintain and operate the Water Tank Improvements to facilitate additional water storage capacity for the benefit of Town residents and to improve fire flow throughout the Project. The Town shall manage the Water Tank Improvements such that sufficient water capacity is available to provide adequate fire flow throughout the Project and such that the Property may be fully developed pursuant to the Property's zoning.

(a) Developer's Right of Reversion. When Owner conveys the Water Tank Parcel to the Town, the Water Tank Parcel will be encumbered with deed restrictions prohibiting the Town from selling, leasing, or abandoning use of the Water Tank Parcel for public water infrastructure purposes, or making use of the Water Tank Parcel for any other use inconsistent with public water infrastructure purposes. In the event Owner believes there

is a violation of the deed restrictions, the Owner shall provide the Town with notice of the violation(s) and ninety (90) days for corrective action. The Town may cure the violation(s) in this corrective action period and receive additional time thereafter as necessary to cure the violation(s) so long as the Town shows it is diligently and continuously acting to remedy the violation(s). The parties agree that the Town's interest in and ownership of the Water Tank Parcel shall automatically revert back to Developer ("Developer's Right of Reversion") without further action by the Parties in the event the Town does not timely cure the violation(s). The Parties agree to act in good faith to record any documents necessary to reflect the change in ownership upon such reversion. Developer's Right of Reversion shall survive the Term of this Agreement and run with the land to be binding upon the successors and assigns of the Parties hereto and will be provided as a restrictive covenant within the conveying deed for the Water Tank Parcel.

(b) Council Approval. Upon acceptance of the Water Tank Parcel by the Town, Town shall diligently pursue permitting, financing, approval, construction, and installation of the Water Tank Improvements. The Town agrees to apply for building permits to construct the Water Tank Improvements within five (5) years of the Effective Date of this Agreement ("Commencement Date"), and use commercially reasonable efforts to diligently complete construction within that same year. If construction has commenced within six (6) months of the end of the fifth year, the time to complete the improvements will automatically extend for one year thereafter. Failure to apply for building permits to construct the Water Tank Improvements by the Commencement Date shall trigger Developer's Right of Reversion under Section 2.3(a) and the repayment of the Developer's Payment to the Owner or assignee.

2.4. Satisfaction of Owner's Obligations. Town hereby agrees that the provisions of this Agreement shall fully satisfy Developer's obligations to the Town with respect to off-site water infrastructure improvements required to serve the RV Storage Facility and the balance of the Project. Nothing in this Agreement shall be construed as relieving Developer's obligation to construct on-site utility hookups or other water and wastewater infrastructure required by law.

3. **Term.**

3.1. Term. This Agreement shall commence on the Effective Date and continue for a period of ten (10) years. The Agreement shall terminate automatically on the tenth anniversary of the Effective Date.

4. **Default and Remedies.**

4.1. Events Constituting Default. A party hereunder shall be deemed to be in default under this Agreement if such party breaches any obligation required to be performed by the respective party hereunder, and such breach or default continues for a period of twenty (20) days after written notice of the default, in the event of a monetary default, or ninety (90) days after written notice of the default, in the event of non-monetary default, from the non-defaulting party (or, if a non-monetary default cannot reasonably be cured within ninety (90) days, then the party shall be in default if it fails to commence the cure of such breach within the 90-day period and diligently pursue the same to completion).

4.2. Remedies. In the event that a party is in default under this Agreement and fails to cure such

default within the applicable period of cure set forth in Section 4.1 above, the party or Parties not in default shall have all rights and remedies available as provided for in this Agreement, in addition to all rights and remedies at law, or in equity.

5. **Conflict of Interest; Representatives Not Individually Liable.**

5.1. Conflict of Interest. Pursuant to Arizona law, rules and regulations, no member, official or employee of the Town shall have any personal interest, direct or indirect, in this Agreement, nor shall any such member, official or employee participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership or association in which he or she is, directly or indirectly, interested. This Agreement is subject to, and may be terminated by Town in accordance with the provisions of A.R.S. §38-511.

5.2. No Personal Liability. No member, official, officer, or employee of the Town shall be personally liable to the Owner, or any successor or assignee, (a) in the event of any default or breach by the Town, (b) for any amount which may become due to the Owner or its respective successor or assign, or (c) pursuant to any obligation of the Town under the terms of this Agreement. In addition, no member, agent, employee or regent of the Owner shall be personally liable to the Town (i) in the event of any default or breach by the Owner or the Town, (ii) for any amount which may become due to the Town, or (iii) pursuant to any obligation of the Owner or the Town.

6. **General Provisions.**

6.1. Notices. Any notice, request, approval, consent or document required or permitted in this Agreement (collectively, "Notices", or individually a "Notice") shall be in writing and delivered either personally or by private messenger service (including overnight courier) or by mail addressed as provided below. Any Notice shall be deemed to be given or received on the date received or refused. Any Notice to be given by any party hereto may be given by legal counsel for such party. Counsel for the Parties may give simultaneous Notice hereunder to the opposing party and its counsel. Any copy noted below as mandatory shall be sent simultaneously with the Notice to the Party. Each address shall for all purposes be as set forth below unless otherwise changed by Notice to the other party as provided herein:

To Owner:
Verde Commercial LLC
Attn: Blake Carroll
2800 Niagara Ln N
Plymouth, MN 55447

Copy to:
Carolyn Oberholtzer, Esq.
Bergin, Frakes, Smalley & Oberholtzer PLLC
4343 East Camelback Road, Suite 210
Phoenix, Arizona 85018

To Town:
Town of Camp Verde
Attn: Miranda Fisher, Town Manager
473 South Main Street
Camp Verde, Arizona 86322

Copy to: Town Attorney
473 South Main Street
Camp Verde, Arizona 86322

6.2. Construction. Time is of the essence with respect to each provision of this Agreement. The language in all parts of this Agreement shall in all cases be construed as a whole and simply according to its plain meaning and not strictly for nor against any of the Parties, and the construction of this Agreement and any of its various provisions shall be unaffected by any claims, whether or not justified, that it has been prepared, wholly or in substantial part, by or on behalf of any of the Parties. The Parties do not intend to become, and nothing contained in this Agreement shall be interpreted to deem that the Parties are partners or joint venturers in any way. The singular includes the plural, and the plural includes the singular. A provision of this Agreement which prohibits a party from performing an action shall be construed so as to prohibit the party from performing the action or from permitting others to perform the action. Except to the extent, if any, to which this Agreement specifies otherwise, each party shall be deemed to be required to perform its obligations under this Agreement at its own expense, and each party shall be permitted to exercise its rights and privileges only at its own expense. "Including" means "including but not limited to." "Include" means "include but not limited to." "Any" means "any and all." Except to the extent context requires otherwise, "may" means "may but shall not be obligated to." "At any time" means "at any time and from time to time." An expense incurred on behalf of a party shall be deemed to have been incurred by the party. An obligation performed on a party's behalf and pursuant to its request or consent shall be deemed to have been performed by the party.

6.3. No Third Party Rights. Nothing in this Agreement shall be construed to permit anyone other than Owner and/or the Town and their respective successors and assigns to rely upon the covenants and agreements herein contained nor to give any such third party a cause of action (as a third party beneficiary or otherwise) on account of any nonperformance hereunder.

6.4. Cooperation. The Parties hereby acknowledge and agree that they shall cooperate in good faith with each other and use best efforts to pursue the economic development of the Property as contemplated by this Agreement, provided that the obligations required by this Section 6.4 shall not impose a financial obligation not otherwise set forth in this Agreement or incurred by the respective party in the ordinary course of business.

6.5. Indemnity.

(a) Indemnity by the Owner. The Owner shall pay, defend, indemnify and hold harmless the Town and its Town Council members, officers, officials, employees and agents from and against all claims, demands, fines, penalties, costs, expenses, damages, losses, obligations, judgments, liabilities, and suits (including reasonable attorney's fees, experts' fees and court costs associated) which arise from or relate in any way to any action or omission of Owner, or its employees, contractors, subcontractors, agents or representatives, undertaken under this Agreement, exclusive of any successors-in-interest to all or a portion of the Project; provided, however, that the provisions of this

Section 6.5(a) shall not apply to the extent any loss, damage or claim is based upon an act or omissions of the Town, its employees, contractors, subcontractors, agents or representatives. The foregoing indemnity obligations of the Owner shall survive the expiration or termination of this Agreement for a period equal to the applicable statute of limitations period.

(b) Indemnity by the Town. To the extent permitted by law, the Town shall pay, defend, indemnify and hold harmless the Owner and their respective partners, shareholders, officers, managers, members, agents and representatives from and against all claims, demands, fines, penalties, costs, expenses, damages, losses, obligations, judgments, liabilities and suits (including reasonable attorney's and experts' fees and court costs associated) which arise from or which relate in any way to any negligent or willful act or omission by the Town, its employees, contractors, subcontractors, agents or representatives, undertaken in fulfillment of the Town's obligations under this Agreement; provided, however, that the provisions of this Section 6.5(b) shall not apply to the extent any loss or damage or claims therefore which are attributable to acts or omissions of the Owner and/or its affiliates, or their respective agents, employees, contractors, subcontractors or representatives, and the Town shall have no defense obligations in any instance in which a claim is asserted based, in whole or in part, upon an act or omissions of the Owner, its employees, contractors, subcontractors, agents or representatives. The foregoing indemnity obligations of the Town shall survive the expiration or termination of this agreement for a period equal to the applicable statute of limitations period.

6.6. Dispute Resolution. If there is a dispute hereunder which the Parties cannot resolve between themselves after any applicable cure period, the Parties agree that there shall be a ninety (90) day moratorium on litigation during which time the Parties agree to attempt to settle the dispute by nonbinding mediation before commencement of litigation. The mediation shall be held under the commercial mediation rules of the American Arbitration Association. The matter in dispute shall be submitted to a mediator mutually selected by the Parties to the dispute. In the event that the Parties cannot agree upon the selection of a mediator within ten (10) days, then within five (5) days thereafter, the Parties to the dispute shall request the presiding judge of the Superior Court in and for the County of Yavapai, State of Arizona, to appoint an independent mediator. The mediator selected shall have at least five (5) years of experience in mediating or arbitrating disputes relating to commercial property development. The cost of any such mediation shall be divided equally between the Parties to the dispute, or in such other fashion as the mediator may order. The results of the mediation shall be nonbinding on the Parties, and any party shall be free to initiate litigation or arbitration as set forth herein upon the conclusion of mediation or ninety (90) days after the date the Parties first reached an impasse on the subject matter of the dispute, whichever occurs later. Notwithstanding the foregoing, in the case of a good faith dispute and until the resolution thereof, the Town and Owner shall continue to meet all obligations set forth in this Agreement, including providing incentives as set forth in Section 2, except to the extent such action is the subject of the dispute

6.7. Captions. The captions used herein are for convenience only and not a part of this Agreement and do not in any way limit or amplify the terms and provisions hereof.

6.8. Force Majeure. The performance of either party and the duration of this Agreement shall be extended by any causes that are extraordinary or beyond the control of the party required to perform, such as, but not limited to, a significant weather or geological event or other act of God, civil or military disturbance, labor or material shortage (excluding those caused by lack of funds), initiative or referendum, confiscation or seizure by any government or public authority, acts of terrorism, or any epidemic, pandemic, plague, outbreaks of infectious disease or any other public health crisis, including quarantine or other personal movement restrictions, strikes, lock-outs, labor disputes, inability to procure materials, failure of power, or restrictive governmental laws or regulations ("Force Majeure Event").

(a) Extension. The Term shall be extended for any Force Majeure Event either (i) day-for-day for the duration of the Force Majeure Event or (ii) as agreed in writing between the Town Manager (or his designee) and Owner. The Commencement Date specified under Section 2.3(b) shall extend one day for each day of delay caused by a Force Majeure Event.

6.9. Laws and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona without giving effect to conflicts of law principles. This Agreement has been made and entered into in Yavapai County, Arizona. Any action brought to interpret, enforce, or construe any provision of this Agreement shall be commenced and maintained in the Superior Court of the State of Arizona in and for the County of Yavapai (or, as may be appropriate, in the Justice Courts of Yavapai County, Arizona, or in the United States District Court for the District of Arizona, if, but only if, the Superior Court lacks or declines jurisdiction over such action). The Parties irrevocably consent to jurisdiction and venue in such courts for such purposes and agree not to seek transfer or removal of any court action.

6.10. Successors and Assigns. This Agreement shall run with the land and all of the covenants and conditions set forth herein shall inure to the benefit of and be binding upon the successors and assigns of the Parties hereto.

6.11. Waiver. No waiver by any party of any breach of any of the terms, covenants, or conditions of this Agreement shall be construed or held to be a waiver of any succeeding or preceding breach of the same for any other term, covenant, or condition herein contained

6.12. Severability. In the event that any phrase, clause, sentence, paragraph, section, article, or other portion of this Agreement shall become illegal, null or void, or against public policy, for any reason, or shall be held by any court of competent jurisdiction to be illegal, null or void, or against public policy, the remaining portions of this Agreement shall not be affected thereby and shall remain in full force and effect to the fullest extent permitted by law.

6.13. Exhibits. All exhibits attached hereto are incorporated herein by this reference as though fully set forth herein.

6.14. Entire Agreement. This Agreement constitutes the entire agreement between the Parties hereto pertaining to the subject matter hereof and all prior and contemporaneous agreements, representations, negotiations, and understandings of the Parties hereto, oral or written are hereby superseded and merged herein.

6.15. Amendment. No change, addition or deletion is to be made to this Agreement, except by a written amendment approved by the Town Council and executed by the Parties. Although the material terms of this Agreement shall not be changed without Town Council approval, the Parties shall have the right (but not the obligation), upon their mutual agreement, to vary or modify minor, administrative, technical, or procedural terms of this Agreement.

6.16. Counterparts. This Agreement may be executed in multiple counterparts, each of which shall constitute an original but all of which together shall constitute one and the same instrument. Signature and acknowledgement pages may be removed from one counterpart and inserted into another counterpart to form a single document.

6.17. Recordation of Agreement. This Agreement shall be recorded in the Official Records of Yavapai County, Arizona, within ten (10) days after its approval and execution by the Town.

6.18. Consents and Approvals. Except as may be otherwise set forth in this Agreement, the Parties hereto shall at all times act reasonably with respect to any and all matters which require any party to review, consent, or approve of any act or matter hereunder except for a matter where a Party can act in its sole and absolute discretion. The Town hereby acknowledges and agrees that any unnecessary delay hereunder would adversely affect the development of the Project, and hereby authorizes and empowers the Town Manager to consent to any and all requests of Owner, such consent not to be unreasonably withheld, delayed, or conditioned, requiring the consent of the Town hereunder without further action of the Town Council, except for any actions requiring Town Council approval as a matter of law, including, without limitation, any further amendment or modification of this Agreement pursuant to Section 7.15 above.

6.19. Town's Representations. The Town represents and warrants to the Owner as follows:

(a) The Town has the power and authority to execute, deliver, and perform its obligations under this Agreement and has obtained all necessary consents, authorizations, and approvals required as a condition to the execution and delivery thereof.

(b) The execution of this Agreement will not violate or constitute a default on the part of the Town under any agreement to which the Town is a party or by which it is bound.

(c) The representatives of the Town who have executed this Agreement have the power and the authority to have done so.

6.20. Owner's Representations. Owner represents and warrants to the Town as follows:

(a) Owner has the power and authority to execute, deliver, and perform its obligations under this Agreement and has obtained all necessary consents, authorizations, and approvals required as a condition to the execution and delivery thereof.

(b) The execution of this Agreement will not violate or constitute a default on the part of Owner under any agreement to which Owner is a party or by which it is bound.

(c) The representatives of Owner who have executed this Agreement have the power and authority to have done so.

6.21. Proposition 207 Waiver. By executing this Agreement, Owner, on behalf of itself and any successors-in-interest to all or any portion of the Property hereby waives any right to claim diminution in value or claim for just compensation for diminution in value under A.R.S. § 12-1134, et seq. arising out of any Town action permitted to be taken by the Town pursuant to this Agreement. This waiver constitutes a complete release of any and all claims and causes of action that may arise or may be asserted under A.R.S. § 12-1134, et seq. as it exists or may be enacted in the future or that may be amended from time to time with regard to the Property with regard to Town actions permitted to be taken by the Town pursuant to this Agreement. In connection therewith, upon the request of the Town, Owner shall promptly execute and deliver to the Town, any and all such reasonable waivers of rights under Proposition 207 which may be reasonably requested by the Town consistent with this Agreement in order to more fully evidence the waiver set forth herein. Owner agrees to indemnify, hold harmless, and defend Town, its officers, employees, and agents, from any and all claims, causes of actions, demands, losses, and expenses, including attorney's fees, and litigation costs, that may be asserted by or may result from Owner seeking potential compensation, damages, attorney's fees or costs under A.R.S. § 12-1134, et seq. that they may have, solely as a result of this Agreement, now or in the future.

6.22. Estoppel Certificate. Any party may request of the other party, and the requested party shall, within fifteen (15) business days, respond and certify by written instrument to the requesting party that (a) this Agreement is unmodified and in full force and effect, (b) the existence of any default under this Agreement and the scope and nature of the default, if applicable, (c) the existence of any counterclaims which the requested party has against the other party, and (d) any other matters that may reasonably be requested in connection with this agreement and the Project. In the event a party has not received an estoppel certificate within fifteen (15) business days from the date of the request, then in such event, said party shall be entitled to prepare an estoppel certificate and deliver the certificate to the other party and such estoppel certificate shall be binding upon such party.

SIGNATURE PAGES FOLLOW

IN WITNESS WHEREOF, this Agreement has been executed as of the day and year first above written.

"Town"

TOWN OF CAMP VERDE, an Arizona
municipal corporation

By: _____
Dee Jenkins, Mayor

Attest:

By: _____
Leah Rhodes
Town Clerk

Approved as to form:

By: _____
Trish Stuhan, Town Attorney

STATE OF ARIZONA)
) ss.
COUNTY OF YAVAPAI)

On this 3 day of April, 2025, before me, the undersigned officer, personally appeared Dee Jenkins, who acknowledged herself to be the Mayor of the TOWN OF CAMP VERDE, an Arizona municipal corporation, and she, in such capacity, being authorized so to do, executed the foregoing instrument for the purposes therein contained on behalf of that entity.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

NOTARY SEAL:

_____
Notary Public

Leah C Rhodes
Notary Public
Yavapai County, Arizona
My Comm. Expires 10-18-28
Commission No. 675926

"Owner"

VERDE COMMERCIAL LLC, a Minnesota limited liability company

By: _____, the _____ of VERDE COMMERCIAL LLC

STATE OF _____)
) ss.
COUNTY OF _____)

On _____, 2025, before me personally appeared _____, the _____ of Verde Commercial LLC, a Minnesota limited liability company, whose identity was proven to me on the basis of satisfactory evidence to be the person who he claims to be, and acknowledged that he signed the above document on behalf of the company.

_____
Notary Public

(Affix notary seal here)

EXHIBIT "A"

LEGAL DESCRIPTION OF PROPERTY

THE FOLLOWING IS A DESCRIPTION OF A PARCEL OF LAND LOCATED WITHIN THE SOUTHWEST QUARTER OF SECTION 25, TOWNSHIP 14 NORTH, RANGE 4 EAST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YAVAPAI COUNTY, CAMP VERDE, ARIZONA, BEING A PORTION OF THOSE PARCELS OF LAND DESCRIBED RECORD NO: 2020-0072254, RECORD SOURCE #1 (R1) ALSO BEING A PORTION OF THOSE PARCELS OF LAND DESCRIBED RECORD NO: 2018-0045432, RECORD SOURCE #2 (R2) RECORDS OF THE YAVAPAI COUNTY RECORDER, SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING FOR REFERENCE AT THE FOUND 1" PIPE WITH TAG "RLS 19817", MARKING THE SOUTHWEST CORNER OF SAID SECTION 25, FROM WHICH A 3" A.D.O.T. BRASS CAP "S1/4 S25 RLS 19817 2014", MARKING THE SOUTH QUARTER CORNER OF SAID SECTION 25 BEARS NORTH 89° 55' 26" EAST, AT A DISTANCE OF 2655.06 FEET BASIS OF BEARINGS NORTH 89° 55' 18" EAST, A DISTANCE OF 2655.03 FEET (R1) THENCE NORTH 89° 55' 26" EAST, A DISTANCE OF 609.15 FEET NORTH 89° 55' 18" EAST, A DISTANCE OF 609.11FEET (R1) ALONG THE SOUTH LINE OF SAID SECTION 25, TO A FOUND PLASTIC CAP ATOP A 1/2" REBAR STAMPED "RLS 50106", MARKING THE SOUTHWEST CORNER OF SAID (R1) AND THE TRUE POINT OF BEGINNING;

THENCE NORTH 89° 55' 26" EAST, A DISTANCE OF 2045.91 FEET NORTH 89° 55' 18" EAST, A DISTANCE OF 2045.92 FEET (R1) TO A FOUND 3" A.D.O.T. BRASS CAP "S1/4 S25 RLS 19817", MARKING THE SOUTH QUARTER CORNER OF SAID SECTION 25;

THENCE NORTH 01° 47' 16" EAST, A DISTANCE OF 476.40 FEET NORTH 01° 47' 25" EAST, A DISTANCE OF 476.41 FEET (R1), NORTH 01° 44' 54" EAST, A DISTANCE OF 476.29 FEET (R2) TO A FOUND 3" A.D.O.T. ALUMINUM DISK, MARKING A POINT ON THE WESTERLY RIGHT-OF-WAY STATE ROUTE 260;

THENCE NORTH 01° 47' 38" EAST, A DISTANCE OF 66.52 FEET NORTH 01° 43' 39" EAST, A DISTANCE OF 66.51 FEET (R1), NORTH 01° 45' 24" EAST, A DISTANCE OF 66.49 FEET (R2) TO A FOUND 3" A.D.O.T. ALUMINUM DISK, MARKING A POINT ON THE WESTERLY RIGHT-OF-WAY STATE ROUTE 260;

THENCE NORTH 26° 58' 00" WEST, A DISTANCE OF 123.12 FEET NORTH 26° 58' 08" WEST, A DISTANCE OF 123.12 FEET (R1), NORTH 26° 58' 55" WEST, A DISTANCE OF 123.12 FEET (R2) TO A FOUND 3" A.D.O.T. ALUMINUM DISK, MARKING A POINT ON THE WESTERLY RIGHT-OF-WAY OF STATE ROUTE 260;

THENCE SOUTH 45° 31' 43" WEST, A DISTANCE OF 311.49 FEET SOUTH 45° 31' 10" WEST, A DISTANCE OF 311.47 FEET (R1), SOUTH 45° 32' 11" WEST, A DISTANCE OF 311.33 FEET (R2) TO A FOUND 3" A.D.O.T. ALUMINUM DISK, MARKING A POINT ON THE SOUTHEASTERLY RIGHT-OF WAY OF INTERSTATE 1-17, AND THE BEGINNING OF A NON-TANGENT CURVE TO THE RIGHT, CONCAVE TO THE NORTHWEST, FROM WHICH THE RADIUS POINT OF SAID CURVE BEAR NORTH 47° 36' 56" WEST, AT A DISTANCE OF 5929.58 FEET;

THENCE ALONG SAID CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 04° 57' 08" AN ARC LENGTH OF 512.52 FEET (SAID CURVE BEING SUBTENDED BY A CHORD

BEARING OF SOUTH 44° 51' 38" WEST AND A CHORD DISTANCE OF 512.36 FEET), TO A FOUND PLASTIC CAP ATOP A 1/2" REBAR STAMPED "RLS 50106", MARKING THE NORTHWEST CORNER OF SAID (R1);

THENCE SOUTH 41° 02' 27" EAST, A DISTANCE OF 1138.58 FEET SOUTH 41° 02' 35" EAST, A DISTANCE OF 1138.58 FEET (R1) TO A FOUND PLASTIC CAP ATOP A 1/2" REBAR STAMPED "RLS 50106", MARKING AN ANGLE POINT IN THE WESTERLY LINE OF SAID (R1);

THENCE SOUTH 49° 06' 51" WEST, A DISTANCE OF 476.99 FEET SOUTH 49° 06' 43" WEST, A DISTANCE OF 476.99 (R1) TO THE TRUE POINT OF BEGINNING.

EXHIBIT "B"

CONCEPTUAL PLAT

PRELIMINARY PLAT FOR VERDE COMMERCIAL SUBDIVISION

A PORTION OF SECTION 25, TOWNSHIP 14 NORTH, RANGE 4 EAST
GILA AND SALT RIVER MERIDIAN, YAVAPAI COUNTY, ARIZONA
APN:403-22-035Q

LEGAL DESCRIPTION

THE FOLLOWING IS A DESCRIPTION OF A PARCEL OF LAND LOCATED WITHIN THE SOUTHWEST QUARTER OF SECTION 25, TOWNSHIP 14 NORTH, RANGE 4 EAST OF THE GILA AND SALT RIVER BASE AND MERIDIAN, YAVAPAI COUNTY, CAMP VERDE, ARIZONA, BEING A PORTION OF THOSE PARCELS OF LAND DESCRIBED RECORDED NO 2020-0072154, RECORD SOURCE #1 (R1) ALSO BEING A PORTION OF THOSE PARCELS OF LAND DESCRIBED RECORDED NO 2018-0084432, RECORD SOURCE #2 (R2) RECORDED IN THE YAVAPAI COUNTY RECORDER, SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS

BEGINNING FOR REFERENCE AT THE FOUND 1" PIPE WITH TAG "RLS 19817" MARKING THE SOUTHWEST CORNER OF SAID SECTION 25, FROM WHICH A 3" ADOT BRASS CAP "S1/4 S25 R4E 1981 7" MARKING THE SOUTH QUARTER CORNER OF SAID SECTION 25 BEARS NORTH 89° 55' 26" EAST, AT A DISTANCE OF 2650.06 FEET BASIS OF BEARINGS NORTH 89° 55' 18" EAST, A DISTANCE OF 2655.03 FEET (R1) THENCE NORTH 0° 55' 26" EAST, A DISTANCE OF 809.15 FEET NORTH 89° 55' 18" EAST, A DISTANCE OF 609.18 FEET (R1) ALONG THE SOUTH LINE OF SAID SECTION 25, TO A FOUND PLASTIC CAP ATOP A 1/2" REBAR STAMPED "RLS 50106", MARKING THE SOUTHWEST CORNER OF SAID (R3) AND THE TRUE POINT OF BEGINNING,

THENCE NORTH 89° 55' 26" EAST, A DISTANCE OF 2045.91 FEET NORTH 89° 55' 18" EAST, A DISTANCE OF 1045.92 FEET (R1) TO A FOUND 3" ADOT BRASS CAP "S1/4 S25 R4E 1981 7", MARKING THE SOUTH QUARTER CORNER OF SAID SECTION 25,

THENCE NORTH 01° 47' 16" EAST, A DISTANCE OF 476.40 FEET NORTH 01° 47' 25" EAST A DISTANCE OF 476.41 FEET (R3), NORTH 01° 48' 54" EAST, A DISTANCE OF 476.29 FEET (R2) TO A FOUND 1" ADOT ALUMINUM DISK, MARKING A POINT ON THE WESTERLY RIGHT-OF-WAY STATE ROUTE 260

THENCE NORTH 01° 47' 38" EAST, A DISTANCE OF 66.52 FEET NORTH 01° 47' 39" EAST, A DISTANCE OF 66.51 FEET (R3), NORTH 01° 45' 24" EAST, A DISTANCE OF 66.49 FEET (R2) TO A FOUND 3" ADOT ALUMINUM DISK, MARKING A POINT ON THE WESTERLY RIGHT-OF-WAY STATE ROUTE 260,

THENCE NORTH 26° 58' 00" WEST, A DISTANCE OF 123.12 FEET NORTH 26° 58' 06" WEST, A DISTANCE OF 123.12 FEET (R3), NORTH 26° 58' 55" WEST, A DISTANCE OF 123.12 FEET (R2) TO A FOUND 1" ADOT ALUMINUM DISK, MARKING A POINT ON THE WESTERLY RIGHT-OF WAY OF STATE ROUTE 260,

THENCE SOUTH 45° 33' 48" WEST, A DISTANCE OF 313.49 FEET SOUTH 45° 33' 10" WEST, A DISTANCE OF 311.47 FEET (R3), SOUTH 45° 32' 13" WEST, A DISTANCE OF 331.93 FEET (R2) TO A FOUND 3" ADOT ALUMINUM DISK, MARKING A POINT ON THE SOUTHEASTERLY RIGHT-OF WAY OF INTERSTATE I-17, AND THE BEGINNING OF A NON TANGENT CURVE TO THE RIGHT, CONCAVE TO THE NORTHWEST, FROM WHICH THE RADIUS POINT OF SAID CURVE BEAR NORTH 49° 08' 56" WEST, AT A DISTANCE OF 5929.58 FEET,

THENCE ALONG SAID CURVE TO THE RIGHT, THROUGH A CENTRAL ANGLE OF 04° 57' 19" AN ARC LENGTH OF 512.52 FEET (SAID CURVE BEING SUBTENDED BY A CHORD BEARING OF SOUTH 44° 51' 38" WEST AND A CHORD DISTANCE OF 512.36 FEET), TO A FOUND PLASTIC CAP ATOP A 1/2" REBAR STAMPED "RLS 50106" MARKING THE NORTHWEST CORNER OF SAID (R1),

THENCE SOUTH 41° 02' 27" EAST, A DISTANCE OF 1134.58 FEET SOUTH 41° 02' 35" EAST, A DISTANCE OF 1134.58 FEET (R3) TO A FOUND PLASTIC CAP ATOP A 1/2" REBAR STAMPED "RLS 50106", MARKING AN ANGLE POINT IN THE WESTERLY LINE OF SAID (R3),

THENCE SOUTH 49° 08' 57" WEST, A DISTANCE OF 476.99 FEET SOUTH 49° 08' 44" WEST, A DISTANCE OF 476.99 (R1) TO THE TRUE POINT OF BEGINNING

BASIS OF BEARINGS

THE BASIS OF BEARINGS FOR THE SURVEY SHOWN HEREON IS GEODETIC NORTH BASED UPON GPS OBSERVATIONS
THE SOUTH LINE OF THE SOUTHWEST QUARTER OF SECTION 25, HAVING A MEASURED BEARING OF NORTH 89° 55' 26" EAST SHOULD BE UTILIZED AS A BASIS OF BEARINGS

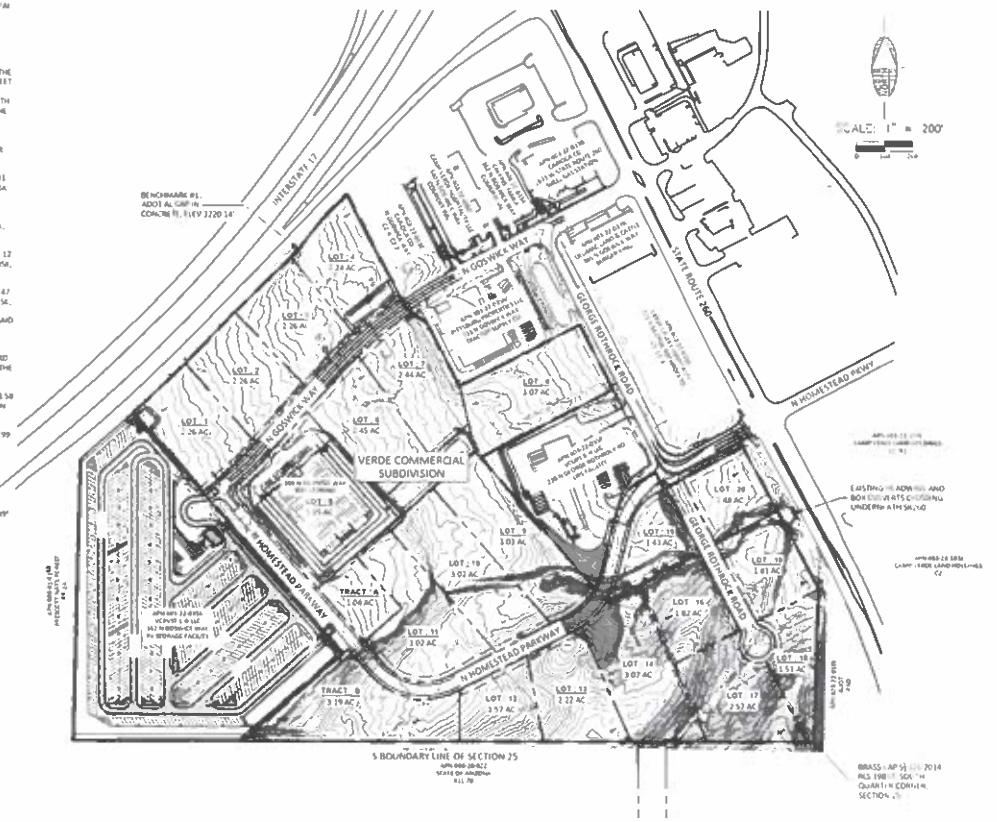
REFERENCE BENCHMARK

NGS PID ES0586 # 146
USGS BRASS DISK IN CONCRETE
NAVD 88 ELEVATION =3289.57'

PARCEL AREA TABLE	
LOT	ACRES
LOT 1	2.26
LOT 2	2.26
LOT 3	2.26
LOT 4	2.26
LOT 5	5.05
LOT 6	3.05
LOT 7	2.44
LOT 8	3.07
LOT 9	3.03
LOT 10	3.02
LOT 11	3.02
LOT 12	1.57
LOT 13	3.22
LOT 14	3.07
LOT 15	1.43
LOT 16	1.82
LOT 17	2.57
LOT 18	1.51
LOT 19	1.01
LOT 20	1.48
TRACT A	1.06
TRACT B	3.19
TRACT C	1.88
TRACT D	0.19
TRACT E	1.37
TRACT F	0.98
TRACT G	1.19

TRACTS

TRACT A = TOWN OF CAMP VERDE WATER STORAGE
TRACT B = DRAINAGE
TRACT C = N GODWICK WAY ROW
TRACT D = N HOMESTEAD PKWY ROW
TRACT E = N GEORGE ROTHROCK ROAD ROW



GENERAL NOTES

1. THE SUBDIVIDER HEREBY DECLARES AND AGREES THAT THE NUMBERED LOTS & LETTERED TRACTS ARE SHOWN AT THE MINIMUM SIZE PERMISSIBLE AND SHALL NOT BE FURTHER DIVIDED THIS PROHIBITION AGAINST FURTHER DIVISIONS OF NUMBERED LOTS SHALL BECOME BINDING UPON EACH AND EVERY SUCCESSIVE OWNER
2. THE PROPERTY IS LOCATED IN FEMA ZONE X, AREA OF MINIMAL FLOOD HAZARD
3. NO PUBLIC PARKS OR SCHOOLS ARE PROPOSED WITH THIS APPLICATION

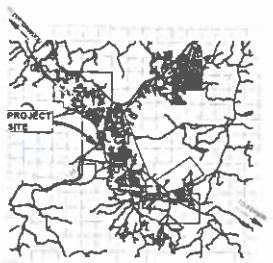
SHEET INDEX

COVER SHEET PP1
PRELIMINARY PLAT PP2



LEGEND

PARCEL BOUNDARY
PROPERTY LINES
EXISTING 5FT INDEX CONTOURS
EXISTING INTERMEDIATE CONTOURS



VICINITY MAP

DEVELOPER
VERDE COMMERCIAL HOLDINGS, LLC
23915 S 205TH COURT
QUEEN CREEK, AZ 85142
BLAKE CARROLL
blake@rbcdevco.com
PH (602)317-6170

OWNER
VERDE COMMERCIAL LLC
2800 NIAGARA LANE N
PLYMOUTH, MN 55447
BLAKE CARROLL
bcarroll@provdentrev.com
PH (602)317-6170

ENGINEER
ARDURRA GROUP, INC.
PO BOX 3924
SEDONA, AZ 86340
JOE LINK, PE #19999
jlink@ardurra.com
PH (928)282-1061

SURVEYOR
HERITAGE LAND SURVEY
758 S PARA'S DRIVE
CAMP VERDE, AZ 85322
SHANE M NAUERT, RLS #48860
shanen@heritage-ls.com
PH (928) 9[illegible]

PROJECT INFORMATION

PROJECT LOCATION:
CAMP VERDE, AZ

APN:
403-22-035Q

SITE ADDRESS:
300 N GODWICK WAY
CAMP VERDE, AZ

ZONING:
R1LC-20 RESIDENTIAL
C2-A COMMERCIAL
C2-PAD COMMERCIAL

SITE AREA
58.96 ACRES

LOTS
20 COMMERCIAL

SETBACKS:
FRONT 20'
REAR/SIDES 0'

DENSITY
0.34/AC

UTILITY COMPANIES

WATER/SEWER	TOWN OF CAMP VERDE WASTEWATER DIVISION 100 STATE ROUTE 260 CAMP VERDE, AZ 86322
FIRE/EMERGENCY	COPPER CANYON FIRE & MEDICAL 3240 E BEAVER CREEK ROAD RIMROCK, AZ 86335
ELECTRIC	ARIZONA PUBLIC SERVICE P O BOX 53920 PHOENIX, AZ 85072-3920
TELEPHONE	CENTURY LINK 5025 CALVARY WAY COTTONWOOD AZ 86326
CABLE	SUDDENLINK 65 COFFEE POT DRIVE, SITE A SEDONA, AZ 86336
SOLID WASTE	TAYLOR WASTE 519 16TH STREET COTTONWOOD, AZ 86326

POLICE & FIRE PROTECTION

FIRE/EMERGENCY	COPPER CANYON FIRE & MEDICAL 3240 E BEAVER CREEK ROAD RIMROCK, AZ 86335
POLICE	CAMP VERDE MARSHALL OFFICE 6446 E 1ST STREET CAMP VERDE AZ 86322

Contact Arizona 811 at least two full working days before you begin excavation
Call 811 or click Arizona811.com

PRELIMINARY
NOT FOR CONSTRUCTION, BIDDING OR RECORDING

ARDURRA
CIVIL ENGINEERING & SURVEYING
© 928.282.1061
75 KALLOF PLACE
SEDONA AZ 86336
www.ardurra.com

VERDE COMMERCIAL SUBDIVISION
PRELIMINARY PLAT
TOWN OF CAMP VERDE

JOB NO	[illegible]
DESIGN BY	ARV
DRAWN BY	ARV
CHECKED	JLK/JM
DATE	NOVEMBER 2024
SHEET	1 OF 4
DWG	PP1

VERDE COMMERCIAL SUBDIVISION
PRELIMINARY PLAT
TOWN OF CAMP VERDE
PRELIMINARY
NOT FOR CONSTRUCTION
BIDDING OR RECORDING
ARDURRA
SHEET
2
PP2
DWG.
4
OF
GENERAL NOTE
GOSWICK WAY TYPICAL SECTION
HOMESTEAD PARKWAY TYPICAL SECTION
GEORGE ROTHROCK ROAD
MATCHLINE SEE LEFT
MATCHLINE SEE RIGHT
MATCHLINE SEE DWG PP3
INTERSTATE 17
N GOSWICK WAY
N HOMESTEAD PARKWAY
PROPOSED WATERLINE
EXISTING WATERLINE
SETBACK LINE
LOT 1
LOT 2
LOT 3
LOT 4
LOT 5
LOT 6
LOT 7
TRACT C
TRACT D
ARIZONA811
Call 811 or Click Arizona811.com

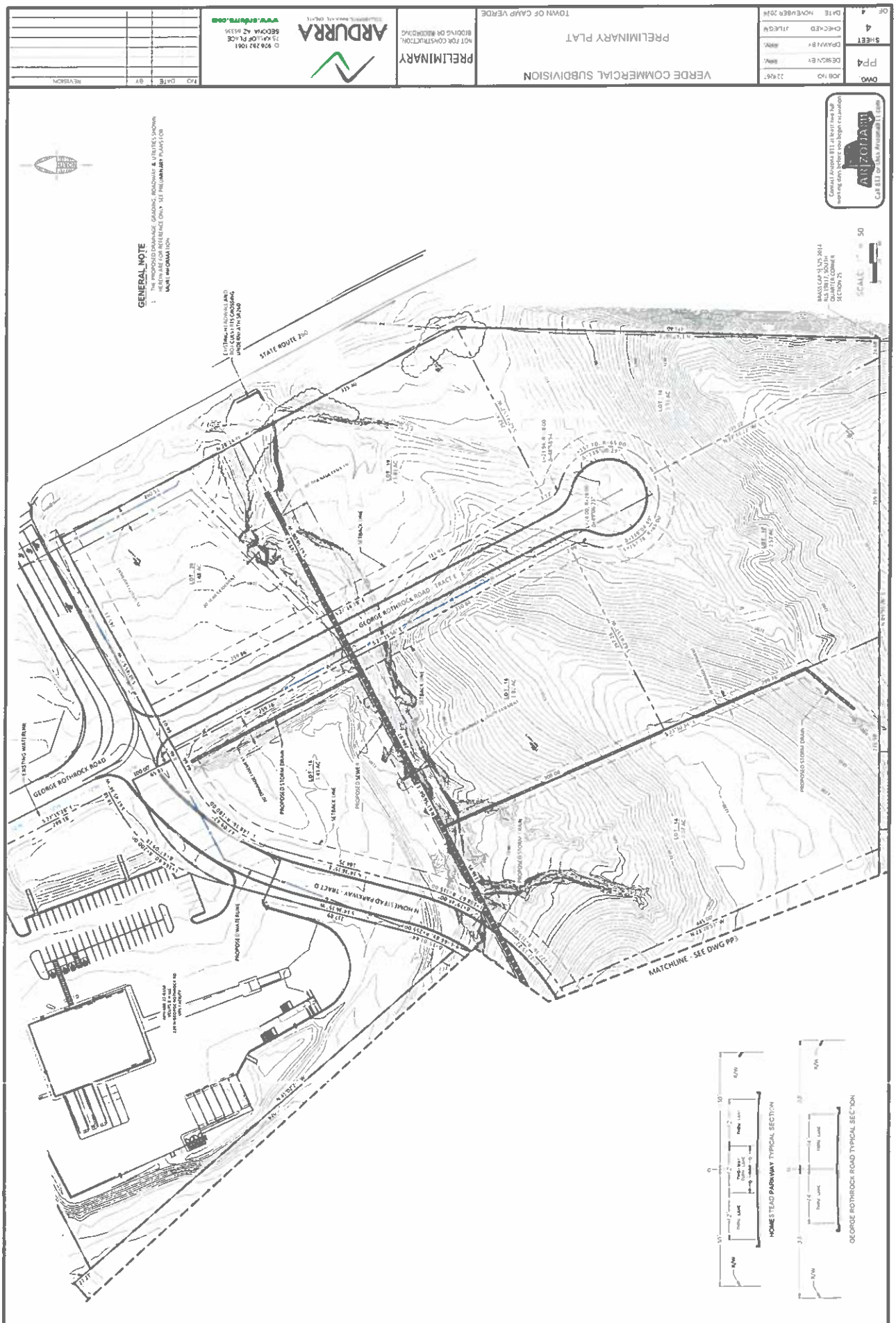

VERDE COMMERCIAL SUBDIVISION
PRELIMINARY PLAT
TOWN OF CAMP VERDE
PRELIMINARY
NOT FOR CONSTRUCTION
BIDDING OR RECORDING
ARDURRA
GENERAL NOTE
STATE ROUTE 260
GEORGE ROTHROCK ROAD
GEORGE ROTHROCK ROAD TRACT E
HOMESTEAD PARKWAY TRACT D
MATCHLINE - SEE DWG PP3
HOMESTEAD PARKWAY TYPICAL SECTION
GEORGE ROTHROCK ROAD TYPICAL SECTION

EXHIBIT "C"

CONVEYANCE DEED

When Recorded Return to:

Town of Camp Verde
473 South Main Street
Camp Verde, Arizona 86322

SPECIAL WARRANTY DEED

Exempt pursuant to A.R.S. §§ 11-1134(A)(3) & 42-11102(A)

For the consideration of Ten Dollars, and other valuable considerations, VERDE COMMERCIAL, LLC ("Grantor"), does hereby convey to the TOWN OF CAMP VERDE ("Town"), an Arizona municipal corporation, 473 South Main Street, Camp Verde, Arizona 86322, the following real property situated in the County of Yavapai, State of Arizona, together with all rights and privileges appurtenant thereto, to wit:

SEE EXHIBIT A ("THE PROPERTY")

And including all groundwater and surface water rights appurtenant to said real property.

SUBJECT TO: Current taxes, assessments, reservations in patents and all easements, rights of way, encumbrances, liens, covenants, conditions, and restrictions as may appear of record in addition to the following use restriction:

The Property shall be used solely as a public water infrastructure site to facilitate additional water storage capacity for the benefit of Town residents, including but not limited to water tanks, water pumps, water meters, pipes, and related infrastructure to facilitate the storage and supply of water service within Town limits (the "Public Purpose"). The Property shall not be sold, leased, abandoned or used for any other use inconsistent with the Public Purpose. In the event that the Public Purpose is abandoned, the Property shall revert to Grantor as provided under Section 2.3 of the Development Agreement between Grantor and Town, executed _____, 2025 and recorded in Yavapai County on _____, 2025 (Recording No. _____).

Grantor hereby binds itself to warrant and defend the title, as against all acts of the Grantor herein and no other, subject to the matters above set forth.

[SIGNATURE(S) ON FOLLOWING PAGE]

DATED this _____ day of _____, 2025.

GRANTOR:
VERDE COMMERCIAL, LLC

_____
Blake Carroll

ACKNOWLEDGEMENT

STATE OF ARIZONA)
) ss.
County of _____)

On this _____ day of _____, 2025, before me, the undersigned Notary Public, personally appeared _____, whose identity was proven to me on the basis of satisfactory evidence to be the persons who they claim to be and acknowledged that they signed the Special Warranty Deed.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

_____
Notary Public

My Commission Expires:

[ADDITIONAL SIGNATURES ON FOLLOWING PAGES]

ACCEPTED BY THE TOWN OF CAMP VERDE, ARIZONA

Town Manager

4/4/2025
Date

ATTEST:

By: Town Clerk

EXHIBIT A

Legal Description

See following page(s).

Meeting Date: May 7, 2025

Agenda Item Type:

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

Requesting Department: Marshal's Office **Staff Resource:** Marshal Corey Rowley

Agenda Title: Consideration and possible approval to purchase three (3) new Ford Explorer Patrol Units through Enterprise, not to exceed $180,000.00 from the FY26 CIP budget.

Attached Documents:

- FY26 CIP Project Sheet – CVMO Vehicles
- Estimate Vehicle Cost Sheet
- Estimated Up-Fit Cost Sheet

Estimated Presentation Time: N/A **Estimated Discussion Time**: N/A

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 Marshal's Office is requesting consent to purchase three new Ford Explorer (Interceptor) Patrol Units. These Patrol Units will replace three older Ford Explorers Patrol Units that have reached the end of service. These Patrol Units have excessive mileage and/or significant repairs needed to maintain there reliability. Since they replace the same vehicle models, we are able to re-utilize much of the old vehicles Police components to minimize upfit costs. Further, the old Patrol Units will be able to be sold back to Enterprise to further lower the cost of the replacement vehicles.

These vehicle replacements are included in the FY26 Capital Improvement Plan priorities. However, staff are requesting permission to proceed with the purchase now due to the significant lead time required to order and receive police vehicles.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

Motion to APPROVE the Enterprise Patrol Vehicle Upgrades.

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Law Enforcement Vehicle Replacement*

FY26 Impact: *$180,000*

5-Yr Project Cost: *$1,070,000.00*

New Project or Rollover: *New Project*

Dept/Div: *CVMO / Patrol*

Contact: *D. Jacobs*

Requested by: *C. Rowley*

Date Completed: *02/05/25*

Project Summary:

Replacement of 3 older marked Ford Explorer patrol units with excessive mileage and high maintenance costs with 3 new Ford Explorer patrol units. Reutilizing the old patrol upfit components to minimize upfit costs, and reselling the old units.

Location: 646 S. 1st Street





Community Impact:

The Marshals Office responds to a variety of calls for service throughout the jurisdiction of Camp Verde on a 24/7 basis. Having reliable patrol units able to respond to these calls for service is critical for the safety and welfare of the residents of Camp Verde. Constant use makes these patrol units wear out faster than normal vehicles, leading to high maintenance costs.

Project Title: *Law Enforcement Vehicle Replacement / Upgrade*

Operational Impact:

Impact on Staffing: None

Impact on operational costs: No actual additional costs due to these vehicles replacing currently patrol vehicles.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	3 – Ford Explorer Patrol Units	Feb – Dec 2025	$ 180,000
FY27	1 – Ford Explorer / 2 Chevy Tahoe Patrol Units	Feb – Dec 2026	$240,000
FY28	2- Chevy Tahoe's / 1 Patrol Truck	Feb – Dec 2027	$280,000
FY29	2 – Patrol Trucks	Feb – Dec 2028	$180,000
FY30	2 – Patrol Trucks	Feb – Dec 2029	$190,000
	Total		**$ 1,070,000**

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY25	Fuel	$ 3,800
FY25	Maintenance	$ 2,500
	Total	**$ 6,300**

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points

Northern Arizona Upfitters, llc

8785 Florentine Rd
Prescott Valley, AZ 86314
+19284760625
info@northernarizonaupfitters.com
www.northernarizonaupfitters.com

Estimate

ADDRESS
Daniel Jacobs
Camp Verde Marshall
646 1St
Camp Verde, AZ 86322

SHIP TO
8785 Florentine Rd
Prescott Valley, AZ 86314

ESTIMATE 250019
DATE 02/09/2025

VEHICLE INFORMAION
2025 Ford PIU

MANUFACTURE	ITEM #	DESCRIPTION	QTY	RATE	AMOUNT
		••• Vehicle •••			
		••• Decommission The following equipment from older generation Ford PIU ••• Remove Cargo Box from rear hatch storage compartment Remove Gun Rack and utilize shotgun lock Remove Computer dock Remove Light Bar Remove Center Console Remove Radio Remove Siren Speaker Remove Light Controller			
		Install all of the above equipment in the new Ford PIU's			
	Labor	EVT Certified Installation - Labor for removing the gun rack, center console, computer dock, light bar, radio, cargo box and siren speaker.	15	110.00	1,650.00
		••• Customer Supplied Equipment ••• See above			
		••• Front of Vehicle •••			
Setina	BK2166ITU20	PB450L2 Aluminum Bumper MPower - With two forward facing lights and two side facing lights.	1	781.15	781.15T
		Speaker used from Old PIU			
		••• Side of Vehicle •••			
Code3	M180SMC-RB	M180° Intersection/takedown/ground light, center section LED multicolor red/blue - Mounted below the mirror.	2	163.95	327.90T
Code3	BSM-BKT-PIU20	Bracket, below side mirror, Ford PIU 2020 (MR6, M180), pair	1	54.14	54.14T
		••• Roof of Vehicle •••			
	Services	Install Tomar Light Bar removed from PIU - Replace mounting hardware	1	200.00	200.00
Antenna	3/4 NMO Coax	3/4 NMO Coax -- 17' Antenna	2	29.95	59.90T
Talley	NMOCAPB	Black Plastic Rain Cap for NMO Mounts	1	6.99	6.99T

		••• Cab of Vehicle •••			
JottoDesk	425-6674	Ford Police Interceptor Utility (2020+) - 24" Floor Plate Kit	1	201.12	201.12T
		Install Clients Center Console & Light Controller			
		Install Clients Gun Rack			
B&B	7010-3001	Handcuff style gun lock to be mounted to existing Gun rack	1	249.95	249.95T
		••• Prisoner Transport System •••			
JottoDesk	475-0065	Ford PI Utility (2020+) Space Creator Vehicle Partition Featuring Bidirectional Recessed Housing	1	1,095.95	1,095.95T
JottoDesk	475-0923	Ford PI Utility (2020+) Replacement Bio-Seat System	1	1,637.21	1,637.21T
JottoDesk	475-1486	Ford PI Utility (2020+) Secure-Grid Window Armor and Door Control Covers	1	515.43	515.43T
		••• Rear of Vehicle •••			
Code3	43-P94RBW	D-Pillar, PIU, CD5031, 2RBW-6RBW - Six rear facing lights and two side facing lights.	1	1,221.69	1,221.69T
		••• Cargo Area of Vehicle •••			
		Install Customer Supplied Cargo Box			
		••• Shipping, Shop Supplies, Labor, Misc. •••			
	Shipping	Shipping charges	1	659.95	659.95
EGIS	PDM-2601B	PDM - 14 Circuit + Ground, 175 A, 12 V W/Kill Switch, Timer, Voltage Sense - with custom wiring harness.	1	499.95	499.95T
	Shop Materials	Misc. shop supplies (Wiring, Connectors, hardware)	68	3.00	204.00T
	Labor	EVT Certified Installation	68	110.00	7,480.00

Contact Northern Arizona Upfitters to pay.
Payment Policy: Northern Arizona Upfitters, LLC requires a 50% deposit, with the remaining balance due prior to or upon delivery of equipment or service unless otherwise stated. Late payments may incur a 10% late fee plus an 18% APR.

By making any payment or receiving any service or equipment, you accept and agree to these policies, rates, and conditions.

Cancellation and Restocking Fees: A restocking fee will apply to equipment orders canceled after approval: 50% if canceled after approval.

Payment Options: Please make checks payable to “Northern Arizona Upfitters, LLC” and reference your invoice or proposal number. We also accept ACH payments, as well as Visa, MasterCard, and American Express (a 3% fee applies to credit card transactions over $5,000).

Thank you for your understanding and cooperation! We appreciate your business.

Acceptance of Estimate

By signing below, I agree to the terms and conditions outlined above.

SUBTOTAL	16,845.33
TAX	629.34
TOTAL	**$17,474.67**

Accepted By

Accepted Date

Thank you for your business!

Open-End (Equity) Lease Rate Quote

Quote No: 8699189

Prepared For: Town of Camp Verde - Police Department
Showers, Mike

Date 02/27/2025
AE/AM EP0/ALD

Unit #
Year 2025 **Make** Ford **Model** Police Interceptor Utility
Series Base All-Wheel Drive
Vehicle Order Type Ordered **Term** 60 **State** AZ **Customer#** 588484

$ 47,988.00		Capitalized Price of Vehicle[1]
$0.00	*	Sales Tax 0.0000% **State** AZ
$ 819.70	*	Initial License Fee
$ 0.00		Registration Fee
$ 720.00		Other: (See Page 2)
$ 0.00		Capitalized Price Reduction
$ 0.00		Gain Applied From Prior Unit
$ 0.00	*	Security Deposit
$0.00		Taxes
$ 48,708.00		Total Capitalized Amount (Delivered Price)
$ 811.77		Depreciation Reserve @ 1.6666%
$ 211.62		Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)[2]
$ 1,023.39		**Total Monthly Rental Excluding Additional Services**

All language and acknowledgments contained in the signed quote apply to all vehicles that are ordered under this signed quote.

Order Information

Driver Name	
Exterior Color	(0 P) Iconic Silver Metallic
Interior Color	(0 I) Charcoal Black w/Unique HD Cloth Front
Lic. Plate Type	Government
GVWR	0

Additional Fleet Management

	Master Policy Enrollment Fees		
$ 0.00	Commercial Automobile Liability Enrollment		
	Liability Limit $0.00		
$ 0.00	Physical Damage Management	Comp/Coll Deductible	0 / 0
$ 0.00	Full Maintenance Program [3] Contract Miles 0	OverMileage Charge	$ 0.0450 Per Mile
	Incl: # Brake Sets (1 set = 1 Axle) 0	# Tires 0	Loaner Vehicle Not Included
$ 0.00	**Additional Services SubTotal**		
$ 106.93	Tax 10.0000% **State** AZ		
$ 1,130.32	**Total Monthly Rental Including Additional Services**		
$ 1.80	Reduced Book Value at 60 Months		
$ 400.00	Service Charge Due at Lease Termination		

Quote based on estimated annual mileage of 20,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

Enterprise FM Trust will be the owner of the vehicle covered by this Quote. Enterprise FM Trust (not Enterprise Fleet Management) will be the Lessor of such vehicle under the Master Open - End (Equity) Lease Agreement and shall have all rights and obligations of the Lessor under the Master Open - End (Equity) Lease Agreement with respect to such vehicle.
Lessee must maintain insurance coverage on the vehicle as set forth in Section 11 of the Master Open-End (Equity) Lease Agreement until the vehicle is sold.

ALL TAX AND LICENSE FEES TO BE BILLED TO LESSEE AS THEY OCCUR.
Lessee hereby authorizes this vehicle order, and agrees to lease the vehicle on the terms set forth herein and in the Master Equity Lease Agreement. In the event Lessee fails or refuses to accept delivery of the ordered vehicle, Lessee agrees that Lessor shall have the right to collect damages, including, but not limited to, a $500 disposal fee, interest incurred, and loss of value.

LESSEE Town of Camp Verde - Police Department

BY **TITLE** **DATE**

* INDICATES ITEMS TO BE BILLED ON DELIVERY.

[1] Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.

[2] Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).

[3] The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	$ 170.00
Pricing Plan Delivery Charge	C	$ 250.00
Courtesy Delivery Fee	C	$ 300.00
Total Other Charges Billed		$ 0.00
Total Other Charges Capitalized		$ 720.00
Other Charges Total		$ 720.00

Open-End (Equity) Lease Rate Quote

Quote No: 8699189

VEHICLE INFORMATION:

2025 Ford Police Interceptor Utility Base All-Wheel Drive - US

Series ID: K8A

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	$48,029	$49,515.00
Total Options	$-1,636.00	$-1,740.00
Destination Charge	$1,595.00	$1,595.00
Total Price	**$47,988.00**	**$49,370.00**

SELECTED COLOR:

Exterior: JS-(0 P) Iconic Silver Metallic

Interior: FW-(0 I) Charcoal Black w/Unique HD Cloth Front Bucket Seats w/Cloth Rear

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
119WB	119" Wheelbase	STD	STD
16C	1st & 2nd Row Carpet Floor Covering	Included	Included
425	50-State Emissions System	STD	STD
44U	Transmission: 10-Speed Automatic (44U)	NC	NC
500A	Order Code 500A	NC	NC
60A	Grille LED Lights, Siren & Speaker Pre-Wiring	Included	Included
64E	Wheels: 18" Painted Aluminum	Included	Included
65U	Police Upgrade Package	$367.00	$390.00
66A	Front Headlamp Lighting Solution	Included	Included
67V	Front & Rear Police Wire Harness Connector Kit	$188.00	$200.00
85D	Front Console Plate Delete	Included	Included
99B	Engine: 3.3L V6 Direct-Injection	$-2,191.00	$-2,330.00
CONSOL	Center Floor Console Less Shifter	Included	Included
F	Unique HD Cloth Front Bucket Seats w/Cloth Rear	Included	Included
FW_01	(0 I) Charcoal Black w/Unique HD Cloth Front Bucket Seats w/Cloth Rear	NC	NC
JS_01	(0 P) Iconic Silver Metallic	NC	NC
PAINT	Monotone Paint Application	STD	STD
STDAX	3.73 Axle Ratio	Included	Included
STDGV	GVWR: 6,840 lbs (3,103 kgs)	Included	Included
STDRD	Radio: AM/FM/MP3 Capable	Included	Included
STDTR	Tires: 255/60R18 AS BSW	Included	Included
SYNC	SYNC Phoenix Communication & Entertainment System	Included	Included

CONFIGURED FEATURES:

Body Exterior Features:

- Number Of Doors 4
- Rear Cargo Door Type: liftgate
- Driver And Passenger Mirror: power remote manual folding side-view door mirrors
- Convex Driver Mirror: convex driver and passenger mirror
- Spoiler: rear lip spoiler
- Door Handles: black
- Front And Rear Bumpers: body-coloured front and rear bumpers with black rub strip
- Front Tow Hooks: 1 front tow hooks
- Body Material: galvanized steel/aluminum body material
- : class III trailering with harness, hitch
- Body Side Cladding: body-coloured bodyside cladding
- Grille: black grille

Convenience Features:

- Air Conditioning automatic dual-zone front air conditioning
- Air Filter: air filter
- Rear Air Conditioning: rear air conditioning
- Cruise Control: cruise control with steering wheel controls
- Trunk/Hatch/Door Remote Release: power cargo access remote release
- Power Windows: power windows with driver and passenger 1-touch down
- 1/4 Vent Rear Windows: power rearmost windows
- Remote Keyless Entry: keyfob (front doors) remote keyless entry
- Steering Wheel: steering wheel with manual tilting, manual telescoping
- Day-Night Rearview Mirror: day-night rearview mirror
- Driver and Passenger Vanity Mirror: driver and passenger-side visor mirrors
- Emergency SOS: emergency communication system
- Front Cupholder: front cupholder
- Floor Console: full floor console
- Overhead Console: mini overhead console with storage
- Glove Box: locking glove box
- Driver Door Bin: driver and passenger door bins
- Dashboard Storage: dashboard storage
- Driver Footrest: driver's footrest
- Retained Accessory Power: retained accessory power
- Power Accessory Outlet: 2 12V DC power outlets

Entertainment Features:

- radio AM/FM stereo with seek-scan
- Voice Activated Radio: voice activated radio
- Speed Sensitive Volume: speed-sensitive volume
- Steering Wheel Radio Controls: steering-wheel mounted audio controls
- Speakers: 4 speakers
- Internet Access: Fleet Telematics Modem internet access
- 1st Row LCD: 1 1st row LCD monitor
- Wireless Connectivity: wireless phone connectivity
- Antenna: integrated roof antenna

Lighting, Visibility and Instrumentation Features:

- Headlamp Type projector beam LED low/high beam headlamps
- Front Wipers: variable intermittent speed-sensitive wipers wipers
- Rear Window wiper: fixed interval rear window wiper with heating wiper park
- Rear Window Defroster: rear window defroster
- Tinted Windows: deep-tinted windows
- Dome Light: dome light with fade
- Front Reading Lights: front and rear reading lights
- Variable IP Lighting: variable instrument panel lighting
- Display Type: digital/analog appearance
- Tachometer: tachometer

Low Tire Pressure Warning: tire specific low-tire-pressure warning
Park Distance Control: Reverse Sensing System rear parking sensors
Trip Computer: trip computer
Trip Odometer: trip odometer
Blind Spot Sensor: blind spot
Front Pedestrian Braking: front pedestrian detection
Forward Collision Alert: forward collision
Water Temp Gauge: water temp. gauge
Engine Hour Meter: engine hour meter
Clock: in-radio display clock
Systems Monitor: driver information centre
Check Control: redundant digital speedometer
Rear Vision Camera: rear vision camera
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Low Washer Fluid Warning: low-washer-fluid warning
Door Ajar Warning: door-ajar warning
Trunk Ajar Warning: trunk-ajar warning
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Spare Tire Type: full-size spare tire
Spare Tire Mount: spare tire mounted inside under cargo
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: curtain 1st and 2nd row overhead airbag
Knee Airbag: knee airbag
Occupancy Sensor: front passenger airbag occupancy sensor
Height Adjustable Seatbelts: height adjustable front seatbelts
Seatbelt Pretensioners: front seatbelt pre-tensioners
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Tailgate/Rear Door Lock Type: tailgate/rear door lock included with power door locks
Rear Child Safety Locks: rear child safety locks
Security System: security system
Tracker System: tracker system
Electronic Stability: electronic stability stability control with anti-rollover
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 5
Front Bucket Seats: front bucket seats
Number of Driver Seat Adjustments: 8-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Lumbar: power 2-way driver and passenger lumbar support
Driver Height Adjustment: power height-adjustable driver and passenger seats
Driver Fore/Aft: power driver and passenger fore/aft adjustment
Driver Cushion Tilt: power driver and passenger cushion tilt
Front Centre Armrest Storage: front centre armrest
Rear Seat Type: rear 35-30-35 split-bench seat

Rear Folding Position: rear seat fold-forward seatback

Leather Upholstery: cloth front and rear seat upholstery

Headliner Material: full cloth headliner

Floor Covering: full carpet floor covering

Dashboard Console Insert, Door Panel Insert Combination: metal-look instrument panel insert, door panel insert, console insert

Shift Knob Trim: urethane shift knob

Floor Mats: carpet front and rear floor mats

Interior Accents: metal-look interior accents

Cargo Space Trim: carpet cargo space

Trunk Lid: plastic trunk lid/rear cargo door

Cargo Tie Downs: cargo tie-downs

Cargo Light: cargo light

Cargo Tray: cargo tray/organizer

Standard Engine:

Engine 285-hp, 3.3-liter V-6 (regular gas)

Standard Transmission:

Transmission 10-speed automatic w/ OD

Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

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

Requesting Department: Finance
Staff Resource: Finance Director Michael Showers & Town Manager Miranda Fisher

Agenda Title: Consideration, and possible approval of Request for Proposal #2025-208 for auditor services.

Attached Documents: RFP #2025-208

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

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

Financial Review (if applicable)**:** Funding for auditing services is allocated in the Finance Department budget.

- 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 utilized the same firm for its financial audit services for nearly a decade. At the recommendation of the Town Manager, staff is proposing to issue a Request for Proposals (RFP) to evaluate whether to continue with the current firm or to select a new vendor. Attached is the draft RFP for Financial Auditing Services, which staff is requesting authorization to release on Thursday, May 8, 2025.

Connection to the FY25-FY30 Strategic Plan

Issuing an RFP for financial audit services supports the Town's commitment to fiscal responsibility and transparency.

Question(s) before the Council:

Does Council have any questions for staff?

Proposed Motions:

I move to APPROVE the Request for Proposal #2025-208 for Financial Auditing Services.

OR

I move to DENY the Request for Proposal #2025-208.

Request for Proposals (RFP)
Town of Camp Verde
Financial Auditing Services
RFP #25-208

Work Summary	The Town of Camp Verde seeks a qualified, licensed certified public accounting firm to provide professional financial auditing services to the Town beginning with fiscal year ending June 30, 2025.
Award Terms	The Town and successful Proposer shall prepare an Agreement to be executed by both parties incorporating the Terms and Conditions herein. The successful Proposal and other Town standard requirements are subject to approval by the Town Council.
Issue Date	Thursday, May 8, 2025
Due Date	Thursday, June 5, 2025; 1:00 PM AZ Time
Inquiries	The deadline for inquiries is Thursday, May 29, 2025 at 12:00 PM, Local Arizona Time. Questions and/or inquiries must be emailed to Finance Director Michael Showers at Michael.Showers@campverde.az.gov. Questions submitted after this date and time will not receive a response. The Town of Camp Verde reserves the right to issue RFP amendments after the question and answer period. It is each Proposer's responsibility to check the website www.publicpurchase.com for addenda to this RFP. This Request for Proposals may only be modified by a written Addendum.
Pre-Submittal Meeting	Wednesday, May 21, 2025; 10:00 AM (AZ Time). Microsoft Teams meeting **Meeting Link** Meeting ID: 247 078 473 438 3 Passcode: 2vY958Ds
Submittal Process	Proposals will be emailed Finance Director Michael Showers on or before 1:00 PM (AZ TIME) Thursday, June 5, 2025. The proposal shall be in pdf format and all required information must be included. Once your proposal is received you will receive email confirmation from Finance Director Michael Showers.
Document Availability	Documents can be downloaded at www.PublicPurchase.com or by contacting Finance Director Michael Showers by emailing Michael.Showers@campverde.az.gov or calling (928) 554-0811
Contact	Finance Director Michael Showers Michael.Showers@campverde.az.gov (928) 554-0811
Equal Opportunity	Camp Verde is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals on this solicitation.

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1. Background

The Town of Camp Verde, Arizona, is a vibrant community located in the Verde Valley of north-central Arizona. Founded in 1865 and incorporated in 1986, Camp Verde is known for its scenic landscapes, strong sense of community, and commitment to sustainable growth. The Town covers approximately 43 square miles and serves a population of over 13,000 resident.

The Town's fiscal year begins on July 1 and ends on June 30.

Camp Verde operates under a Council-Manager form of government and is organized into multiple departments, with approximately 130 FTEs.

The Town's accounting and financial reporting functions are centralized. Detailed information on the Town's operations, budgets, and financial reports can be found at: Finance | Town of Camp Verde, AZ

2. Finance Department

The Finance Department is led by the Finance Director Michael Showers, who will serve as the primary contact for the selected vendor.

Finance Department staff will be available during the audit to provide information, documentation, and necessary assistance.

- The Town uses Tyler Technologies for its financial accounting software.
- Staff will assist with pulling requested documents, answering questions, and preparing confirmations as needed.
- Preparation, editing, and printing of reports will be the responsibility of the vendor.
- The Town will provide workspace, access to telephone, photocopying facilities, and Wi-Fi as needed while the audit is conducted on-site.

3. Scope of Work

The selected vendor shall perform an annual financial and compliance audit of the Town's financial statements in accordance with:

- Generally Accepted Auditing Standards (GAAS)
- Government Auditing Standards (GAS)
- Uniform Guidance (2 CFR Part 200)
- State of Arizona audit requirements

Services include:

- Annual Audit and issuance of an opinion on the Town's financial statements
- Review and assistance with the preparation of the Town's Annual Comprehensive Financial Report (ACFR) if applicable, including preparing the reports of the ACFR, including financial and statistical reports with data provided by the Finance Dircetor.
- Preparation and submission of the Annual Expenditure Limitation Report (AELR) in compliance with Arizona Revised Statutes

- Compliance audit of Federal grant programs, if federal expenditures meet the Single Audit threshold
- HURF (Highway User Revenue Fund) compliance report
- Management letter outlining findings and recommendations
- Communications with governance

Additional Services (if applicable)

- Municipal Court audit in accordance with Arizona Supreme Court Minimum Accounting Standards (every three years).
- Assistance with GFOA Certificate of Achievement for Excellence in Financial Reporting submission (if pursued).

At the conclusion of the Audit, the vendor must deliver:

- Independent Auditor's Report
- Report on Internal Control Over Financial Reporting and Compliance
- ACFR report for review and verification
- Single Audit Reports (if required)
- Management Letter
- Schedule of Findings and Questioned Costs
- Schedule of Expenditures of Federal Awards (SEFA), if applicable
- Communications with Town Council

The vendor shall immediately report any material irregularities or illegal acts to the Town Manager and Finance Director.

4. Schedule

For the Fiscal Year ending June 30, 2025:

- Town records will be ready for audit by approximately September 30, 2025.
- Draft audit reports and recommendations shall be submitted to the Finance Director by November 15, 2025.
- Final signed reports (electronic and printed copies) shall be delivered no later than December 15, 2025.

A similar timeline will apply for subsequent fiscal years if renewal options are exercised.

5. Proposal Content and Submittal

5.1. Submittal Checklist

As part of the RFP process, all Proposers are to review, complete, and submit the following proposal components and compliance documents **IN ORDER FOR THE PROPOSAL TO BE RESPONSIVE. FAILURE TO DO SO MAY RESULT IN THE PROPOSAL BEING DECLARED NON-RESPONSIVE AND REJECTED.**

Previous compliance document submittals and/or waivers do not apply. New forms must be completed and processed. The Town reserves the right to request additional information and/or clarification regarding submitted compliance documents during the evaluation process.

Proposals MUST include the following components and compliance documents listed in the checklist.

1. **COVER LETTER:** Include a one-page cover letter that contains a general statement of the purpose for submission, and the following detailed company information:

    a. **BUSINESS ORGANIZATION** State the full name and address of your organization, and if applicable, any branch office or other subordinate element that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership or corporation; if a corporation, indicate the state in which you are incorporated. Include email addresses and phone numbers for all key personnel.

    b. **AUTHORIZED NEGOTIATIONS** Include the names, email addresses and phone numbers of personnel of your organization authorized to negotiate the proposed contract with the Issuing Office.

2. **PROPOSAL NARRATIVE:** Include responses to all questions and components outlined below in a proposal narrative. Proposers shall complete the fillable **"RESPONSE WORKBOOK" (**attached as an appendix to this solicitation) and submit as their proposal. Please supplement your WORKBOOK responses with designs and work samples in a separate attachment. Total RFP submission shall be limited to 50 pages.

3. **COST PROPOSAL:** Complete the cost and staffing proposal found in the fillable **"RESPONSE WORKBOOK.**"

4. **REQUIRED COMPLICANCE DOCUMENTS:** Complete the required compliance forms and documents listed in the checklist below and found in the fillable **"RESPONSE WORKBOOK.**"

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

PROPOSAL CHECKLIST Follow this sequence in presenting a proposal, with the checklist as the Table of Contents. Proposals must be ordered as indicated on this form. All of the Proposal Documents apply to and become a part of the terms and conditions of the proposal.	
	Page #
PROPOSAL SUBMITTAL	
The proposal prices offered have been reviewed.	
Proposal Package/Envelope has been identified with proposal number and title.	
The Agreement Time and/or schedules have been included.	
The proposal is submitted by the time specified above	
Any addendums have been included/noted in Offer Section.	
PROPOSAL DOCUMENTS	
One-page Cover Letter (on company letterhead)	Response workbook
Table of Contents/Proposal Checklist	Response workbook
Firm Overview	Response workbook
Clients/Potential Conflicts of Interest	Response workbook
General Proposal	Response workbook

Cost of Services	Response workbook
References	Response workbook
REQUIRED RFP COMPLIANCE DOCUMENTS	
Addendum Acknowledgement	Response workbook
Authorized Signature Form	Response workbook
Proposal Form (Proposals not signed in this section will not be considered)	Response workbook

5.2. Submittal Instructions

5.2.1 Format.

Proposers shall email their proposal to Finance Director Michael Showers on or before 1:00pm (AZ TIME) Thursday, June 5, 2025.

Any bid received after the time specified will be returned rejected. It is the bidder's responsibility to assure proposal are received via email Finance Director Michael Showers (Michael.Showers@campverde.az.gov) on or before the specified time. The email must be clearly marked with the bidder's name and the title "Camp Verde Financial Auditing Services".

5.2.2 No Modifications.

Modifications shall not be permitted after proposals have been opened except as otherwise provided under applicable law.

5.3. Requirements for Proposers

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

3.3.2. ***Late Proposals:*** Late submittals will not be considered under any circumstances. It is the sole responsibility of the Proposer to see that his/her proposal is emailed and received by the proper time and at the proper place.

3.3.3. ***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.

3.3.4. ***Public Record:*** All proposals submitted in response to this solicitation and all evaluation related records shall become property of the Town of Camp Verde 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 of Camp Verde in proposals submitted, and the information sought to be protected clearly marked as proprietary. The Town of Camp Verde 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 of Camp Verde 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.

3.3.5. ***Solicitation Transparency Policy:*** Beginning on the date this Solicitation is issued and continuing until either the date a contract is awarded or this Solicitation is withdrawn by the Town of Camp Verde, all persons or entities who respond or intend to respond to this Solicitation, including without limitation their employees, agents, representatives, partners, subconsultants, consultants, joint venturers, members, lobbyists, or attorneys (collectively, "Proposers"), shall only discuss matters associated with this Solicitation with the Town Manager and shall not have any direct or indirect contact about this Solicitation with any other Town staff or Town official, including, without limitation, members of the evaluation panel, the Mayor, or any member of the Camp Verde Town Council. As long as the subject matter of the Solicitation is not discussed, Proposers may continue to conduct business with the Town of Camp Verde.

3.3.6. ***Persons with Disabilities:*** Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Town Manager Miranda Fisher. Requests shall be made as early as possible to allow time to arrange the accommodation.

3.3.7. ***Proposal Acceptance Period:*** All proposals shall remain open for 180 days after the day of the opening of proposals, but the Town of Camp Verde may, at its sole discretion, release any proposal and return the proposal security (as applicable) prior to that date. No Proposer may withdraw his/her proposal during this period without written permission from the Town of Camp Verde. Should any Proposer refuse to enter into an Agreement, under the terms and conditions of the procurement, the Town of Camp Verde may retain the security (as applicable), not as a penalty, but as liquidated damages.

3.3.8. ***Clarifications.*** The Town of Camp Verde 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.

3.3.9. ***Waiver and Rejection Rights.*** The Town of Camp Verde 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.

3.3.10. ***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.

3.3.11. ***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.

3.3.12. ***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 submittal of its proposal; and the Proposer certifies that it does not discriminate against any employee or applicant for employment based on race, color, age, sex, religious or political affiliation, sexual orientation, gender identity, family status, marital status, national or ethnic origin, or mental or physical disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.

3.3.13. **Inquiries**

3.3.13.1. ***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 Consultant claim.

3.3.13.2. ***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.

6. Evaluation and Award

6.1. Evaluation Criteria

General Evaluation Standards

The Town of Camp Verde seeks to obtain the services described in the Scope of Work. The Town of Camp Verde will evaluate proposals on the selection criteria set forth below. The Town of Camp Verde 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.

The Town of Camp Verde 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.

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

FIRM OVERVIEW (10%)

- Office location
- Length of time in business
- Total number of employees and number of local employees
- Names of principals, their disciplines, and Arizona registration.
- Services provided by the firm
- Experience in providing similar services within the last ten (10) years
- Three (3) references
- Email and Phone Contact information for persons(s) submitting the Proposal (preferably the designated project manager who will serve as the firms' primary contact person for the Proposal)

FIRM EXPERIENCE (25%)

Provide a minimum of three (3) relevant examples of other municipal financial auditing projects your team has completed.

Include brief description of services provided by the project team that directly relate to this contract.

- Project Name
- Location
- Client Name and Phone Number
- Budget
- Completion Date
- Indicate whether the project was completed on schedule and within budget
- Indicate any challenges encountered and subsequent solutions

PROJECT TEAM (25%)

List those individuals who will complete the work. Provide the following information for each team member:

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

List any firms that will act as subconsultants to your firm. Provide information regarding prior projects on which the proposed subconsultants have worked with your firm.

PROJECT APPROACH (35%)

The Town recognizes that there are different approaches that can lead to the desired outcomes that have been noted in this RFP. Respondents shall demonstrate the understanding of the services and the steps they will undertake to accomplish the scope of work. (Note, during contract negotiation, the Town reserves the right to modify the above-mentioned scope of services and tasks/task order based on project approaches that may be recommended by respondents).

PRICE (5%)

- Please include a price proposal for this project.
- The Town is not required to accept the lowest bid for this RFP. However, as with any public procurement process, cost will be considered in the overall scoring of all proposals.

7. Solicitation Terms and Conditions

GENERAL CONDITIONS

The Agreement time commences upon execution of the Agreement and issuance of the Notice to Proceed. Services shall not commence until issuance of a Notice to Proceed or Purchase Order by the Town of Camp Verde.

Protests: An interested party may protest a solicitation by filing a protest in writing to the Town Manager not fewer than five (5) days before the closing date and time of the solicitation. An unsuccessful Proposer or Bidder may protest a determination of non-responsiveness or non-responsibility by the Town by filing a protest in writing with the Town Manager not more than five (5) days after issuance of notice of such determination by the Town. An unsuccessful Proposer or Bidder may protest a contract award by filing a protest in writing with the Town Manager not more than five (5) days after issuance of a notice of apparent low responsive and responsible Bidder, or a notice of intent to award. The protest shall include the following information: (1) The name, address, and telephone number of the protester; (2) Identification of the contracting activity and the number of the solicitation; (3) The signature of the protester or its authorized representative; (4) A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents; and (5) The specific relief requested.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **Proposers who violate this policy shall be disqualified from participating in this Solicitation.**

Consultant Agreement
For Professional Services For

Town of Camp Verde Financial Auditing Services

Between the

OWNER	**CONSULTANT**
Town of Camp Verde 395 S. Main Street Camp Verde, AZ 86322 (the "Town")	(the "Consultant")

This INDEPENDENT CONSULTANT AGREEMENT ("Agreement) is awarded pursuant to **Proposal #25-208.**

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

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

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

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

Section I. Terms and Conditions

The Town and successful Proposer shall prepare an Agreement to be executed by both parties incorporating the Terms and Conditions herein. The successful Proposal and other Town standard requirements are subject to approval by the Town Council.

Section II. Scope of Work

The Consultant shall provide the Services as set forth in the attached Scope of Work, which is marked as Exhibit A and incorporated herein.

Section III. Compensation

1. **Compensation**. The Owner agrees to pay the Consultant $_____ for the performance of the Services.

2. **Fees and Invoice.** The Consultant will invoice the Owner for payment. The Owner will not make any advance payment for Services. The invoices shall be sent to the Owner's representative via email.

3. **Payment.** Payment will be made net thirty (30) days of the Owner's receipt of a correct, itemized invoice from the Consultant.

Section IV. Proprietary Rights

The Consultant hereby irrevocably assigns, transfers, and conveys to the Owner without further consideration all worldwide rights, title, and interest in and to all Works created pursuant to this agreement.

Section V. Termination

1. **For Owner's Convenience**. This Agreement is for the convenience of the Owner and, as such, may be immediately terminated without cause after receipt by the Consultant of written notice by the Owner. Upon termination for convenience, the Consultant shall be paid for all undisputed services performed to the termination date.

2. **For Cause**. This Agreement may be terminated by either party upon thirty (30) days written notice should the other party breach any of its terms or otherwise violate the law in connection with the performance of any duty imposed on the party by the terms of this Agreement. In the event of such termination, payment shall be made by the Owner to the Consultant for the undisputed portion of its fee due as of the termination date.

3. **Due to Work Stoppage**. This Agreement may be terminated by the Owner upon thirty (30) days written notice to the Consultant in the event that the Services are permanently abandoned. In the

event of such termination due to work stoppage, payment shall be made by the Owner to the Consultant for the undisputed portion of its fee due as of the termination date.

4. **Conflict of Interest**. This Agreement is subject to the provisions of A.R.S. § 38-511. The Owner may cancel this Agreement without penalty or further obligations by the Owner or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement on behalf of the Owner or any of its departments or agencies is, at any time while the Agreement or any extension of the Agreement is in effect, an employee of any other party to the Agreement in any capacity or a Consultant to any other party of the Agreement with respect to the Agreement's subject.

5. **Gratuities**. The Owner may, by written notice to the Consultant, cancel this Agreement if it is found by the Owner that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Consultant or any agent or representative of the Consultant to any officer, agent, or employee of the Owner for the purpose of securing this Agreement. In the event this Agreement is cancelled by the Owner pursuant to this provision, the Owner shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Consultant an amount equal to one hundred fifty percent (150%) of the gratuity.

6. **Fund Appropriation Contingency**. The Consultant understands that the continuation of this Agreement after the close of any given fiscal year of the Owner, which ends on June 30, shall be subject to the budget of the Owner providing for the contract item as expenditure. The Owner cannot assure that the budget item for funding this Agreement will be approved in the future as such assurance would be a legislative and policy determination of the Owner Council at the time of the adoption of the budget. Should the funding of the Agreement not be approved by Owner Council, the Owner may terminate this Agreement as of the close of its fiscal year.

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

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

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

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

Section X. Insurance Requirements
The Consultant shall maintain during the term of this Agreement insurance policies described below issued by companies licensed in Arizona with a current AM Best rating of A- or better. The Owner's Risk Management Division reserves the right to review and make an exception for substitute/alternative coverage. Failure to maintain insurance as specified herein may result in termination of this Agreement at

the Owner's option.

Before the Owner signs this Agreement, the Consultant shall furnish the Owner's Risk Manager with certificates of insurance evidencing the coverages, conditions, and limits required by this Agreement, at the following address:

Town of Camp Verde
Town Manager
473 S Main Street
Camp Verde, AZ 86322
Telephone: (928) 554-0003

The insurance policies, except Worker's Compensation and Professional Liability, shall be endorsed to name the Town of Camp Verde, its agents, officers, officials, employees, and volunteers as additional insureds with corresponding endorsement relative to the additional insured indemnification and with the following language:

> The Town of Camp Verde, its agents, officers, officials, employees, and volunteers are hereby named as additional insureds as their interest may appear.

If any insurance policies are written on a "claims made" basis, coverage shall extend for two (2) years past completion and acceptance of the Consultant's work or services and must be evidenced by annual certificates of insurance. The insurance policies shall be endorsed stating that they shall not expire, be cancelled, suspended, voided, or materially changed without thirty (30) days written notice by certified mail to the Town of Camp Verde Risk Manager. The Consultant's insurance must be primary, and any insurance or self-insurance maintained by the Town shall not be contributed to it. If any part of this Contract is subcontracted, these insurance requirements also apply to all subconsultants. The following policies are required:

1. **Commercial General Liability** insurance with a limit of not less than one million dollars ($1,000,000) plus aggregate coverage of not less than two million dollars ($2,000,000) per occurrence for bodily injury, property damage, personal injury, products and completed operations, including but not limited to, the liability assumed under the indemnification provisions of this Contract.

2. **Automobile Liability** insurance with a combined single limit for bodily injury and property damage of not less than one million dollars ($1,000,000) for each occurrence with respect to the Consultant's owned, hired, and non-owned vehicles.

3. **Worker's Compensation** insurance with limits statutorily required by any Federal or state law and **Employer's Liability** insurance of not less than one million dollars ($1,000,000) for each accident, one million dollars ($1,000,000) disease for each employee.

4. **Professional Liability** insurance covering acts, errors, mistakes, omissions arising out of the work or services performed by the Consultant, or any person employed by the Consultant, with a limit of not less than one million dollars ($1,000,000) plus aggregate coverage not less than two million dollars ($2,000,000) each claim.

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

When policies are renewed or replaced, any retroactive date must coincide with or precede

commencement of services by Consultant under this Agreement. A claims-made policy that is replaced or not renewed must have an extended reporting period of not less than two (2) years.

With the execution of this Agreement, Consultant shall simultaneously furnish any original Certificates of Insurance and corresponding endorsement(s) evidencing the required coverage to be in force on the date of this Agreement.

The receipt of any Certificate of Insurance and endorsement does not constitute an agreement by the Town of Camp Verde that insurance requirements have been met.

Failure of Consultant to obtain Certificates or other insurance evidence from other Consultants shall not be deemed a waiver by the Town of Camp Verde.

The Consultant's liability under this Agreement is not in any way limited by the insurance required by this Agreement.

Failure to comply with insurance requirements may be regarded as a breach of the Agreement terms.

Section XI. Standard of Care

The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with Consultant's services. Subject to the foregoing standard of care, Consultant and its subconsultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty Consultants, manufacturers, suppliers, and the publishers of technical standards

Section XII. Indemnity

Consultant agrees, to the fullest extent permitted by law, to indemnify, defend, save and hold harmless the Town of Camp Verde, its departments, agencies, boards, commissions, and its officers, officials, agents, employees and volunteers (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Consultant or any of its owners, officers, directors, agents, employees or subconsultants. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Consultant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Consultant from and against any and all claims. It is agreed that Consultant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this Agreement, the Consultant agrees to waive all rights of subrogation against the Town of Camp Verde, its officers, officials, agents and employees for losses arising from the work performed by the Consultant for the Town of Camp Verde. The obligations under this Section 10 shall survive termination of this Agreement.

Section XIII. Compliance with Federal and State Laws

The Consultant understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. Under the provisions of A.R.S. §41-4401, Consultant hereby warrants to the Town that the Consultant

and each of its Subconsultants ('Subconsultants") will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to their employees and A.R.S. §23-214(A) (hereinafter "Consultant Immigration Warranty").

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

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

The Town may, at its sole discretion, conduct random verification of the employment records of the Consultant and any of the Subconsultants to ensure compliance with Consultant's Immigration Warranty. Consultant agrees to assist the Town in regard to any random verification performed.
Neither the Consultant nor any of the Subconsultants shall be deemed to have materially breached the Consultant Immigration Warranty if the Consultant or Subconsultant establishes that is has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214, Subsection A.

Section XIV: No Israel Boycott
The Parties agree that they are not currently engaged in, and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. §35- 393.

Section XV. China
Pursuant to and in compliance with A.R.S § 35-394, Consultant hereby agrees and certifies that it does not currently, and agrees for the duration of this Agreement that Consultant 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. Consultant 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.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate originals, this _____ day of _____, 2025

APPROVED AS TO FORM:

_____
Town Attorney/Date

Town of Camp Verde:

By: _____
Mayor/Date

ATTEST:

_____
Town Clerk

Consultant:

By: _____

Date: _____

Town of Camp Verde
Financial Auditing Services
Response Workbook
RFP #25-208

Proposer is to complete this Response Workbook and submit as their response to this RFP.

Proposer Name: (Proposer to include response here)

Proposer Address: (Proposer to include response here)

REQUIRED RESPONSES:
Proposer's answers to the following questions will comprise the Proposer's response to this RFP. It should be noted that all attachments or exhibits prepared by the Town and referenced herein are incorporated by reference into the Proposer's response and shall be included in a final contract with the successful Proposer. Information prepared by the Proposer and submitted with their proposal *may* be incorporated into a final contract (for example program offerings, curriculum, key personnel, or performance metrics).

FIRM OVERVIEW

- Office location
- Length of time in business
- Total number of employees and number of local employees
- Names of principals, their disciplines, and Arizona registration.
- Services provided by the firm
- Experience in providing similar services in municipal law within the last ten (10) years
- Three (3) references
- Email and Phone Contract information for persons(s) submitting the Proposal (preferably the person will serve as the firms' primary contact person for the Proposal)
- Provide resumes of persons designated by the firm to be the primary point of contact

(Proposer to include response here)

FIRM EXPERIENCE

Provide a minimum of three (3) relevant examples of other municipal financial auditing

projects your team has completed.

Include brief description of services provided by the project team that directly relate to this contract.

- Project Name
- Location
- Client Name and Phone Number
- Budget
- Completion Date
- Indicate whether the project was completed on schedule and within budget
- Indicate any challenges encountered and subsequent solutions

(Proposer to include response here)

PROJECT TEAM

List those individuals who will complete the work. Provide the following information for each team member:

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

List any firms that will act as subconsultants to your firm. Provide information regarding prior projects on which the proposed subconsultants have worked with your firm.

(Proposer to include response here)

PROJECT APPROACH

The Town recognizes that there are different approaches that can lead to the desired outcomes that have been noted in this RFP. Respondents shall demonstrate the understanding of the services and the steps they will undertake to accomplish the scope of work. (Note, during contract negotiation, the Town reserves the right to modify the above-mentioned scope of services and tasks/task order based on project approaches that may be recommended by respondents).

(Proposer to include response here)

PRICE

- Please include a price proposal for this project.
- The Town is not required to accept the lowest bid for this RFP. However, as with any public procurement process, cost will be considered in the overall scoring of all proposals.

(Proposer to include response here)

ADDENDUM RESPONSES AND ACKNOWLEDGEMENT:

Attach addendum response(s) and acknowledgement(s) here.

(Proposer to include response here)

ONE-PAGE COVER LETTER

Attach cover letter on company letter head here.

(Proposer to include response here)

REFERENCES FORM: List a minimum of three (3) customers on the fillable form below, **excluding the Town of Camp Verde (if applicable)**, for whom your company has provided services of a similar size & scope as described in this Request for Proposal, during the past three (3) years. Include the length of any contracts listed. Proposers may make multiple copies of this document as needed. These references may be used to assess the qualifications of Proposers under consideration for final award. This information may or may not be a determining factor in the award.

Reference 1:

(Enter Company Name)	(Enter Company Address) (Enter Company Street Address) (Enter City, State, Zipcode)
(Enter Contact Name)	(Enter Contact Phone Number)
(Enter Contact Email Address)	(Enter Date of Services)
Provide a brief summary of Services provided: (Describe Services Here:)	

Reference 2:

(Enter Company Name)	(Enter Company Address) (Enter Company Street Address) (Enter City, State, Zipcode)
(Enter Contact Name)	(Enter Contact Phone Number)
(Enter Contact Email Address)	(Enter Date of Services)
Provide a brief summary of Services provided: (Describe Services Here:)	

Reference 3:

(Enter Company Name)	(Enter Company Address) (Enter Company Street Address) (Enter City, State, Zipcode)
(Enter Contact Name)	(Enter Contact Phone Number)
(Enter Contact Email Address)	(Enter Date of Services)
Provide a brief summary of Services provided: (Describe Services Here:)	

Attachments and Required Forms

PROPOSAL FORM

Proposal Form: For the proposal for services.

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

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.

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

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

The State of Arizona)
)
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 Agreement 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 _____, 2025, by _____.

_____ _____

Notary Public My Commission Expires:

TOWN OF CAMP VERDE, ARIZONA

AUTHORIZED SIGNATURE FORM

Camp Verde Agreement Number: 25-208

Consultant Name: _____

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

NOW, THEREFORE, on behalf of the Consultant, I hereby declare that

_____
(Name of Parties Authorized)

is/are authorized to execute and sign on behalf of said Consultant the following documents:

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

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

_____
Name

_____
Title

(Seal of Corporation)

STATE OF _____)
) ss.
County of _____)

I, _____of the _____
corporation, do hereby certify that the above is a true and correct copy of a resolution adopted by the Board of Directors of said corporation, at a meeting of said Board held on the _____ day of _____, 2025, and that the same is in full force and effect at this time.

DATED _____, 2025.

_____
(Officer of Corporation)

(Seal of Corporation)

STATE OF _____)
) ss.
County of _____)

This instrument was acknowledged before me this _____ day of _____, 2025 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:

_____

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Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

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

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

Agenda Title: Proclamation declaring May 4-10, 2025 as Municipal Clerks Week.

Attached Documents: Proclamation

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

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

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

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

Background Information:

The Office of the Professional Municipal Clerk serves a critical and longstanding role within municipal government, providing an essential link between citizens, the local governing body, and agencies at the county, state, and federal levels. The Professional Municipal Clerk is often the first and most direct point of contact for the public seeking information about local government services, initiatives, and policies. Through diligent stewardship of official records, management of elections, preparation of legislative materials, and facilitation of public meetings, the Clerk ensures transparency, accountability, and accessibility in the democratic process.

Established as one of the oldest public service roles in governmental history, the Office of the Clerk embodies the principles of continuity and integrity. The Clerk's responsibilities have evolved significantly over time, expanding from traditional recordkeeping to serving as a dynamic information center for both the public and internal departments. Clerks are tasked with maintaining the official history of the municipality through the careful preservation of minutes, ordinances, resolutions, and other vital documents, ensuring that the community’s legislative actions are properly archived and accessible for future generations.

In addition to their recordkeeping functions, Professional Municipal Clerks administer local elections with impartiality and precision, ensuring that the cornerstone of democracy, the right to vote, is protected at the local level. They oversee candidate filings and ensure compliance with state and federal election laws, thereby upholding the integrity of the electoral process.

Clerks also play a vital role in promoting civic engagement. By coordinating public notices, facilitating public records requests, and supporting advisory boards and commissions, Clerks foster transparency and ensure that residents are informed and empowered to participate in local governance.

Professional Municipal Clerks are trained experts in government operations, public records law, parliamentary procedure, and ethics. Many pursue certifications such as the Certified Municipal Clerk (CMC) and Master Municipal Clerk (MMC) to further enhance their knowledge and skills. Their ongoing commitment to education and professional development reflects the importance of their role in adapting to the complex needs of modern governance.

The Office of the Professional Municipal Clerk is indispensable to the efficient, transparent, and accountable operation of municipal government. It is appropriate and important to recognize and celebrate the work of Municipal Clerks, whose dedication to public service continues to strengthen the relationship between the government and the community it serves.

Question(s) before the Council:

- Does Council have any questions for staff?

Town of Camp Verde
Proclamation

***WHEREAS**, the Office of the Professional Municipal Clerk is the oldest among public servants; and*

***WHEREAS**, the Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels; and*

***WHEREAS**, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all; and*

***WHEREAS**, the Professional Municipal Clerk serves as the information center on functions of local government and community; and*

***WHEREAS**, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and*

***WHEREAS**, the Town of Camp Verde: would like to recognize the accomplishments of the Office of the Professional Municipal Clerk.*

***NOW THEREFORE,** I, Marie Moore, Mayor of the Town of Camp Verde, on behalf of the Town Council and the residents of Camp Verde, do hereby proclaim the week of May 4-10, 2025 as:*

"MUNICIPAL CLERKS WEEK"

***IN WITNESS WHEREOF,** I have hereunto set my hand and caused to be affixed the Seal of the Town of Camp Verde on this 7th day of May, 2025.*

_____
Marie Moore, Mayor

Attest:

_____
Leah Rhodes, Town Clerk

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MEETING DATE: May 7, 2025

AGENDA ITEM TYPE:

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

REQUESTING DEPARTMENT: Public Works **STAFF RESOURCE:** Public Works Director Ken Krebbs

AGENDA TITLE: Proclamation declaring May 18 through May 24, 2025 as Public Works Week.

ATTACHED DOCUMENTS:

- Proclamation

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

REVIEWED BY:

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

FINANCIAL REVIEW (if applicable)**:**

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

BACKGROUND INFORMATION:

National Public Works Week (NPWW) is an annual observance initiated in 1960 by the American Public Works Association (APWA) to raise awareness about the vital role public works play in building and maintaining communities. The campaign aims to educate the public about the importance of public works professionals and the infrastructure they manage, including roads, water systems, waste management, and more. Over the years, NPWW has gained widespread recognition, with various presidents, governors, and local officials acknowledging the contribution of public works through resolutions and proclamations.

Origins and Historical Context

The APWA established NPWW in 1960 as a public education campaign designed to highlight the importance of public works in society. Rear Admiral Cushing Phillips, a retired U.S. Navy officer and former President of the Los Angeles Board of Public Works, chaired the campaign in its early years. That same year, the U.S. Senate passed a resolution formally endorsing the first National Public Works Week. Two years later, in 1962, President John F. Kennedy issued a proclamation recognizing NPWW, further solidifying its national importance.

Since its inception, NPWW has been an opportunity for public works professionals to showcase their essential contributions to communities. It also serves as a reminder of the ongoing need to maintain and improve infrastructure for future generations. Each year, the APWA selects a theme for NPWW, with recent examples including "Ready and Resilient" (2022), "Stronger Together" (2021), and "People,

Purpose, Presence" (2025). These themes reflect the evolving challenges and achievements in the public works sector.

The Purpose of National Public Works Week

The primary purpose of NPWW is to raise awareness about the critical role that public works professionals play in the daily lives of citizens. Public works encompasses a wide range of services that are essential for the proper functioning of society. This includes the planning, construction, maintenance, and operation of infrastructure such as roads, bridges, water systems, waste management, public buildings, and parks.

Public works professionals are often the unsung heroes who work tirelessly behind the scenes to ensure that communities remain functional, safe, and resilient. From designing water treatment systems to repairing roads after a natural disaster, public works is involved in almost every aspect of daily life. Without public works, the infrastructure that supports modern society would quickly break down, leading to significant disruptions in quality of life.

Through NPWW, the APWA seeks to highlight how public works professionals contribute to the well-being of communities by providing essential services and managing critical infrastructure. The event also serves to educate the public about the challenges faced by these professionals, such as budget constraints, aging infrastructure, and the need for ongoing innovation to address emerging issues like climate change and urbanization.

The Role of the APWA

The American Public Works Association (APWA) plays a central role in National Public Works Week. Founded in 1937, the APWA is a professional organization that represents public works professionals across North America. It provides resources, education, and advocacy for its members, helping them stay informed and connected as they work to improve the infrastructure and services that support their communities.

The APWA's support for NPWW is part of its broader mission to advance the public works profession and raise awareness about its importance. In addition to organizing NPWW, the APWA hosts a range of events, webinars, and educational programs throughout the year. The association also advocates for policies and funding that support the growth and development of public works systems, ensuring that communities have the resources they need to thrive.

Each year, the APWA creates materials and resources for NPWW, including posters, social media content, and educational materials that public works agencies can use to engage with the public. These materials often align with the theme of the year and help reinforce the message that public works is integral to the functioning of modern society.

Themes of National Public Works Week

Each year, the APWA selects a theme for NPWW to highlight a specific aspect of public works. Themes have varied over the years to address emerging challenges and to celebrate the diverse range of services provided by public works professionals. Some of the past themes have included:

- **2022**: "Ready and Resilient" – This theme emphasized the importance of resilience in public works infrastructure and the need to prepare for and recover from disasters and other challenges.

- **2021**: "Stronger Together" – This theme focused on the collective strength of communities and the role that public works plays in bringing people together to solve problems.
- **2024**: "Advancing Quality of Life for All" – This theme highlights how public works professionals contribute to the quality of life in communities by providing essential infrastructure and services.
- **2025**: "People, Purpose, Presence" – This theme will focus on the dedication and presence of public works professionals, as well as their shared purpose in improving the lives of others.

These themes help guide the focus of NPWW events and provide a framework for discussing the challenges and successes in the field of public works. They also serve as a call to action for public works professionals to engage with their communities and promote the importance of their work.

The Impact of Public Works

Public works is a broad field that includes a variety of services that are essential to the functioning of modern society. These services range from the construction and maintenance of transportation networks, such as roads and bridges, to the management of water and waste systems. Public works also includes emergency response services, parks and recreation facilities, and public buildings.

Public works professionals are responsible for ensuring that these systems are safe, efficient, and sustainable. They are often tasked with addressing complex challenges such as climate change, population growth, and aging infrastructure. Public works agencies must find innovative solutions to meet the needs of communities while balancing budget constraints and environmental considerations.

Public works also plays a crucial role in supporting economic growth and social well-being. A well-maintained infrastructure system is essential for businesses to operate efficiently, for people to access essential services, and for communities to thrive. Public works professionals are key players in fostering economic development and improving quality of life for residents.

Recognition and Support for Public Works Professionals

National Public Works Week serves as an opportunity to recognize and celebrate the contributions of public works professionals. Public works employees are often the unsung heroes of communities, working long hours behind the scenes to ensure that infrastructure systems are running smoothly. NPWW provides a platform for these professionals to be recognized for their hard work and dedication.

Each year, local governments, mayors, and other public officials issue proclamations recognizing NPWW and the contributions of public works professionals. These proclamations help raise awareness of the importance of public works and show appreciation for the men and women who make communities better places to live and work.

The APWA also encourages public works agencies to share their stories with the public during NPWW. This might include hosting open houses, giving tours of public works facilities, or participating in community events. By sharing their stories, public works professionals can foster greater understanding and appreciation for their work.

Conclusion

National Public Works Week is an important annual event that highlights the essential role of public works in building and maintaining the infrastructure that supports modern society. Established in 1960 by the American Public Works Association, NPWW has become a key platform for raising public awareness about the importance of public works professionals and the services they provide.

Through its annual observance, the APWA continues to educate the public, engage with communities, and celebrate the contributions of public works professionals. With each passing year, NPWW provides an opportunity to reflect on the achievements of the past and look forward to the challenges and opportunities that lie ahead in the field of public works. By recognizing and celebrating public works, NPWW helps ensure that the critical infrastructure and services that sustain communities will continue to thrive for generations to come.

QUESTION(S) BEFORE THE COUNCIL:

- Does Council have any questions for Staff?

Town of Camp Verde
Proclamation

***WHEREAS**, Public Works professionals focus on infrastructure, facilities, and services that are of vital importance to sustainable and resilient communities and to public health, high quality of life, and well-being of the people of Camp Verde, Arizona; and,*

***WHEREAS**, these infrastructure, facilities, and services could not be provided without the dedicated efforts of Public Works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,*

***WHEREAS**, it is in the public interest for the citizens, civic leaders, and children in Camp Verde, Arizona to gain knowledge of and maintain an ongoing interest and understanding of the importance of Public Works and Public Works programs in their respective communities; and,*

***WHEREAS**, the year 2025 marks the 65th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.*

***NOW THEREFORE**, I, Marie Moore, Mayor of Camp Verde, on behalf of the Town Council and the residents of Camp Verde do hereby proclaim the week of May 18–24, 2025, as*

"Public Works Week"

***IN WITNESS WHEREOF**, I have hereunto set my hand and caused to be affixed the Seal of The Town of Camp Verde on this 7th day of May, 2025*

_____
Marie Moore, Mayor

Attest:

_____
Leah Rhodes, Town Clerk

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Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

Agenda Item Type:

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

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

Agenda Title: Proclamation declaring May 2025 as Frontline Worker Appreciation Month.

Attached Documents: Proclamation

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

Reviewed By:

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

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

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

Background Information:

Frontline workers are the builders of our community, exercising curiosity, compassion, courage, and creativity to provide essential services that ensure the safety, health, and education of our residents. Over 9 million healthcare workers across the United States serve in hospitals, clinics, and long-term care facilities, often placing themselves at risk to provide lifesaving care. Firefighters respond to an estimated 36 million emergency calls each year, over 800,000 sworn law enforcement officers nationwide work tirelessly to uphold the law and ensure public safety, and emergency medical services (EMS) personnel respond to more than 240 million calls annually. Teachers dedicate their careers to shaping the future of our communities, with over 3.7 million educators in the U.S. providing knowledge and guidance to our youth. Frontline workers embody the essence of Builders - flexible thinkers and constructive problem solvers who respect the dignity of all people - by dedicating themselves to overcoming challenges and uniting communities.

Question(s) before the Council:

- Does Council have any questions for staff?

Town of Camp Verde
Proclamation

***WHEREAS**, frontline workers are the builders of our community, exercising curiosity, compassion, courage, and creativity to provide essential services that ensure the safety, health, and education of our residents; and*

***WHEREAS,** over 9 million healthcare workers across the United States serve in hospitals, clinics, and long-term care facilities, often placing themselves at risk to provide lifesaving care; and*

***WHEREAS,** firefighters respond to an estimated 36 million emergency calls each year, over 800,000 sworn law enforcement officers nationwide work tirelessly to uphold the law and ensure public safety, and emergency medical services (EMS) personnel respond to more than 240 million calls annually; and*

***WHEREAS,** teachers dedicate their careers to shaping the future of our communities, with over 3.7 million educators in the U.S. providing knowledge and guidance to our youth; and*

***WHEREAS**, frontline workers embody the essence of Builders - flexible thinkers and constructive problem solvers who respect the dignity of all people - by dedicating themselves to overcoming challenges and uniting communities.*

***NOW, THEREFORE**, I, Marie Moore, Mayor of Camp Verde, on behalf of the Town Council and the residents of Camp Verde, do hereby proclaim May 2025 as*

"FRONTLINE WORKER APRECIATION MONTH"

***IN WITNESS WHEREOF,** I have hereunto set my hand and caused to be affixed the Seal of the Town of Camp Verde on this 7th day of May, 2025.*

_____
Marie Moore, Mayor

Attest:

_____
Leah Rhodes, Town Clerk

Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

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

Requesting Department: Community Development
Staff Resource: Town Manager / Interim Community Development Director Miranda Fisher

Agenda Title: Proclamation declaring May 2025 as Building Safety Month.

Attached Documents:
- Proclamation

Estimated Presentation Time: N/A **Estimated Discussion Time:** N/A

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

Financial Review (if applicable)**:** N/A
- Funding Source / 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:

Each May, jurisdictions across the nation recognize Building Safety Month to raise awareness about the critical role building codes and code officials play in ensuring safe, sustainable, and resilient structures. Sponsored by the International Code Council (ICC), Building Safety Month highlights how building codes help protect lives and property and promote a stronger, healthier community.

Building safety professionals, including building inspectors, plan reviewers, engineers, architects, and fire officials, work tirelessly to enforce regulations that ensure structures are safe, sound, and accessible. Their efforts reduce the risks associated with natural disasters, structural failures, fires, and other hazards.

Recognizing Building Safety Month supports public education efforts in Camp Verde, reminds property owners about the importance of safe building practices, and highlights the Town's commitment to protecting its residents and visitors through high construction standards and code compliance.

Question(s) before the Council:

- Does Council have any questions for staff?

Town of Camp Verde
Proclamation

WHEREAS, *the Town of Camp Verde recognizes that our growth, strength, and safety depend on the soundness of the buildings and infrastructure that serve our residents, businesses, and visitors; and*

WHEREAS, *building safety and fire prevention officials, architects, engineers, builders, laborers, and others in the construction industry work year-round to ensure the safe construction of buildings through the development and enforcement of building codes; and*

WHEREAS, *Building Safety Month is sponsored by the International Code Council to remind the public about the critical role of our communities' building safety professionals in protecting lives and property; and*

WHEREAS, *Building Safety Month 2025's theme, "Mission Possible: Building Safety is a Team Effort," encourages all residents to take responsibility for ensuring that safe and sustainable construction practices are followed; and*

WHEREAS, *modern building codes include safeguards to protect the public from natural disasters such as hurricanes, floods, wildfires, and earthquakes, and adopting and enforcing these codes saves lives, reduces recovery costs, and protects investments; and*

WHEREAS, *each year, Building Safety Month provides an opportunity to educate the public about the essential work of building safety professionals and the value of investing in safe, sustainable, and resilient buildings.*

NOW, THEREFORE*, I, Marie Moore, Mayor of Camp Verde, on behalf of the Town Council and the residents of Camp Verde, do hereby proclaim May 2025 as*

"BUILDING SAFETY MONTH"

IN WITNESS WHEREOF, *I have hereunto set my hand and caused to be affixed the Seal of the Town of Camp Verde on this 7th day of May, 2025.*

_____
Marie Moore, Mayor

Attest:

_____
Leah Rhodes, Town Clerk

Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

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

Requesting Department: Town Manager **Staff Resource:** Town Manager Miranda Fisher

Agenda Title: Discussion, consideration and possible appointment of the Vice Mayor.

Attached Documents: N/A

Estimated Presentation Time: 5 minutes **Estimated Discussion Time:** 15 minutes

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

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

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

Background Information:

With the Vice Mayor position now vacant following Marie Moore taking her oath of office as Mayor on April 16, 2025, the Council will select who they would like to appoint as the new Vice Mayor. At the meeting on April 23, 2025, the Council decided to select a Vice Mayor from the current five Councilmembers vs. waiting until after the vacant seat on Council has been filled. The person selected as Vice Mayor will serve until the 2026 General Election official canvass has been certified.

Section 2-2-2 Vice-Mayor

Per Town Code, Section 2-2-2 Vice-Mayor (2008-A355) (2016-A415), the Council shall select a Vice Mayor after the official canvass is certified and approved following the date of the General Election. The Vice Mayor shall serve for a two-year (2) term at the pleasure of the Council. The Vice Mayor shall assume the duties of the Mayor in the absence, disqualification, incapacitation or resignation of the Mayor

Connection to the FY25-FY30 Strategic Plan
By selecting a Vice Mayor, the Town Council is advancing its focus of good governance.

Question(s) before the Council:

- Who does the Council want to appoint as the new Vice Mayor?

Proposed Motion:

I move to nominate [INSERT NAME] to serve as Vice Mayor.

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Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

Agenda Item Type:

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

Requesting Department: Town Manager **Staff Resource:** Town Manager Miranda Fisher

Agenda Title: Discussion, consideration, and possible approval of process for filling the Council vacancy.

Attached Documents:

- Council appointment application

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

Reviewed By:

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

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

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

Background Information:

At 11:50 a.m. on April 16, 2025, Mayor Dee Jenkins formally submitted her resignation to Town Manager Miranda Fisher, Town Clerk Leah Rhodes, Vice Mayor Marie Moore, and the Arizona Secretary of State. This follows her unanimous appointment by the Yavapai County Board of Supervisors to serve as the District 2 Supervisor. Prior to the April 16, 2025 Town Council meeting, Vice Mayor Marie Moore was sworn in as Mayor, officially stepping into the role. With this transition, a vacancy now exists on the Town Council.

In accordance with Section 2-1-4 of the Town Code, the Town Council must fill the vacant seat by June 16, 2025. At the April 23, 2025 Special Session, the Council discussed how they would like to handle the application process and directed the Town Manager to provide a proposal for the Council vacancy process based on the feedback provided.

Section 2-1-4 Vacancies in Council

If a vacancy occurs more than thirty (30) days before the nomination petition deadline for the next regularly scheduled Town Council election, the Town Council shall, within sixty (60) days of the vacancy, fill the appointment until the next regularly scheduled Town Council election. If the vacancy occurs thirty (30) days or less prior to the nomination petition deadline for the next regularly scheduled Town Council election, the Town Council shall fill the vacancy for the unexpired term of the office being filled. A person who has been elected to fill the remainder of an unexpired term of a vacant office may take the Oath of

Office and begin the remainder of the term of office at any time after the canvass of the election. The vacancy shall not reduce any Council quorum requirements.

COUNCIL VACANY PROCESS PROPOSAL

Timeline:

- **Thursday, May 8, 2025**: Application period opens.
- **Thursday, May 22, 2025, by 5:00 PM**: Completed applications must be submitted in person to Camp Verde Town Hall.
- **Week of May 26, 2025**:
    - If more than eight (8) applications are received, a Scoring Committee (outlined below) will convene to narrow the pool to the top eight candidates for interviews.
    - The Town Council reserves the right to select up to two (2) additional applicants for interviews, for a maximum of ten (10) finalists.
- **Thursday, June 5, 2025**:
    - Town Council will conduct applicant interviews during Executive Session.
- **Wednesday, June 11, 2025**:
    - Town Council will vote to appoint a candidate during a Special Session. The person selected will take their Oath of Office and be seated on Council.

Application Requirements
Candidates must submit a physical copy of the completed application to Town Hall by the stated deadline. The application must include:

- Certification that the applicant meets the minimum qualifications to seek appointment to Town Council.
- Written responses to all application questions.
- (Optional) No more than two (2) letters of recommendation.

Note: The draft application is attached for review.

Scoring Committee
If more than eight (8) applications are received, the following individuals are recommended to serve on the Scoring Committee:

1. Chairwoman Tanya Lewis — Yavapai-Apache Nation
2. Chair Bill Tippett — Planning & Zoning Commission
3. Chair Dave Grondin — Parks & Recreation Commission
4. Chair Stephen Magoon — Board of Adjustments & Appeals
5. Tony Gioia — General Plan Technical Advisory Group Member
6. Lisa Paige — Tourism Working and Engagement Group Member & Local First Representative
7. Claudia Hauser — Growing Smarter Action Group Member
8. Danny Johnson — Copper Canyon Fire & Medical District Representative
9. Darla Deville — Arizona Public Service (APS) Representative

If any of the individuals listed submit an application for appointment to Town Council, an alternate representative will be selected. Also, if any designated committee member is unavailable, a replacement representative from the same organization or group will be appointed.

Question(s) before the Council:

Does the Council have any questions, comments or recommendations regrading the proposed process for filling the Council vacancy?

Town of Camp Verde Council Vacancy Application

Candidates interested in being considered for appointment to the Town Council must submit a physical, completed application to Camp Verde Town Hall by the deadline specified in the vacancy announcement.

Applications must include:

- Consent affirming the applicant meets the minimum qualifications for appointment to Town Council.
- Responses to all application questions.
- Optional: No more than two (2) letters of recommendation.

Incomplete or late applications will not be considered.

Applicant Information

Full Name: _____

Physical Address: _____

Mailing Address (if different): _____

Phone Number: _____

Email Address: _____

Certification of Minimum Qualifications

I hereby certify that:

- I am a qualified elector of the Town of Camp Verde.
- I have been a resident of the Town of Camp Verde for at least one (1) year prior to the date of appointment.
- I am not disqualified from holding public office under the Constitution and laws of the State of Arizona.
- I meet any other qualifications established by law for municipal office.

Signature: _____

Date: _____

Application Questions

Please respond to the questions starting on the next page. You may attach additional pages if needed, but concise responses are encouraged.

1. **Why are you interested in serving on the Camp Verde Town Council?**

2. **What skills, experiences, or perspectives do you believe you would bring to the Council?**

3. **What do you see as the most important issues currently facing the Town of Camp Verde?**

4. **How do you envision contributing to the Town's long-term goals and strategic priorities?**

5. **Describe your experience serving on boards, commissions, or in other leadership roles (if applicable).**

6. **Have you previously run for Town Council or any other elected office?**
   If yes, please describe when you ran, the position sought, and any key experiences or lessons learned.

Optional Letters of Recommendation
If you wish, you may submit up to two (2) letters of recommendation from individuals who can speak to your qualifications, character, and ability to serve on the Town Council.

Submit completed application and any optional letters of recommendation to:
Camp Verde Town Hall
Attention: Town Manager Miranda Fisher
473 S. Main Street Suite 102
Camp Verde, Arizona 86322

Deadline: **Thursday, May 22, 2025 @ 5pm**

Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

Agenda Item Type:

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

Requesting Department: Town Manager **Staff Resource:** Town Manager Miranda Fisher

Agenda Title: Discussion, consideration, and possible selection of Matrix Design Group, Inc. for the Facilities Master Plan not to exceed $150,000

Attached Documents:

- Matrix Design Group, Inc. Proposal

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: Capital Improvement Project
- Approved in the FY25 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☒ Yes ☐ No ☐ N/A ☐ Other:

For the FY25 budget, the Town Council has allocated $100,000 toward the Facilities Master Plan. Originally, $200,000 was budgeted for FY26 for this plan; however, Town Manager Miranda Fisher reduced the FY26 budget to $50,000 for a total of $150,000 for the Facilities Master Plan.

Background Information:

The Town of Camp Verde recently released a Request for Proposal for a qualified consulting firm to develop a comprehensive Facilities Master Plan to guide the Town's facility needs over the next 20 years. The plan will assess existing municipal buildings, identify space and programming needs, and provide a long-term strategy for facility improvements, redevelopment, or expansion.

The RFP was released on February 21, 2025 with a submission due date of March 27, 2025. On March 17, 2025 Town staff held a facilities tour for any firm interested. The Town received three submissions, which were reviewed by a scoring committee. Below the scores each firm received:

Summary of Scoring

Contractor	Weighted Score
Matrix Design Group	599
MGT Impact Solutions	551
Winslow + Partners	434
Median Score:	528

Town staff are seeking approval to contract with Matrix Design Group, Inc. for the Facilities Master Plan not to exceed $150,000. Town staff are recommending the Town hold $150,000 for this project in case there is additional work needed that was not considered in Matrix Design Group's proposal.

Representatives from Matrix Design Group are anticipated to be attending the meeting virtually to answer any questions the Council may have regarding their proposal.

Connection to the FY25-FY30 Strategic Plan

This initiative is part of our ongoing commitment to fiscal responsibility and operational excellence.

Question(s) before the Council:

- Does the Council have any questions about Matrix Design Group's RFP submission?

Proposed Motion:

I move to **APPROVE** contracting with Matrix Design Group, Inc. for the Facilities Master Plan not to exceed $150,000.

OR

I move to **DENY** contracting with Matrix Design Group, Inc.

PROPOSAL CHECKLIST	
Follow this sequence in presenting a proposal, with the checklist as the Table of Contents. Proposals must be ordered as indicated on this form. All of the Proposal Documents apply to and become a part of the terms and conditions of the proposal.	
	Page #
PROPOSAL SUBMITTAL	
The proposal prices offered have been reviewed.	29
Proposal Package/Envelope has been identified with proposal number and title.	
The Agreement Time and/or schedules have been included.	28
The proposal is submitted by the time specified above	
Any addendums have been included/noted in Offer Section.	30
PROPOSAL DOCUMENTS	
One-page Cover Letter (on company letterhead)	2
Table of Contents/Proposal Checklist	1
Proposal Narrative- FIRM OVERVIEW	3
Proposal Narrative- FIRM EXPERIENCE	7
Proposal Narrative- PROJECT TEAM	12
Proposal Narrative- PROJECT APPROACH	22
Proposal Narrative- PRICE:	30
REQUIRED RFP COMPLIANCE DOCUMENTS	
Addendum Acknowledgement	31
Authorized Signature Form	32
Proposal Form (Proposals not signed in this section will not be considered)	35

Matrix Design Group, Inc.
2020 N. Central Avenue, Suite 1140
Phoenix, AZ 85004
O 602.288.8344
matrixdesigngroup.com

March 27, 2025

Miranda Fisher
Town of Camp Verde
395 South Main Street
Camp Verde, AZ 86322

RE: RFP #25-205 Facilities Master Plan

Dear Ms. Fisher and Evaluation Committee Members,

Matrix Design Group, Inc. (Matrix) is excited to submit our proposal for the Town of Camp Verde's Facilities Master Plan. With our proven track record in municipal planning and expertise tailored to Camp Verde's needs, we are well-positioned to deliver a forward-looking plan that addresses your priorities and supports the Town's long-term success. Below, we highlight the key benefits our team brings to this partnership:

- **Local and Regional Expertise:** Our team has extensive experience working with municipalities across the region, enabling us to deliver solutions that account for local priorities, regulatory requirements, and community needs. By leveraging our understanding of the unique characteristics of Arizona communities, we provide a plan that reflects Camp Verde's commitment to excellence and innovation.
- **Comprehensive Service Range:** From facility condition assessments to long-term capital planning, we offer a full spectrum of services to meet all aspects of your Facilities Master Plan. Our multidisciplinary approach ensures that every element—space utilization, modernization, sustainability, and security requirements—is fully integrated into a cohesive plan.
- **Integrated Space Planning and Conceptualization Experts:** Our team specializes in optimizing space to support operational efficiency, staff productivity, and community engagement. Using forward-thinking methodologies, we address both current needs and projected growth, helping you adapt to future demands with confidence.
- **Transformative Asset Management Solutions:** We excel at transforming data into actionable insights, allowing for seamless integration into asset management systems for day-to-day use. Our approach supports Camp Verde's goals of long-term sustainability, economic resilience, and effective government.

We understand that the Facilities Master Plan is more than a technical deliverable; it is a roadmap for ensuring Camp Verde's facilities continue to serve as a cornerstone of community success. Our team is dedicated to collaborating with you to create a plan that reflects your vision and values while balancing fiscal responsibility and innovation. Thank you for considering us as your partner for this important project. Please feel free to contact me at 602.288.8344 or matrix@matrixdesigngroup.com with any questions or to schedule further discussions.

Sincerely,

Charlie Perham, Officer-in-Charge

Cameron Bowsky, PE, Project Manager

Excellence by Design

Town of Camp Verde Facilities Master Plan Response Workbook RFP #25-205

Proposer is to complete this Response Workbook and submit as their response to this RFP.

Proposer Name: *(Proposer to include response here)*

Matrix Design Group, Inc.

Proposer Address: *(Proposer to include response here)*

2020 N. Central Ave, Suite 1140
Phoenix, AZ 85004

REQUIRED RESPONSES:

Proposer's answers to the following questions will comprise the Proposer's response to this RFP.

It should be noted that all attachments or exhibits prepared by the Town and referenced herein are incorporated by reference into the Proposer's response and shall be included in a final contract with the successful Proposer. Information prepared by the Proposer and submitted with their proposal may be incorporated into a final contract (for example program offerings, curriculum, key personnel, or performance metrics).

1. FIRM OVERVIEW

- *Office location*
- *Length of time in business*
- *Total number of employees and number of local employees*
- *Names of principals, their disciplines, and Arizona registration.*
- *Services provided by the firm*
- *Experience in providing similar services within the last ten (10) years*
- *Three (3) references*
- *Email and Phone Contract information for persons(s) submitting the Proposal (preferably the designated project manager who will serve as the firms' primary contact person for the Proposal)*

(Proposer to include response here)

Location

Matrix has 11 offices all over the U.S. and in Guam. This includes a main office presence in Phoenix, Arizona, which is supported by major offices in Denver, Colorado Springs, and San Antonio. Matrix has 230 employees distributed among these offices, of which 35 work from the local office.

Length of Time in Business

Matrix has been in business for more than 25 years.

Principal

Matrix is an employee-owned firm with nearly 60% of the ownership being attributed to the Employee Stock Ownership Program (ESOP). We have one Principal, Sal Nodjomian, PE, Chief Executive Officer, who is a Civil Engineer by experience. He is not registered in Arizona, though we do have several other Arizona-registered Professional Engineers.

Services

Matrix provides services in a wide variety of disciplines, offering a comprehensive range of in-house professional services that combine technical excellence with a collaborative approach to solving complex challenges. Our relevant areas of expertise include:

- Asset Management
- Infrastructure Master Planning and Design
- Site Planning and Design
- Civil Engineering
- Cost Modeling and Value Engineering
- Utility System Design
- Geographic Information Systems (GIS), Mapping, Analysis and Modeling

However, our comprehensive list of services is extensive.

Similar Experience

Matrix has successfully delivered facilities master planning and assessment projects for municipalities throughout the U.S., with a proven track record of managing projects of similar size and scope. Our expertise includes conducting comprehensive condition assessments, forecasting capital improvement needs, and developing actionable master plans that align with client objectives and budgetary constraints. Each project was tailored to provide strategic recommendations, operational efficiencies, and long-term asset management solutions, ensuring our clients are well-positioned to meet the demands of growth and service delivery.

Having supported Facility Master Planning efforts around the country, Matrix is, without a doubt, the right team to walk with the Town through this important process. We're confident it can be completed within a year or less, depending on the needs of the Town, and we look forward to the opportunity to work within the Town's budget to capture the most "bang for your buck" across the facilities considered in this planning effort.

This project is a perfect testament to that same spirit of long-term partnership, as effective Facility Master Planning requires strategic thinking with implications that can impact decision-

making for five, ten, or even twenty years. The successful process of facility master planning, moving purposefully from engagement to facility walkthroughs, through asset management and operational evaluations, is a proven methodology that effectively reduces complex and exciting challenges into plan that can be analyzed, optimized, adjudicated, and implemented. Layering into this plan important aspects like parking forecasting, security assessments, and electrification feasibility studies, ensures that the final product is truly comprehensive. The comprehensive nature of the master planning efforts cannot be understated, just like ripples in the water, pouring significant investment into one area (e.g. new construction, facility expansion, department relocations) inevitably result in impacts elsewhere that must be accounted for when weighing the pros and cons of each potential scenario.

Examples of some of our relevant experience are contained in the following section.

References

Lowry Campus Space Use Assessment

Heidi Dineen, J.D.
Colorado Community College System (CCCS)
9101 E. Lowry Blvd., Denver, CO 80230
720.858.2370
heidi.dineen@cccs.edu

Kerrville Facilities Condition Assessment and Maintenance Plan

Charles “Chuck” Durr
City of Kerrville
701 Main Street, Kerrville, TX 78028
830.258.1416
charles.durr@kerrvilletx.gov

Douglas County School Direct

Jacqueline “Jackie” Millet
Douglas County School District
620 Wilcox Street, Castle Rock, CO 80104
720.618.6029
jmillet@dcsdk12.org

Contact Information

Cameron Bowsky, PE
Project Manager
Cameron.Bowsky@matrixdesigngroup.com
719.571.0100

REFERENCES FORM: List a minimum of three (3) customers on the fillable form below, **excluding the Town of Camp Verde (if applicable)**, for whom your company has provided services of a similar size & scope as described in this Request for Proposal, during the past three (3) years. Include the length of any contracts listed. Proposers may make multiple copies of this document as needed. These references may be used to assess the qualifications of Proposers under consideration for final award. This information may or may not be a determining factor in the award.

Reference 1:

Colorado Community College System	9101 E. Lowry Blvd. Denver, CO 80230
Heidi Dineen, JD	720.858.2370
heidi.dineen@cccs.edu	March-August 2024
Provide a brief summary of Services provided: Lowry Campus Space Use Assessment	

Reference 2:

City of Kerrville	701 Main Street Kerrville, TX 78028
Charles “Chuck” Durr	830.258.1416
charles.durr@kerrvilletx.gov	October 2023-July 2024
Provide a brief summary of Services provided: Kerrville Facilities Condition Assessment and Maintenance Plan	

Reference 3:

Douglas County School District	620 Wilcox Street Castle Rock, CO 80104
Jacqueline “Jackie” Millet	720.618.6029
jmillet@dcsdk12.org	January 2025 – Present
Provide a brief summary of Services provided: Douglas County School District Support & Services Facilities Master Plan	

2. FIRM EXPERIENCE

Provide a minimum of three (3) relevant examples of other Facilities Master Plan projects your team has completed.

Include brief description of services provided by the project team that directly relate to this contract.

- *Project Name*
- *Location*
- *Client Name and Phone Number*
- *Budget*
- *Completion Date*
- *Indicate whether the project was completed on schedule and within budget*
- *Indicate any challenges encountered and subsequent solutions*

(Proposer to include response here)

Douglas County School District Support & Services Facilities Master Plan
Douglas County, Colorado

Douglas County School District: Jacqueline "Jackie" Millet
Phone: 720.618.6029
Budget: $174,418
Date: January 2025 – Present

Matrix is currently developing a facilities master plan to ensure the District can efficiently plan for future growth, infrastructure enhancements, and operational efficiencies. By integrating GIS technology, facility condition assessments, stakeholder engagement, and asset management principles, Matrix is helping DCSD establish a comprehensive roadmap for facility investments. The facility portfolio includes football stadiums, cold food storage warehouses, centralized security and dispatch centers, transportation terminals, equipment and vehicle maintenance bays, libraries, and administrative spaces.

The project is on pace to be completed on schedule and within budget.

Lowry Campus Space Use Assessment
Aurora Colorado

Colorado Community College System: Heidi Dineen, J.D.
Phone: 720.858.2370
Budget: $120,655
Date: March-August 2024

Matrix provided space planning consulting services to strategically and collaboratively consolidate five facilities at the Community College of Aurora Lowry Campus. This approach was carefully aligned with CCCS's vision, while also identifying opportunities to enhance long-

term value. The CCCS system has 292 employees based at the Lowry Campus. Matrix surveyed a total of 170,651 square feet of currently utilized real property to optimize space allocation requirements for nine different CCCS departments. The project team used a combination of data analysis, questionnaires, and stakeholder interviews to accurately identify unique space needs for each department. The team focused on optimizing private offices, workstations, conference rooms, and other collaboration spaces through space studies such as blocking/stacking diagrams and test fits. Matrix was able to reimagine workspaces and optimize available space and resources by leveraging flexible mixed-use space-planning techniques, as well as remote and hybrid-work staffing model projections. To further visualize the spatial allocation and inform efficient decision-making, Matrix will develop 3D renderings of concept designs, which will allow end users to fully understand space availability and purpose post-consolidation. Although this project is still in progress, Matrix anticipates reducing CCCS's required footprint to 54,964 square feet across two buildings, freeing up 83,800 square feet of valuable real estate for divestiture. This will not only enable CCCS to save significantly on operations and maintenance costs but also generate capital to fund future projects at the Lowry Campus. In addition to streamlining the CCCS organization, the divested space will open up new community development opportunities in the heart of downtown Denver.

The project was completed on schedule and within budget.

Kerrville Facilities Condition Assessment and Maintenance Plan
Kerrville, Texas

City of Kerrville: Charles "Chuck" Durr
Phone: 830.258.1416
Budget: $115,000
Dates: October 2023-July 2024

Matrix conducted a forward-looking assessment of capital improvement requirements for 19 public facilities in the City of Kerrville, including four fire stations, to determine their budgetary needs for the next five to 20 years. This effort began with establishing full asset visibility through a comprehensive inventory and condition assessment of major facility systems, including HVAC, fire protection, interior finishes, foundations, electrical systems, and ADA compliance.

Each facility was meticulously surveyed to document aging infrastructure and signs of degradation, providing critical insights into the current and future condition of assets. Using these findings, Matrix developed strategic investment plans that addressed the entire lifecycle of facility sustainment activities—from routine maintenance to major renovations and system replacements. This layered approach prioritized urgent and immediate repairs alongside proactive maintenance strategies designed to extend the service life of facilities, all while considering annual budgetary constraints.

Matrix delivered detailed, facility-specific Property Condition Reports (PCRs) to substantiate each recommendation and guide the City's decision-making process. To ensure long-term operational efficiency, Matrix collaborated with the City to integrate the captured data into its newly implemented asset management software, enabling seamless day-to-day management and future planning.

Throughout the project, staff interviews were conducted to align the plan with the City's unique needs, objectives, and challenges. The result was a comprehensive and actionable Facility Master Plan that equips Kerrville with the tools and insights necessary to deliver exceptional services to its residents while managing growth effectively over the coming decades.

The project was completed on schedule and within budget.

Crestview Facilities Inventory and Operational Assessment Master Plan
Crestview, Florida

City of Crestview: Tim Bolduc
Phone: 850.682.3812
Budget: $151,120
Dates: February-September 2021

Matrix conducted a comprehensive facilities inventory and condition assessment for 33 City-owned facilities in Crestview, encompassing administrative, operational, public service, industrial, support, and multiuse buildings. Additionally, 10 key facilities, including City Hall, the Police Department, Fire Stations, and Public Works, were subjected to an in-depth location investigation and operational/staffing analysis alongside the inventory and condition assessment.

The staffing analysis compared Crestview's staffing structure, resources, and supported amenities against benchmarks from two nearby target cities and 10 regional peer cities across Florida, Georgia, Texas, and Alabama. These cities were strategically selected based on comparable current populations or projected populations over the next 10–20 years, as well as similar geographic footprints. The analysis identified critical short- and mid-term growth demands, position realignments, reclassifications, and facility reorganization opportunities to improve operational efficiency and sustain critical services.

The resulting Facility Master Plan provided Crestview with a forward-looking, 20-year roadmap for capital improvements, innovative investment strategies, and operational enhancements to critical public services. The plan included detailed budgets for the 20-year period, outlining annual repair costs, reserve requirements, and actionable steps to streamline future budget formulation. Key recommendations featured cost-benefit analyses for proposed actions, prioritized critical repairs, planned maintenance, enhancement opportunities, new construction needs, and ADA compliance upgrades. By categorizing and prioritizing these elements, Matrix delivered a practical, data-driven strategy to improve service delivery and ensure long-term operational resilience for the City of Crestview.

The project was completed on schedule and within budget.

Chino Valley General Plan
Chino Valley, Arizona

Town of Chino Valley: Laurie Lineberry
Phone: 928.636.4427
Budget: $289,000
Dates: August 2022-July 2023

Chino Valley, AZ, was experiencing increased growth that challenged the rural character of the community. The Town has a strong rural, equestrian, and western heritage, and residents have expressed a desire to retain this character as mounting development pressure impacts the community. Following determination of this community vision, Matrix developed a comprehensive General Plan that includes goals and policies that balance growth while retaining the rural characteristics that make Chino Valley special. Another important component of the Plan was to align it with recent changes to Arizona planning legislation. Development of the Plan relied heavily on the very successful broad public engagement through online resources and in-person events which ensured the community's vision was captured in the Plan and supported by the community. Outreach also included frequent engagement with a steering committee, staff, and decision-makers so the Plan was tailored, easy to use, and had relevant and realistic implementation goals. Following Town Council approval of the Plan, Matrix provided materials and a plan for community ambassadors to inform and educate their organizations, colleagues, friends, and family about the General Plan Update. Ambassadors continued to promote the Plan through ratification achieved by a successful vote by residents in November 2023.

The project was completed on schedule and within budget.

Coconino County Resilience Study
Coconino County, Arizona

Coconino County: Jay Christelman
Phone: 928.679.8867
Budget: $820,000
Dates: January 2021-July 2023

The Resilience Study project addresses several key compatibility issues and resiliency concerns for the community and military missions at Camp Navajo and Naval Observatory Flagstaff Station (NOFS) in northern Arizona.

For this project, Matrix conducted six separate implementation tasks –creating a dark sky non-conforming database, developing a public outreach and education campaign plan for local communities, conducting a forest industry feasibility study to manage overgrown forest areas that have high potential for wildfires, creating an installation resiliency report, developing state-level legislation analysis and a strategic engagement plan to promote state legislation to protect the installations, and conducting an economic impact study for Camp Navajo to provide economic benefit information to the communities.

The direct correlation of these tasks will occur primarily through the development of a resiliency report that will identify threats to resiliency for the community and Camp Navajo and NOFS and result in actions to ensure that the community and the installations can prepare for and minimize the effects of extreme weather events, wildfires, or changes in environmental conditions, as well as impacts to transportation, logistics, and other resources to maintain, improve, or rapidly reestablish community and military operations.

The greatest threat to resiliency is from wildfires in the region. The current state of the forests is unhealthy and ripe for higher intensity fires that are larger in size compared to what has been observed historically. With the warming and drying climate, along with years of fire suppression policy, a lack of large-scale mitigation measures, and increased population growth starting man-

made fires, the wildfire threat is high in many locations. Matrix utilized GIS to overlay wildfire risk and threat information from the Arizona Department of Forestry and Fire Management (AZDOFM) over infrastructure and mission data.

The infrastructure (electric, telecommunications, roadways, etc.) needs were prioritized with projects identified to protect infrastructure, such as a sediment basin to collect debris flows, stream bank stabilization to avoid exposing a utility crossing, and the creation of defensible space to protect communication towers. The AZDOFM data were supplemented with analysis to consider post-fire conditions where debris flows, and sedimentation occur due to the highly erosive environment.

The resiliency report outlined the disruptive threats faced due to wildfire and identified prioritized locations for forest management techniques and other mitigation techniques can be applied to preserve community infrastructure and mission capability in the event of a wildfire. Matrix provided recommendations to update existing safety management practices to include the suite of wildfire aversion measures and prioritized treatment areas.

The project schedule was revised due to the COVID pandemic – the revised schedule was met. The project was completed within budget.

3. PROJECT TEAM

List those individuals who will complete the work for this project. Provide the following information for each team member:

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

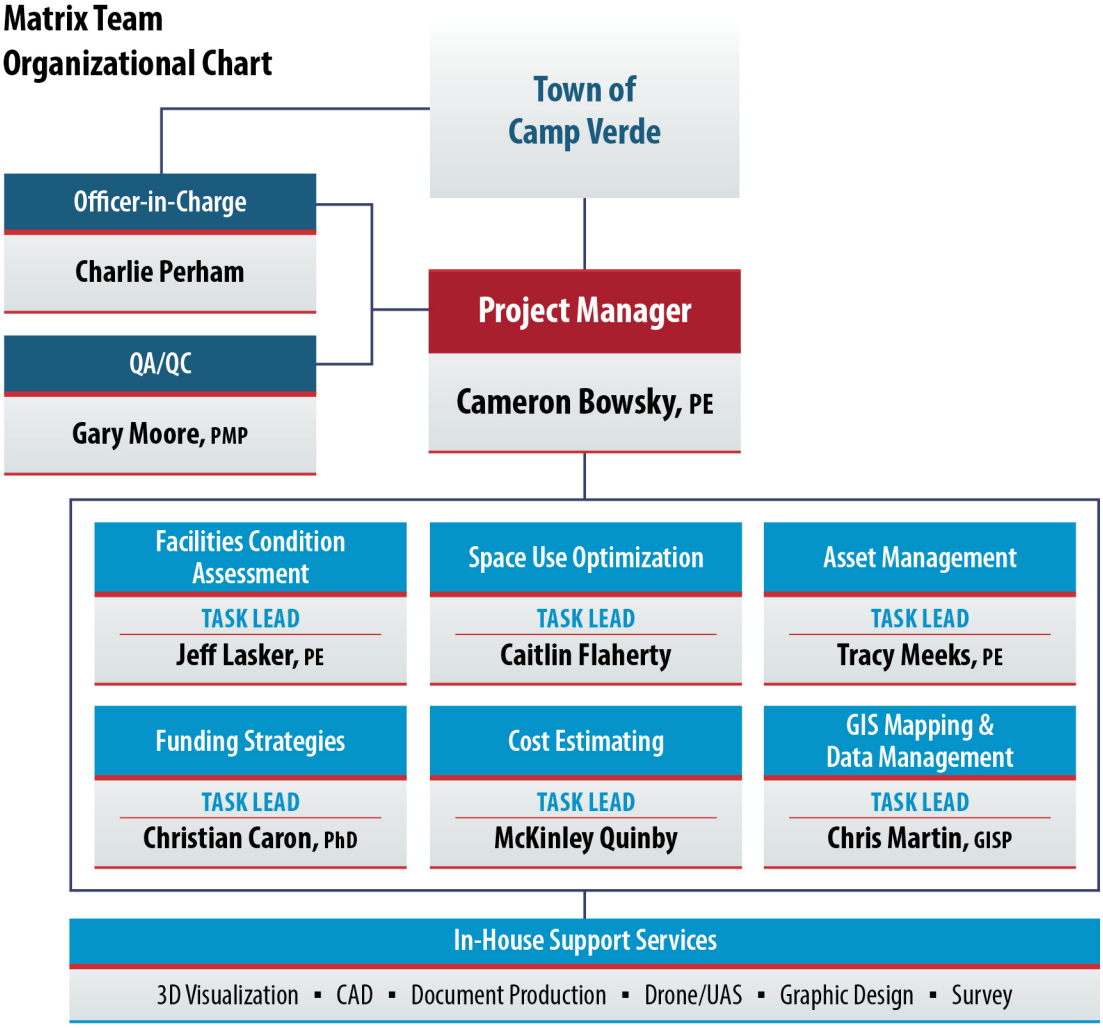
List any firms that will act as subconsultants to your firm. Provide information regarding prior projects on which the proposed subconsultants have worked with your firm.

(Proposer to include response here)

Our organizational chart is shown below, listing personnel and their assignments/roles in the project. The resumes that follow contain each person's general qualifications, some relevant project experience, and current workload.

We certify that no team members will be substituted without approval from the Town of Camp Verde. We will not be utilizing subconsultants in the performance of this project.

Matrix Team Organizational Chart





Charlie Perham

Officer-in-Charge
Time Dedicated to Project: 5%

Charlie is a Senior Vice President and the Director of Planning & Advisory Services for Matrix. He's a distinguished senior leader with over 30 years of progressive responsibility and has built a renowned consulting team that focuses on all aspects of facility asset management, defense community consulting, and housing analytics. He has extensive experience with facility master planning, economic development, public and stakeholder engagement, group facilitation, and developing partnerships. His 23 years of military experience culminated with installation leadership responsibility for Nellis Air Force Base, Nevada. Since joining Matrix in 2015, he has grown the asset management practice to a robust team of 35 professionals. As the former National President of the 25,000-member Society of American Military Engineers, Charlie champions industry-government engagement, collaboration, and leader development in support of our national defense.

Education

M.S. National Security, National Defense University

Legislative Fellowship, Georgetown University

M.S. Military Operations, Air University

M.S. Engineering and Environmental Management, Air Force Institute of Technology

B.S. Civil Engineering, University of New Hampshire

Professional Registrations/Affiliations

Society of American Military Engineers (SAME), National President 2023-2024

Association of Defense Communities (ADC)

RELEVANT EXPERIENCE

Lowry Campus Space Use Assessment | AURORA, COLORADO

Charlie was Principal-in-Charge for Matrix's efforts to explore, evaluate, and document opportunities to optimize space utilization across multiple facilities at the Colorado Community College System (CCCS) Community College of Aurora Lowry Campus. The project was executed using a multi-faceted approach that was both collaborative and data-driven, ensuring that every phase aligned with the specific needs of CCCS. The evaluation led to a reduction of approximately 87,170 square feet of space and provided CCCS with a strategic plan and clear direction for the future development of the Lowry Campus, ensuring that resources were effectively allocated and aligned with the institution's long-term goals.

Facilities Condition Assessment and Maintenance Plan | KERRVILLE, TEXAS

Charlie oversaw the forecasting of capital improvement requirements for 19 public facilities supporting the City of Kerrville, with the goal of determining their budgeting needs in the next 5-20 years. This process included establishing complete asset visibility through a comprehensive inventory and condition assessment of major facility systems such as HVAC, fire protection, interior finishes, foundation, electrical, and ADA compliance. He ensured Matrix partnered with Kerrville to migrate captured facilities' data into newly implemented asset management software for the city to use day-to-day. The culmination of this process included a comprehensive, actionable, and practical Facilities Master Plan to prepare Kerrville to provide exceptional services to its residents.

Facilities Conditions Assessment and Operational Analysis | CRESTVIEW, FLORIDA

Charlie organized and served as principal in charge for this important project for the City of Crestview. The team inventoried over 40 facilities including five parks to assess conditions and functionality. They evaluated the location of existing facilities to determine if they were geographically situated in the most ideal location to support long-term growth of the community. The final Master Plan included staffing recommendations, improvements to overall facility utilization, programmed costs for sustainment, and a long-range capital investments plan bound by both time and availability of funding to inform the City's fiscal budgeting process.

Pueblo Chemical Agent Destruction Pilot Plant Reuse Plan |

U.S. ARMY PUEBLO CHEMICAL DEPOT, COLORADO

Matrix's Government Consulting Services team conducted a comprehensive facilities survey and property condition assessment of 31 industrial assets that historically supported the chemical demilitarization of munitions. Charlie mentored the same project manager proposed for this effort to actively support PuebloPlex by leading reuse and redevelopment planning efforts driven by the transfer of Army assets to local authorities. This study included all existing structures, and utilities on the site, a detailed market analysis to effectively attract commercial prospects, and an economic analysis.

Matrix



Cameron Bowsky PE

Project Manager
Time Dedicated to Project: 50%

Cameron, as a Senior Associate with the Matrix Government Consulting Services team, leads space-use planning and comprehensive asset management initiatives nationwide. He combines 10 years of military service with extensive experience guiding facility needs assessments and developing actionable capital improvement plans for municipalities and the Department of Defense. Having grown up in Colorado and traveled extensively across the state, the country, and internationally, Cameron understands that each city faces its own unique challenges. As a result, he approaches every project with a customized strategy, working closely with city officials to create tailored solutions.

Education

B.S. Civil Engineering,
U.S. Air Force Academy

Professional Registrations/Affiliations

Professional Engineer: Colorado #53412

Society of American Military Engineers (SAME)

Association of Defense Communities (ADC)

RELEVANT EXPERIENCE

Facilities Condition Assessment & Master Plan | KERRVILLE, TEXAS

Cameron forecasted capital improvement requirements for 19 public facilities supporting the City of Kerrville, with the goal of determining their budgeting needs in the next 5-20 years. This process included complete asset visibility through a thorough inventory and condition assessment of major facility systems such as HVAC, fire protection, interior finishes, foundation, electrical, and ADA compliance. As part of this effort, Cameron partnered with Kerrville to migrate captured facilities' data into newly implemented asset management software for the city to use day-to-day. The culmination of this process included a comprehensive, actionable, and practical Facilities Master Plan to posture the city to provide exceptional services to its residents as it grows in the years to come.

Lowry Campus Space Use Assessment | AURORA, COLORADO

Cameron facilitated a Visioning Workshop with the C-suite executives of the college, leading a brainstorming session that explored potential future development and value enhancement initiatives for the campus. This creative and inclusive platform for stakeholders was crucial to incorporating diverse perspectives and comprehensively exploring opportunities. The various courses of actions identified fueled a subsequent and valuable gap analysis to identify the most advantageous and feasible solutions for the future of the Community College of Aurora Lowry Campus programs.

Facilities Conditions Assessment & Operational Analysis | CRESTVIEW, FLORIDA

Cameron led an effort for the City of Crestview, Florida in development of a Facilities Master Plan. As part of this project, Cameron inventoried over 40 facilities including five parks to assess their condition and functionality. Armed with that information Cameron evaluated the location of existing facilities to determine if they were geographically situated in the most ideal location to support long-term growth of the community. The final Master Plan included staffing recommendations, improvements to overall facility utilization, programmed costs for sustainment, and a long-range capital investments plan to inform the City's fiscal budgeting process.

Pueblo Chemical Agent Destruction Pilot Plant Reuse Assessment | PUEBLOPLEX / U.S. ARMY PUEBLO CHEMICAL DEPOT

Cameron conducted detailed facilities' condition assessments and developed a comprehensive reuse plan for 31 industrial assets that the Army sought to transfer to local authorities to protect economic activity in the region. Unsure of which assets to retain, PuebloPlex sought the expertise of Matrix to evaluate the remaining lifecycle for all existing structures, utilities, and improvements. Cameron expanded the analysis by identifying industries that have a high potential for reuse of retained facilities, identifying any necessary repairs or expansions to effectively attract commercial prospects.

Facilities Condition & Needs Assessment | DESTIN, FLORIDA

To posture Destin's critical services for growth and ensure the longevity of its existing assets, Cameron identified nearly four million dollars in facilities needs for the city of Destin's 5-year capital improvement plan through a comprehensive inventory and condition assessments. To accomplish this, Cameron directed the assessment of 20 public facilities and parking areas, preparing detailed property condition reports that outlined lifecycle maintenance, repair, and new construction requirements. Finally, to augment recurring maintenance efforts, Cameron's team also conducted a complete survey of facilities to ensure compliance with the Americans with Disabilities Act of 1990.



Gary Moore
PMP

QA/QC
Time Dedicated to Project: 10%

Gary is the Deputy Director of Government Consulting Services for Matrix and a decorated U.S. Air Force veteran with over 25 years of experience as a civil engineer and consultant. Throughout his distinguished career, Gary has demonstrated exceptional leadership in strategic planning, program management, and project execution for large-scale infrastructure, defense, and community development initiatives. He is a respected expert in managing complex programs, from military construction and global infrastructure investments to regional stabilization and redevelopment efforts.

Gary's diverse experience includes leading multidisciplinary teams, facilitating cross-cultural outreach, and fostering stakeholder collaboration to deliver impactful results. His success spans a broad range of sectors, including defense mission growth, community revitalization, and infrastructure rehabilitation. Known for his ability to bridge technical expertise with strategic vision, Gary excels at driving programs that balance economic development, cultural sensitivity, and environmental preservation while achieving measurable outcomes for communities and organizations worldwide.

Education

M.S. Engineering Management,
Air Force Institute of Technology

B.S. Civil Engineering,
Northern Arizona University

Professional Registrations/Affiliations

Project Management Professional (PMP)

Society of American Military Engineers (SAME)

DoD Top Secret Clearance and Sensitive Compartmented Information (SCI)

RELEVANT EXPERIENCE

Lowry Campus Space Use Assessment | AURORA, COLORADO

Gary served as the Quality Assurance and Quality Control Officer for the space planning initiative at the Community College of Aurora, Lowry Campus. He ensured all site surveys, stakeholder feedback, and programming documents met CCCS standards and project goals. Gary validated floorplans and renderings created in AutoCAD, Photoshop, and SketchUp, ensuring alignment with stakeholder needs and regulatory requirements. His oversight guaranteed cost-effective, high-quality solutions for space optimization. Gary's reviews and QA/QC reports reinforced the accuracy of deliverables, supporting equitable space policies and efficient resource allocation across departments.

DeFuniak Springs Redevelopment | FLORIDA

Gary served as Project Manager for a transformative community revitalization initiative, leading extensive stakeholder collaboration and public engagement to ensure the project was shaped by a shared, local vision. He designed and facilitated outreach efforts, including public workshops, stakeholder interviews, and community surveys, fostering broad participation and input. Gary's deep understanding of DeFuniak Springs' unique community identity and historical character was instrumental in balancing preservation goals with economic development needs. Key achievements included creating new community gathering spaces, revitalizing the Farmers' Market based on public feedback, and developing a strategic framework for much-needed neighborhood rehabilitation that reflected local priorities and aspirations.

South Mississippi Defense Mission Attraction | GULF COAST

Gary served as Project Manager, leading a comprehensive regional analysis to identify and maximize defense-sector growth opportunities across South Mississippi. He directed a multidisciplinary team in assessing existing military assets, infrastructure capabilities, and strategic opportunities for mission expansion. His efforts included developing robust business case metrics and targeted marketing materials to position the region for increased defense investment. Gary delivered a five-year implementation strategy, providing detailed resource assessments and actionable mission expansion recommendations, effectively posturing the region to attract and sustain long-term defense-sector growth.

Regional Stabilization and Development Operations | AFGHANISTAN

Gary led civil-military operations in Afghanistan, working with officials, tribal leaders, and NGOs to promote stability. He managed infrastructure, agriculture, and public service projects, ensuring cultural sensitivity with partners like USAID. His engagement initiatives have built trust and delivered long-term solutions, fostering development and resilience through collaboration and key leader outreach.



Jeff Lasker PE

Facilities Condition Assessment Task Lead
Time Dedicated to Project: 20%

Jeff serves clients as an engineering consultant, helping to strategically minimize cost, manage risk, and obtain state compliance through assessment and analysis. He also conducts field condition surveys, identifies capital improvement needs, and helps establish best management practices and programs to maintain assets at their invested value and operate them at their intended service levels. An experienced project manager, Jeff is familiar with all aspects of due diligence property assessments and reporting standards, including Fannie Mae DUS and Freddie Mac HUD. He is especially knowledgeable on ASTM E2018-24 and has worked with diverse client groups with unique client-specific scopes of work and reporting requirements. Jeff has conducted and managed hundreds of Property Condition Assessments on multifamily properties, commercial office buildings, shopping centers, hotels, auto repair shops, self-storage buildings, municipal structures and industrial facilities. Additionally, Jeff has implemented a number of asset management studies to determine county enterprise-wide budgeting requirement principles, development of levels of service that were used by employees to prioritize and execute work and established key performance indicators.

Education

M.S. Environmental Engineering, Colorado State University

B.S. Civil (Environmental) Engineering, Colorado State University

Professional Registrations/Affiliations

Professional Engineer: Colorado #60175

Radon Measurement Professional: Colorado #0000406

Certified Asbestos Building Inspector (CABI): Colorado #20174

Lead-Based Paint Building Inspector

OSHA 40-hour HAZWOPER

OSHA 8-hour Refresher

OSHA 8-hour Supervisor

Environmental Engineering Society, Fellow (former Body President)

RELEVANT EXPERIENCE

Pueblo Chemical Agent Destruction Pilot Plant | PUEBLO, COLORADO

Jeff served as Deputy Project Manager for environmental and building assessment services to support PuebloPlex on issues related to plant reuse, due diligence, liabilities and permitting associated with lands intended for transfer from the U.S. Army under the Finding of Suitability to Transfer (FOST) program. The services included a Phase I ESA report and reuse report writing related to potential issues that affect the property transfer and redevelopment initiatives associated with the stakeholders including PuebloPlex, the U.S. Army, U.S. Army Corps of Engineers, Environmental Protection Agency, and Colorado Department of Public Health and Environment.

Sheraton Hotel Property Condition Assessment | DENVER, COLORADO

Jeff served as a Condition Assessor, performing visual condition assessments of the historic downtown Denver Sheraton Hotel Building. The building was originally designed by I.M. Pei in 1960's, as Denver's first Maven Department Store and is one of three unique buildings within Denver's historic Courthouse Square district. Jeff interviewed facilities staff regarding asset and facility condition deficiencies in order to capture information for long-term data reference, operations and maintenance planning, and investment planning. Jeff analyzed findings, identified condition deficiencies and developed capital improvement recommendations based on the development of condition indexes, replacement costs, remaining useful lives, and useful lives of assets.

El Paso County Asset Management | EL PASO, COLORADO

As a Publics Works Director equivalent with the County of El Paso Jeff was responsible for developing a cost budgeting framework maintaining $1.5 billion in infrastructure and facilities throughout El Paso County. He was responsible for the advisement on administering a $41 million annual budget and ensuring the operations of over 163 facilities.

Kerrville Facility Condition Assessment | KERRVILLE, TEXAS

Jeff served as Facility Condition Assessment Task Lead for the comprehensive facilities survey of 21 municipal assets that support the functionality of the City's operations. Jeff actively supported the City of Kerrville by leading efforts driven by the renewal of assets to local authorities. This study included existing structures and an economic analysis espousing sound asset management principle. Additionally, Jeff assisted with the final Master Plan for improvement to overall facility utilization, as well as programmed budget costs for each facility and a capital improvement plan bound by both time and money to inform the City's budgeting process.



Caitlin Flaherty

Space Use Optimization Task Lead
Time Dedicated to Project: 30%

Caitlin is a seasoned interior designer with a passion for developing creative solutions in the field of space planning, interior architecture, and design. With a robust background spanning over a decade in the architectural design industry, Caitlin has demonstrated her expertise through successful collaborations with a diverse range of clients in the educational, government, and private sectors. Her commitment to innovation is evident in her track record of developing creative and forward-thinking solutions. Caitlin firmly believes in the power of architecture and functional design to elevate the experiences of end users and contribute positively to their well-being and environment.

Education

B.S. Interior Design,
Fordham University, 2007

Areas of Expertise

Space Utilization Analysis

Space Optimization

Facility Master Planning

Programming & Needs Assessment

Stakeholder Engagement

Visualization & Rendering

Furniture, Fixtures & Equipment (FFE) Planning

Building Codes & Accessibility Standards

Technical Skills

AutoCAD

Revit

SketchUp

Photoshop

Illustrator

Microsoft Project

RELEVANT EXPERIENCE

Air Force Installation and Mission Support Center Space Plan | MULTIPLE LOCATIONS

Caitlin played a crucial role as a Subject Matter Expert in a collaborative project with the Air Force Installation and Mission Support Center (AFIMSC). Her primary responsibility involved identifying space use efficiencies and consolidation to find demolition opportunities for older facilities. AFIMSC enlisted the help of Matrix to conduct a Beta Test on six diverse Air Force installations nationwide. Tasked with the mission of increasing space utilization rates within Air Force facilities, Caitlin's contributions extended to performing site visits and meticulously analyzing over 1.5 million square feet of space. Her comprehensive approach included analyzing real property records to assess facility age, conditions, and annual maintenance costs. Additionally, Caitlin conducted building walkthroughs, verified floorplans for accuracy, and interviewed stakeholders to understand space demand. The outcome was a comprehensive space management assessment report detailing existing and future space needs. Caitlin provided stakeholders with floorplans and renderings, illustrating potential departmental layouts with optimized space usage, and enhanced functional adjacencies across departments.

Lowry Campus Space Use Assessment | AURORA, COLORADO

Caitlin served as the Project Manager and subject matter expert for developing a comprehensive space plan for the administrative departments of the Colorado Community College System (CCCS) Community College of Aurora Lowry Campus. She designed tailored questionnaires, conducted stakeholder interviews, and performed site surveys to gain a thorough understanding of the stakeholder requirements and current conditions of the facilities. Caitlin provided CCCS with programming documents detailing specific space needs for each department. Using AutoCAD, Photoshop, and SketchUp, she meticulously created floorplans and renderings that demonstrated possibilities for space consolidation and innovative solutions tailored to CCCS employees' preferred work styles. Mindful of the client's budget constraints, Caitlin developed solutions that were both cost-effective and efficient. Caitlin assisted CCCS in formulating a department-wide Space Policy to ensure fair and equitable standards across all departments. She documented each step of the process in a written report, explaining the rationale behind key decisions.

U.S. Military Academy at West Point, Planning & Design | WEST POINT, NEW YORK

Caitlin demonstrated her expertise by providing comprehensive design and project management services for the campus of the United States Military Academy at West Point. In this role, she created and executed a design program that encompassed the development of design standards, technical criteria, and the establishment of policies. Notably, many projects involved a focus on historic conservation, reflecting a commitment to preserving the heritage of the academy. Caitlin's responsibilities extended to performing interior design duties for various educational space types, including instruction spaces, study and collaboration areas, food halls, engineering centers, fine art centers, libraries, athletic facilities, specialized instruction spaces, auditoriums, and dormitories. Her multifaceted approach also included facility master planning for approximately five million square feet of campus space. This involved a thorough evaluation of space utilization rates for administrative functions and the identification of opportunities for space consolidation.



Tracy Meeks
PE

Asset Management Task Lead
Time Dedicated to Project: 20%

Tracy is a Senior Associate in the Government Consulting Services team at Matrix, where she is focused on successfully executing project requirements for local, state, and federal government partners. Tracy specializes in providing consulting support that includes asset management, space optimization, process improvement, budget development, project execution, environmental engineering, and strategic planning. Tracy also has 24 years of United States Air Force experience where she was responsible for leading teams of 40+ engineers and architects on multimillion-dollar design and construction portfolios at base, Major Command, and enterprise level. Tracy is a results-oriented professional known for her dedication and innovation.

Education

M.S. Engineering Management,
Air Force Institute of Technology

B.S. Civil Engineering,
Boise State University

Professional Registrations/Affiliations

Professional Engineer: Idaho #P-13818 (Environmental Engineering discipline)

Society of American Military Engineers (SAME)

RELEVANT EXPERIENCE

Lowry Campus Space Use Assessment | AURORA, COLORADO

Tracy served as the Deputy Project Manager (PM) for the Community College of Aurora Lowry Campus space planning project for the Colorado Community College System (CCCS). As Deputy PM, she was an integral part of the project team responsible for developing a comprehensive space plan for the nine administrative departments of the CCCS, exploring opportunities to optimize space utilization in response to a shift toward remote and hybrid work models induced by the COVID-19 pandemic. The project methodology included creating custom questionnaires, conducting stakeholder interviews, and performing in-person site surveys to gain a thorough understanding of the facilities' stakeholder requirements and current conditions. The project team leveraged tools such as AutoCAD, Photoshop, and SketchUp to develop design concepts and renderings for space consolidation and innovative solutions tailored to CCCS employees' preferred work styles. As Deputy PM, one of Tracy's primary duties was to implement project controls to protect the client's budget constraints while allowing for cost-effective and efficient solutions.

Mountain Home AFB Built Infrastructure Design and Construction | IDAHO

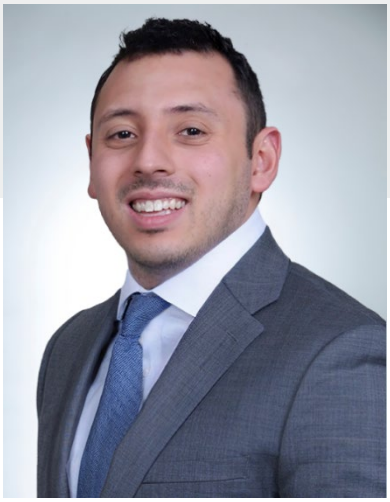
As Engineering Flight Chief for Mountain Home AFB, Tracy led 41 professionals in planning, programming, design and construction activities to sustain/modernize approximately 250 facilities at Mountain Home AFB. Tracy was responsible for $42M in active design and construction projects that were in execution, as well as approximately $1.5B worth of mission expansion and modernization through future years (i.e., 2040+). Additionally, Tracy oversaw the master planning to support Mountain Home AFB campus expansion for the Qatari Emiri Air Force in an international alliance with the U.S. Air Force—a total of $353M new or improved operations, maintenance, and administrative facilities.

Ramstein AB Space Optimization and Asset Management | HQ USAFE COMMAND, GERMANY

Tracy served as the HQ U.S. Air Force in Europe (USAFE) Asset Optimization Branch Chief, supporting all 18 bases across Europe with asset management framework to accurately identify, prioritize, and allocate limited funding constraints on the most needed capital projects and physical improvements of facilities and infrastructure. Tracy oversaw space data collection for approximately 56 million square feet of training, operational, warehouse, and administrative space at 18 bases. Ultimately, this space data was used to consolidate inventory where possible and more effectively optimize a ~$197M/year budget for the sustainment and repair of built infrastructure across USAFE bases.

Strategic Planning and Execution | SAN ANTONIO, TEXAS

Tracy served as the Air Force Wildland Fire Branch Chief responsible for planning and executing strategic direction for a national-scale program chartered with implementing prescribed fire and fire fuels reduction activities at 60+ Air Force bases. Tracy was held fully accountable to responsibly plan, program, and execute an approximately $16M/year program spread across multiple funding streams—including approximately $13M worth of facility projects to house wildland firefighters at 16 separate locations across the continental U.S. and Alaska. Each facility project required Tracy's team to survey existing facilities, assess space requirements against available facilities, and develop a strategy to either renovate or construct buildings at each location. Tracy represented the Air Force in support of an Office of Secretary of Defense initiative for the Air Force to be the lead agency for the Department of Defense (DoD) on wildland fire management and partnered with U.S. Army IMCOM to synchronize and de-conflict wildland fire activities across DoD installations.



Christian Caron
PhD

Grant Funding Strategies Task Lead
Time Dedicated to Project: 10%

Christian is the Senior Research Analyst in Matrix's Government Consulting Services group. He holds a PhD in Political Science from UNC Chapel Hill, where he specialized in state and local government, public policy, and economic analysis. During his career, he has authored numerous peer-reviewed studies in distinguished scholarly journals and economic and housing analyses on behalf of government clients. His experience spans multiple regions throughout the country, providing him with an intricate understanding of the funding strategies that communities can employ to solve a wide array of challenges. A quantitative social scientist by training, he employs rigorous, cutting-edge methods in his research and is careful to ensure that his analyses and recommendations are grounded in high-quality empirical data.

Education

Ph.D. Political Science, University of North Carolina at Chapel Hill

M.A. Political Science, University of North Carolina at Chapel Hill

B.A. Political Science, University of Connecticut

Professional Registrations/Affiliations

National Housing Conference

RELEVANT EXPERIENCE

PuebloPlex Construction Economic Impact Analysis | PUEBLO COUNTY, COLORADO

Christian served as lead economic analyst for a planning project based in Pueblo County, Colorado. His primary task was to estimate the jobs and income that 2.5 million square feet of new industrial and manufacturing development would generate over a thirty-year period. His findings helped build stakeholder support for the proposed development.

Florida Defense Support Task Force 2024 Economic Impact Analysis | FLORIDA

In his capacity as Economic Analysis, Simulation, and Modeling Task Lead, Christian estimated the economic impacts of Florida's defense industry for this recently completed effort. After collecting the necessary data, he produced statewide and county-level estimates of direct, indirect, and induced impacts using IMPLAN. In an effort to provide the most comprehensive picture possible, the models account for the effects of spousal employment and other often overlooked factors. He worked with the project team to compile the results into a report and factbook.

Growing the Military Mission Economic Impact Analysis | VIRGINIA

Christian is finalizing an economic impact analysis of Virginia's defense industry. In collaboration with the rest of the project team, he collected data on the service member population, DoD and U.S. Coast Guard procurement, and pensions and transfers to retirees. He then used IMPLAN to estimate the direct, indirect, and induced economic effects of defense spending. To ensure an apples-to-apples comparison with previous studies, he replicated the methodology employed in them. The results are set to be presented in a factbook.

DeFuniak Springs Redevelopment Plan | DEFUNIAK SPRINGS, FLORIDA

As Lead Economic Analyst, Christian played a key role in supporting the city's redevelopment efforts by delivering detailed revenue projections for its Tax Increment Financing (TIF) program. His work included an in-depth analysis of the city's commercial and residential real estate markets and population growth trends to inform strategic planning. Collaborating closely with Matrix's GIS and Planning teams, he identified high-potential land development opportunities. Notably, Christian conducted extensive research into grant funding opportunities, identifying and recommending targeted funding sources to help the city maximize its redevelopment initiatives.

Housing Inventory and Affordability Analyses |
SURPRISE, PEORIA, TEMPE, AND SCOTTSDALE, ARIZONA

Christian conducted four in-depth housing analyses for the cities of Surprise, Peoria, Tempe, and Scottsdale, Arizona. Each report included a thorough demographic and economic profile, a housing stock and market analysis, and a supply-demand gap analysis to quantify housing deficits or surpluses at various affordability levels. To provide meaningful context, each study benchmarked the city against peer communities. The findings culminated in tailored, actionable recommendations for each city. As part of this work, Christian identified multiple HUD grant opportunities that could support the cities in addressing their housing challenges and implementing their recommended strategies.



McKinley Quinby

Cost Estimating Task Lead
Time Dedicated to Project: 15%

McKinley is a key member of the Government Consulting Services team at Matrix, bringing six years of extensive expertise in cost estimation, construction project management, and architectural planning. With a proven track record of delivering high-quality results, he has contributed significantly to the successful completion of numerous large-scale projects, including the success of an Air Education and Training Command (AETC) project, demonstrating his ability to balance technical precision with innovative problem-solving.

McKinley specializes in detailed cost estimating, budget development, and financial risk mitigation, helping every project achieve fiscal and quality expectations. He has a hands-on approach to managing resources, optimizing workflows, and identifying value engineering opportunities to deliver cost-effective solutions without compromising project goals. His ability to analyze project requirements, anticipate challenges, and align financial planning with operational needs makes him a trusted advisor on every project he undertakes.

Education

B.Arch. Architecture,
Oklahoma State University

Professional Registrations/Affiliations

American Institute of Architects (AIA)

Associate Broker: Colorado #100105116

RELEVANT EXPERIENCE

Cost Estimating

McKinley served as the Cost Estimator for various construction projects, leading the effort to provide detailed and accurate cost estimations that resulted in competitive bids. His expertise played a pivotal role in optimizing project budgets and maintaining operational efficiency. McKinley managed the entire bidding process, from reviewing initial project documents to finalizing submissions, leveraging data analysis to identify cost-saving opportunities. In addition to his estimating responsibilities, McKinley oversaw the timely procurement of materials, demonstrating strong negotiation skills and resourcefulness. By collaborating closely with project managers, architects, and clients, he aligned project objectives with execution strategies, supporting initiatives to enhance business processes and improve overall project outcomes.

Pre-Construction Support

As a pre-construction Estimator and Project Engineer on multifamily projects, McKinley played a vital role in shaping the early stages of development. He conducted comprehensive cost estimations to produce accurate and competitive project bids, while also managing material procurement and negotiating with vendors to optimize budgets in line with project objectives. McKinley worked closely with architects, engineers, and stakeholders to align project plans with client specifications and regulatory requirements. He maintained detailed delay reports to track setbacks and adjust timelines proactively, ensuring smooth project progression. Additionally, he oversaw project schedules and coordinated teams to execute each construction phase efficiently and within budget, consistently delivering high-quality results.

Facilities Optimization and Data Analysis | SAN ANTONIO, TEXAS

McKinley served as a key contributor on an Air Education and Training Command (AETC) project, collaborating with internal teams and external stakeholders to deliver data-driven solutions. His contribution was to produce detailed space utilization studies, cost estimations, and facility assessments for over 160 buildings to enhance operational efficiency and support mission objectives. McKinley spearheaded the collection and analysis of data from diverse sources, including surveys, site visits, and historical records, ensuring comprehensive evaluations to inform project recommendations. His detailed reports, cost-benefit analyses, and presentations provided leadership and stakeholders with clear insights into project progress and resource allocation.



Chris Martin
GISP

GIS Mapping & Data Management
Task Lead
Time Dedicated to Project: 5%

Chris has 22 years of professional experience in the geospatial and digital solutions field and has been with Matrix 18 years. As a certified GIS Professional, Chris will be responsible for analyzing data and leveraging technology to provide full visibility of the conceived projects in ArcGIS Online. Chris is an industry leader in designing and implementing facilities inventory databases with demonstrated experience harnessing several industry leading asset management platforms, Esri's ArcGIS Field Maps, and Fulcrum software. We typically use mobile GIS technology and tablets when performing our onsite assessments. These data are fed to a cloud-based database and then visualized in maps and summarized in data dashboards. Chris is adept at data transformation and reporting to arrive at data-driven solutions to guide capital plans.

Education

M.S. Geographic Information Science, University of Denver, 2006

B.A. Geography, University of Denver, 2003

B.S. Environmental Science, University of Denver, 2003

Professional Registrations/Affiliations

Geographic Information Systems Professional (GISP) #91306

Technical Skills

GIS Software: Esri ArcGIS Suite

CAD Software: AutoCAD

GPS Units: Trimble's Line of Products

Programming: VB.NET, VBA, HTML, Python, JavaScript, and SQL

Databases: SQL Server, Oracle, MySQL, and Microsoft Access

Reporting Software: Crystal Reports

RELEVANT EXPERIENCE

Crestview Facilities Inventory and Operational Assessment | CRESTVIEW, FLORIDA

Chris served as the Database Lead and facilitated the field data collection for 45 City buildings and facilities. Field crews were able to efficiently complete the assessment, and the results were immediately available as a web map. The database was designed to facilitate a room-by-room data capture and analysis, documenting every major system and component through detailed field attribution and integrated photos.

Pueblo Chemical Agent Destructive Pilot Plant Reuse Assessment | PUEBLO, COLORADO

PuebloPlex is 15,847-acre redevelopment opportunity 15 miles from the City of Pueblo and the former site of the U.S. Army Pueblo Chemical Depot. Among other tasks, Matrix has field assessed 95 buildings, including 38 at the pilot plant, detailing amenities, condition, and future use recommendations. Chris customized Fulcrum to allow for easy data collection on tablets and instant synchronization with a web-based database. Items collected included structural, environmental, electrical, plumbing, fire protection, and HVAC assessments as well as assessments for immediately adjacent supporting infrastructure. The superior organization of the data allowed Matrix to quickly produce automated assessment reports containing detailed information, recommendations, and supporting images and schematics.

Kerrville Facilities Condition Assessment and Maintenance Plan | KERRVILLE, TEXAS

Matrix forecasted capital improvement requirements for 19 public facilities with the goal of determining their budgeting needs for the next 20 years. Chris designed the GIS database to establish complete asset visibility for components such as for heating, ventilation, HVAC, fire protection, interior finishes, foundations, electrical, and ADA compliance. Matrix developed investment strategies that accounted for the full spectrum of facility sustainment activities, from routine maintenance to major renovations and replacements. This approach layered immediate and urgent requirements with maintenance activities that extend the life of each facility and ensure ongoing service to the public, while also accounting for the budget constraints in each fiscal year.

El Paso County Asset Management – Infrastructure, Strategic Plan | COLORADO SPRINGS, COLORADO

Chris served as the Analytics & Modeling Task Lead developing an infrastructure asset management plan in support of the Board of County Commissioners approved 2022/2023 Strategic Plan. Specifically, Chris facilitated the development of a prioritization framework associated with a 10-year capital forecast model across the five major asset classes of facility, fleet, roadway, stormwater, and parks. Matrix developed strategies to fund, manage, and improve public-owned infrastructure through implementation of a comprehensive asset management program, developed asset management plans for the five major classes, and defined a multi-year financial strategy to determine how capital plans and operations/maintenance costs drive annual budget appropriation schedules to meet standard levels of service.

4. PROJECT APPROACH

The Town recognizes that there are different approaches that can lead to the desired outcomes that have been noted in this RFP. Respondents shall demonstrate the understanding of the Services and the steps they will undertake to accomplish the scope of work. (Note, during contract negotiation, the Town reserves the right to modify the above-mentioned scope of services and tasks/task order based on project approaches that may be recommended by respondents).

Discuss the firm's unique ability, if any, to professionally deliver Facilities Master Plan services. In your approach, outline:

- *Any modifications you would suggest to the tasks and/or their suggested order.*
- *Your approach to performing the tasks and include the timeline for each task to be completed.*
- *Your approach to the master plan efforts and how/when/plan to engage stakeholders.*
- *Methods your firm proposes to use to manage the project and communicate with stakeholders.*
- *Methods your firm proposes to gather input.*
- *Data the consultant expects the Town of Camp Verde to provide.*
- *Any risks and strategies to mitigate them.*

(Proposer to include response here)

Overview of Proposed Solution

Matrix has a deep understanding of the Town of Camp Verde's ("Town") requirements and challenges because we have helped similar communities across the nation successfully tackle the same obstacles. The Town's focus on maintaining its western, rural, friendly, and historic atmosphere with scenic beauty, while meeting the needs of its citizens, is best pursued with a clear understanding of the condition and utilization of its public facilities. Armed with this information, the Town can move forward decisively to improve public services, making creative use of alternative funding sources while optimizing the use of its existing budget.

Project Management

Matrix believes that project management is an integral part of any successful project, and through our structured project management approach, we consistently complete projects on schedule and within budget. All our projects contain an ongoing project management task list that includes:

- Scheduling
- Budget monitoring
- Resource tracking
- Status reporting
- Technical guidance
- Quality assurance/Quality control (QA/QC)

Comprehensive QA/QC measures are established for each project to ensure that all stakeholder and community input is properly documented and considered, and all statutory requirements are met. Our project managers will optimize information flow within the team and with the Town to ensure that knowledge of all project components is available to the Town whenever needed.

Our core management team—including the Project Director, Project Manager, and the QA/QC Lead—will oversee every aspect of the project and serve as the primary liaison with the Town, ensuring smooth coordination and consistent alignment with project goals. This team's proven track record in engaging with local elected officials, federal and state agencies, and community partners enables us to navigate complex stakeholder landscapes, anticipate potential challenges, and keep projects moving forward efficiently. By fostering clear and effective communication, we will minimize delays and create a collaborative environment that positions the Town for success from day one.

Partners, Collaborators, and Facilitators

Our team will serve as an extension of your staff and a partner in the transformation of facilities and the realization of the Town's vision to champion a knowledgeable and engaged community. We will coordinate and collaborate from day one, ensuring responsive and effective work that meets or exceeds project goals. Our analysts, planners, and engineers pride themselves on leveraging their extensive skill sets to conduct thorough and accurate analyses that reveal the story embedded in the data, rather than relying upon assumptions.

The best analysis, even with mountains of available data, remains useless if it does not identify feasible actions to pursue. More importantly, any recommendations must have a measurable impact across the Town and be informed by those they affect. Fortunately, Matrix's consultants are trained facilitators and routinely conduct workshops, charrettes, and public hearings as part of the development of strategic plans for municipalities and federal clients alike. We translate technical information into easy-to-understand terms. Our team leaders have facilitated discussions that have not only produced consensus-based solutions, but also established lasting, enhanced coordination and cooperation. We relay this story to clients and others through compelling and easily understandable data visualizations.

Outreach

Matrix understands that, for a project to achieve the greatest possible impact, the process must build consensus and obtain buy-in from stakeholders and other participants along the way. Without their participation and support, gaps will result, and the optimal outcome of the project will not be achieved. However, if stakeholders are brought into the process early, provided full access to the data, and given opportunities to actively participate, then the chances of achieving a complete picture of the requirements are dramatically improved.

Matrix is nationally recognized for implementing a variety of engagement techniques tailored for each client's needs. From brainstorming sessions to surveys, SWOT analyses, and more, our engagement toolbox ensures the right people remain involved and active throughout the process. Development and implementation of a robust asset management program is often a challenge because the program confronts the status quo.

Organizations are accustomed to doing things a certain way and they often struggle to embrace new or different ideas of how to do business. In Matrix's experience, this is not an issue with aptitude, but rather with attitude. Personnel can be trained on new tools or software systems that

replace old ones, but often they may become frustrated because they do not know why the change is necessary.

Space Use

Our primary objective is to collaboratively optimize space in an informed and strategic manner, aligning with the Town's vision and uncovering opportunities for future value enhancement. Matrix will focus on maximizing efficiency, flexibility, and collaboration while addressing the unique needs.

Matrix is committed to presenting the Town with a comprehensive space plan that is not only adaptive to current circumstances, but also lays the foundation for future facility usage. Growth is always anticipated, making this space planning effort a pivotal endeavor for the Town, necessitating thoughtful consideration regarding facility use. Our methodology for strategizing efficient space use will consider the current space configuration, short- and long-term facility modifications and expansions, as well as new construction needs.

Facility Condition Assessments

The first step toward developing an asset management plan is understanding the current state of the asset portfolio. This is commonly referred to as asset visibility. Complete asset visibility is focused primarily on two factors: inventory and condition.

Inventory

The focus of asset inventory is on capturing the different characteristics or attributes of each asset. For a facility, there are several important attributes to capture. For example, all facilities have roofs, but the roof type, installation date, material, and other characteristics are all important attributes to inventory. They affect the lifespan of the asset, as well as maintenance, repair, and replacement costs. In an ideal state, every significant attribute affecting the total cost of ownership of Town facilities should be captured, but this approach is not always cost-effective.

At a minimum, however, the following key systems from the American Society for Testing and Materials (ASTM) UNIFORMAT II should be inventoried:

- B20: Exterior Enclosure
- B30: Roofing
- C10: Interior Construction
- D20: Plumbing
- D30: HVAC
- D40: Fire Protection
- D50: Electrical

Condition

Once all assets have been inventoried, the next step is to assess the condition of those assets at the component level. An asset's condition can be assessed in a variety of ways, but the simplest and most cost-effective method is a direct condition rating as described below:

- ***Excellent:*** The asset meets all original performance specifications, and there are no signs of visible degradation. The asset is reasonably expected to stay in good condition throughout its expected lifetime with minimal planned preventive maintenance. No major capital improvement or investment is warranted within the next 5 to 10 years.

- ***Good:*** The asset is showing minimal signs of visible degradation consistent with expected use without any known reports of failure. The asset is completely operational and is properly engineered to meet functional demands. Routine preventive maintenance should continue as scheduled to ensure the asset reaches its full expected life cycle.
- ***Fair:*** The asset is still meeting most of its original performance specifications but is showing signs of visible degradation or failures that have been reported. While still operational, the asset is not properly engineered to meet functional demands. Some system elements meet code compliance (e.g., are ADA-compliant), but enhancements are still warranted. Capital improvements will likely be needed within the next 5 to 10 years.
- ***Poor:*** The asset completely fails to meet its original performance specifications, is nearing the end of its life expectancy, has repeatedly experienced outages or maintenance issues, and/or is in clear violation of code(s). Alternatively, code requires this system (e.g., fire detection systems), but it was not visible during survey. Capital improvements will likely be warranted within the next 1 to 5 years if the facility is retained.

Project-Specific Approach

Task 1. Project Management & Kick-off

The first six weeks of the contract will focus on logistics and scheduling for the remainder of the contract period of performance. The Matrix team will participate in an in-person kick-off meeting with the Town staff, the goal of which will be to identify all key stakeholders and to tentatively schedule all requested stakeholder engagement meetings. During this period, the Matrix team will furnish a request for owner/user documentation and information, including, but not limited to, appraisals of existing properties, certificates of occupancy, safety inspection records, warranty information, records indicating the age of material building systems, historical costs of incurred repairs, descriptions of future planned improvements, and previously prepared property physical condition reports, as-built drawings, and GIS information.

To ensure overall project success, we recommend that the Town staff:

- Participate in an in-person kick-off meeting to initiate the project.
- Identify key stakeholders for the Matrix team to engage throughout various stages of the project.
- Furnish relevant information for the Matrix team to understand and analyze existing asset inventory and condition baseline, if available.

Task 2. Space & Programming Needs Assessment

Subtask 2.1. Stakeholder Engagement

Matrix will be conducting interviews with key personnel from each department as a vital component to better understand the Town's challenges and objectives. This personalized approach will allow us to build on valuable insights gathered from the on-site condition assessments. Using the latter as a foundation, interviews will allow stakeholders to discuss in further detail the requirements and aspirations of each department. Ideally, interviews would take

place virtually for scheduling flexibility. Active participation from key personnel will be crucial during these interviews. Firsthand knowledge and perspective will contribute significantly to the development of a Facility Master Plan that aligns seamlessly with the unique requirements of each department.

Subtask 2.2. Space-Use Analysis

Matrix recognizes that the life cycle of a facility includes many iterations of use, repair, and retrofitting. Often the configuration of a facility today does not remotely resemble the original design. These changes aptly reflect the ever-changing climate of innovative services rendered, community needs, and available resources to support. Through these episodes of necessary growth and transformation, certain facility spaces reveal themselves to be ill-suited for their new programs, or at least not optimized for those activities. Through an in-depth review of facility drawings and observations captured during the facility condition assessments, Matrix will conduct an analysis of the current and prospective space use, with a focus on facility size, layout, and storage considerations and services.

Subtask 2.3. Operational Evaluation

Matrix will partner with the Town to identify and develop key performance indicators (KPIs). These KPIs will focus on determining acceptable performance levels for all Town facilities. Example levels of service may be based on life, health, and safety issues; space utilization; or a facility's functionality, efficiency, and sustainability, and they will be tailored specifically to the Town's unique facility portfolio.

Subtask 2.4. Parking Analysis & Forecasting

The Matrix team will inventory the existing parking availability and collect usage data to determine get a proper site picture of day-to-day demand. While analyzing how and when each parking area is utilized, close attention will be paid to peak versus off-peak usage, zone utilization such as areas that support large complexes and geographic surpluses or deficits. Armed with the information from the previous Operational Evaluation, the Matrix team will forecast changes in demand impacted by organizational change (both pursued and proposed) in addition to potential capital improvements such as new construction, expansion, or demolition. This information will be used to identify opportunities for parking optimization, new parking facilities, and alternative solutions (e.g. bicycle parking, public transit, carsharing programs).

Task 3. Facility Condition Assessments

Subtask 3.1. GIS Mapping & Data Management

The complexity inherent in producing a truly comprehensive Facility Master Plan cannot be understated. Matrix's in-house GIS and data management specialists are industry experts in efficiently managing sizable and complex datasets, synthesizing information into customer-friendly graphical models, relevant tools and services, and turnkey data-collection solutions. To ensure that facility condition assessments are conducted as efficiently as possible, chiefly to ensure minimal interruption to Town operations, the Matrix team will customize and use Fulcrum software, which is a multi-user, cloud-based, geotagged mobile data-collection platform capable of capturing the most minute detail of each facility system. This platform makes the data

accessible, exportable, and available for the Town's future uses. Matrix has relevant experience migrating data between asset management software platforms and can pivot as necessary to ensure data transparency.

Subtask 3.2. Inventory & Condition Assessments

Most on-site efforts for this project will take place as part of this task. We will perform in-person visits at all identified facilities to assess their condition, functionality, and utilization. We recommend assigning points of contact from the Town to escort the Matrix team into all facilities, mechanical rooms, and other secured sites. To make the best use of the data collected at these sites, we will customize and use Fulcrum software, as noted above.

Subtask 3.3. Requirements Definition

Before assessing affordability, the Town must first understand the total cost of any necessary capital improvements. The first step in the planning and programming process is to determine which facilities will be retained, expanded, demolished, or relocated. The Matrix team will identify sustainment, repair, expansion, and construction recommendations consistent with the Town's priorities coupled with the findings of the facility condition assessments. This process will be completed for every asset to create an initial requirement pro forma.

Subtask 3.4. Sustainment Cost Estimating

Matrix will identify recommended remedies for physical deficiencies (maintain, repair, or replace) based on sound asset management principles that minimize life-cycle costs and find the sweet spot for capital investment. Anticipated project costs will closely follow the ASTM 2018-15, Sec. 9.3, *Opinions of Costs Attributes*. The requirements for major capital investment opportunities (relocating existing facilities or constructing new ones) will be defined in greater detail using a programming document outlining projected design costs, supporting facilities, contingencies, and a detailed assembly report consistent with AACE International recommended practice No. 56R.08 for Class 5 estimates.

Subtask 3.5. Summary of Findings Reporting

Facility condition reporting is an important aspect of the assessment process, and a standard element outlined in ASTM E2018-15. *Property Condition Assessments*: *Baseline Property Condition Assessment Process*. This process documents observations and opinions developed during completion of the assessment, specifically identifying existing physical deterioration and/or loss of functionality. Matrix will provide a description of work required to cure deficiencies in the building or its component systems.

Task 4. Facilities Master Planning

Subtask 4.1. New Construction Cost Estimating

Matrix will develop anticipated project costs which will closely follow the ASTM 2018-15, Sec. 9.3, *Opinions of Costs Attributes*. The requirements for major capital investment opportunities (relocating existing facilities or constructing new ones) will be defined in greater detail using a programming document outlining projected design costs, supporting facilities, contingencies, and

a detailed assembly report consistent with AACE International recommended practice No. 56R.08 for Class 5 estimates.

Subtask 4.2. Requirements Prioritization

All needs will be prioritized based on the risk profile to create an unconstrained but comprehensive list of capital improvement needs. Available resources for the given fiscal year will be overlaid on the list to determine what requirements can be funded in that year. Requirements will be moved up or down the prioritized list as required to optimize investments in a particular year, specifically targeting short-term (1-3 years), mid-term (4-6 years), and long-term (7-10 years) requirements. Matrix will collaboratively work with the Town staff for this project to develop consensus around the final capital needs forecast.

Subtask 4.3. Funding Research

A fundamental supporting task required for true facilities master planning involves developing an executable investment strategy. The investment strategy will involve research into existing budgets, cost sharing, and other opportunities to identify potential revenue-generating activities to support the overall capital improvement program. Once available opportunities and budgets are assessed, Matrix will develop a proposed investment strategy that may be considered for implementation.

While the initial investment strategy will focus primarily on asset conditions and the probability that an asset may fail, there may also be non-risk factors that drive investment. For example, building a new facility ahead of other repair projects so that an existing facility can be vacated and sold may make good business sense. While the new facility requires a high front-end capital investment, generating revenue by selling the vacated facility will serve as a useful tool to inject capital into future projects.

Selling existing facilities is one means of generating revenue, but it will likely not be enough to execute all capital improvements that are required, particularly considering the Town's existing backlog. As such, alternative forms of funding should be considered to help expedite the program to the greatest extent possible. Alternative forms of funding may come in the form of grants, energy savings performance contracts, enhanced use leases, and other unique solutions.

Subtask 4.4. Master Plan Development

The entire process detailed above represents a deliberate, repeatable process to manage the facilities owned and operated by the Town. This approach represents the best way to recapitalize the assets so they can be more easily maintained going forward. As previously stated, it is much more cost-effective to keep good facilities good through an intense preventative maintenance and repair program. Focus is aptly placed on improving access to services, bringing the community together, and championing responsible stewardship of public resources. The comprehensive Facility Master Plan will incorporate findings from all previous scope elements.

Subtask 4.5. Final Production

Matrix will adjudicate every element of the Master Plan's core technical content with the Town, with special emphasis on the overarching strategic principles, practical operational implementation, and critical next steps required for success. Once approved by the Town, Matrix

will use its in-house editors and graphical production team to craft a truly polished final product ready for print and wider dissemination supporting both senior leader presentations and future advocacy and partnership efforts.

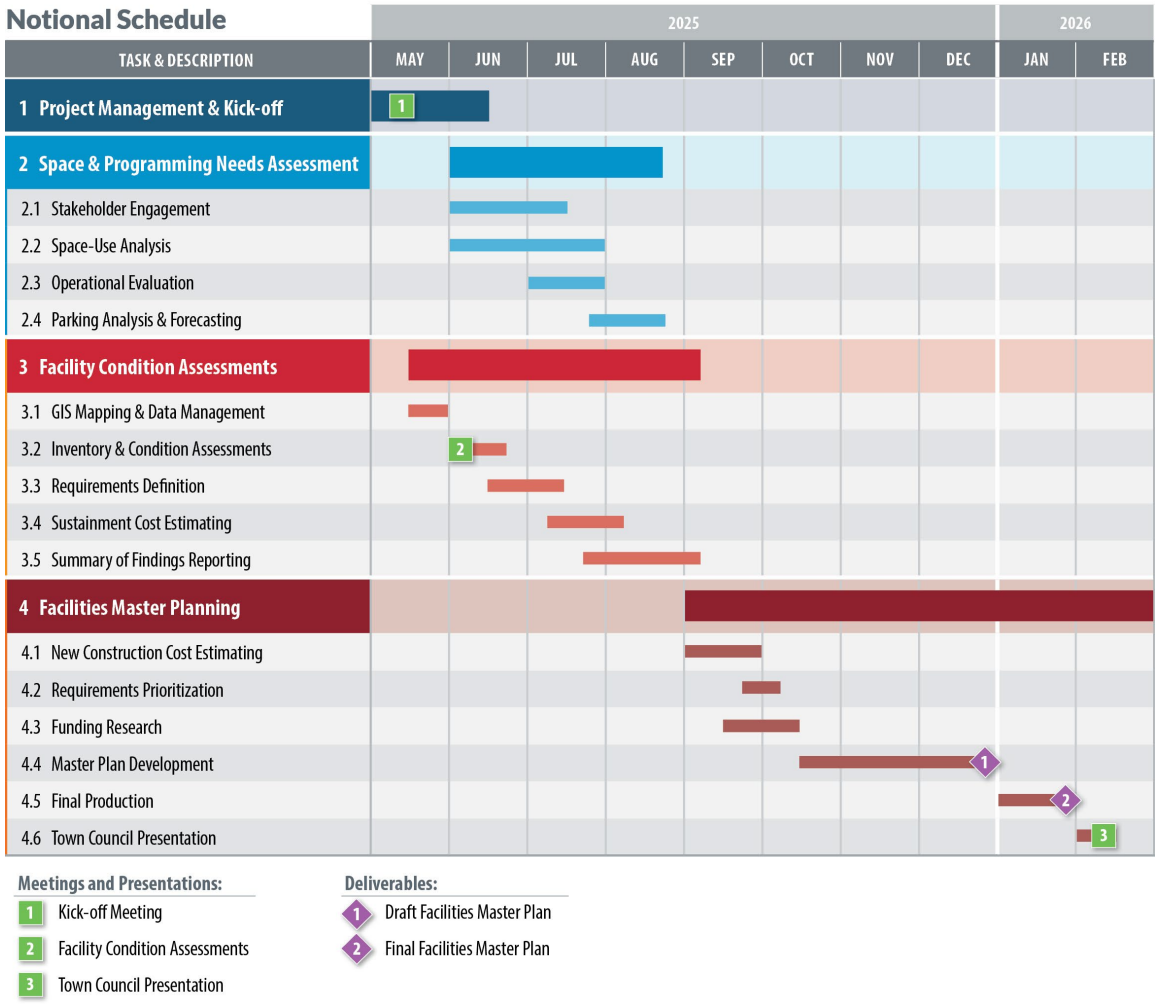
Subtask 4.6. Town Council Presentation

Matrix will present the final plan to the Town's leadership team, in-person. This presentation will include a summary of the methodology and key findings, a list of critical recommendations, and an explanation of the pros and cons associated with each proposed course of action.

Schedule

We're confident that this process, from start to finish, can be completed in 9-12 months depending on the needs and objectives of the Town. A notional schedule is shown below. We look forward to the opportunity to discuss this proposal with the Town of Campe Verde and negotiate a more detailed timeline that meets the needs of this project and the Town.

Matrix designs project schedules to be flexible to the needs of project shifts, as some small changes inevitably occur over the life of a project. This built-in flexibility is often a key to maintaining the dates of key deliverables and meeting the overall project schedule to complete the project on time.



5. PRICE

Matrix will complete the Facilities Master Plan project on time and within the firm fixed-price budget, which includes all direct and indirect costs. With experience conducting a wide range of similar projects, we create budgets that are not so much estimates as they are reflections of our knowledge of what it takes to develop an outstanding product.

Matrix is eager to partner with the Town to find a mutually beneficial solution that meets all of the goals of the RFP. To that end, while the proposed costs accurately reflect the level of effort warranted for comprehensive Master Plan, Matrix is willing to negotiate with the Town to find a cost solution that fits within its budget.

Task	Cost
Task 1. Project Management & Kick-off	**$11,861**
Task 2. Space & Programming Needs Assessment	**$28,717**
Subtask 2.1. Stakeholder Engagement	$5,619
Subtask 2.2. Space-Use Analysis	$9,364
Subtask 2.3. Operational Evaluation	$7,804
Subtask 2.4. Parking Analysis & Forecasting	$5,931
Task 3. Facility Condition Assessments	**$44,324**
Subtask 3.1. GIS Mapping & Data Management	$4,682
Subtask 3.2. Inventory & Condition Assessments	$19,041
Subtask 3.3. Requirements Definition	$5,619
Subtask 3.4. Sustainment Cost Estimating	$9,052
Subtask 3.5. Summary of Findings Reporting	$5,931
Task 4. Facilities Master Planning	**$39,954**
Subtask 4.1. New Construction Cost Estimating	$8,428
Subtask 4.2. Requirements Prioritization	$5,619
Subtask 4.3. Funding Research	$4,370
Subtask 4.4. Master Plan Development	$15,295
Subtask 4.5. Final Production	$4,370
Subtask 4.6. Town Council Presentation	$1,873

Total Cost	***$124,856***

ADDENDUM RESPONSES AND ACKNOWLEDGEMENT:

Attach addendum response(s) and acknowledgement(s) here.

(Proposer to include response here)

We are in receipt of Addendum #1.

CONFLICT OF INTEREST STATEMENT:

If Proposer indicated they have a conflict of interest on the Offer Sheet, Proposer must provide details here.

(Proposer to include response here)

Matrix has no conflicts of interest.

Cover Letter

(Proposer to include response here)

Included as Page 2 of this proposal.

TOWN OF CAMP VERDE, ARIZONA

AUTHORIZED SIGNATURE FORM

Camp Verde Agreement Number: 25-205

Consultant Name: Matrix Design Group, Inc.

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

NOW, THEREFORE, on behalf of the Consultant, I hereby declare that

Charles D. Perham

(Name of Parties Authorized)

is/are authorized to execute and sign on behalf of said Consultant the following documents:

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

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

Charles D. Perham

Name

Senior Vice President

Title

(Seal of Corporation)

STATE OF Arizona)
) ss.
County of Maricopa)

I, Charles D. Perham of the Matrix Design Group, Inc. corporation, do hereby certify that the above is a true and correct copy of a resolution adopted by the Board of Directors of said corporation, at a meeting of said Board held on the 30th day of August, 2022, and that the same is in full force and effect at this time.

DATED March 27, 2025.

Charles D. Perham
(Officer of Corporation)

(Seal of Corporation)

STATE OF Arizona)
) ss.
County of Maricopa)

This instrument was acknowledged before me this 27th day of March, 2025 by Charles D. Perham, 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:
December 14, 2027

JULIE A. DAILEY
Notary Public, State of Arizona
Maricopa County
Commission # 658922
My Commission Expires
December 14, 2027

MATRIX DESIGN GROUP (and all affiliated companies)
CORPORATE AUTHORITY TO EXECUTE CONTRACTS

Revised:
8.30.22

CORPORATE OFFICER	CEO	COO	EVP	SVP	VP	AVP
MSA/PSA/Sub-Consulting Agreement/Task Order Agreement/ Amendment	> $10,000,000	Up to, including $10,000,000	Up to, including $ 5,000,000	Up to, including $ 1,000,000	Up to, including $ 250,000	Only with delegation from VP $250,000
Design-Build Agreements	> $10,000,000	Up to, including $10,000,000	Up to, including $ 1,000,000	Up to, including $250,000	Only with delegation from VP $250,000	

Notes:

1. Delegation of signing authority may be granted one level below authorized level if done so in writing.
2. Before requesting approval and signature of any agreement, a legal and commercial review must be completed.

Attachments and Required Forms

PROPOSAL FORM

Proposal Form: For the proposal opening February 27, 2025 for services.

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

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.

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

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

The State of Arizona)
)
Maricopa 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 Agreement 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. 1 issued for this Proposal. (Proposer's failure to list all Addenda numbers issued shall be grounds for rejection of the Proposal).

Charles D. Perham	Senior Vice President
Name	Title

SUBSCRIBED AND SWORN TO BEFORE ME this 27th day of March, 2025,

by Charles D. Perham

Julie A. DeDaily

Notary Public

December 14, 2027

My Commission Expires:

JULIE A. DAILEY
Notary Public, State of Arizona
Maricopa County
Commission # 658922
My Commission Expires
December 14, 2027

TOWN COUNCIL
AGENDA INFORMATION MEMORANDUM

MEETING DATE: May 7, 2025

AGENDA ITEM TYPE:

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

REQUESTING DEPARTMENT: Public Works **STAFF RESOURCE:** Martin Smith, CIP Project Manager

AGENDA TITLE: Discussion, consideration, and possible award of Bid No. 25-206, Dickison Circle Waterline Relocation Project, to Ligon Excavation in the amount of $291,389.76.

ATTACHED DOCUMENTS:

- Project bids

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: Arizona Commerce Grant (31-490-20-804012)
- Approved in the FY25 Budget? ☐ Yes ☒ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☒ Yes ☐ No ☐ N/A ☐ Other:

BACKGROUND INFORMATION:

In 2017, the Arizona Department of Transportation (ADOT) installed a box culvert under Highway 260 to manage stormwater drainage from west to east. At the culvert's eastern outlet, gabion baskets were used to redirect the stormwater northward. However, erosion beneath these gabion baskets has developed over time, allowing stormwater to bypass the intended path and flow directly eastward. This uncontrolled flow is causing ongoing erosion, which now threatens nearby infrastructure.

Most critically, the erosion has exposed the Town's 12-inch watermain, which is the only pipeline supplying water to the town. Any damage to this line would result in a complete loss of water service. The town currently maintains only about a one-day water supply in storage, and increasing temperatures are expected to heighten water demand, shortening the time that stored water would last in the event of a disruption.

This erosion repair project, located at Dickison Circle, is being funded by an Arizona Commerce Grant, with all associated costs managed through the Town's Wastewater Department budget.

CONNECTION TO THE FY25-FY30 STRATEGIC PLAN

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

QUESTION(S) BEFORE THE COUNCIL:

- Does the Council have questions regarding the project or process utilized to solicit bids?

MOTION:

Move to award Bid No. 25-206, Dickison Circle Waterline Relocation Project, to Ligon Excavation in the amount of $291,389.76.

Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

Bid 25-206, Dickison Circle Watermain Replacement Project
Revised Itemized Bid Tab

Base Bid

No.	Description	Unit	Quantity	Cost	Total
1	Mobilization	LS	1	$ 3,200.00	$ 3,200.00
2	Construction Survey	LS	1	$ 8,500.00	$ 8,500.00
3	Quality Control / Testing (*See notes below)	LS	1	$ 8,500.00	$ 8,500.00
4	Remove and replace existing barbed wire fence	LF	40	$ 80.00	$ 3,200.00
5	Install 12" DIP water line with restrained joints	LF	236	$ 275.00	$ 64,900.00
6	Install 24" dia. steel casing pipe by open cut	LF	54	$ 703.70	$ 37,999.80
7	Install combination air release valve assembly	EA	1	$ 6,800.00	$ 6,800.00
8	Install blow-off valve assembly	EA	1	$ 3,200.00	$ 3,200.00
9	Install 42" high precast median barrier	LF	75	$ 235.00	$ 17,625.00
10	Earthwork - channel excavation and re-grading	LS	1	$ 9,900.00	$ 9,900.00
11	Install rip-rap (D50=6")	CY	20	$ 400.00	$ 8,000.00
				Subtotal:	$ 171,824.80
				20% Owner Allowance:	$ 34,364.96
				TOTAL:	**$ 206,189.76**

Notes:

1. All costs provided shall include all applicable taxes, fees, overhead, profit, etc.
2. The Base Bid assumes the contractor being able to keep the existing watermain in service until the new main is tested, disinfected, and ready for connection to the existing main. The contractor will perform the connection at night between 9:00 PM and 5:00 AM.

Bid Alternate 1

No.	Description	Unit	Quantity	Cost	Total
1	Provide temporary water bypass and connect to existing 12" dia. Water line	LS	1	$ 71,000.00	$ 71,000.00
				Subtotal:	$ 71,000.00
				20% Owner Allowance:	$ 14,200.00
				TOTAL:	**$ 85,200.00**

Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

Signature of Company Official

4/22/2025
Date Signed

President
Title

Ligon Excavation, Inc.
Company Name

(928) 300-2126
Phone Number

636 S. McCracken Lane
Address

NA
Fax Number

Camp Verde
City/State/Zip

office@LigonEx.com
Email Address

EARTH RESOURCES CORPORATION
"Building Our Future"
928-775-2795
Dewey, AZ ROC # 259019

Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

Bid 25-206, Dickison Circle Watermain Replacement Project
Revised Itemized Bid Tab

Base Bid

No.	Description	Unit	Quantity	Cost	Total
1	Mobilization & Grubb	LS	1	$ 8,573.00	$ 8,573.00
2	Construction Survey	LS	1	$ 8,601.00	$ 8,601.00
3	Quality Control / Testing (*See notes below)	LS	1	$ 4,916.00	$ 4,916.00
4	Remove and replace existing barbed wire fence	LF	40	$ 80.00	$ 3,200.00
5	Install 12" DIP water line with restrained joints	LF	236	$ 369.00	$ 87,084.00
6	Install 24" dia. steel casing pipe by open cut	LF	54	$ 504.00	$ 27,216.00
7	Install combination air release valve assembly	EA	1	$ 8,403.00	$ 8,403.00
8	Install blow-off valve assembly	EA	1	$ 3,815.00	$ 3,815.00
9	Install 42" high precast median barrier	LF	75	$ 305.00	$ 22,875.00
10	Earthwork - channel excavation and re-grading	LS	1	$ 5,247.00	$ 5,247.00
11	Install rip-rap (D50=6")	CY	20	$ 285.00	$ 5,700.00
				Subtotal:	$ 185,630.00
				20% Owner Allowance:	$ 37,126.00
				TOTAL:	**$ 222,756.00**

Notes:

1. All costs provided shall include all applicable taxes, fees, overhead, profit, etc.
2. The Base Bid assumes the contractor being able to keep the existing watermain in service until the new main is tested, disinfected, and ready for connection to the existing main. The contractor will perform the connection at night between 9:00 PM and 5:00 AM.

Bid Alternate 1

No.	Description	Unit	Quantity	Cost	Total
1	Provide temporary water bypass and connect to existing 12" dia. Water line	LS	1	$ 77,125.00	$ 77,125.00
	This would include two 12" Incerta-valves, two 12"x8" tapping sleeves & 8" Gate Valves and and 8" FUSED HDPE FLY Line.			Subtotal:	$ 77,125.00
				20% Owner Allowance:	$ 15,425.00
				TOTAL:	**$ 92,550.00**

Signature of Company Official

4/22/2025
Date Signed

President
Title

Earth Resources Corporation
Company Name

928-775-2795
Phone Number

300 S Latilla Lane
Address

928-268-3487
Fax Number

Dewey, AZ 86327
City/State/Zip

wyatt@ercarizona.com
Email Address

Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

Bid 25-206, Dickison Circle Watermain Replacement Project
Revised Itemized Bid Tab

Base Bid

No.	Description	Unit	Quantity	Cost	Total
1	Mobilization	LS	1	$ 6,643.92	$ 6,643.92
2	Construction Survey	LS	1	$ 7,660.44	$ 7,660.44
3	Quality Control / Testing (*See notes below)	LS	1	$ 7,035.91	$ 7,035.91
4	Remove and replace existing barbed wire fence	LF	40	$ 91.12	$ 3,644.80
5	Install 12" DIP water line with restrained joints	LF	236	$ 433.84	$ 102,386.24
6	Install 24" dia. steel casing pipe by open cut	LF	54	$ 389.35	$ 21,024.90
7	Install combination air release valve assembly	EA	1	$ 6,918.95	$ 6,918.95
8	Install blow-off valve assembly	EA	1	$ 7,928.42	$ 7,928.42
9	Install 42" high precast median barrier	LF	75	$ 364.90	$ 27,367.50
10	Earthwork - channel excavation and re-grading	LS	1	$ 11,786.31	$ 11,786.31
11	Install rip-rap (D50=6")	CY	20	$ 451.75	$ 9,035.00
				Subtotal:	$ 211,432.39
				20% Owner Allowance:	$ 42,286.48
				TOTAL:	**$ 253,718.87**

Notes:

1. All costs provided shall include all applicable taxes, fees, overhead, profit, etc.
2. The Base Bid assumes the contractor being able to keep the existing watermain in service until the new main is tested, disinfected, and ready for connection to the existing main. The contractor will perform the connection at night between 9:00 PM and 5:00 AM.

Bid Alternate 1

No.	Description	Unit	Quantity	Cost	Total
1	Provide temporary water bypass and connect to existing 12" dia. Water line	LS	1	$ 53,518.96	$ 53,518.96
				Subtotal:	$ 53,518.96
				20% Owner Allowance:	$ 10,703.79
				TOTAL:	**$ 64,222.75**

Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

Signature of Company Official	4/22/2025 Date Signed
Vice President Title	
McDonald Bros Construction Inc. Company Name	(928) 567-3539 Phone Number
1535 S Quarterhorse Lane Address	(928) 567-6171 Fax Number
Camp Verde, Arizona 86322 City/State/Zip	McDonald@McDonaldBrosAZ.com Email Address

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395 South Main Street
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Bid 25-206, Dickison Circle Watermain Replacement Project
Revised Itemized Bid Tab

Base Bid

No.	Description	Unit	Quantity	Cost	Total
1	Mobilization	LS	1	$ 35,000.00	$ 35,000.00
2	Construction Survey	LS	1	$ 15,000.00	$ 15,000.00
3	Quality Control / Testing (*See notes below)	LS	1	$ 20,000.00	$ 20,000.00
4	Remove and replace existing barbed wire fence	LF	40	$ 75.00	$ 3,000.00
5	Install 12" DIP water line with restrained joints	LF	236	$ 550.00	$ 129,800.00
6	Install 24" dia. steel casing pipe by open cut	LF	54	$ 350.00	$ 18,900.00
7	Install combination air release valve assembly	EA	1	$ 10,000.00	$ 10,000.00
8	Install blow-off valve assembly	EA	1	$ 5,000.00	$ 5,000.00
9	Install 42" high precast median barrier	LF	75	$ 155.00	$ 11,625.00
10	Earthwork - channel excavation and re-grading	LS	1	$ 30,000.00	$ 30,000.00
11	Install rip-rap (D50=6")	CY	20	$ 450.00	$ 9,000.00
				Subtotal:	$ 287,325.00
				20% Owner Allowance:	$ 57,465.00
				TOTAL:	**$ 344,790.00**

Notes:

1. All costs provided shall include all applicable taxes, fees, overhead, profit, etc.
2. The Base Bid assumes the contractor being able to keep the existing watermain in service until the new main is tested, disinfected, and ready for connection to the existing main. The contractor will perform the connection at night between 9:00 PM and 5:00 AM.

Bid Alternate 1

No.	Description	Unit	Quantity	Cost	Total
1	Provide temporary water bypass and connect to existing 12" dia. Water line	LS	1	$ 38,000.00	$ 38,000.00
				Subtotal:	$ 38,000.00
				20% Owner Allowance:	$ 7,600.00
				TOTAL:	**$ 45,600.00**

Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

Signature of Company Official

04/22/2025
Date Signed

CEO
Title

COMBS CONSTRUCTION COMPANY, INC.
Company Name

(602) 237-4029
Phone Number

1903 W PARKSIDE LN STE 100
Address

N/A
Fax Number

PHOENIX, AZ 85027
City/State/Zip

estimating@combsaz.com
Email Address

JOB ORDER AGREEMENT FORM

Project Name: Dickison Circle Watermain Relocation Project

Job Order Contract No.: 23-180 **Project No.:** 25-206

THIS JOB ORDER is made and entered into on the 7th day of May, 2025, by and between the Town of Camp Verde, an Arizona municipal corporation ("Town") and the "Contractor" designated below. This Job Order is entered into pursuant to and incorporates herein the terms and provisions of the Job Order Master Contract. This Job Order, including all of the Contract Documents and Exhibits, shall be the Contract between the parties for the Work.

Town and Contractor agree as follows:

MUNICIPALITY:	Town of Camp Verde
Project Manager:	Martin Smith
Telephone:	(928) 554-0822
E-mail:	martin.smith@campverde.az.gov
CONTRACTOR:	Ligon Excavation, Inc.
Address:	636 S. McCracken Lane, Camp Verde, AZ 86322
Arizona ROC No.:	242125
Contractor Representative:	Terry Ligon, President
Telephone:	(928) 300-2126
E-mail:	office@ligonex.com

PROJECT DESCRIPTION:

This work is to relocate the existing watermain adjacent to the ADOT drainage structure along the east side of Highway 260 south of Dickison Circle in accordance with the approved plans, specifications, and bid documents thereof.

PROJECT SITE ADDRESS/LOCATION:

Highway 260 at the southwest corner of Parcel 403-21-165, in Camp Verde, AZ 86322

SCOPE OF WORK: This work is to relocate the existing watermain adjacent to the ADOT drainage structure along the east side of Highway 260 south of Dickison Circle in accordance with the approved plans, specifications, and bid documents thereof.

JOB ORDER DURATION: 30 (Calendar Days) after Notice To Proceed is issued.

JOB ORDER PRICE FOR WORK: $291,389.76

SUBSTANTIAL COMPLETION: □APPLIES ☒DOES NOT APPLY

Substantial Completion shall be achieved no later than the Substantial Completion Date set forth in the Project Schedule.

ADDITIONAL GOVERNMENT PROVISIONS: □APPLIES AND IS ATTACHED
☒DOES NOT APPLY

The parties hereto have executed this Job Order through their duly authorized representatives and bind their respective entities as of the effective date.

"TOWN"
TOWN OF CAMP VERDE

Signature _____ Date _____
Marie Moore, Mayor

Attest

Signature _____
Leah Rhodes, Town Clerk

Approved as to form

Signature _____
Trish Stuhan, Town Attorney

"CONTRACTOR"

Organization Name _____

Signature _____ Date _____

Name _____ Title _____

Email _____

Meeting Date: May 7, 2025

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

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

Agenda Title: Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Coffee & Tea, located at 284 N. Homestead Parkway, Unit 2, Camp Verde, Arizona, 86322.

Attached Documents: Liquor License Application

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

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

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

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

Background Information:
An application for a Series 7, Beer and Wine Bar Liquor License, was submitted by Agent Jeffrey Craig Miller and Director Sergiu and Ofelia Goma for Alkemista Coffee & Tea, located at 284 N. Homestead Parkway, Unit 2. The beer and wine bar (Series 7) liquor license is a "quota" license available only through the Liquor License Lottery for purchase on the open market. Once issued, this liquor license is transferable from person to person and/or location to location within the same county and allows the holder both on- & off-sale retail privileges. This license allows a beer and wine bar retailer to sell and serve beer and wine (no other spirituous liquors), primarily by individual portions, to be consumed on the premises and in the original container for consumption on or off the premises.

The Agent and Directors have submitted all the necessary paperwork to the Town of Camp Verde and the Arizona Department of Liquor Licenses and Control. All fees associated with the application.

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

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

Question(s) before the Council:

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

Proposed Motion:

Move to **APPROVE** submitting to the Arizona Department of Liquor License and Control a recommendation of approval of the application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Coffee & Tea, located at 284 N. Homestead Parkway, Unit 2, Camp Verde, Arizona, 86322.

OR

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

State of Arizona
Department of Liquor Licenses and Control

Created 04/11/2025 @ 11:09:45 AM

Local Governing Body Report

LICENSE

Number:		Type:	007 BEER AND WINE BAR
Name:	ALKEMISTA COFFEE & TEA		
State:	Pending		
Issue Date:		Expiration Date:	
Original Issue Date:			
Location:	284 N HOMESTEAD PARKWAY WAY UNIT 2 CAMP VERDE , AZ 86322 USA		
Mailing Address:	[redacted]85244 USA		
Phone:	(858)210-5261		
Alt. Phone:	[redacted]		
Email:	LOQUORLICENSE@AZLIC.COM		

AGENT

Name:	JEFFREY CRAIG MILLER
Gender:	Male
Correspondence Address:	PO BOX 2502 CHANDLER, AZ 85244 USA
Phone:	(480)730-2675
Alt. Phone:	
Email:	LIQUORLICENSE@AZLIC.COM

OWNER

Name:	ALKEMISTA BREW INC		
Contact Name:	JEFFREY CRAIG MILLER		
Type:	CORPORATION		
AZ CC File Number:		State of Incorporation:	
Incorporation Date:			
Correspondence Address:	PO BOX 2502 CHANDLER, AZ 85244 USA		
Phone:	(480)730-2675		
Alt. Phone:			
Email:	LIQUORLICENSE@AZLIC.COM		

60 Day - 6/10/25

Officers / Stockholders

Name:	Title:	% Interest:
OFELIA CARMEN GOMA	DIRECTOR,OFFICER	50.00
SERGIU RADU GOMA	Director	50.00

ALKEMISTA BREW INC - Director

Name: SERGIU RADU GOMA
Gender: Male
Correspondence Address: [redacted]5244
USA
Phone: (858)210-5261
Alt. Phone:
Email: SERGIO@ALKEMISTAGROUP.COM

ALKEMISTA BREW INC - DIRECTOR,OFFICER

Name: OFELIA CARMEN GOMA
Gender: Female
Correspondence Address: [redacted]85244
USA
Phone: (928)419-1735
Alt. Phone:
Email: OFELIA@ALKEMISTAGROUP.COM

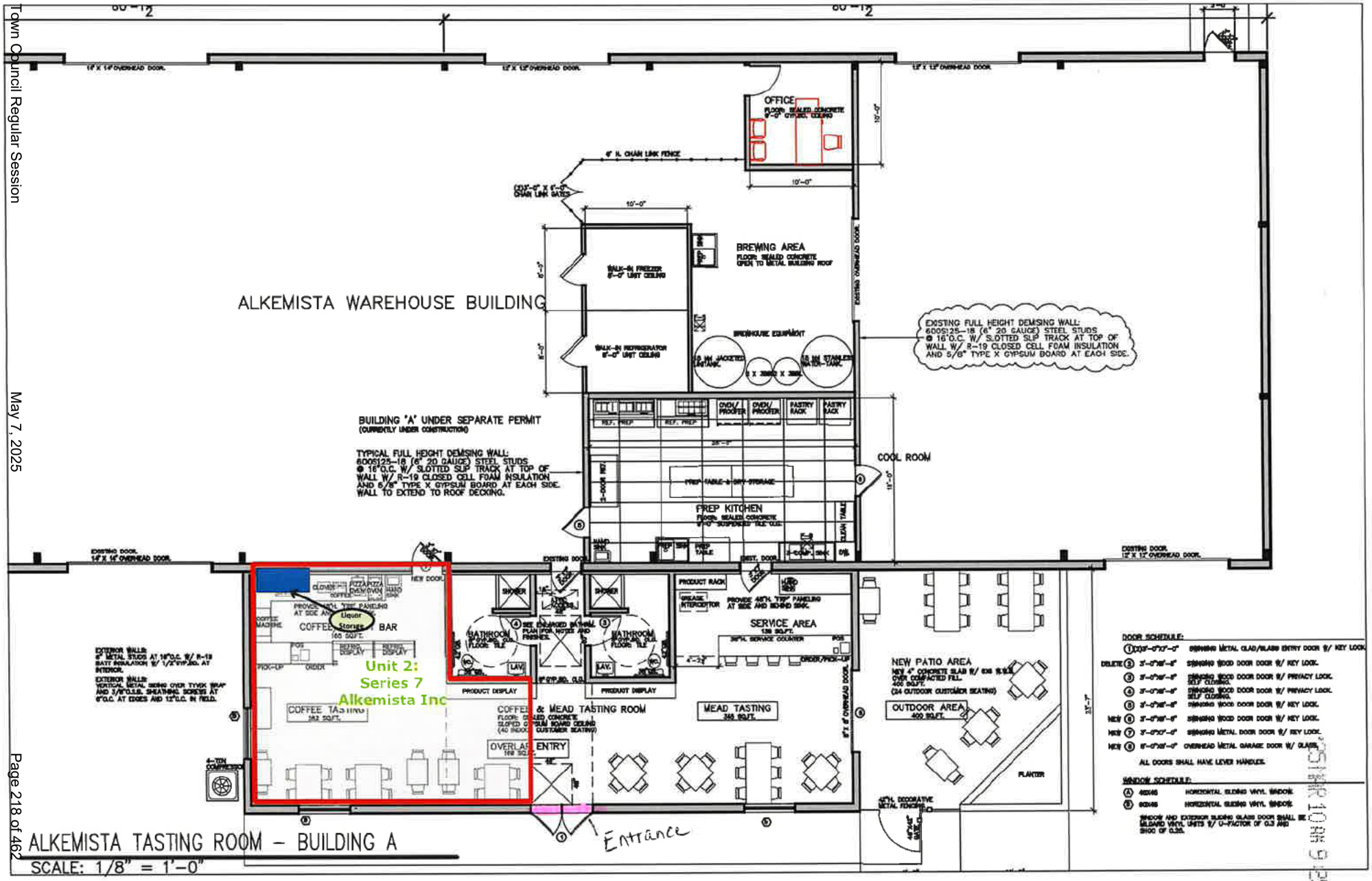
APPLICATION INFORMATION

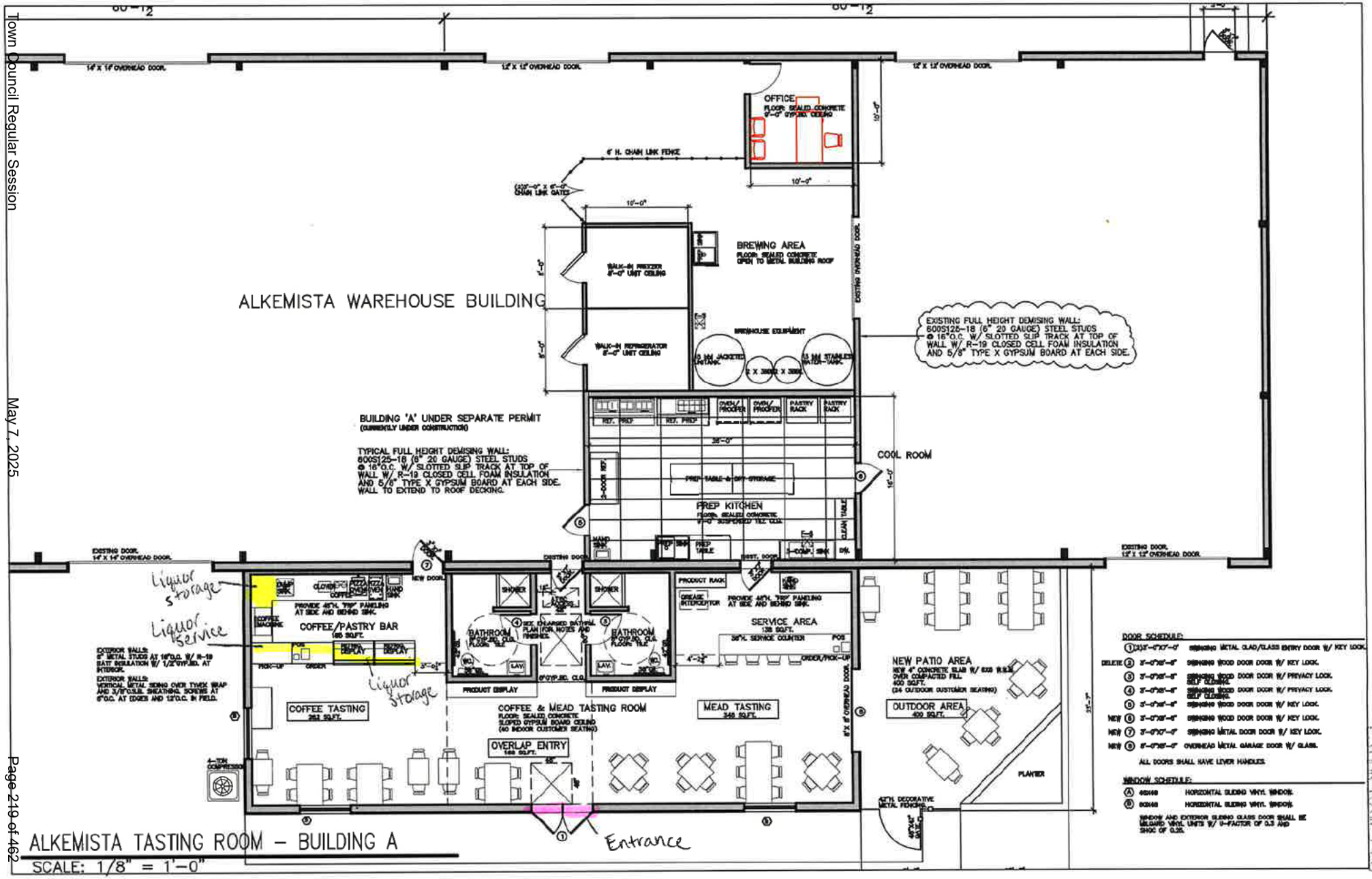
Application Number: 338148
Application Type: New Application
Created Date: 03/11/2025

QUESTIONS & ANSWERS

007 Beer and Wine Bar

1) Are you applying for an Interim Permit (INP)?
   No
2) Provide name, address, and distance of nearest school.
   (If less than one (1) mile note footage)
   UNITED CHRISTAN SCHOOL
   903 FINNIE FLAT RD, CAMP VERDE, AZ 86322 - 4013 FEET
3) Are you one of the following? Please indicate below.
   Property Tenant
   Subtenant
   Property Owner
   Property Purchaser
   Property Management Company
   PROPERTY TENANT
4) Is there a penalty if lease is not fulfilled?
   Yes
   What is the penalty?
   STILL OWE TERM
5) Is the Business located within the incorporated limits of the city or town of which it is located?
   Yes
6) What is the total money borrowed for the business not including the lease?
   Please list each amount owed to lenders/individuals.
   NONE
7) Are there walk-up or drive-through windows on the premises?
   No
8) Does the establishment have a patio?
   No
9) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
   No


ALKEMISTA WAREHOUSE BUILDING
OFFICE
BREWING AREA
BUILDING 'A' UNDER SEPARATE PERMIT
(CURRENTLY UNDER CONSTRUCTION)
TYPICAL FULL HEIGHT DEMISING WALL:
600S125-18 (6" 20 GAUGE) STEEL STUDS
@ 16"O.C. W/ SLOTTED SLP TRACK AT TOP OF
WALL W/ R-19 CLOSED CELL FOAM INSULATION
AND 5/8" TYPE X GYPSUM BOARD AT EACH SIDE.
WALL TO EXTEND TO ROOF DECKING.
EXISTING FULL HEIGHT DEMISING WALL:
600S125-18 (6" 20 GAUGE) STEEL STUDS
@ 16"O.C. W/ SLOTTED SLP TRACK AT TOP OF
WALL W/ R-19 CLOSED CELL FOAM INSULATION
AND 5/8" TYPE X GYPSUM BOARD AT EACH SIDE.
COOL ROOM
PREP KITCHEN
SERVICE AREA
COFFEE BAR
Liquor Storage
Unit 2:
Series 7
Alkemista Inc
COFFEE & MEAD TASTING ROOM
MEAD TASTING
OUTDOOR AREA
NEW PATIO AREA
Entrance
DOOR SCHEDULE:
WINDOW SCHEDULE:
ALL DOORS SHALL HAVE LEVER HANDLES.
ALKEMISTA TASTING ROOM – BUILDING A
SCALE: 1/8" = 1'-0"



ALKEMISTA TASTING ROOM – BUILDING A
SCALE: 1/8" = 1'-0"

25 MAR 10 AM 9:25 AZDLLC

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

DLLC USE ONLY

Fee:	—
Job #:	338148
Date Accepted:	3/10/25
CSR:	ML

Personal Information Questionnaire

815.4648

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

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

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

A.R.S. §4-202(A).

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

A.R.S. §4-101(10).

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

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

SECTION - 1 INDIVIDUAL INFORMATION

☑ AGENT ☐ CONTROLLING PERSON ☐ MANAGER

1. Name: Miller (Last) Jeffrey (First) Craig (Middle)
2. Social Security # [redacted] (NOT a public record) Birth Date [redacted] (NOT a public record)
3. Driver's License # [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 06 / 06 / 1972
6. Email address: Liquorlicense@azlic.com
7. Home Address [redacted]
8. Daytime phone #: 480-730-2675 Alternative phone # [redacted]

SECTION 2 – LICENSED BUSINESS INFORMATION

1. Liquor License #:
2. Business Name (doing business as): Alkemista Coffee & Tea
3. Business Address: 284 N Homestead Pkwy, Unit 2, Camp Verde, AZ 86322

'25 MAR 10 AM 9:25 AZDLLC

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

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

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

Name of persons who will be handling the day to day operations: Ofelia Goma

SECTION 4 – BACKGROUND

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

1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes ☐ No ☑

2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes ☐ No ☑

3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? *A.R.S.§4-202(D* Yes ☐ No ☑

4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets) Yes ☑ No ☐
   A.R.S.§4-202,4-210
   **Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license.*

5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes ☐ No ☑

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

Signature: _____ **Date:** 2/27/2025

P.O. Box 2502
Chandler, Arizona 85244
(480) 730-2675 Phone (480) 730-2676 Fax

'25 MAR 10 AM 9:25 AZDLLC



ARIZONA LIQUOR
INDUSTRY CONSULTANTS

Jeffrey Craig Miller statement

#4
ALIC is currently contracted with approximately 500 liquor establishments statewide. ALIC has been in business in the liquor industry since 1993. Depending on when this document is reviewed, it's possible that there may be a pending administrative citation, compliance action, arrest or summons against one of them.
ALIC was started in April of 1993, and has been associated with hundreds of liquor establishments and liquor licenses. Several of them have received citations (fines) and in some instances, a suspension. ALIC works with the compliance officer on a regular basis acting as a representative for those who utilize our contract services. I do not however, have anything to do with the actual operation of any liquor establishment in this or any other state. Therefore, none of the violations to which I have just referred can be associated to me personally. Additionally, it would be almost impossible for me to give you a reconciliation of these violations, as ALIC has been associated with so many licenses for so many years.

Respectfully submitted,

Jeffrey Craig Miller

'25 4 11 Liq. Dept AM10:46

ALIEN STATUS

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

Type or Print with Black Ink

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

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

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

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

SECTION I – APPLICANT INFORMATION

APPLICANT NAME (Print or type) Jeffrey C Miller

SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

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

City Miami State AZ **COUNTRY** USA

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

2) Name of document: Drivers License

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

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

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

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

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

SECTION III – QUALIFIED ALIEN DECLARATION

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

Drivers License

Name of document provided

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

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

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

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

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

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

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

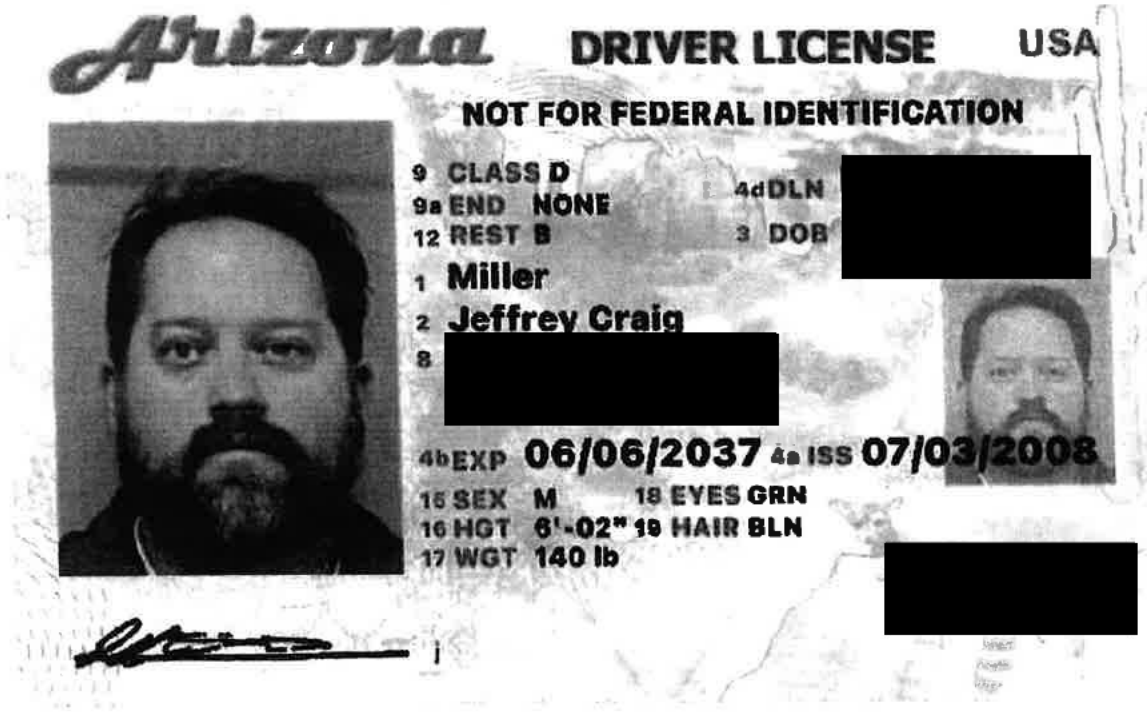
11. A nonimmigrant whose visa for entry is related to employment in the United States, or
12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States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

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

Jeffrey C Miller — **Print Name**

Signature

11/20/23 — **Date**



Arizona DRIVER LICENSE USA

NOT FOR FEDERAL IDENTIFICATION

9 CLASS D
9a END NONE
12 REST B
4d DLN [redacted]
3 DOB [redacted]
1 Miller
2 Jeffrey Craig
8 [redacted]
4b EXP 06/06/2037 4a ISS 07/03/2008
15 SEX M 18 EYES GRN
16 HGT 6'-02" 19 HAIR BLN
17 WGT 140 lb
[redacted]

CLASS: D-Operater

Rev 02/14/2014

ENDORSEMENTS:
None

RESTRICTIONS:
B - Corrective lenses (also automated - vision screening)

You Must Report a Change of Address Within 10 Days

06/06/1972

RECEIVED
AZ Dept of Liquor
2025 APR 14 PM 12:46

'25 MAR 10 AM 9:25 AZDLLC

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

DLLC USE ONLY

Fee:	—
Job #:	338148
Date Accepted:	3/10/25
CSR:	ML

Personal Information Questionnaire

805-6668

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

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

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

A.R.S. §4-202(A).

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

A.R.S. §4-101(10).

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

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

SECTION - 1 INDIVIDUAL INFORMATION

☐ AGENT ☑ CONTROLLING PERSON ☐ MANAGER

1. Name: Goma (Last) Sergiu (First) Radu
2. Social Security #: [redacted] (NOT a public record) Birth Date: [redacted] (NOT a public record)
3. Driver's License #: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 06 / 21 / 2021
6. Email address: sergio@alkemistagroup.com
7. Home Address: [redacted]
8. Daytime phone #: 858-210-5261 Alternative phone #: [redacted]

SECTION 2 – LICENSED BUSINESS INFORMATION

1. Liquor License #:
2. Business Name (doing business as): Alkemista Coffee & Tea
3. Business Address: 284 N Homestead Pkwy, Unit 2, Camp Verde, AZ 86322

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

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

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

Name of persons who will be handling the day to day operations: Ofelia Goma

SECTION 4 – BACKGROUND

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

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

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

Signature: _____ **Date:** 2/21/2025

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

Personal Information Questionnaire

DLLC USE ONLY
Fee:
Job #:
Date Accepted:
CSR:

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

SECTION - 1 INDIVIDUAL INFORMATION

☐ AGENT ☑ CONTROLLING PERSON ☐ MANAGER

1. Name: Goma (Last) Ofelia (First) Carmen
2. Social Security #: [redacted] (NOT a public record) Birth Date: [redacted] (NOT a public record)
3. Driver's License #: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 06 / 21 / 2021
6. Email address: ofelia@alkemistagroup.com
7. Home Address: [redacted]
8. Daytime phone #: 928-419-1735 Alternative phone #: [redacted]

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3. Business Address: 284 N Homestead Pkwy, Unit 2, Camp Verde AZ 86322

'25 MAR 10 AM 9:25 AZDLLC

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

Name of persons who will be handling the day to day operations: Ofelia Goma

SECTION 4 – BACKGROUND

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

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

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

Signature: _____ Date: 2/21/2025

Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

Agenda Item Type:

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

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

Agenda Title: Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 6, Bar Liquor License for Alkemista Brew, located at 284 N. Homestead Parkway, Unit 1, Camp Verde, Arizona, 86322.

Attached Documents: Liquor License Application

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

Reviewed By:

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

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

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

Background Information:

An application for a Series 6, Bar Liquor License, was submitted by Agent Jeffrey Craig Miller and Director Sergiu and Ofelia Goma for Alkemista Brew, located at 284 N. Homestead Parkway, Unit 1. The bar (Series 6) liquor license is a "quota" license available only through the Liquor License Lottery for purchase on the open market. Once issued, this liquor license allows a bar retailer to sell and serve all types of spirituous liquors, primarily by individual portions, to be consumed on the premises and in the original container for consumption on or off the premises.

The Agent and Directors have submitted all the necessary paperwork to the Town of Camp Verde and the Arizona Department of Liquor Licenses and Control. All fees associated with the application.

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

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

Question(s) before the Council:

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

Proposed Motion:

Move to **APPROVE** submitting to the Arizona Department of Liquor License and Control a recommendation of approval of the application for a Series 6, Bar Liquor License for Alkemista Coffee & Tea, located at 284 N. Homestead Parkway, Unit 1, Camp Verde, Arizona, 86322.

OR

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

State of Arizona
Department of Liquor Licenses and Control

Created 04/11/2025 @ 11:03:05 AM

Local Governing Body Report

LICENSE

Number:		Type:	006 BAR
Name:	ALKEMISTA BREW		
State:	Pending		
Issue Date:		Expiration Date:	
Original Issue Date:			
Location:	284 N HOMESTEAD PARKWAY #1 CAMP VERDE, AZ 86322 USA		
Mailing Address:			
Phone:	(858)210-5261		
Alt. Phone:	[redacted]		
Email:	LIQUORLICENSE@AZLIC.COM		

AGENT

Name:	JEFFREY CRAIG MILLER
Gender:	Male
Correspondence Address:	[redacted] 85244 USA
Phone:	(480)730-2675
Alt. Phone:	
Email:	LIQUORLICENSE@AZLIC.COM

OWNER

Name:	ALKEMISTA BREW INC		
Contact Name:	JEFFREY CRAIG MILLER		
Type:	CORPORATION		
AZ CC File Number:		State of Incorporation:	
Incorporation Date:			
Correspondence Address:	[redacted] 85244 USA		
Phone:	(480)730-2675		
Alt. Phone:			
Email:	LIQUORLICENSE@AZLIC.COM		

60th day - June 10, 2025

Officers / Stockholders

Name:	Title:	% Interest:

OFELIA CARMEN GOMA	DIRECTOR,OFFICER	50.00
SERGIU RADU GOMA	Director	50.00

ALKEMISTA BREW INC - Director

Name: SERGIU RADU GOMA
Gender: Male
Correspondence Address: [redacted] 85244
USA
Phone: (858)210-5261
Alt. Phone:
Email: SERGIO@ALKEMISTAGROUP.COM

ALKEMISTA BREW INC - DIRECTOR,OFFICER

Name: OFELIA CARMEN GOMA
Gender: Female
Correspondence Address: [redacted] 5244
USA
Phone: (928)419-1735
Alt. Phone:
Email: OFELIA@ALKEMISTAGROUP.COM

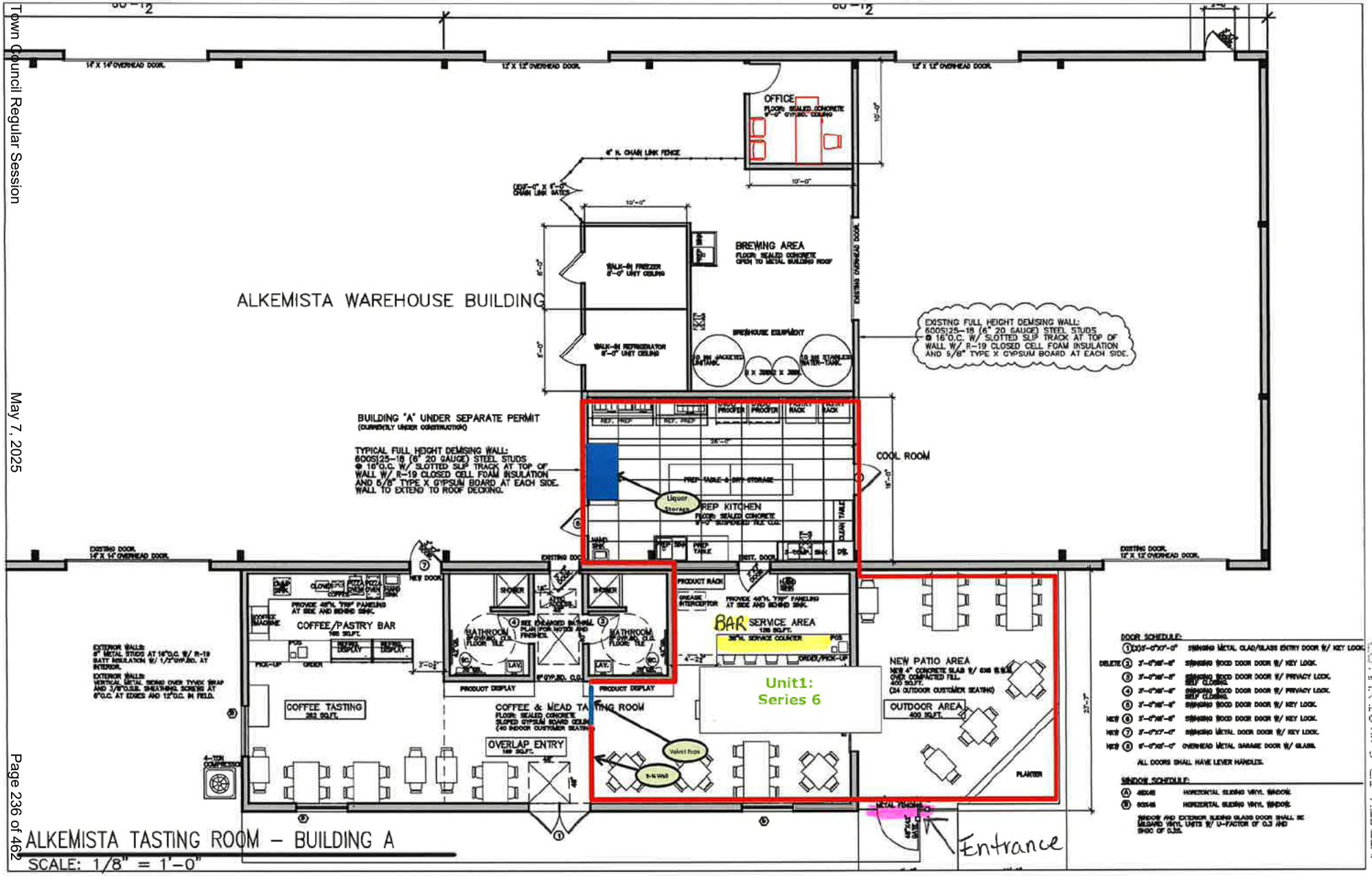
APPLICATION INFORMATION

Application Number: 338133
Application Type: New Application
Created Date: 03/11/2025

QUESTIONS & ANSWERS

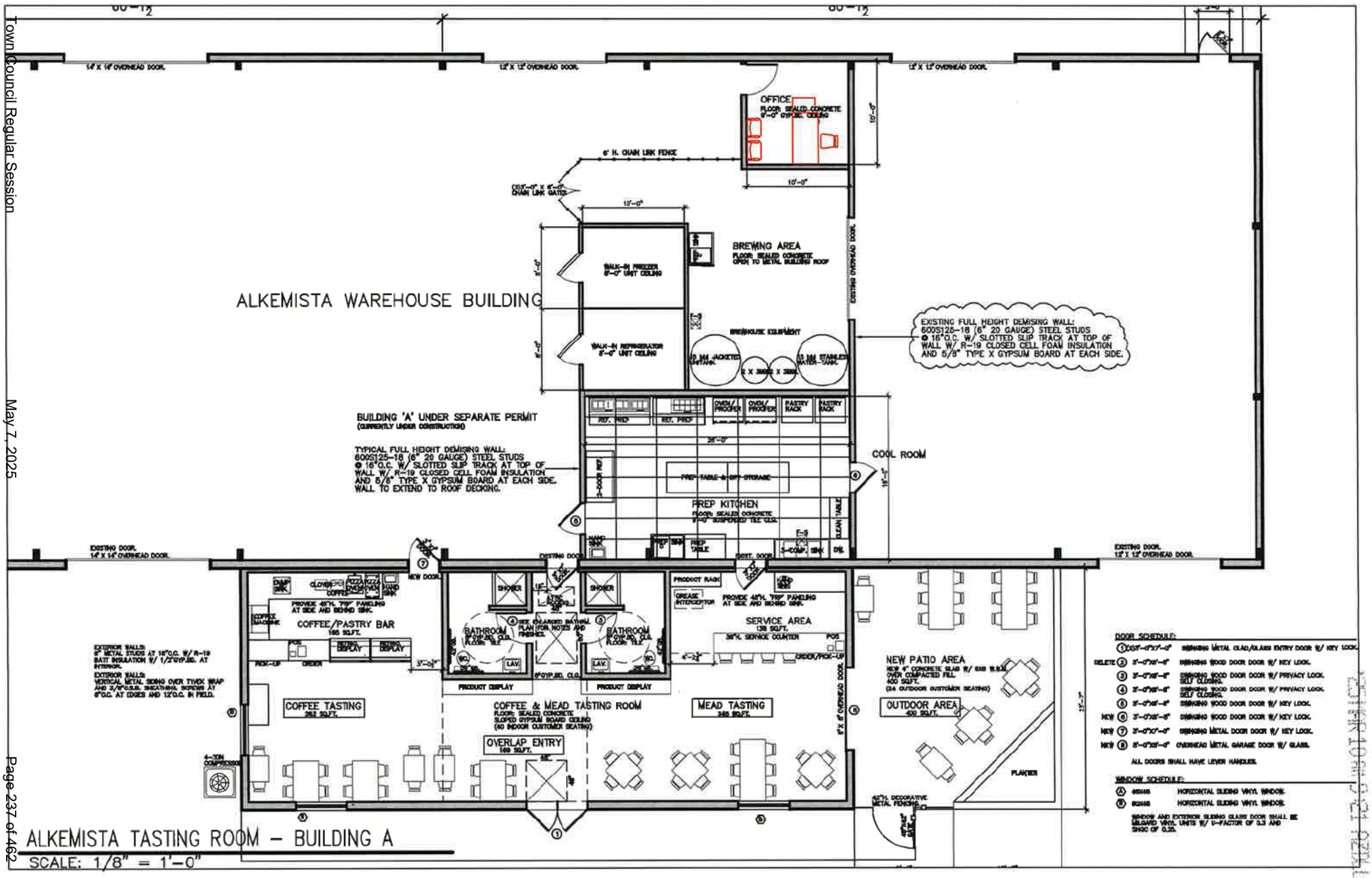
006 Bar

1) Are you applying for an Interim Permit (INP)?
   No
2) Provide name, address, and distance of nearest school.
   (If less than one (1) mile note footage)
   UNITED CHRISTIAN SCHOOL
   903 FINIE FLAT RD CAMPE VERDE AZ 86322
   1,013FT
3) Are you one of the following? Please indicate below.
   Property Tenant
   Sub-tenant
   Property Owner
   Property Purchaser
   Property Management Company
   ALKEMISTA IND LLC
   120 FOX TRAIL LOOP SEDONA AZ 86351
   4,013FT
4) Is there a penalty if lease is not fulfilled?
   Yes
   What is the penalty?
   STILL OWE TERM
5) Is the Business located within the incorporated limits of the city or town of which it is located?
   Yes
6) What is the total money borrowed for the business not including the lease?
   Please list each amount owed to lenders/individuals.
   0
7) Are there walk-up or drive-through windows on the premises?
   No
8) Does the establishment have a patio?
   Yes
   Is the patio contiguous or non-contiguous (within 30 feet)?
   CONTIGUOUS
9) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
   No



ALKEMISTA TASTING ROOM – BUILDING A
SCALE: 1/8" = 1'-0"

RECEIVED
2025 APR 10 AM 9:21
CITY CLERK


ALKEMISTA WAREHOUSE BUILDING
OFFICE
FLOOR SEALED CONCRETE
8'-0" GYPSUM CEILING
BREWING AREA
FLOOR SEALED CONCRETE
OPEN TO METAL BUILDING ROOF
WALK-IN FREEZER
8'-0" UNIT CEILING
WALK-IN REFRIGERATOR
8'-0" UNIT CEILING
WAREHOUSE EQUIPMENT
6' H. CHAIN LINK FENCE
CHAIN LINK GATES
EXISTING OVERHEAD DOOR
EXISTING FULL HEIGHT DEMISING WALL:
600S125-18 (6" 20 GAUGE) STEEL STUDS
@ 16"O.C. W/ SLOTTED SLIP TRACK AT TOP OF
WALL W/ R-19 CLOSED CELL FOAM INSULATION
AND 5/8" TYPE X GYPSUM BOARD AT EACH SIDE.
BUILDING 'A' UNDER SEPARATE PERMIT
(CURRENTLY UNDER CONSTRUCTION)
TYPICAL FULL HEIGHT DEMISING WALL:
600S125-18 (6" 20 GAUGE) STEEL STUDS
@ 16"O.C. W/ SLOTTED SLIP TRACK AT TOP OF
WALL W/ R-19 CLOSED CELL FOAM INSULATION
AND 5/8" TYPE X GYPSUM BOARD AT EACH SIDE.
WALL TO EXTEND TO ROOF DECKING.
COOL ROOM
PREP KITCHEN
FLOOR: SEALED CONCRETE
9'-0" SUSPENDED TILE CEIL.
COFFEE/PASTRY BAR
165 SQ.FT.
COFFEE TASTING
262 SQ.FT.
COFFEE & MEAD TASTING ROOM
FLOOR: SEALED CONCRETE
SLOPED GYPSUM BOARD CEILING
(60 INDOOR CUSTOMER SEATING)
MEAD TASTING
348 SQ.FT.
OVERLAP ENTRY
169 SQ.FT.
SERVICE AREA
138 SQ.FT.
36"H. SERVICE COUNTER
BATHROOM
BATHROOM
NEW PATIO AREA
OUTDOOR AREA
400 SQ.FT.
(24 OUTDOOR CUSTOMER SEATING)
PLANTER
42"H. DECORATIVE METAL FENCING
EXISTING DOOR
14' X 14' OVERHEAD DOOR
12' X 12' OVERHEAD DOOR
NEW DOOR
8'X 8' OVERHEAD DOOR
DOOR SCHEDULE:
WINDOW SCHEDULE:
ALL DOORS SHALL HAVE LEVER HANDLES.
ALKEMISTA TASTING ROOM – BUILDING A
SCALE: 1/8" = 1'-0"

'25 MAR 10 AM 9:21 AZDLLC

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

Personal Information Questionnaire

DLLC USE ONLY	
Fee:	
Job #:	338133
Date Accepted:	3-10-25
CSR:	AP

fp current until 12-16-26

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

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

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

A.R.S. §4-202(A).

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

A.R.S. §4-101(10).

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

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

SECTION - 1 INDIVIDUAL INFORMATION

☑ AGENT ☐ CONTROLLING PERSON ☐ MANAGER

1. Name: Miller (Last) Jeffrey (First) Craig (Middle)
2. Social Security #: [redacted] (NOT a public record) Birth Date [redacted] (NOT a public record)
3. Driver's License #: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 06 / 06 / 1972
6. Email address: Liquorlicense@azlic.com
7. Home Address: [redacted]
8. Daytime phone #: 480-730-2675 Alternative phone #: [redacted]

SECTION 2 – LICENSED BUSINESS INFORMATION

1. Liquor License #:
2. Business Name (doing business as): Alkemista Brew
3. Business Address: 284 N Homestead Pkwy, Unit 1, Camp Verde, AZ 86322

'25 MAR 10 AM 9:21 AZDLLC

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

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

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

Name of persons who will be handling the day to day operations: Ofelia Goma

SECTION 4 – BACKGROUND

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

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

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

Signature: _____ **Date:** 3/3/2025

P.O. Box 2502
Chandler, Arizona 85244
(480) 730-2675 Phone (480) 730-2676 Fax

'25 MAR 10 AM 9:21 AZDLLC



ARIZONA LIQUOR
INDUSTRY CONSULTANTS

Jeffrey Craig Miller statement

#4
ALIC is currently contracted with approximately 500 liquor establishments statewide. ALIC has been in business in the liquor industry since 1993. Depending on when this document is reviewed, it's possible that there may be a pending administrative citation, compliance action, arrest or summons against one of them.
ALIC was started in April of 1993, and has been associated with hundreds of liquor establishments and liquor licenses. Several of them have received citations (fines) and in some instances, a suspension. ALIC works with the compliance officer on a regular basis acting as a representative for those who utilize our contract services. I do not however, have anything to do with the actual operation of any liquor establishment in this or any other state. Therefore, none of the violations to which I have just referred can be associated to me personally. Additionally, it would be almost impossible for me to give you a reconciliation of these violations, as ALIC has been associated with so many licenses for so many years.

Respectfully submitted,

Jeffrey Craig Miller

'25 4:11 Liq. Dept AM 10:45

ALIEN STATUS

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

Type or Print with Black Ink

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

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

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

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

SECTION I – APPLICANT INFORMATION

APPLICANT NAME (Print or type) Jeffrey C Miller

SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

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

City Miami State AZ **COUNTRY** USA

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

2) Name of document: Drivers License

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

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

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

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

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

SECTION III – QUALIFIED ALIEN DECLARATION

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

Drivers License

Name of document provided

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

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

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

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

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

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

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

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

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

Jeffrey C Miller — **Print Name**

Signature

11/20/23 — **Date**

Arizona DRIVER LICENSE USA

NOT FOR FEDERAL IDENTIFICATION



9 CLASS D
9a END NONE
12 REST B
1 Miller
2 Jeffrey Craig
4d DLI [redacted]
3 DO [redacted]
[redacted]



4b EXP 06/06/2037 4a ISS 07/03/2008
15 SEX M 18 EYES GRN
16 HGT 6'-02" 19 HAIR BLN
17 WGT 140 lb

[redacted]

CLASS: D-Operator

Rev 02/14/2014

ENDORSEMENTS:
None

RESTRICTIONS:
B - Corrective lenses (also automated - vision screening)

You Must Report a Change of Address Within 10 Days

06/06/1972

'25 MAR 10 AM 9:22 AZDLLC

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

DLLC USE ONLY	
Fee:	22
Job #:	338133
Date Accepted:	3-10-25
CSR:	AP

fp pending BUS-6608

Personal Information Questionnaire

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

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

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

A.R.S. §4-202(A).

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

A.R.S. §4-101(10).

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

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

SECTION - 1 INDIVIDUAL INFORMATION

☐ AGENT ☑ CONTROLLING PERSON ☐ MANAGER

1. Name: Goma (Last) Ofelia (First) Carmen (M)
2. Social Security #: [redacted] (NOT a public record) Birth Date: [redacted] (NOT a public record)
3. Driver's License #: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 06 / 21 / 2021
6. Email address: ofelia@alkemistagroup.com
7. Home Address: [redacted]
8. Daytime phone #: 928-419-1735 Alternative phone #: [redacted]

SECTION 2 – LICENSED BUSINESS INFORMATION

1. Liquor License #:
2. Business Name (doing business as): Alkemista Brew
3. Business Address: 284 N Homestead Pkwy, Unit 1, Camp Verde AZ 86322

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

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

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

Name of persons who will be handling the day to day operations: Ofelia Goma

SECTION 4 – BACKGROUND

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

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

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

Signature: _____ Date: 2/21/2025

'25 MAR 10 AM 9:27 AZDLLC

FINGERPRINT VERIFICATION FORM

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

DLLC USE ONLY	
Job#:	338133
Date Accepted:	3-10-25
CSR:	AP

ATTENTION FINGERPRINT TECHNICIAN:

Please follow the instructions below for fingerprinting this applicant.

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

PRINT the following information:

Date	**Name of Applicant:** Ofelia Carmen Goma	
Name of Fingerprint Technician: Jeffrey Craig Miller		
Fingerprint technician's Signature:		
Fingerprint technician's Agency/company Name: Arizona Liquor Industry Consultants		**Phone Number:** (480)730-2675
Type of Photo ID Provided (check one): ☐ Driver's License ☐ Passport ☐ Other (Please specify)		

'25 MAR 10 AM 9:27 AZDLLC

Certificate # **ALICB20231107**

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

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

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

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

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

Student Information

OFELIA CARMEN GOMA
Full Name (please print)

Signature

07 Nov 2023
Training Completion Date

07 NOV 2026
Certificate Expiration Date
(three years from completion date)

Training Provider Information

Arizona Liquor Industry Consultants
Company Name

P.O. Box 2502, Chandler AZ 85224-2502
Mailing Address

(480) 730-2675
Daytime Contact Phone Number

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

Instructor Signature

11 / **07** / **2023**
Mo / Day / Year

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

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

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

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

July 11, 2013

'25 MAR 10 AM 9:27 AZDLLC

Certificate # ALICM 20231107

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

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

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

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

Student Information

OFELIA CARMEN GOMA
Full Name (please print)

Signature

07 Nov 2023
Training Completion Date

07 NOV 2026
Certificate Expiration Date
(three years from completion date)

Training Provider Information

Arizona Liquor Industry Consultants
Company Name

P.O. Box 2502, Chandler AZ 85224-2502
Mailing Address

(480) 730-2675
Daytime Contact Phone Number

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

Instructor Signature

11 / 07 / 2023
Mo Day Year

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

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

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

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

July 11, 2013

'25 MAR 10 AM 9:21 AZDLLC

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

Personal Information Questionnaire

DLLC USE ONLY	
Fee:	22
Job #:	338133
Date Accepted:	3-10-25
CSR:	AP

fr pending 205-6068

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

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

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

A.R.S. §4-202(A).

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

A.R.S. §4-101(10).

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

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

SECTION - 1 INDIVIDUAL INFORMATION

☐ AGENT ☑ CONTROLLING PERSON ☐ MANAGER

1. Name: Goma (Last) Sergiu (First) Radu (Middle)
2. Social Security #: [redacted] (NOT a public record) Birth Date: [redacted] (NOT a public record)
3. Driver's License #: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 06 / 21 / 2021
6. Email address: sergio@alkemistagroup.com
7. Home Address [redacted]
8. Daytime phone #: 858-210-5261 Alternative phone #: [redacted]

SECTION 2 – LICENSED BUSINESS INFORMATION

1. Liquor License #:
2. Business Name (doing business as): Alkemista Brew
3. Business Address: 284 N Homestead Pkwy, Unit 1, Camp Verde, AZ 86322

'25 MAR 10 AM 9:21 AZDLLC

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

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

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

Name of persons who will be handling the day to day operations: Ofelia Goma

SECTION 4 – BACKGROUND

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

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

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

Signature: _____ **Date:** 2/21/2025

FINGERPRINT VERIFICATION FORM

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

DLLC USE ONLY

Job#:	338133
Date Accepted:	3-10-25
CSR:	AP

ATTENTION FINGERPRINT TECHNICIAN:

Please follow the instructions below for fingerprinting this applicant.

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

PRINT the following information:

Date 07/20/2023	**Name of Applicant:** Sergiu Radu Goma
Name of Fingerprint Technician: **Jeffrey Craig Miller**	
Fingerprint technician's Signature:	
Fingerprint technician's Agency/company Name: **Arizona Liquor Industry Consultants**	**Phone Number:** **(480)730-2675**
Type of Photo ID Provided (check one): ☐ **Driver's License** ☐ **Passport** ☐ **Other (Please specify)**	

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Certificate # **ALICB20231107**

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

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

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

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

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

Student Information

SERGU GOMA
Full Name (please print)

Signature

07 Nov 2023
Training Completion Date

07 NOV 2026
Certificate Expiration Date
(three years from completion date)

Training Provider Information

Arizona Liquor Industry Consultants
Company Name

P.O. Box 2502, Chandler AZ 85224-2502
Mailing Address

(480) 730-2675
Daytime Contact Phone Number

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

Instructor Signature

11 / **07** / **2023**
Mo Day Year

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

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

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

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

July 11, 2013

'25 MAR 10 AM 9:26 AZDLLC

Certificate # ALICM 20231107

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

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

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

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

Student Information

SERGIU GOMA

Full Name (please print)

Signature

07 Nov 2023
Training Completion Date

07 NOV 2026
Certificate Expiration Date
(three years from completion date)

Training Provider Information

Arizona Liquor Industry Consultants

Company Name

P.O. Box 2502, Chandler AZ 85224-2502

Mailing Address

(480) 730-2675

Daytime Contact Phone Number

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

Instructor Signature

11 / 07 / 2023
Mo Day Year

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

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

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

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

July 11, 2013

Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

Agenda Item Type:

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

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

Agenda Title: Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Brew #2 located at 284 N. Homestead Parkway, Unit 3, Camp Verde, Arizona, 86322.

Attached Documents: Liquor License Application

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

Reviewed By:

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

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

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

Background Information:

An application for a Series 7, Beer and Wine Bar Liquor License, was submitted by Agent Jeffrey Craig Miller and Director Sergiu and Ofelia Goma for Alkemista Brew #2, located at 284 N. Homestead Parkway, Unit 3. The beer and wine bar (Series 7) liquor license is a "quota" license available only through the Liquor License Lottery for purchase on the open market. Once issued, this liquor license is transferable from person to person and/or location to location within the same county and allows the holder both on- & off-sale retail privileges. This license allows a beer and wine bar retailer to sell and serve beer and wine (no other spirituous liquors), primarily by individual portions, to be consumed on the premises and in the original container for consumption on or off the premises.

The Agent and Directors have submitted all the necessary paperwork to the Town of Camp Verde and the Arizona Department of Liquor Licenses and Control. All fees associated with the application.

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

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

Question(s) before the Council:

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

Proposed Motion:

Move to **APPROVE** submitting to the Arizona Department of Liquor License and Control a recommendation of approval of the application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Brew #2, located at 284 N. Homestead Parkway, Unit 3, Camp Verde, Arizona, 86322.

OR

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

State of Arizona
Department of Liquor Licenses and Control

Created 04/11/2025 @ 12:47:32 PM

Local Governing Body Report

LICENSE

Number:		Type:	007 BEER AND WINE BAR
Name:	ALKEMISTA BREW #2		
State:	Pending		
Issue Date:		Expiration Date:	
Original Issue Date:			
Location:	284 N HOMESTEAD PARKWAY WAY UNIT 3 CAMP VERDE , AZ 86322 USA		
Mailing Address:	[redacted] USA		
Phone:	(858)210-5261		
Alt. Phone:	[redacted]		
Email:	LIQUORLICENSE@AZLIC.COM		

AGENT

Name:	JEFFREY CRAIG MILLER
Gender:	Male
Correspondence Address:	[redacted] USA
Phone:	(480)730-2675
Alt. Phone:	
Email:	LIQUORLICENSE@AZLIC.COM

OWNER

Name:	ALKEMISTA BREW INC		
Contact Name:	JEFFREY CRAIG MILLER		
Type:	CORPORATION		
AZ CC File Number:		State of Incorporation:	
Incorporation Date:			
Correspondence Address:	[redacted] USA		
Phone:	(480)730-2675		
Alt. Phone:			
Email:	LIQUORLICENSE@AZLIC.COM		

60- 6/10/25
105 - 6/23/25

Officers / Stockholders

Name:	Title:	% Interest:
OFELIA CARMEN GOMA	DIRECTOR,OFFICER	50.00
SERGIU RADU GOMA	Director	50.00

ALKEMISTA BREW INC - Director

Name: SERGIU RADU GOMA
Gender: Male
Correspondence Address: [redacted]
USA
Phone: (858)210-5261
Alt. Phone:
Email: SERGIO@ALKEMISTAGROUP.COM

ALKEMISTA BREW INC - DIRECTOR,OFFICER

Name: OFELIA CARMEN GOMA
Gender: Female
Correspondence Address: [redacted]
USA
Phone: (928)419-1735
Alt. Phone:
Email: OFELIA@ALKEMISTAGROUP.COM

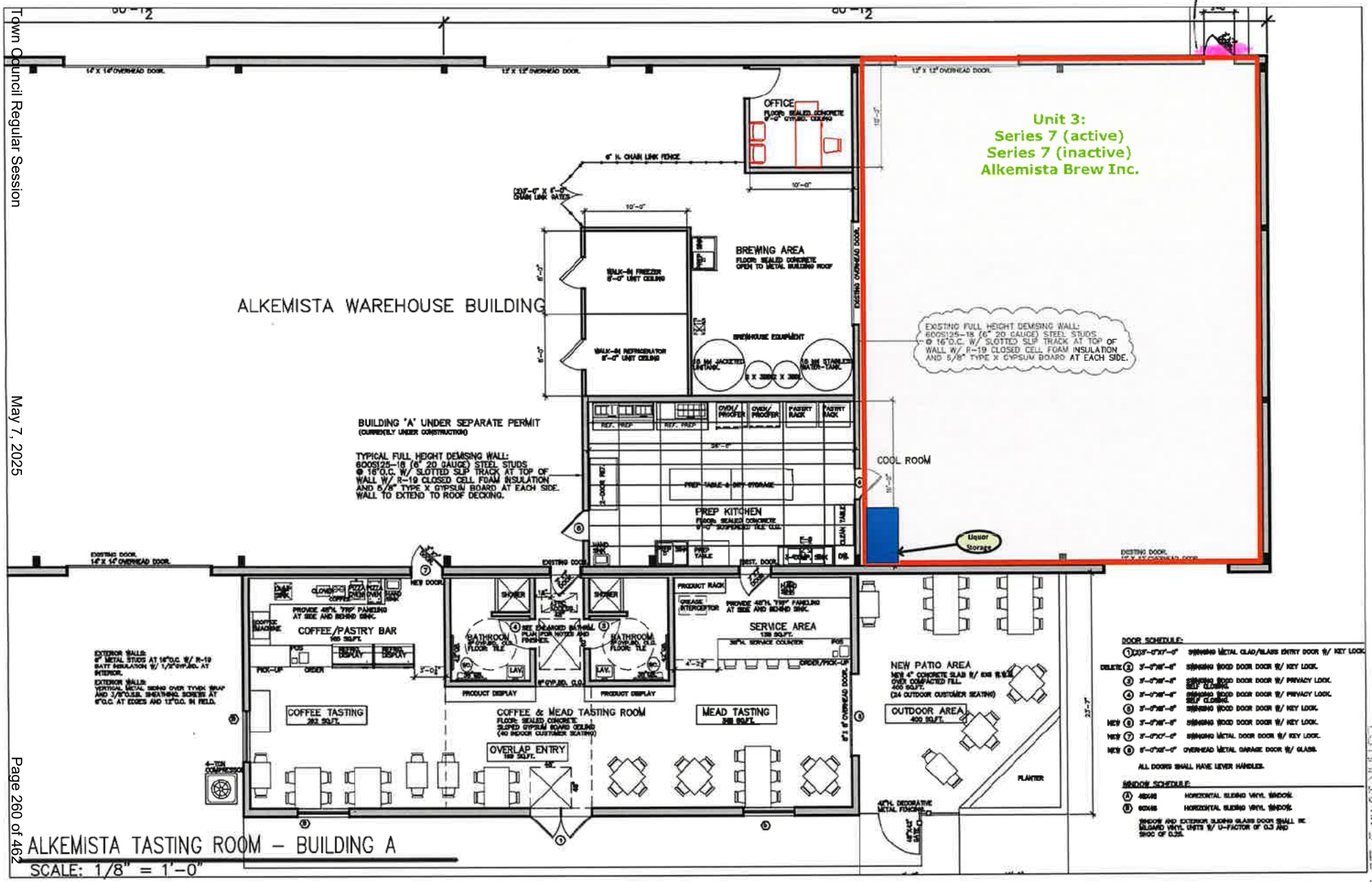
APPLICATION INFORMATION

Application Number: 338137
Application Type: New Application
Created Date: 03/11/2025

QUESTIONS & ANSWERS

007 Beer and Wine Bar

1) Are you applying for an Interim Permit (INP)?
   No
2) Provide name, address, and distance of nearest school.
   (If less than one (1) mile note footage)
   UNITED CHRISTIAN SCHOOL
   903 FINNE FLAT RD CAMP VERDE AZ 86322 -4012 FEET
3) Are you one of the following? Please indicate below.
   Property Tenant
   Subtenant
   Property Owner
   Property Purchaser
   Property Management Company
   PROPERTY TENANT
4) Is there a penalty if lease is not fulfilled?
   Yes
   What is the penalty?
   STILL OWE TERM
5) Is the Business located within the incorporated limits of the city or town of which it is located?
   Yes
6) What is the total money borrowed for the business not including the lease?
   Please list each amount owed to lenders/individuals.
   NONE
7) Are there walk-up or drive-through windows on the premises?
   No
8) Does the establishment have a patio?
   No
9) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
   No



ALKEMISTA TASTING ROOM – BUILDING A
SCALE: 1/8" = 1'-0"

'25 MAR 10 AM 9:23 AZDLLC

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

DLLC USE ONLY	
Fee:	—
Job #:	338137
Date Accepted:	3/10/25
CSR:	ML

Personal Information Questionnaire

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

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

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

A.R.S. §4-202(A).

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

A.R.S. §4-101(10).

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

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

SECTION - 1 INDIVIDUAL INFORMATION

☑ AGENT ☐ CONTROLLING PERSON ☐ MANAGER

1. Name: Miller (Last) Jeffrey (First) Craig
2. Social Security #: [redacted] (NOT a public record) Birth Date: [redacted] (NOT a public record)
3. Driver's License #: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 06 / 06 / 1972
6. Email address: Liquorlicense@azlic.com
7. Home Address: [redacted]
8. Daytime phone #: 480-730-2675 Alternative phone #: [redacted]

SECTION 2 – LICENSED BUSINESS INFORMATION

1. Liquor License #:
2. Business Name (doing business as): Alkemista Brew #2
3. Business Address: 284 N Homestead Pkwy, Unit 3, Camp Verde AZ 86322

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

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

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

Name of persons who will be handling the day to day operations: Ofelia Goma

SECTION 4 – BACKGROUND

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

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

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

Signature: _____ **Date:** 2/27/2025

P.O. Box 2502
Chandler, Arizona 85244
(480) 730-2675 Phone (480) 730-2676 Fax

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ARIZONA LIQUOR
INDUSTRY CONSULTANTS

Jeffrey Craig Miller statement

#4
ALIC is currently contracted with approximately 500 liquor establishments statewide. ALIC has been in business in the liquor industry since 1993. Depending on when this document is reviewed, it's possible that there may be a pending administrative citation, compliance action, arrest or summons against one of them.
ALIC was started in April of 1993, and has been associated with hundreds of liquor establishments and liquor licenses. Several of them have received citations (fines) and in some instances, a suspension. ALIC works with the compliance officer on a regular basis acting as a representative for those who utilize our contract services. I do not however, have anything to do with the actual operation of any liquor establishment in this or any other state. Therefore, none of the violations to which I have just referred can be associated to me personally. Additionally, it would be almost impossible for me to give you a reconciliation of these violations, as ALIC has been associated with so many licenses for so many years.

Respectfully submitted,

Jeffrey Craig Miller

'25 4 11 Liqv. Dept RM1045

ALIEN STATUS

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

Type or Print with Black Ink

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

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

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

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

SECTION I – APPLICANT INFORMATION

APPLICANT NAME (Print or type) Jeffrey C Miller

SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

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

City Miami State AZ **COUNTRY** USA

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

2) Name of document: Drivers License

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

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

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

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

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

Arizona DRIVER LICENSE USA

NOT FOR FEDERAL IDENTIFICATION



9 CLASS D
9a END NONE
12 REST B
1 Miller
2 Jeffrey Craig
8 [redacted]
4d DL [redacted]
3 DO



4b EXP 06/06/2037 4a ISS 07/03/2008
15 SEX M 18 EYES GRN
16 HGT 6'-02" 19 HAIR BLN
17 WGT 140 lb

[redacted]

CLASS: D-Operator

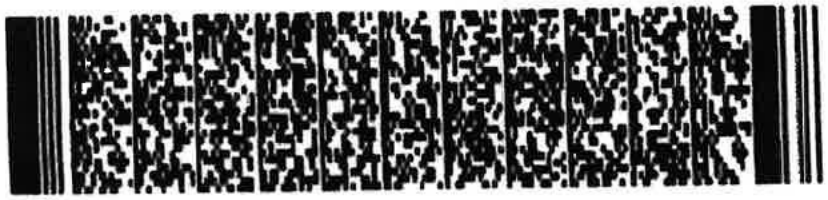
Rev 02/14/2014

ENDORSEMENTS:
None

RESTRICTIONS:
B - Corrective lenses (also automated - vision screening)

You Must Report a Change of Address Within 10 Days

06/06/1972



25 A 11:49 RECEIVED

SECTION III – QUALIFIED ALIEN DECLARATION

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

Drivers License

Name of document provided

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

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

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

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

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

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

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

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

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

Jeffrey C Miller — **Print Name**

Signature

11/20/23 — **Date**

'25 MAR 10 AM 9:23 AZDLLC

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

DLLC USE ONLY

Fee:	—
Job #:	338137
Date Accepted:	3/10/25
CSR:	ML

865.1668

Personal Information Questionnaire

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

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

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

A.R.S. §4-202(A).

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

A.R.S. §4-101(10).

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

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

SECTION - 1 INDIVIDUAL INFORMATION

☐ AGENT ☑ CONTROLLING PERSON ☐ MANAGER

1. Name: Goma (Last) Ofelia (First) Carmen (Middle)
2. Social Security #: [redacted] (NOT a public record) Birth Date: [redacted] (NOT a public record)
3. Driver's License #: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 06 / 21 / 2021
6. Email address: ofelia@alkemistagroup.com
7. Home Address: [redacted]
8. Daytime phone #: 928-419-1735 Alternative phone #: [redacted]

SECTION 2 – LICENSED BUSINESS INFORMATION

1. Liquor License #:
2. Business Name (doing business as): Alkemista Brew #2
3. Business Address: 284 N Homestead Pkwy, Unit 3, Camp Verde AZ 86322

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

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

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

Name of persons who will be handling the day to day operations: Ofelia Goma

SECTION 4 – BACKGROUND

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

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

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

Signature: _____ Date: 2/21/2025

'25 MAR 10 AM 9:23 AZDLLC

'25 MAR 10 AM 9:23 AZDLLC

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

DLLC USE ONLY	
Fee:	—
Job #:	338137
Date Accepted:	3/10/25
CSR:	ML

805-668

Personal Information Questionnaire

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

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

SECTION - 1 INDIVIDUAL INFORMATION

☐ AGENT ☑ CONTROLLING PERSON ☐ MANAGER

1. Name: Goma (Last) Sergiu (First) Radu (Middle)
2. Social Security #: [redacted] (NOT a public record) Birth Date: [redacted]
3. Driver's License #: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 06 / 21 / 2021
6. Email address: sergio@alkemistagroup.com
7. Home Address [redacted]
8. Daytime phone #: 858-210-5261 Alternative phone #: [redacted]

SECTION 2 – LICENSED BUSINESS INFORMATION

1. Liquor License #:
2. Business Name (doing business as): Alkemista Brew #2
3. Business Address: 284 N Homestead Pkwy, Unit 3, Camp Verde, AZ 86322

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

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

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

Name of persons who will be handling the day to day operations: Ofelia Goma

SECTION 4 – BACKGROUND

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

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

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

Signature: _____ Date: 2/21/2025

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Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

Agenda Item Type:

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

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

Agenda Title: Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Brew #3, located at 284 N. Homestead Parkway, Unit 3, Camp Verde, Arizona, 86322.

Attached Documents: Liquor License Application

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

Reviewed By:

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

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

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

Background Information:

An application for a Series 7, Beer and Wine Bar Liquor License, was submitted by Agent Jeffrey Craig Miller and Director Sergiu and Ofelia Goma for Alkemista Brew #3, located at 284 N. Homestead Parkway, Unit 3. The beer and wine bar (Series 7) liquor license is a "quota" license available only through the Liquor License Lottery for purchase on the open market. Once issued, this liquor license is transferable from person to person and/or location to location within the same county and allows the holder both on- & off-sale retail privileges. This license allows a beer and wine bar retailer to sell and serve beer and wine (no other spirituous liquors), primarily by individual portions, to be consumed on the premises and in the original container for consumption on or off the premises.

The Agent and Directors have submitted all the necessary paperwork to the Town of Camp Verde and the Arizona Department of Liquor Licenses and Control. All fees associated with the application.

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

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

Question(s) before the Council:

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

Proposed Motion:

Move to **APPROVE** submitting to the Arizona Department of Liquor License and Control a recommendation of approval of the application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Brew #3, located at 284 N. Homestead Parkway, Unit 3, Camp Verde, Arizona, 86322.

OR

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

State of Arizona
Department of Liquor Licenses and Control

Created 04/11/2025 @ 11:27:55 AM

Local Governing Body Report

LICENSE

Number:		Type:	007 BEER AND WINE BAR
Name:	ALKEMISTA BREW #3		
State:	Pending		
Issue Date:		Expiration Date:	
Original Issue Date:			
Location:	284 N HOMESTEAD PARKWAY WAY UNIT 3 CAMP VERDE , AZ 86322 USA		
Mailing Address:	[redacted] USA		
Phone:	(858)210-5261		
Alt. Phone:	[redacted]		
Email:	LIQUORLICENSE@AZLIC.COM		

AGENT

Name:	JEFFREY CRAIG MILLER
Gender:	Male
Correspondence Address:	[redacted] USA
Phone:	(480)730-2675
Alt. Phone:	
Email:	LIQUORLICENSE@AZLIC.COM

OWNER

Name:	ALKEMISTA BREW INC		
Contact Name:	JEFFREY CRAIG MILLER		
Type:	CORPORATION		
AZ CC File Number:		State of Incorporation:	
Incorporation Date:			
Correspondence Address:	[redacted] USA		
Phone:	(480)730-2675		
Alt. Phone:			
Email:	LIQUORLICENSE@AZLIC.COM		

60 DAY. 6/10/25
105 DAY. 6/23/25

Officers / Stockholders

Name:	Title:	% Interest:
OFELIA CARMEN GOMA	DIRECTOR,OFFICER	50.00
SERGIU RADU GOMA	Director	50.00

ALKEMISTA BREW INC - Director

Name: SERGIU RADU GOMA
Gender: Male
Correspondence Address: [redacted]
USA
Phone: (858)210-5261
Alt. Phone:
Email: SERGIO@ALKEMISTAGROUP.COM

ALKEMISTA BREW INC - DIRECTOR,OFFICER

Name: OFELIA CARMEN GOMA
Gender: Female
Correspondence Address: [redacted]
USA
Phone: (928)419-1735
Alt. Phone:
Email: OFELIA@ALKEMISTAGROUP.COM

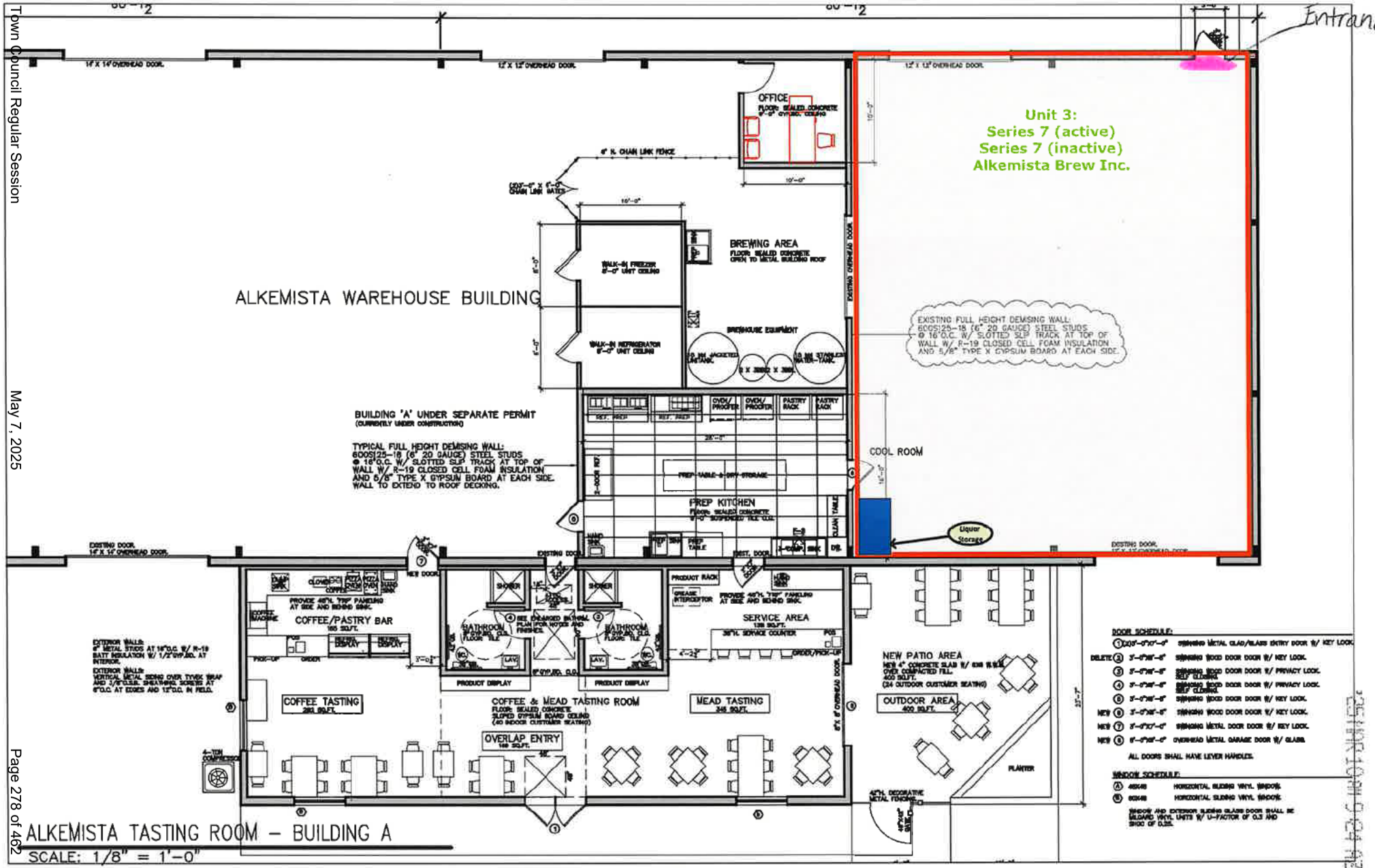
APPLICATION INFORMATION

Application Number: 338139
Application Type: New Application
Created Date: 03/11/2025

QUESTIONS & ANSWERS

007 Beer and Wine Bar

1) Are you applying for an Interim Permit (INP)?
   No
2) Provide name, address, and distance of nearest school.
   (If less than one (1) mile note footage)
   UNITED CHRISTIAN SCHOOL
   903 FINNIE FLAT RD CAMP VERDE AZ 86322 - 4013 FEET .
3) Are you one of the following? Please indicate below.
   Property Tenant
   Subtenant
   Property Owner
   Property Purchaser
   Property Management Company
   PROPERTY TENANT
4) Is there a penalty if lease is not fulfilled?
   Yes
   What is the penalty?
   STILL OWE TERM
5) Is the Business located within the incorporated limits of the city or town of which it is located?
   Yes
6) What is the total money borrowed for the business not including the lease?
   Please list each amount owed to lenders/individuals.
   NONE
7) Are there walk-up or drive-through windows on the premises?
   No
8) Does the establishment have a patio?
   No
9) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
   No



ALKEMISTA TASTING ROOM – BUILDING A
SCALE: 1/8" = 1'-0"

'25 MAR 10 AM 9:23 AZDLLC

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

DLLC USE ONLY	
Fee:	—
Job #:	338159
Date Accepted:	3/10/25
CSR:	ML

Personal Information Questionnaire

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

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

SECTION - 1 INDIVIDUAL INFORMATION

☑ AGENT ☐ CONTROLLING PERSON ☐ MANAGER

1. Name: Miller (Last) Jeffrey (First) Craig (Middle)
2. Social Security #: [redacted] (NOT a public record) Birth Date: [redacted] (NOT a public record)
3. Driver's License #: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 06 / 06 / 1972
6. Email address: Liquorlicense@azlic.com
7. Home Address: [redacted]
8. Daytime phone #: 480-730-2675 Alternative phone #: [redacted]

SECTION 2 – LICENSED BUSINESS INFORMATION

1. Liquor License #:
2. Business Name (doing business as): Alkemista Brew #3
3. Business Address: 284 N Homestead Pkwy, Unit 3, Camp Verde, AZ 86322

'25 MAR 10 AM 9:24 AZDLLC

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

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

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

Name of persons who will be handling the day to day operations: Ofelia Goma

SECTION 4 – BACKGROUND

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

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

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

Signature: _____ **Date:** 02/27/2025

'25 MAR 10 AM 9:24 AZDLLC

P.O. Box 2502
Chandler, Arizona 85244
(480) 730-2675 Phone (480) 730-2676 Fax



ARIZONA LIQUOR
INDUSTRY CONSULTANTS

Jeffrey Craig Miller statement

#4
ALIC is currently contracted with approximately 500 liquor establishments statewide. ALIC has been in business in the liquor industry since 1993. Depending on when this document is reviewed, it's possible that there may be a pending administrative citation, compliance action, arrest or summons against one of them.
ALIC was started in April of 1993, and has been associated with hundreds of liquor establishments and liquor licenses. Several of them have received citations (fines) and in some instances, a suspension. ALIC works with the compliance officer on a regular basis acting as a representative for those who utilize our contract services. I do not however, have anything to do with the actual operation of any liquor establishment in this or any other state. Therefore, none of the violations to which I have just referred can be associated to me personally. Additionally, it would be almost impossible for me to give you a reconciliation of these violations, as ALIC has been associated with so many licenses for so many years.

Respectfully submitted,

Jeffrey Craig Miller

'25 4 11 Liqr. Dept #1045

ALIEN STATUS

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

Type or Print with Black Ink

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

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

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

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

SECTION I – APPLICANT INFORMATION

APPLICANT NAME (Print or type) Jeffrey C Miller

SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

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

City Miami State AZ **COUNTRY** USA

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

2) Name of document: Drivers License

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

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

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

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

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

SECTION III – QUALIFIED ALIEN DECLARATION

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

Drivers License

Name of document provided

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

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

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

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

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

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

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

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

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

Jeffrey C Miller — **Print Name**

Signature

11/20/23 — **Date**

Arizona DRIVER LICENSE USA

NOT FOR FEDERAL IDENTIFICATION



9 CLASS D
9a END NONE
12 REST B
4d DLN [redacted]
3 DOB [redacted]
1 Miller
2 Jeffrey Craig
8 [redacted]



4b EXP 06/06/2037 4a ISS 07/03/2008
15 SEX M 18 EYES GRN
16 HGT 6'-02" 19 HAIR BLN
17 WGT 140 lb

[redacted]

CLASS: D-Operator

Rev 02/14/2014

ENDORSEMENTS:
None

RESTRICTIONS:
B - Corrective lenses (also automated - vision screening)

You Must Report a Change of Address Within 10 Days

06/06/1972

'25 MAR 10 AM 9:24 AZDLLC

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

Personal Information Questionnaire

DLLC USE ONLY	
Fee:	—
Job #:	338139
Date Accepted:	3/10/25
CSR:	ML

865.6068

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A.R.S. §4-202(A).

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

A.R.S. §4-101(10).

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

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

SECTION - 1 INDIVIDUAL INFORMATION

☐ AGENT ☑ CONTROLLING PERSON ☐ MANAGER

1. Name: Goma (Last) Ofelia (First) Carmen (Middle)
2. Social Security #: [redacted] (NOT a public record) Birth Date: [redacted] (NOT a public record)
3. Driver's License #: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 06 / 21 / 2021
6. Email address: ofelia@alkemistagroup.com
7. Home Address: [redacted]
8. Daytime phone #: 928-419-1735 Alternative phone #: [redacted]

SECTION 2 – LICENSED BUSINESS INFORMATION

1. Liquor License #:
2. Business Name (doing business as): Alkemista Brew #3
3. Business Address: 284 N Homestead Pkwy, Unit 3, Camp Verde AZ 86322

'25 MAR 10 AM 9:24 AZDLLC

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

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

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

Name of persons who will be handling the day to day operations: Ofelia Goma

SECTION 4 – BACKGROUND

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

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

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

Signature: _____ Date: 2/21/2025

'25 MAR 10 AM 9:24 AZDLLC

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

DLLC USE ONLY

Fee:	—
Job #:	338139
Date Accepted:	3/10/25
CSR:	ML

Personal Information Questionnaire

865 1668

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

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

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

SECTION - 1 INDIVIDUAL INFORMATION

☐ AGENT ☑ CONTROLLING PERSON ☐ MANAGER

1. Name: Goma (Last) Sergiu (First) Radu (Middle)
2. Social Security #: [redacted] (NOT a public record) Birth Date: [redacted] (NOT a public record)
3. Driver's License #: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 06 / 21 / 2021
6. Email address: sergio@alkemistagroup.com
7. Home Address: [redacted]
8. Daytime phone #: 858-210-5261 Alternative phone #: [redacted]

SECTION 2 – LICENSED BUSINESS INFORMATION

1. Liquor License #:
2. Business Name (doing business as): Alkemista Brew #3
3. Business Address: 284 N Homestead Pkwy, Unit 3, Camp Verde, AZ 86322

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

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

Name of persons who will be handling the day to day operations: Ofelia Goma

SECTION 4 – BACKGROUND

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1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes ☐ No ☑
2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes ☐ No ☑
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   A.R.S.§4-202,4-210
   **Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license.*
5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes ☐ No ☑

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

Signature: _____ **Date:** 2/21/2025

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Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

Agenda Item Type:

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

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

Agenda Title: Public Hearing: Discussion, consideration and possible approval of a recommendation to the Arizona Department of Liquor Licenses and Control regarding an application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Brew #4, located at 284 N. Homestead Parkway, Unit 4, Camp Verde, Arizona, 86322.

Attached Documents: Liquor License Application

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

Reviewed By:

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

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

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

Background Information:

An application for a Series 7, Beer and Wine Bar Liquor License, was submitted by Agent Jeffrey Craig Miller and Director Sergiu and Ofelia Goma for Alkemista Brew #4, located at 284 N. Homestead Parkway, Unit 4. The beer and wine bar (Series 7) liquor license is a "quota" license available only through the Liquor License Lottery for purchase on the open market. Once issued, this liquor license is transferable from person to person and/or location to location within the same county and allows the holder both on- & off-sale retail privileges. This license allows a beer and wine bar retailer to sell and serve beer and wine (no other spirituous liquors), primarily by individual portions, to be consumed on the premises and in the original container for consumption on or off the premises.

The Agent and Directors have submitted all the necessary paperwork to the Town of Camp Verde and the Arizona Department of Liquor Licenses and Control. All fees associated with the application.

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

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

Question(s) before the Council:

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

Proposed Motion:

Move to **APPROVE** submitting to the Arizona Department of Liquor License and Control a recommendation of approval of the application for a Series 7, Beer and Wine Bar Liquor License for Alkemista Brew #4, located at 284 N. Homestead Parkway, Unit 4, Camp Verde, Arizona, 86322.

OR

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

State of Arizona
Department of Liquor Licenses and Control

Created 04/11/2025 @ 11:42:14 AM

Local Governing Body Report

LICENSE

Number:		Type:	007 BEER AND WINE BAR
Name:	ALKEMISTA BREW #4		
State:	Pending		
Issue Date:		Expiration Date:	
Original Issue Date:			
Location:	284 N HOMESTEAD PARKWAY WAY UNIT 4 CAMP VERDE , AZ 86322 USA		
Mailing Address:	[redacted] USA		
Phone:	(858)210-5261		
Alt. Phone:	[redacted]		
Email:	LIQUORLICENSE@AZLIC.COM		

AGENT

Name:	JEFFREY CRAIG MILLER
Gender:	Male
Correspondence Address:	[redacted] USA
Phone:	(480)730-2675
Alt. Phone:	
Email:	LIQUORLICENSE@AZLIC.COM

OWNER

Name:	ALKEMISTA BREW INC		
Contact Name:	JEFFREY CRAIG MILLER		
Type:	CORPORATION		
AZ CC File Number:		State of Incorporation:	
Incorporation Date:			
Correspondence Address:	[redacted]244 USA		
Phone:	(480)730-2675		
Alt. Phone:			
Email:	LIQUORLICENSE@AZLIC.COM		

60 - 6/10/25
105 - 6/23/25

Officers / Stockholders

Name:	Title:	% Interest:
OFELIA CARMEN GOMA	DIRECTOR,OFFICER	50.00
SERGIU RADU GOMA	Director	50.00

ALKEMISTA BREW INC - Director

Name: SERGIU RADU GOMA
Gender: Male
Correspondence Address: [redacted]
USA
Phone: (858)210-5261
Alt. Phone:
Email: SERGIO@ALKEMISTAGROUP.COM

ALKEMISTA BREW INC - DIRECTOR,OFFICER

Name: OFELIA CARMEN GOMA
Gender: Female
Correspondence Address: [redacted]
USA
Phone: (928)419-1735
Alt. Phone:
Email: OFELIA@ALKEMISTAGROUP.COM

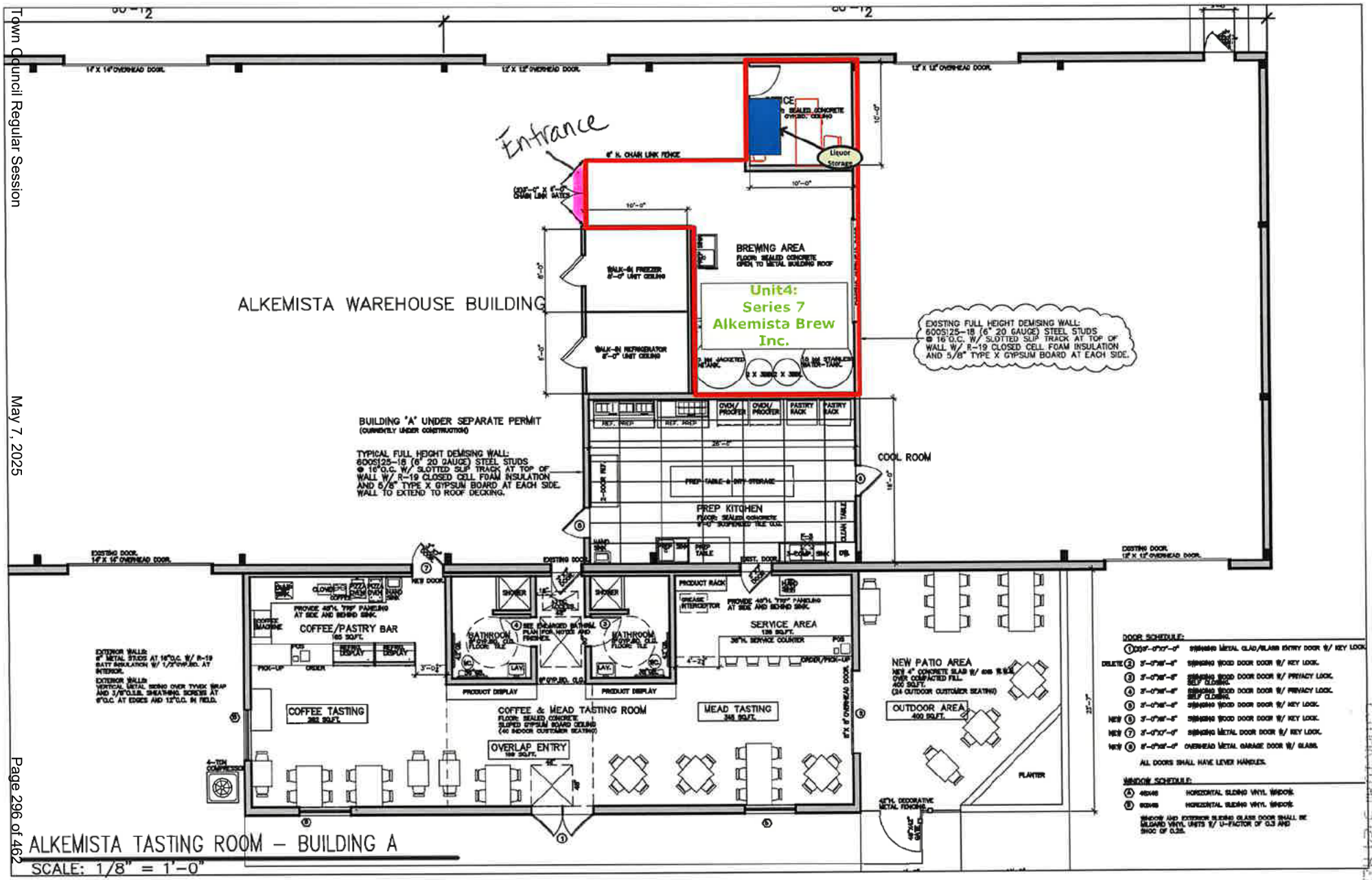
APPLICATION INFORMATION

Application Number: 338143
Application Type: New Application
Created Date: 03/11/2025

QUESTIONS & ANSWERS

007 Beer and Wine Bar

1) Are you applying for an Interim Permit (INP)?
   No
2) Provide name, address, and distance of nearest school.
   (If less than one (1) mile note footage)
   UNITED CHRISTIAN SCHOOL
   903 FINNIE FLAT RD CAMP VERDE AZ 86351 - 4013 FEET
3) Are you one of the following? Please indicate below.
   Property Tenant
   Subtenant
   Property Owner
   Property Purchaser
   Property Management Company
   PROPERTY TENANT
4) Is there a penalty if lease is not fulfilled?
   Yes
   What is the penalty?
   STILL OWE TERM
5) Is the Business located within the incorporated limits of the city or town of which it is located?
   Yes
6) What is the total money borrowed for the business not including the lease?
   Please list each amount owed to lenders/individuals.
   NONE
7) Are there walk-up or drive-through windows on the premises?
   No
8) Does the establishment have a patio?
   No
9) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
   No



ALKEMISTA TASTING ROOM – BUILDING A

SCALE: 1/8" = 1'-0"

'25 MAR 10 AM 9:24 AZDLLC

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

DLLC USE ONLY

Fee:	$0
Job #:	538143
Date Accepted:	3/10/25
CSR:	ML

Personal Information Questionnaire

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SECTION - 1 INDIVIDUAL INFORMATION

☑ AGENT ☐ CONTROLLING PERSON ☐ MANAGER

1. Name: Miller (Last) Jeffrey (First) Craig (Middle)
2. Social Security #: [redacted] (NOT a public record) Birth Date: [redacted] (NOT a public record)
3. Driver's License #: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 06 / 06 / 1972
6. Email address: Liquorlicense@azlic.com
7. Home Address: [redacted]
8. Daytime phone #: 480-730-2675 Alternative phone #: [redacted]

SECTION 2 – LICENSED BUSINESS INFORMATION

1. Liquor License #:
2. Business Name (doing business as): Alkemista Brew #4
3. Business Address: 284 N Homestead Pkwy, Unit 4, Camp Verde, AZ 86322

'25 MAR 10 AM 9:25 AZDLLC

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

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

Name of persons who will be handling the day to day operations: Ofelia Goma

SECTION 4 – BACKGROUND

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

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

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

Signature: _____ **Date:** 02/27/2025

P.O. Box 2502
Chandler, Arizona 85244
(480) 730-2675 Phone (480) 730-2676 Fax

'25 MAR 10 AM 9:25 AZDLLC



ARIZONA LIQUOR
INDUSTRY CONSULTANTS

Jeffrey Craig Miller statement

#4
ALIC is currently contracted with approximately 500 liquor establishments statewide. ALIC has been in business in the liquor industry since 1993. Depending on when this document is reviewed, it's possible that there may be a pending administrative citation, compliance action, arrest or summons against one of them.
ALIC was started in April of 1993, and has been associated with hundreds of liquor establishments and liquor licenses. Several of them have received citations (fines) and in some instances, a suspension. ALIC works with the compliance officer on a regular basis acting as a representative for those who utilize our contract services. I do not however, have anything to do with the actual operation of any liquor establishment in this or any other state. Therefore, none of the violations to which I have just referred can be associated to me personally. Additionally, it would be almost impossible for me to give you a reconciliation of these violations, as ALIC has been associated with so many licenses for so many years.

Respectfully submitted,

Jeffrey Craig Miller

'25 4 11 Liq. Dept RR1046

ALIEN STATUS

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

Type or Print with Black Ink

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

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

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

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

SECTION I – APPLICANT INFORMATION

APPLICANT NAME (Print or type) Jeffrey C Miller

SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION

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

City Miami State AZ **COUNTRY** USA

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

2) Name of document: Drivers License

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

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

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

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

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

'25 4 11 Clrk. Dept AM10:46

SECTION III – QUALIFIED ALIEN DECLARATION

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

Drivers License

Name of document provided

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

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

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

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

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

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

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

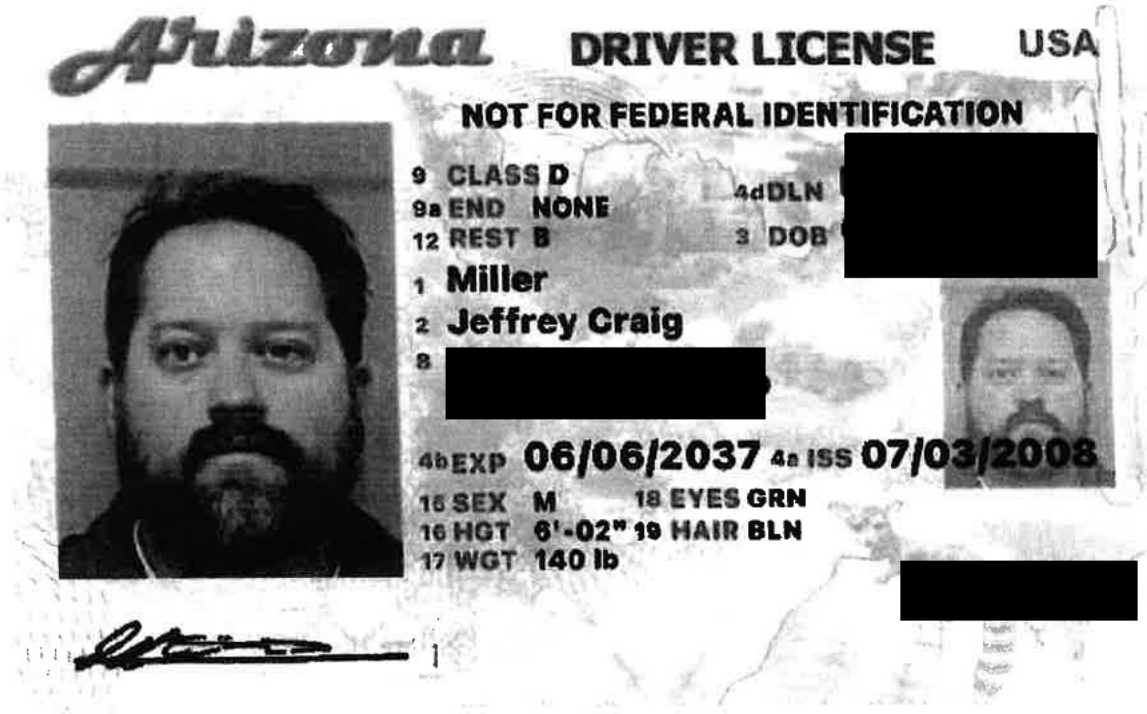
11. A nonimmigrant whose visa for entry is related to employment in the United States, or
12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States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

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

Jeffrey C Miller — **Print Name**

Signature

11/20/23 — **Date**


Arizona DRIVER LICENSE USA

NOT FOR FEDERAL IDENTIFICATION

9 CLASS D
9a END NONE
12 REST B
4d DLN [redacted]
3 DOB [redacted]
1 Miller
2 Jeffrey Craig
8 [redacted]
4b EXP 06/06/2037 4a ISS 07/03/2008
15 SEX M 18 EYES GRN
16 HGT 6'-02" 19 HAIR BLN
17 WGT 140 lb
[redacted]

CLASS: D-Operator

Rev 02/14/2014

ENDORSEMENTS:
None

RESTRICTIONS:
B - Corrective lenses (also automated - vision screening)

You Must Report a Change of Address Within 10 Days

06/06/1972

'25 MAR 10 AM 9:25 AZDLLC

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

Personal Information Questionnaire

DLLC USE ONLY	
Fee:	—
Job #:	338143
Date Accepted:	3/10/25
CSR:	ML

865.6068

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

SECTION - 1 INDIVIDUAL INFORMATION

☐ AGENT ☑ CONTROLLING PERSON ☐ MANAGER

1. Name: Goma (Last) Ofelia (First) Carmen (Middle)
2. Social Security #: [redacted] (NOT a public record) Birth Date: [redacted] (NOT a public record)
3. Driver's License #: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 06 / 21 / 2021
6. Email address: ofelia@alkemistagroup.com
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8. Daytime phone #: 928-419-1735 Alternative phone #: [redacted]

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2. Business Name (doing business as): Alkemista Brew #4
3. Business Address: 284 N Homestead Pkwy, Unit 4, Camp Verde AZ 86322

'25 MAR 10 AM 9:25 AZDLLC

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

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

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

Name of persons who will be handling the day to day operations: Ofelia Goma

SECTION 4 – BACKGROUND

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

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

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

Signature: _____ Date: 2/21/2025

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

DLLC USE ONLY

Fee:	—
Job #:	338143
Date Accepted:	3/10/25
CSR:	ML

865.6608

Personal Information Questionnaire

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

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

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

A.R.S. §4-202(A).

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

A.R.S. §4-101(10).

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

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

SECTION - 1 INDIVIDUAL INFORMATION

☐ AGENT ☑ CONTROLLING PERSON ☐ MANAGER

1. Name: Goma (Last) Sergiu (First) Radu (Middle)
2. Social Security #: [redacted] (NOT a public record) Birth Date: [redacted] (NOT a public record)
3. Driver's License #: [redacted] (NOT a public record) State Issued: AZ
5. Are you a resident of Arizona? ☑ Yes ☐ No Date of residency: 06 / 21 / 2021
6. Email address: sergio@alkemistagroup.com
7. Home Address: [redacted]
8. Daytime phone #: 858-210-5261 Alternative phone #: [redacted]

SECTION 2 – LICENSED BUSINESS INFORMATION

1. Liquor License #:
2. Business Name (doing business as): Alkemista Brew #4
3. Business Address: 284 N Homestead Pkwy, Unit 4, Camp Verde, AZ 86322

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

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

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

Name of persons who will be handling the day to day operations: Ofelia Goma

SECTION 4 – BACKGROUND

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

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

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

Signature: _____ **Date:** 2/21/2025

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Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

Agenda Item Type:

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

Requesting Department: Community Development
Staff Resource: Acting Senior Planner Cory Mulcaire

Agenda Title Public Hearing: Discussion, consideration, and possible approval of Ordinance 2025-A501, an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for a zoning map change from C2-PAD (commercial: general sales and services – planned area development) to C2 (commercial: general sales and services) for approximately 17.41 acres, more specifically described in Exhibit A (currently parcel 403-23-104T); providing for repeal of conflicting ordinances; providing for severability; and setting an effective date.

Attached Documents:

- Ordinance 2025-A501
- Planning and Zoning Commission Minutes April 3, 2025 / Video: Planning and Zoning Commission, Special Session | Public Meetings Calendar | Town of Camp Verde, AZ
- Application
- Letter Of Intent
- Site Plan
- Neighborhood Meeting Affidavit
- Public Hearing Newspaper Notification
- Public Notice at the Property
- Planning and Zoning Ordinance Section 601.A Zoning Ordinance Amendment Applications and Hearings

Estimated Presentation Time: 10 minutes **Estimated Discussion Time:** 30 minutes

Reviewed By:

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

Background Information:

This property was originally part of the Simonton Ranch Planned Area Development. For the parcel to be developed for the new owner, Tom Boggess's intended use, the applicant is asking for the zoning designation of the property C2 (Commercial: General Sales and Services). At this time, the applicant is intending to develop the parcel as a 150 site RV Resort.

In 2018, the original parcel, 403-23-104P was rezoned from PAD (Planned Area Development) R1L-5, R1L-8, and R1L-35 (Residential: Single Family Limited, 5,000, 8,000, and 35,000 square-foot-minimum lot size) to C2-PAD.

The parcels surrounding the applicant's parcel are currently zoned R2 (Residential: Duplex and Other Multi-Family Uses), with a high-density residential complex being developed, C2 (Commercial: General

Sales and Services) which is currently vacant, and R1-PAD (Residential: Single-Family - Planned Area Development), with a Manufactured Home Park.

Staff would like to note that the applicant is able to develop an RV Park in the C2-PAD without a Zoning Map Change, although it would require a major PAD Amendment. The applicant is requesting to rezone to a C2 designation for this parcel, as the applicant may wish to develop multi-family someday, which is also allowed in the C2 Zoning District.

Planning and Zoning Commission Recommendation:

The Planning and Zoning Commission held a public hearing on April 3, 2025. A motion was made by Vice Chair McPhail, seconded by Commissioner Faiella recommending approval of Ordinance 2025-A501, a zoning map change for APN 403-23-104T from C2-PAD to C2. Motion passed 5-0.

Connection to the 2016 General Plan:

Parcel 403-23-104T is located in the Finnie Flat Character Area, which largely consists of commercial uses, as well as RV Parks.

Compliance with Planning and Zoning Ordinance:

This Zoning Map Change request has met all the requirements of Section 601.A Planning and Zoning Ordinance. This Zoning Map Changed request aligns with other Zoning Districts in the area.

The applicant held a public meeting on April 11, 2024. That attached affidavit provides an overview of the concerns expressed by attendees and the applicant's response.

Connection to the 2025-2030 Strategic Plan:

The requested Zoning Map Change aligns with Focus Area in the Strategic Plan of a resilient economy.

Question(s) before the Council:

- Does this Zoning Map Change meet the requirements of Section 601.A Planning and Zoning Ordinance?
- Does the Zoning Map Change align with the 2016 General Plan?

Proposed Motion:

Motion to **approve** Ordinance 2025-A501, an ordinance of the mayor and common council for a zoning map change from C2-PAD (commercial: general sales and services – planned area development) to C2 (commercial: general sales and services) for approximately 17.41 acres, more specifically described in Exhibit A (currently parcel 403-23-104T); providing for repeal of conflicting ordinances; providing for severability; and setting an effective date.

OR

Motion to **deny** Ordinance 2025-A501, an ordinance of the mayor and common council for a zoning map change from C2-PAD (commercial: general sales and services – planned area development) to C2 (commercial: general sales and services) for approximately 17.41 acres, more specifically described in

Exhibit A (currently parcel 403-23-104T); providing for repeal of conflicting ordinances; providing for severability; and setting an effective date.

ORDINANCE 2025-A501

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA FOR A ZONING MAP CHANGE FROM C2-PAD (COMMERCIAL: GENERAL SALES AND SERVICES – PLANNED AREA DEVELOPMENT) TO C2 (COMMERCIAL: GENERAL SALES AND SERVICES) FOR APPROXIMATELY 17.41 ACRES, MORE SPECIFICALLY DESCRIBED IN EXHIBIT A (CURRENTLY PARCEL 403-23-104T); PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND SETTING AN EFFECTIVE DATE.

WHEREAS, Tom Boggess, on behalf of the owner, Verde 17 LLC, has applied for a Zoning Map Change, Project 20230429, for an approximate 17.41-acre parcel, Yavapai County Assessor's parcel number 403-23-104T; and

WHEREAS, all required notices for the public hearing on this zoning request were properly noticed and posted; and

WHEREAS, the Planning and Zoning Commission of the Town of Camp Verde held a public hearing on Thursday April 3, 2025 and recommended approval of this Zoning Map Change to the Mayor and Common Council; and

WHEREAS, consideration of this application has been completed in accordance with Article II, Sections 1 and 2 of the Arizona Constitution; and

WHEREAS, the Mayor and Common Council find the requirements set out in Arizona Revised Statutes Article 9-462.03 and 9-462.04 have been met; and

WHEREAS, the proposed Zoning Map Change of C2-PAD to C2 is authorized and satisfies the requirements of the Planning and Zoning Ordinances, specifically Section 601.A.1; and

WHEREAS, this Zoning Map Change to C2 is in harmony with the purposes and intent of the Town's Zoning Ordinance and 2016 General Plan for the Finnie Flat Character Area; and

WHEREAS, the Mayor and Common Council have determined this Zoning Map Change will be beneficial to the Town of Camp Verde.

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

Section 1: The Zoning Map for the Town of Camp Verde is hereby amended by the zoning classification change from C2-PAD to C2 for 17.41 acres specifically described in **Exhibit A;** and

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

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

Section 4: This Ordinance shall be effective upon expiration of a thirty (30) day period following the adoption hereof and completion of publication and any posting as required by Arizona State Law.

Section 5: In accordance with Article II, Sections 1 and 2, Constitution of Arizona, and the laws of the State of Arizona, the Mayor and Common Council has considered the individual property rights and personal liberties of the residents of the Town and the probable impact of the proposed ordinance on the cost to construct housing for sale or rent before adopting this ordinance.

PASSED AND APPROVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZAON THIS 7th DAY OF MAY 2025.

_____
Marie Moore, Mayor

Attest:

_____
Leah Rhodes, Town Clerk

Approved as to form:

_____
Trish Stuhan-Town Attorney

Hoskin • Ryan Consultants, Inc.
creative engineering solutions

4/19/2005

Legal Description
Homestead Camp Verde
Parcel 17

That part of the Southeast Quarter of Section 25, and Part of the Northeast Quarter of Section 36, Township 14 North, Range 4 East, of the Gila and Salt River Meridian, Yavapai County, Arizona, more particularly described as follows:

Commencing at the East Quarter Corner of said Section 36 from which the Center of said Section 36 bears North 89 degrees 58 minutes 04 seconds West, a distance of 2645.84 feet;

Thence North 01 degrees 48 minutes 50 seconds East, along the East Line of said Section 36, a distance of 1341.86 feet;

Thence South 89 degrees 11 minutes 05 seconds West, a distance of 1038.36 feet;
Thence North 00 degrees 48 minutes 55 seconds West, a distance of 270.89 feet;
Thence North 89 degrees 59 minutes 02 seconds West, a distance of 65.66 feet;

Thence North 08 degrees 24 minutes 55 seconds West, a distance of 991.72 feet to the POINT OF BEGINNING,

Thence continuing North 08 degrees 24 minutes 55 seconds West, a distance of 17.84 feet to the beginning of a non-tangent curve whose radius point bears South 81 degrees 03 minutes 28 seconds West, a distance of 3864.79 feet;

Thence Northerly along arc of said curve through a central angle of 03 degrees 49 minutes 57 seconds, an arc length of 258.51 feet to a point of non-tangency;

Thence South 76 degrees 28 minutes 08 seconds West, a distance of 900.10 feet to the beginning of a non-tangent curve whose radius point bears South 77 degrees 27 minutes 17 seconds West, a distance of 2964.79 feet, said curve being the Easterly right-of-way of AZ State Route 260;

Thence Northerly along the arc of said curve and right-of-way, through a central angle of 00 degrees 57 minutes 59 seconds, an arc length of 50.00 feet to a point of non-tangency;

Thence North 76 degrees 28 minutes 08 seconds East, a distance of 900.00 feet to the beginning of a non-tangent curve whose radius point bears South 76 degrees 29 minutes 02 seconds West, a distance of 3864.79 feet;

Thence Northerly along the arc of said curve through a central angle of 08 degrees 31 minutes 19 seconds, an arc length of 574.83 feet to a point of non-tangency;

Thence North 65 degrees 29 minutes 50 seconds East, a distance of 369.81 feet;
Thence North 82 degrees 27 minutes 13 seconds East, a distance of 700.58 feet;

Thence South 31 degrees 50 minutes 08 seconds West, a distance of 152.96 feet;
Thence South 08 degrees 38 minutes 34 seconds East, a distance of 153.11 feet;
Thence South 19 degrees 07 minutes 31 seconds West, a distance of 476.79 feet;
Thence South 33 degrees 18 minutes 36 seconds West, a distance of 264.66 feet;

G:\Projects\04\04-108 Homestead Camp Verde\legal descriptions\LG_parcel 17-Homestead.doc

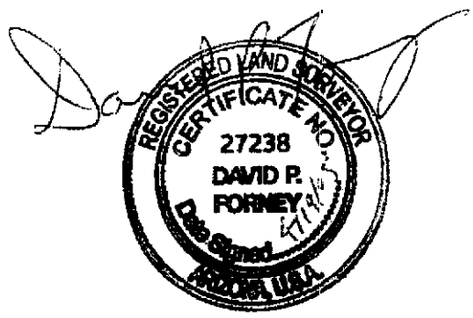
3003 North Central Avenue, Suite 1500, Phoenix, AZ 85012 | Office: (602) 252.8364 | Fax: (602) 252.8385 | www.hoskinryan.com
Land Planning | Engineering | Land Development | Civil Infrastructure | Surveying

4/19/2005

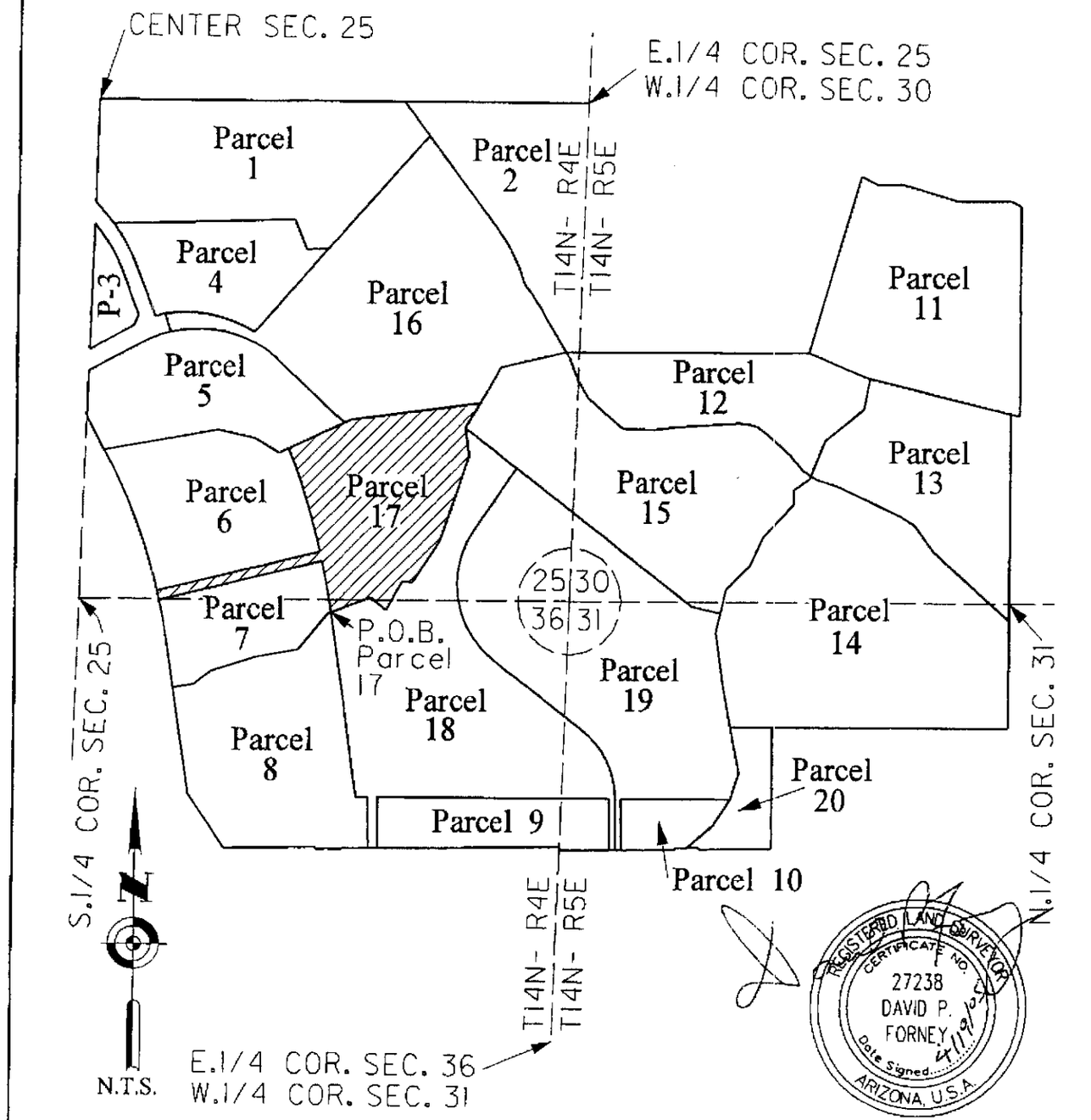
Thence North 83 degrees 55 minutes 39 seconds West, a distance of 52.00 feet;
Thence South 29 degrees 26 minutes 07 seconds West, a distance of 176.87 feet;
Thence North 49 degrees 39 minutes 30 seconds West, a distance of 105.38 feet;

Thence South 69 degrees 46 minutes 31 seconds West, a distance of 228.93 feet to the POINT OF BEGINNING.

The above described parcel contains 17.414 acres, more or less.



RECORDERS MEMO: LEGIBILITY
QUESTIONABLE FOR GOOD REPRODUCTION



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creative engineering solutions
3003 N. Central Avenue, Suite 1500, Phoenix, Arizona 85012-2902
Office: (602) 252-8384 Fax: (602) 252-8385 www.hoskinryan.com

HOMESTEAD PARCEL 17
EXHIBIT TO ACCOMPANY
LEGAL DESCRIPTION

MINUTES
TOWN OF CAMP VERDE – PLANNING & ZONING COMMISSION
REGULAR SESSION
473 S. MAIN STREET, SUITE 106
THURSDAY, APRIL 3, 2025, at 6:00 P.M.

1. Call to Order

Chairman Tippet called the meeting to order at 6:02 PM.

2. Roll Call.

Commissioner Andrew Faiella, Commissioner Peter Gutierrez, Commissioner Patricia Seybold, Commissioner Todd Scantlebury (Absent), Chairperson Bill Tippett, and Vice Chairperson Cris McPhail were present.

Also Present: Town Manager Miranda Fisher, Assistant Town Attorney Michelle Stinson, Acting Senior Planner Cory Mulcaire, and Town Clerk Leah Rhodes.

3. Pledge of Allegiance

Commissioner Faiella led the Pledge of Allegiance.

4. Consent Agenda

- All items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered a separate item if a member of the Commission requests it.

a. **Approval of Minutes:**
   1) Regular Session – March 13, 2025 at 6:00 p.m.

b. **Set Next Meeting, Date(s) and Time(s):**
   1) Special Session – April 10, 2025 at 6:00 p.m. - Cancel
   2) Regular Session – April 24, 2025 at 6:00 p.m.

On a **motion** made by Commissioner Failla, seconded by Vice Chairperson McPhail, the Commission **moved to approve** the consent agenda as presented.

Roll Call Vote:
Commissioner Gutierrez: aye
Vice Chairperson McPhail: aye
Commissioner Seybold: aye
Chairperson Tippett: aye
Commissioner Scantlebury: absent
Commissioner Faiella: aye
Motion Carried 5-0.

5. **Call to the Public for items not on the agenda** – Residents are encouraged to comment about any matter not included on the agenda. State law prevents the Commission from taking any action on items not on the agenda except to set them for consideration at a future date.

   There was no public comment.

6. **Public Hearing: Discussion, consideration, and possible recommendation for approval of Ordinance 2025-A501, an ordinance of the Mayor and Common Council for a zoning map change from C2-PAD (commercial: general sales and services – planned area development) to C2 (commercial: general sales and services) for approximately 17.41 acres, more specifically described in Exhibit A (currently parcel 403-23-104T); providing for repeal of conflicting ordinances; providing for severability; and setting an effective date.** Staff Resource: Acting Senior Planner Cory Mulcaire.

   Staff Presentation: Acting Senior Planner Mulcaire stated the new owner Mr. Boggess is asking for the zoning designation change for the property to C2 (Commercial: General Sales and Service). The applicant is intending to develop the parcel as a 150 site RV Resort.

   Applicant Presentation: Ben Boggess, Mariposa RV, introduced himself and stated he is working with the developer and would like the option for the Commission to approve the zoning map change from C2-PAD to C2.

   Open Public Hearing: Chair Tippet opened the public hearing at 6:06 p.m. and there were no speaker cards.

   Close Public Hearing: Chair Tippet closed the public hearing at 6:06 p.m.

   On a **motion** made by Vice Chairperson McPhail, seconded by Commissioner Faiella, the Commission **moved to recommend approval** to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, a Zoning Map Change from C2-PAD (Commercial: General Sales and Services – Planned Area Development) to C2 (Commercial: General Sales and Service). The parcel is generally located east of State Route 260 between Finnie Flat Road and Homestead Parkway (APN 403-23-104T).

   Roll Call Vote:
   Commissioner Gutierrez: aye
   Vice Chairperson McPhail: aye
   Commissioner Seybold: aye
   Chairperson Tippett: aye
   Commissioner Scantlebury: absent
   Commissioner Faiella: aye
   Motion Carried 5-0.

7. **Public Hearing: Discussion, consideration, and possible recommendation for approval of Resolution 2025-1167, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving Use Permit 20240465M, with conditions, for Tom Boggess of Verde 17, LLC (Mariposa RV Resort) for Assessor's Parcel Number (APN) 403-23-104T consisting of 17.41 acres and 150 RV spaces.** Staff Resource: Acting Senior Planner Cory Mulcaire.

Staff Presentation: Acting Senior Planner Mulcaire stated the Use Permit application 20240465M was submitted by Mr. Tom Boggess, owner of Verde 17 LLC., requesting a 150 space RV Park, known as "Mariposa RV Resort." The project site consists of approximately 17.41 acres. It is generally located off State Route 260 between Finnie Flat Road and Homestead Drive. The site will be accessed off State Route 260 with a secondary emergency access to the north to Homestead Drive.

The applicant proposes that the "resort" will operate year-round, with a host on premises 24/7, and will offer several amenities, like a small convenience store, pool/spa, long-term spots and short-term rental spots, as well as a laundry facility. The applicant is also proposing park regulations that do not allow units older than a certain model year and park quiet hours.

Applicant Presentation: Mr. Ben Boggess, co-owner, provided a presentation of the proposed RV Resort with the site location and park map.

Mr. Ben Boggess addressed the Commission's inquiries concerning stormwater retention, runoff impacts on the Verde River, barrier walls around the park, and the preservation of the Town's Dark Sky.

Town Manager Fisher and Utilities Director Jeff Low (via Zoom), Mr. Tom Boggess and Mr. Ben Boggess responded to questions from the Commission regarding water supply, water usage and water impacts to the Town.

Open Public Hearing: Chair Tippett opened the public hearing at 6:30 p.m.

Public Comment:
Cheri Wishmeyer stated she did not see the 20-foot buffer requirement for landscaping around the perimeter of the property.

Theodore Ryan proposed the installation of a barrier wall around the park to enhance privacy. He also recommended the establishment of a public easement providing access to the river through the park and if access is to be granted, it should be formally designated as a public easement rather than private access to ensure equitable use for all.

Amy Cutler expressed concerns regarding the construction of the proposed RV park, noting that Camp Verde already has a sufficient number of such facilities. Ms. Cutler also raised potential issues related to increased water usage, transient loitering, and the added noise impact on the residents in Verde Ranch Estates.

Sam Gerlach expressed concerns about the safety of the residents in Verde Ranch Estates due to transient individuals loitering in the area and emphasized the need for a barrier between the RV park and Verde Ranch Estates.

Close Public Hearing: Chair Tippett closed the public hearing at 6:38 p.m.

Commission Discussion:
Commissioner Seybold voiced her concerns with the traffic coming off 260 and the lack of a barrier between the Mariposa RV Park and Verde Ranch Estates as well as preserving the Town of Camp Verde Dark Sky, and water usage.

Vice Chairperson McPhail stated that the development of the RV park will be required to comply with all applicable town standards, including setbacks, lighting regulations, and landscaping requirements, which will be thoroughly reviewed during the design review phase of the process. Vice Chairperson McPhail stated that the use permit is required in a C2 zone, and that this property has always been C2, which is a commercially designated use.

Chair Tippett expressed his opposition to the proposed RV park, stating that he does not believe it represents the most appropriate use of the property or serves the best interests of the community, particularly given its proximity to Sycamore Vistas and neighboring residences.

Commissioner Faiella stated he believes this is a positive development for the Town of Camp Verde. Commissioner Faiella voiced his concern on the privacy for the homeowners in the area.

Commissioner Gutierrez thanked the applicant for their presentation and stated the property is zoned for commercial use. Commissioner Guiterrez stated he was in support pf the RV park.

Applicant Tom Boggess expressed his willingness to collaborate with Town staff to address all concerns raised by the Commissioners, specifically the barrier around the property. He also conveyed his intent to foster a positive relationship with both Town staff and residents.

Acting Senior Planner Mulcaire noted that a 20-foot landscaping buffer is required and will be addressed during the development standards review in accordance with the ordinance.

Town Manager Fisher and Acting Senior Planner Mulcaire responded to questions from the Commission.

On a **motion** made by Commissioner Seybold, seconded by Vice Chairperson McPhail, the Commission **moved to recommend approval** to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Use Permit 20240465M to operate a Recreational Vehicle Park (Mariposa RV Park), to be located on parcel 403-23-104T, consisting of 150 RV spaces.

Roll Call Vote:
Commissioner Gutierrez: aye
Vice Chairperson McPhail: aye
Commissioner Seybold: aye
Chairperson Tippett: aye
Commissioner Scantlebury: absent
Commissioner Faiella: aye
Motion Carried 5-0.

8. **Public Hearing: Discussion, consideration, and possible recommendation for approval of Ordinance 2025-A502, an ordinance of the Mayor and Common council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance, Part Two – Zoning Classifications, Section 203 – Use Districts, Subsections B – R1 District; C – R2 District, D – R-R District, and E – RS District, all related to use permits for RV parks; providing for repeal of conflicting ordinances; providing for severability; and setting an effective date.** Staff Resource: Acting Senior Planner Cory Mulcaire.

Staff Presentation: Acting Senior Planner Mulcaire provided an overview of the recommended strikethroughs of the Ordinance, removing the Use Permit RV Park provision from all residential Zoning Districts in the Planning and Zoning Ordinance, which was recommended by the Commission and Town Council.

Open Public Hearing: Chair Tippett opened the public hearing at 6:56 p.m.

Public Comment:
Theordore Ryan stated he wanted clarification on the change to the Ordinance that was approved on Item 7.

Chair Tippett stated he could not address his question for Item 7, since they opened the public hearing for Item 8.

Close Public Hearing: Chair Tippett closed the public hearing at 6:59 p.m.

Town Manager Fisher and Acting Senior Planner responded to questions from the Commission.

On a **motion** made by Vice Chairperson McPhail, seconded by Commissioner Gutierrez, the Commission **moved to recommend approval** of Ordinance 2025-A502, an ordinance of the Mayor and Common council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance, Part Two – Zoning Classifications, Section 203 – Use Districts, Subsections B – R1 District; C – R2 District, D – R-R District, and E – RS District, all related to use permits for RV parks; providing for repeal of conflicting ordinances; providing for severability; and setting an effective date.

Roll Call Vote:
Commissioner Gutierrez: aye
Vice Chairperson McPhail: aye
Commissioner Seybold: aye
Chairperson Tippett: aye
Commissioner Scantlebury: absent
Commissioner Faiella: aye
Motion Carried 5-0.

9. **Current Events** - Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the public of such events and activities. The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.

   Vice Chair McPhail, Commissioner Gutierrez, Commissioner Seybold, and Chair Tippett reported on current events they attended.

10. **Staff Comments** - Town staff may provide brief summaries of current events, activities and/or projects they are working on. These summaries are strictly for informational purposes. The Commission will take no discussion, consideration, or action on any such item presented by Town staff, except that an individual Commission member may request an item be placed on a future agenda.

    Acting Senior Planner Mulcaire and Town Manager Fisher reported on current events.

11. **Adjournment**

Chair Tippett adjourned the meeting at 7:13 PM.

W. Tippett
Chairperson Bill Tippett

Leah Rhodes
Attest: Town Clerk Leah Rhodes

CERTIFICATION
I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Planning and Zoning Commission of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on April 3, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 25 day of April, 2025.

Leah Rhodes
Leah Rhodes, Town Clerk

Land Use
Application Checklist

Staff Use Only
Application Number: 2024-0465M
Received By: C. BRYSON
Date: 10.2.24
Fees Paid:
Complete: Y N

Required Items

Complete sets of these documents are required at the time of application.
Please provide (1) paper copy with original signatures and a PDF version of the complete application, except the Site Plan, which requires (5) paper copies and (1) PDF version.

		Staff Use only
1.	Pre-Application meeting with Staff Date: 3.19.2024	(Y) N
2.	Application fee as per the current fee code	Y N
3.	Completed ***Land Use Application*** form	(Y) N
4. ✓	Written Legal Description of property ON SITE Plan	Y N
5. ✓	Neighborhood Meeting Documents (See #12 below)	Y N
6. ✓	Letter of Intent (See attached sample)	(Y) N
7.	Town Engineer or ADOT approval of site access (if applicable)	Y N
8. ✓	Site Plan (11"x 17", or as approved) **(6 paper copies and 1 PDF)**	(Y) N

-See Section 400.D.1 for preparation of a Site Plan-

Vicinity map
- -North arrow, scale (1" =100' or 1" =200'), and date of preparation. ✓
- -Subdivision or block and lot name of the area to be utilized for a Use Permit (if applicable) ✓
- -Locations and boundaries, including dimensions, of property(s) proposed for Use. ✓
- -Acreage or square footage contained within property proposed for Use. ✓
- -Zoning and existing land uses on all lands adjacent to the proposed Use. ✓
- -Location and dimensions for all existing right-of-way within, and adjacent to, the Use. ✓

9. ✓	Completed ***Permission to Enter Property*** statement, signed by the property owner.	(Y) N
10. ✓	Completed ***Waiver of Diminution of Value***, signed and notarized by the property owner.	(Y) N
11. ✓	Provide sufficient stamps to notify all property owners within 300' for notification of public hearing to be sent out by staff. (Use same notification list as the neighborhood meeting).	(Y) N
12. ✓	Neighborhood Meeting Requirements:	

Property owner or designated agent must provide the Community Development Department the following information on the neighborhood meeting with application submittal.

- a. ✓ At least 15 days prior to the meeting, mail letters notifying all neighbors within 300' of the subject property that includes a description of the proposed use; the meeting place, date, and time; and an option to provide written comments. (See attached sample. The letter must be approved by Community Development before sending out to insure proper representation of the issue). Include copies of the notices with your application submittal.
- b. ✓ Post the subject property with the meeting place, date, and time. Provide Community Development with a photo of the sign(s) posted on the property.
- d. ✓ The applicant shall prepare a written summary of the meeting by way of affidavit, including:
  - -A sign in sheet of attendees.
  - -A summary of questions and answers which were discussed with the neighbors.
- di. ✓ Affidavit must be completed and notarized.
- dii. ✓ Include copies of all written comments that were received from the public or agencies. NONE
- diii. ✓ Submit the neighborhood documentation to Staff with the application submittal. If done during the process, then no later than 10 days prior to the public hearing.

*The application must be submitted within 6 months of the neighborhood meeting; otherwise, the neighborhood meeting must be held again.

Please Note: A request will not be scheduled on an agenda until the application is complete. Submittal of an application does not constitute a complete application until it has been verified as complete and confirmation has been given by the planning division to the applicant verbally. Once an application is deemed complete, the application will be scheduled for a public hearing before the Planning & Zoning Commission; if a recommendation is made, then the application will be scheduled for action by the Town Council. The applicant or their designated representative must attend the public hearings when their application is being considered. Failure to attend may result in postponement of action by the Planning and Zoning Commission.

Revised 10/07/2022

Application #: 2024-0465m

RECEIVED
SEP 25 2024

Land Use Application Form

Application is made for:
Zoning Map Change

1. Project Name: Mariposa RV Resort

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

Owner Name: Tom Boggess
Address: 1425 W. Forest Meadows St
City: Flagstaff State: AZ Zip 86001
Phone: 928-607-5600
E-mail: tom@flagstaffstorage.com

Applicant Name: Tom Boggess
Address: 1425 W. Forest Meadows St
City: Flagstaff State: AZ Zip: 86001
Phone: 928-607-5600
E-Mail: tom@flagstaffstorage.com

3. Property Description: **Parcel Number** 403-23-434A **Acres:** 17.4

Address or Location: TBD

Existing Zoning: PAD Existing Use: vacant land

Proposed Zoning: C2 Proposed Use: RV Park

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

Change zoning from PAD to C2 and requesting a conditional use permit for an RV Park.

5. Certification:

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

Owner: Tom J Boggess Date: 9/25/24

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

Applicant: Tom Boggess Date: 9/25/24

Note: 9-495. Arizona Revised Statute In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty fine or assessment.
2. Denies an application for a permit or license that is issued by the city or town; or
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

An employee who is authorized and able to provide information about any communication that is described above shall reply within five (5) business days after the city or town receives that communication.

Town of Camp Verde

Community Development

♦ 473 S. Main Street, Suite 108 ♦ Camp Verde, Arizona 86322
♦ Telephone: 928.554.0050 ♦ www.campverde.az.gov ♦

PERMISSION TO ENTER PROPERTY

APPLICATION #: 2024-0465m PARCEL NO: 403-23-434A

PROPERTY ADDRESS: YBD

PROPERTY OWNER'S NAME: Tom Boggess

ADDRESS: 1425 W. Forest Meadows St, Flagstaff, AZ, 86001

PHONE NO.: 928-607-5600

I, the undersigned, hereby give permission to the Town of Camp Verde Community Development Department or Public Official, in the discharge of duties stated herein, and for good and probable cause, to enter the above-described property to inspect same in connection with the application made under the terms of Camp Verde Town Codes or Ordinances. Such investigation may be made to determine whether any portion of such property, building, grading or other structure is being placed, erected, maintained, constructed, or used, in violation of the Codes or Ordinances of the Town of Camp Verde or any other agencies that they have agreements with that pertain to the building, grading, placement of structures, or use associated with the property. Such entry shall be within 90 days of the date of my signature or within the active limitations of any permits issued to me by the Town of Camp Verde for land use, building, grading, erecting, maintaining, or constructing. Such entry shall be limited between the hours of 7AM and 6PM MST. I understand that this permission to enter property is OPTIONAL and VOLUNTARILY GIVEN and may be withdrawn or revoked (either in writing or orally) at any time.

Tom Boggess — 9/25/24

Property Owner or Designated Agent — Date

(Must have signed Designation of Agent from Property Owner on file)

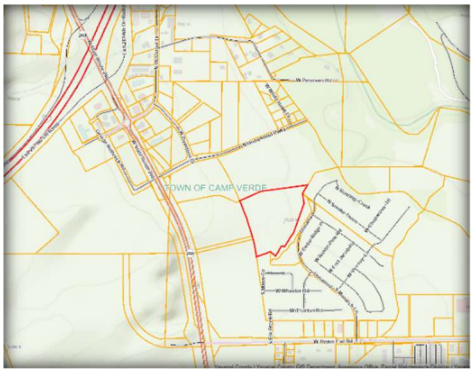
LETTER OF INTENT
Project Name: Mariposa RV Resort
Located within part of the Southeast Quarter of Section 25, and Part of the Northeast Quarter of Section 36, Township 14 North, Range 4 East of the Gila, and Salt River Base and Meridian, Yavapai County, Arizona.
Applicant: Tom S. Boggess
Owner: Tom S. Boggess

March 26, 2025

To: Cory Mulcaire
Acting Senior Planner
473 South Main Street, Suite 108
Camp Verde, AZ 86322

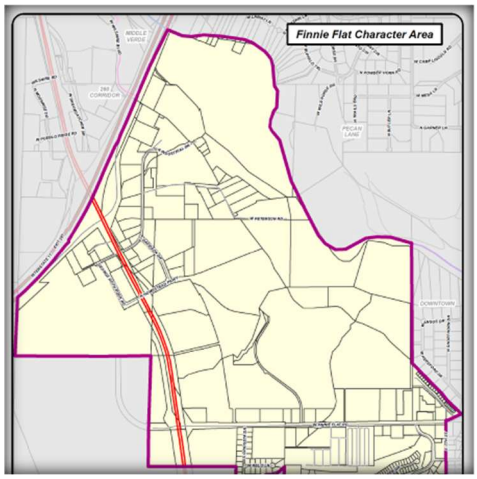
Purpose: The purpose of this letter of intent is to describe the overall zone change request to develop a high-quality RV resort.

Introduction:
It is the intent of the property owner to request, from the Town of Camp Verde, a Zoning Map Change, for Assessor's Parcel Number: 403-23-434A. This 16.38-acre parcel is currently zoned PAD-R-2: The request is to change the current zoning of PAD (Planned Area Development) to C2 (Commercial: General Sales and Services, as well as request a CUP (Conditional Use Permit) to develop an RV resort.



This parcel is located 900-feet east of W. State Route 260, and approximately 770-feet south of N. Homestead Parkway, Camp Verde, Arizona. The parcel is accessed from SR 260 on a 900-foot-long, 50-foot-wide separate parcel, Assessor's Parcel Number: 403-23-434B.
This separate parcel will exclusively be used for ingress/egress and utilities and is not part of the zone change request, and the current zoning designation C-2 will remain the same.

The Park: The business will operate year-round, seven (7) days per week. RV spaces will be rented, not sold, approximately 50% short term and 50% long-term (longer than 29 days) as demand requires. There will be five (5) employees for the operation of the park, including the following: a property manager, two office employees, and two maintenance employees. The registration office will be located in a 60'x80' site-built structure and will be open from 7:00 A.M. to 8:00 P.M. The office building will also contain a small convenience store. The store will sell small items such as chips, soda, batteries, aspirin, beer and wine. We will submit an application for a series 7 liquor license to sell packaged beer and wine for the residents and/or patrons of the park.

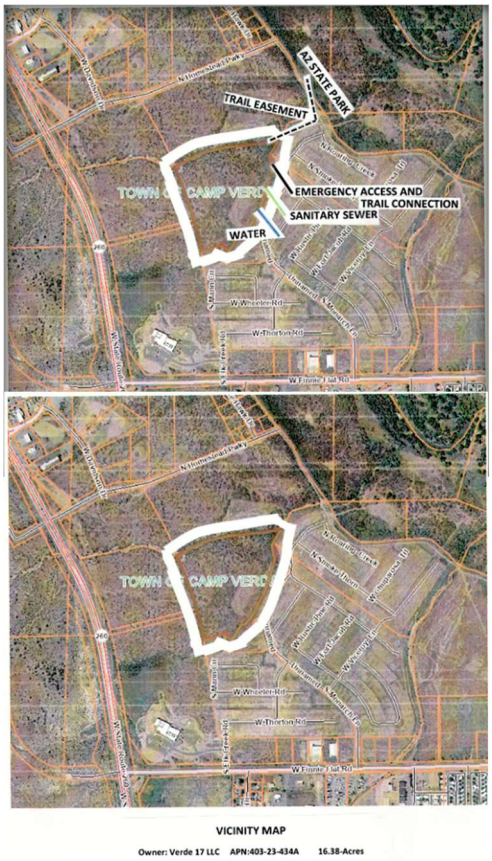


Riverfront Trail System: Through the Site Plan Review and Development Standards process, this development will incorporate future access to nearby Arizona State Parks land as described in the General Plan.

Citizen Review Process: Within thirty (30) days of the date of the zone change submittal, the applicant will mail a notification letter to all property owners, homeowners' associations, and neighborhood associations within 300-feet of the property's boundary. This notification letter will describe the request and provide contact information for the applicant with an invitation to contact the applicant to discuss the project via an in-person meeting, email, zoom meeting, telephone or through regular mail. The applicant shall make a good-faith effort to address concerns of the surrounding property owners in the immediate neighborhood. After this process, the applicant will prepare a written summary of the meeting.

Site Plan Review and Development Standards: If this requested zone change is approved, the developer will work through the Site Plan Review process to assure compliance with the zoning

district. In addition, the development will have adequate grading and drainage, landscaping and screening, parking and loading, signs and outdoor lighting.



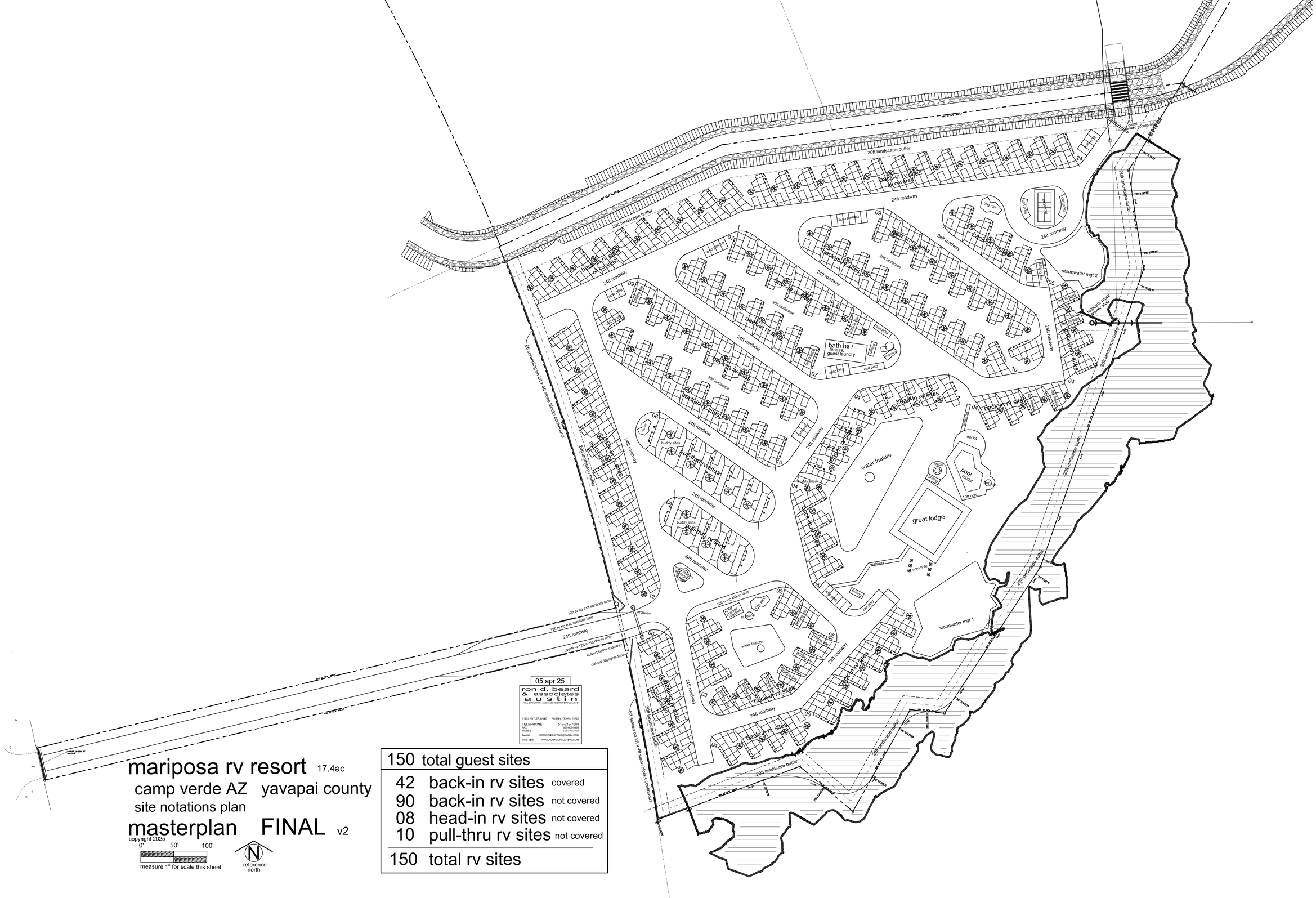
Utilities: This development will be connected to or attempt to connect to the following utility providers: APS, Camp Verde Water and Wastewater facilities, Suddenlink, Unisource, and Centurylink. If you have any questions, please call me at (928) 607-5600.

The neighborhood meeting for this proposal will be held at the property site on April 11, 2024 at 12:00 PM.

Feel free to submit written comments to me and/or attend the meeting in person to discuss the project.

While the information provided herein is assumed to be as accurate as possible at this stage of planning, it is within the owner's rights to reasonably adjust to the ongoing, ever-changing market demands and fluctuations inherent in the Outdoor Hospitality Industry, so long as there are no use or zoning changes required in conjunction with the aforementioned reasonable adjustments.

Sincerely,
Tom Boggess



mariposa rv resort 17.4ac

camp verde AZ yavapai county

site notations plan

masterplan FINAL v2

copyright 2025

0' 50' 100'

measure 1" for scale this sheet

reference north

150	total guest sites	
42	back-in rv sites	covered
90	back-in rv sites	not covered
08	head-in rv sites	not covered
10	pull-thru rv sites	not covered
150	total rv sites	

Affidavit

I, Jonette Boggess, owner of parcel 403-23-104T have notified the neighbors within 300' of above property, by sending letters on March 25, 2024, to notify them of the neighborhood meeting that I conducted on the 11th day of April 2024.

I posted my property with meeting the date, time, and place, on the 26th day of March 2024, and taken a photograph of such posting.

I, Jonette Boggess, owner of parcel 403-23-104T will provide a summary of neighborhood meeting I conduced to the Planning and Zoning Department of Camp Verde with the associated application submittal, attesting to the issues and concerns discussed at the above neighborhood meeting.

Summary
Statement: Before the neighborhood meeting began, Charlotte Fazsmary called and was concerned that campgrounds have a negative impact on the town because the town doesn't get any tax benefits. She would prefer tiny homes on the project. We responded by saying that most of our sites will be rented for 30 days or less which gives a bed tax to the city, much like hotel rooms.
The neighborhood meeting began at 12:00pm on April 11, 2024, at the entrance of the property. When the meeting began, there were seven people present including Gregg Langefeld, Brian Carlson, Phil Effie, Megan Asbury, and Tom, Davis, and Bennett Boggess. Bennett Boggess presented the meeting to those attending. Bennett described the location of the project in relation to where we were standing, the vision of the project, AI renderings of the campground, and potential logos we would use. Bennett discussed how this project is in a good location and how it will help the community by bringing extra revenue to the town of Camp Verde.

Once Bennett finished his presentation, Gregg asked about the premium sites and Bennett explained that we will be renting out nightly (no more than 30 days) and monthly spaces. Megan, the manager of Verde Ranch Mobile Homes then asked how close our property was to the mobile home park. Bennett said that it was about 130 feet separated by a wash. Phil, tenant in the mobile home park then asked if there would be a fence. We said that we weren't planning on putting up a fence and Phil was nervous that this would bring unwanted neighbors into his backyard. Phil then started talking to Megan about how they need more security in their community because of the homeless people. These two individuals talked for a while and Brian added that more development will push the homeless people out of the area. Tom assured Phil that our price point at the campground would push out unwanted individuals. Tom noted that the clients of the campground will want to stay on the premises because of the nice amenities. Gregg noted that after we develop, the homeless people would move out "like the scorpions". Phil then felt more comfortable after talking to Megan and Tom.
Carrie arrived at 12:10. Megan then asked for a start date and Tom said that he hoped to start construction this winter 2024. Brian then asked where the river access was, and Bennett showed Brian on the map. Megan then said that her company owns a campground (Verde Ranch) and asked how ours would be different because it looks "more resort like". Tom noted that they have a nice campground and asked how many campgrounds the Verde Valley would allow? He then said that our campground is more private and believes that we will offer a more remote feel. Tom

believes there is enough demand in the Verde Valley and Brian and Gregg agreed. Tom noted that there are other campgrounds who are desiring to build, but they are not in a very good location. Phil then asked if we would have security, and Bennett said we would have camp hosts on the premises 24/7.
Darrah, who lives across the river, then arrived at 12:20 and asked when the meeting began and wanted to know where her friends were. She asked how close we would be to the river and Bennett said about a half mile. Darrah said this was terrible because we would ruin the river. She also said there isn't enough water, and she thought any construction was "horrible". Tom assured Darrah that it would be a nice project and that we would get approval from the Town of Camp Verde to use water services. Darrah said that any development is sad and then drove off at 12:25. Phil then said that he doesn't want to see any trash and Brian said that he has seen Tom's developments and said that "Tom builds nice stuff". Tom mentioned to Phil that he is a part owner in Woody Mountain Campground and has managed that park since 2018. Tom encouraged Phil to look at Woody Mountain's website to see the quality of work. Tom noted that his dad lives off Salt Mine Road and said that his desire is to retire in Camp Verde. Gregg was excited about this, and Phil also seemed positive.
Phil was excited that a nice campground could make the area around his home more secure. Gregg said that competition is good and loves the American dream. Carrie said that it looked like a nice product, and she likes the idea of more people because she is from California. Gregg said that we should get a café and he would visit the park. This was the last comment and the meeting ended at 12:57.

There were no written comments that were received.

State of Arizona}
County of ~~Yavapai~~ Coconino}

Signature of Document Signer No. 1

~~Signature of Document Signer No.2~~

Subscribed and sworn to (or affirmed) before me this 10 day of April 20 24.

CHRISTINA HOSCHAIN
NOTARY PUBLIC - ARIZONA
COCONINO COUNTY
COMMISSION # 592655
MY COMMISSION EXPIRES
OCTOBER 28 2024

Signature of Notary

Neighborhood Meeting

Sign in Sheet

PLEASE PRINT

Name	Address	E-Mail
Gregg Langefeld	[redacted]	
Tom Boggess III		
Brian Carlson		
Phil Effie		
Megan Asbury		
Carrie Bryant		
Dareth Waters		
Charlote Fazsmary		

Phone Call Couldn't Come to Meeting


SPEED
REDUCED
AHEAD
DANGER
NEIGHBORHOOD
MEETING
USE PERMIT – RV PARK
APN 403-23-104Y
LOCATED OFF OF 260
NORTH BETWEEN
FINNIE FLAT AND
HOMESTEAD PARKWAY
THURSDAY
APRIL 11, 2024
12:00 PM

Public Notice to be published Saturday April 19 and Tuesday April 22, 2025:
The Town of Camp Verde Town Council is holding a Public Hearing. The public hearing will be held May 7, 2025, at 6:00 pm in the Town Council Chambers at 473 South Main Street in Camp Verde, AZ. The purpose of the hearing is to consider a Zoning Map Change from C2-PAD to C2, as well as a RV Park Use Permit. The parcel is generally located east of State Route 260 between Finnie Flat Road and Homestead Parkway (APN 403-23-104T). For questions or more information, please contact Camp Verde Community Development at 928.554.0066 or cory.mulcaire@campverde.az.gov.
TAG: This notice is for Comm Dev Dept, C2-PAD to C2, RV Park Prmt
2TVIPublish April 19 & 22, 2025


MAY 7, 2025
6:00 PM
APN 403-23-104T
473 S MAIN ST. STE 106
WEDNESDAY
TOWN COUNCIL
PUBLIC HEARING
RV PARK – USE PERMIT
ZONING MAP CHANGE
C2-PAD to C2
SR-260 W
Camp Verde AZ 86322
United States
Apr 10, 2025 at 9:01:07 AM

SECTION 601 - ZONING DECISIONS

A. Zoning Ordinance Amendment Applications and Hearings

Any amendment to this Zoning Ordinance, which changes any property from one zone to another, imposes any regulation not previously imposed, or which removes or modifies any regulation previously imposed shall be adopted in the manner set forth in this section.

1. **Applications for Zoning Ordinance text amendments, rezoning amendments, Use Permits**, or other requests requiring Town Council approval shall be filed in the office of the Community Development Department on a form provided, along with such supplemental information required by the Department, and shall be accompanied by a fee established by approval of the Town Council. No part of any such fee shall be refundable after an application is filed and such fee paid, except at the discretion of the Town Council.

    a. The Planning and Zoning Commission shall hold a public hearing within 90 days of the date of a complete application submittal. After such hearing the Council may adopt the recommendation of the Planning and Zoning Commission without holding a second public hearing provided there is no objection, request for public hearing or other protest.

    b. The Town Council shall hold a public hearing if requested by the party aggrieved, any member of the public or of the Town Council, or in any case, if no public hearing has been held by the Planning and Zoning Commission.

2. **Notice of the time and place** of Council or Commission hearing shall be given in the time and manner provided for:

    a. Notice of public hearing before the Commission or Council for all amendments to the Zoning Ordinance text, the zoning map, Use Permits, or other requests, shall be done in accordance with the provisions of Arizona Revised Statutes 9-462.04 as they exist now or as they are amended from time to time. Such notice includes at a minimum the posting and publishing of public hearing notices as specified in the statute.

    b. Written protests of any recommendation action taken by the Commission shall be filed in the office of the Community Development Department before noon on the Monday of the week preceding the Council meeting at which such amendment will be considered. If such written protest constitutes twenty percent (20%) or more of the immediate area involved in a request for rezoning as specified in ARS 9-462.04.H, as may be amended, a favorable vote of three- fourths of the Council shall be required.

    c. A decision made by the Council involving rezoning of land which is not owned by the Town and which changes the zoning classification of such land may not be enacted as an emergency measure and such a change shall not be effective for at least 30 days after the final approval of the change in classification by the Council.

    d. In the event an application has been denied by the Council, the Commission shall not consider a similar application within 12 months of the application date.

3. **Citizen review and participation process** is required for all zone change applications or Use Permit applications:

    a. Prior to any public hearing, the applicant or an appointed representative shall arrange a meeting with the planning staff which identifies development issues as well as arrangements and scheduling for the neighborhood meeting described in subsection **b** below.

b. The applicant or an appointed representative shall conduct a neighborhood meeting designed to inform adjoining residents and property owners about the proposed zone change, specific plan application or Use Permit.

c. At least 15 days prior to the scheduled neighborhood meeting, the applicant shall notify all property owners within 300 feet of the subject site by first class mail and post the actual property with meeting date and time. The notification shall include the date, time and place for the neighborhood meeting, as well as a description of the proposed land uses. The applicant shall provide an affidavit attesting to this notification being accomplished.

d. It is the responsibility of the applicant or their representative to conduct the meeting, provide an opportunity for a question and answer period by the audience, and identify a point of contact to the public for follow-up questions and comments.

e. The applicant shall prepare a written summary of the meeting by way of affidavit, including a list of attendees and the issues and concerns discussed and submit a copy of the summary, with a photo of the posting on the property and a copy of the meeting announcement letter, to the Planning Department within 15 days after the neighborhood meeting.

4. **Zoning Ordinance text amendments:** If the Town adopts any zone change or any amendment that imposes any regulation not previously imposed or that removes or modifies any such regulation previously imposed, it must comply with the citizen review process as set forth in ARS §9-462.03, as may be amended, and the public hearing notice procedures set forth in ARS 9-462.04.A as may be amended.

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Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

Agenda Item Type:

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

Requesting Department: Community Development
Staff Resource: Acting Senior Planner Cory Mulcaire

Agenda Title Public Hearing: Discussion, consideration, and possible approval of Resolution 2025-1167, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving Use Permit 20240465M, with conditions, for Tom Boggess of Verde 17, LLC (Mariposa RV Resort) for assessor's parcel number (APN) 403-23-104T consisting of 17.41 acres.

Attached Documents:

- Resolution 2025-1167
- Letter of Intent
- Site Plan
- Recommended Conditions from Town Staff and Planning & Zoning Commission
- Planning and Zoning Commission Minutes April 3, 2025 / Video: Planning and Zoning Commission, Special Session | Public Meetings Calendar | Town of Camp Verde, AZ
- Land Use Application including Checklist
- Neighborhood Meeting Notes
- Agency Review Comments Received
- Public Comments Received & Applicant Response
- Public Notice for Newspaper
- Public Notice for the Property
- Relevant Zoning Ordinance Sections

Estimated Presentation Time: 30 minutes **Estimated Discussion Time:** 30 minutes

Reviewed By:

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

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

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

BACKGROUND INFORMATION:

The proposed project consists of a request by Mr. Tom Boggess, owner of Verde 17, LLC., for the approval of a Use Permit under section 203.G.C and 601.C of the Town of Camp Verde Planning and Zoning Ordinance.

The proposed project is requesting a Use Permit for an RV Park developed in accordance with Section 306 of the Planning and Zoning Ordinance. “Mariposa RV Resort” will consist of 150 RV space, a “lodge,” pool/spa, and laundry facility.

The project site is generally located between Finnie Flat Road and Homestead Parkway off State Route 260 on parcel 403-23-4104T.

PROJECT INFORMATION:

- **Project Name**: Mariposa RV Resort
- **Site Location**: Between Finnie Flat Road and Homestead Parkway, off State Route 260.
- **Current Zoning**: C2-PAD
- **General Plan Designation**: Finnie Flat Character Area
- **Surrounding Zoning Designations**
  - North: R2 (Residential: Duplex & Multi-Family Uses); currently has multi-family units under construction
  - East: R1-PAD (Residential: Single Family – Planned Area Development); currently site of Verde Ranch Manufactured Home Park
  - South: R1-PAD (Residential: Single Family – Planned Area Development); currently site of Verde Ranch Manufactured Home Park
  - West: C2 (Commercial: General Sales and Services); vacant lots
- **Acreage**: 17.41

DISCUSSION:

The Use Permit application 20240465M was submitted by Tom Boggess, owner of Verde 17 LLC., requesting a 150 space RV Park, known as “Mariposa RV Resort.” The project site consists of approximately 17.41 acres. It is generally located off State Route 260 between Finnie Flat Road and Homestead Drive. The site will be accessed off State Route 260 with a secondary emergency access to the north to Homestead Drive.

The applicant proposes that the “resort” will operate year-round, with a camp host on premises 24/7, and will offer several amenities, like a small convenience store, pool/spa, long-term spots and short-term rental spots, as well as a laundry facility. The applicant is also proposing park regulations that do not allow units older than a certain model year and park quiet hours.

HISTORY:

- **April 11, 2024:** The applicant held a neighborhood meeting that was posted and noticed in accordance with the Town of Camp Verde Planning and Zoning Ordinance, as well as Arizona Revised Statutes.
- **September 25, 2024**: The applicant submitted a complete application for an RV Park Use Permit #20240465M.
- **November 19, 2024**: Town staff sent a request for comments to other Town staff and outside agencies affected by the proposed development, and comments were received.
- **March 10, 2025**: The Town mailed a letter providing notice of the Planning & Zoning public hearing and proposed Use Permit to all parcels within 300’ of this parcel.
- **March 18, and March 22, 2025**: The Planning & Zoning public hearing notice was placed in the Verde Valley Independent & Camp Verde Bugle.
- **March 17, 2025**: The Planning & Zoning public hearing notice was posted at the property per Arizona Revised Statutes.
- **March 27, 2025**: A meeting agenda was posted at Town Hall and Bashas’.

- **April 10, 2025:** The Town Council public hearing notice was posted at the property per Arizona Revised Statutes.
- **April 18, 2025:** The Town mailed a letter providing notice of the Town Council public hearing and proposed Use Permit to all parcels within 300' of his parcel.
- **April 19 and 22, 2025:** The Town Council public hearing notice was placed in the Verde Valley Independent & Camp Verde Bugle.

PUBLIC PARTICIPATION:

The applicant held a Neighborhood Meeting on April 11, 2024. The applicant had (7) seven members of the public in attendance with one (1) citizen calling in advance of the meeting. The applicant addressed concerns regarding the following items:

1. Phone call with citizen regarding the negative impact of campgrounds on the Town from a tax perspective.
   - Applicant's Response: "Most of our sites will be rented for 30 days or less which giver a bed tax to the city, much like hotel rooms."
   - Town Staff Comments: "The economic benefits or impacts of a RV Park are outside the scope of Use Permit criteria."

2. Security for Neighboring Manufactured Home Park and proximity to Manufactured Home Park.
   - Applicant's response: "About 130 feet separated the RV Park and Manufactured Home Park by a wash"
     "We are not planning on putting up a fence."
     "Our price point at the campground would push out unwanted individuals."
     "The homeless will likely move out because of the new development."
     "We will have camp hosts on the premises 24/7."
   - Town Staff Comments: "Because of the separation from between the RV Park and the Manufactured Home Park, a wall is not required but the natural separation with the wash exceeds the 20' landscape buffer that is required."

3. Difference between Mariposa RV Resort and Verde Ranch RV Park
   - Applicant's response: "Our campground is more private and believes that we will offer a more remote feel... there is enough demand in the Verde Valley."
   - Town Staff Comments: "This is outside the scope of Use Permit criteria."

4. Proximity to the Verde River.
   - Applicant's response: "About a half mile."
   - Town Staff Comments: "This is an accurate assessment that the location is approximately ½ mile from the Verde River."

Additional comments have been received by staff, which are included in the Council packet for consideration.

USE PERMIT REVIEW

According to Section 601.C; Use Permit Approvals, of the Zoning Ordinance, all Use Permits are provided to ensure the orderly use of land in conformance with the General Plan and applicable

Town standards where uses are proposed that may require special limitations or conditions to provide compatibility with other uses.

Town Staff Comments: An application for Use Permit approval applies to those uses specifically listed as "Uses and Structures Subject to a Use Permit" in each Zoning Use District under subsection 203, such as the R1, R2, RR, RS, C1, C2, and C3 zoning districts. The R1L, PM, M1, and M2 zoning districts do not allow a Use Permit for a Manufactured/Mobile home or RV Park. With this Use Permit application submitted for review and approval of an RV Park in a C2-PAD zoning district, the applicant must go through the Use Permit process, and a 150-site RV park would be allowed to be developed and operated on parcel 403-23-104T if approved by the Town Council."

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

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

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

ANALYSIS:

Town Staff Comments are outlined in red below.

1. **General Plan:**
   The proposed development's General Plan Land Use Designation is the Finnie Flat Character Area, a diverse area that is ideally positioned for both commercial and high-density residential growth. The General Plan calls out RV Parks as an existing business in the Finnie Flat Character Area with C2 Zoning Districts being the preferred zoning on the East and West of State Route 260.

   The site development, as proposed, is in alignment with the following General Plan Goals & Implementation Strategies:

   - **Housing Goal A**: Encourage a variety of housing types and densities to provide opportunities that are compatible within their respective character area. (Page 132)

2. **Zoning:**
   The project site is zoned C2-PAD (Commercial: General Sales and Services – Planned Area Development).

   - Section 203.G, Table 2-7 (Dimensional and Setback standards), Pages 47-51

- The dimensional and setback standards will be verified during the Development Standards Review process as required under section 400 of the zoning ordinance.

- Section 306 (Manufacture/Mobile Home/RV Park Standards), Pages 105-109
  - Section 306.B.1b does not apply to RV Parks. (Page 107)
  - Section 306.B.2 does not apply to RV Parks (Page 107).
  - Section 306.B.4 requires all utilities to be placed underground and will be verified during the Development Standards Review process. (Page 107)
  - Section 306.B.5 requires refuse collection areas to be centrally located and screened from the public view. The proposed development shows this requirement in the proposed site plan.
  - Section 306.B.6 requires street lighting be provided along the park streets for the safety of pedestrians and will be verified during the Development Standards Review process. (Page 107)
  - Section 306.B.7 requires a strip of land at twenty (20) feet in width to be maintained as a landscape area abutting all mobile/manufactured home and recreational vehicle park property lines. The areas are not called out on the site plan but will be verified during the Development Standards Review process. (Page 107)
  - Section 306.B.8 does not apply to RV Parks. (Pages 107-108)
  - Section 306.B.8f does not apply to RV Parks as there is no proposed RV storage on the proposed site. (Page 108)
  - Section 306.B.8g does not apply to RV Parks; however, the applicant provides parking per the parking table and ADA standards. (Page 108)
  - Section 306.B.9 applies to all businesses, and the applicant must maintain a business license for the RV park. (Page 109)
  - Section 306.C applies additional recreational vehicle park standards. Although a majority of the standards listed under section 306 of the Planning & Zoning Ordinance apply to mobile/manufactured home parks, they are inclusive of RV parks as well. The site plan submitted by the applicant meets or exceeds the Town standards for an RV park.

- Section 400 (Development Standards), Pages 114-126
  - The provisions under this section and subsections apply to the proposed RV Park. The requirement for the applicant to complete the Development Standards Review process is to ensure the proposed development follows the guidelines of the development standards, including but not limited to grading/drainage/detention, protection, and appearance, protective landscaping, lighting, etc. (Page 114-126)

- The development must comply with the landscaping standards under subsection 403.B.9, which also includes low-level shrubbery, shading, drought tolerance, and low water use plants.

- Section 404 (Signs), Pages 126-138
  - This section applies to the development of the proposed RV park. The sign provisions intend to improve the effectiveness of signs by preventing their over-concentration, improper placement, excessive height, area, and bulk, and limiting their illumination and animation while recognizing free speech rights by regulating signs in a content-neutral manner. Current sign provisions allow for some developments, alternative standards, and flexibility in the established standards, which may enhance the aesthetic qualities of the development and the community. Approval of a Comprehensive Sign Plan allows for unified presentation of signage throughout a development site is allowed, in flexibility to provide for unique environments, and preapproval of designs and design elements, which helps make sign review more efficient and results in a cohesive design throughout a project. The applicant will be required to permit any/all signs requiring a permit.

- Section 405 (Outdoor Lighting), Pages 139-147
  - This section applies to the development of the RV park. The intent is to provide for adequate night-time public safety and utility without excessive glare or light pollution. This Section also requires the applicant to meet "Dark Sky Lighting" requirements.

- Section 601 (Zoning Decisions), Pages 192-193
  - The applicant has satisfied the requirements for a Use Permit.

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

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

4. **Flood Zone:**
   - The project site is not within the 100-year or 500-year flood zone.

5. **Ingress/Egress Access:**
   - The site proposes the required (2) two entry and exit points per subsection 306.B.3 of the Zoning Ordinance. One (1) access point will be for emergency only which is allowed by the Town as well as Copper Canyon Fire and Medical.

6. **Agency Review:**
   - Agency comments are attached. (See Attachment 5)
     - The applicant and the Town have agreed to upsize the water main from 8-inches to 12-inches, which makes a significant difference to fire flow capacities for the area. The Town will be cost-sharing the upsizing with the applicant and a neighboring parcel. This upsizing will include the installation of a pressure reducing valve. Town staff are in discussion with the parcels associated with the Simonton Ranch Planned Area Development about a Development Agreement amendment, which would document the upsizing and subsequent financial arrangement that has been agreed upon.
     - The applicant has no concerns with their ability to meet the requirements as outlined by the Fire Marshal.

PLANNING AND ZONING COMMISSION RECOMMENDATION:

The Planning and Zoning Commission held a public hearing on April 3, 2025 regarding Resolution 2025-1167. At the meeting, the public in attendance expressed concern about the lack of fencing around the permimeter. The applicant stated that he would be open to fencing in the property where needed but did speak to the large drop off on the northeast side, which creates a natural barrier.

A motion was made by Commissioner Seybold and seconded by Vice Chair McPhail, recommending approval to the Town Council with the conditions as presented. Motion passed 5-0.

STAFF RECOMMENDATION:

The Use Permit application for the proposed RV Park on parcel 403-23-104T has been reviewed for compliance with the Camp Verde Zoning Ordinance and General Plan.

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

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

- The proposed use is consistent with the General Plan, specifically the Finnie Flat Character Area, which recognizes RV parks as an existing land use.
- The zoning district (C2-PAD) allows for an RV Park with a Use Permit, and the proposed site meets or exceeds all applicable zoning standards outlined in Section 306 of the Zoning Ordinance.
- The required infrastructure and utilities for the development have been addressed or will be confirmed through the Development Standards Review process.
- The site plan demonstrates compliance with ingress/egress, road standards, and fire safety requirements as reviewed by Copper Canyon Fire District and the Town Engineer.
- The proposed development is not located in a flood zone and meets the criteria for traffic and nuisance control as outlined in the Use Permit approval standards.

TOWN COUNCIL CONSIDERATIONS

The role of the Town Council in reviewing this Use Permit application is to determine whether the applicant has met the established criteria as outlined in Section 601.C of the Zoning Ordinance. This process is not discretionary. The Council's evaluation must be based on whether the application meets the defined standards for a Use Permit.

If the Council finds that the applicant has met the criteria, the recommendation should be for approval. However, the Council may also recommend additional conditions of approval to accompany the ones Town staff have already provided. However, it is important to note that any conditions must be tied directly to the land use impacts associated with this specific application. Conditions cannot be imposed arbitrarily; they must be connected to measurable factors such as noise, traffic and pedestrian impacts, light or glare, other potential nuisances, etc.

The focus should remain on this particular use at this specific location and how any potential land use impacts can be mitigated to ensure compatibility with the surrounding area. The Council's recommendations must be grounded in the ordinance requirements and the objective evaluation of whether the application meets those standards. This ensures that Use Permit decisions are consistent, legally defensible, and based on clear land use principles, rather than subjective preferences.

QUESTION(S) BEFORE THE COUNCIL:

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

PROPOSED MOTION(S):

Motion to recommend **approve** Resolution 2025-1167, a resolution of the mayor and common council of the Town of Camp Verde, Yavapai county, Arizona, approving Use Permit 20240465m, with conditions, for Tom Boggess of Verde 17, LLC (Mariposa RV Resort) for assessor's parcel number (APN) 403-23-104T consisting of 17.41 acres.

OR

Motion to recommend **approve** Resolution 2025-1167, a resolution of the mayor and common council of the Town of Camp Verde, Yavapai county, Arizona, approving Use Permit 20240465m, with conditions, for Tom Boggess of Verde 17, LLC (Mariposa RV Resort) for assessor's parcel number (APN) 403-23-104T consisting of 17.41 acres **with the following additional conditions...**

OR

Motion to recommend **deny** Resolution 2025-1167, a resolution of the mayor and common council of the Town of Camp Verde, Yavapai county, Arizona, approving Use Permit 20240465m, with conditions, for Tom Boggess of Verde 17, LLC (Mariposa RV Resort) for assessor's parcel number (APN) 403-23-104T consisting of 17.41 acres.

RESOLUTION NO. 2025-1167

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING USE PERMIT 20240465M, WITH CONDITIONS, FOR TOM BOGGESS OF VERDE 17, LLC (MARIPOSA RV RESORT) FOR ASSESSOR'S PARCEL NUMBER (APN) 403-23-104T CONSISTING OF 17.41 ACRES.

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

WHEREAS, a request for approval of Use Permit 20240465M was filed by the applicant Tom Boggess of Verde 17, LLC, owner of parcel 403-23-104T; and

WHEREAS, the purpose of the Use Permit is to allow the applicant and property owner to develop and operate a Recreational Vehicle Park; and

WHEREAS, the applicant held a neighborhood meeting on April 11, 2024, that was advertised and posted according to state law; and

WHEREAS, a public hearing before the Planning and Zoning Commission was advertised and noticed according to state law; including a 300-foot notice mailed to property owners on March 10, 2025; a public hearing notice posted in the Verde Valley Independent & Camp Verde Bugle on March 18 and March 22, 2025; and posting of the site on March 18, 2025; and

WHEREAS, a public hearing was held by the Planning and Zoning Commission in a Regular Session on April 3, 2025, where the Planning and Zoning Commission approved a motion, to recommend approval to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona for Use Permit 20240465M to operate a Recreational Vehicle Park (Mariposa RV Park), to be located on parcel 403-23-104T, consisting of 150 RV spaces; and

WHEREAS, a public hearing before the Town Council was advertised and noticed according to state law; including a 300-foot notice mailed to property owners on April 18, 2025, a public hearing notice posted in the Verde Valley Independent & Camp Verde Bugle on April 19 and 22, 2025; and posting of the site on April 18, 2025.

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

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

that the use will be in conformity with any conditions, requirements, or standards prescribed by the Town Code or Council.

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

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

PASSED AND APPROVED BY A MAJORITY OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ON THIS 7th DAY OF MAY 2025.

_____
Marie Moore, Mayor

Attest:

_____
Town Clerk, Leah Rhodes

Approved as to form:

_____
Trish Stuhan,Town Attorney

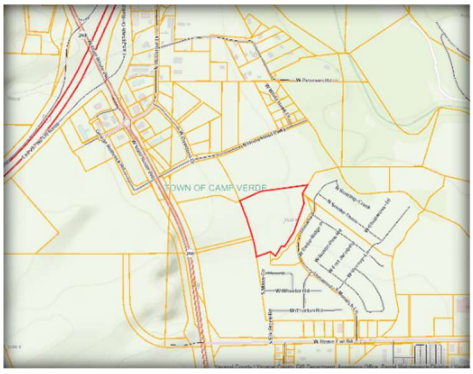
LETTER OF INTENT
Project Name: Mariposa RV Resort
Located within part of the Southeast Quarter of Section 25, and Part of the Northeast Quarter of Section 36, Township 14 North, Range 4 East of the Gila, and Salt River Base and Meridian, Yavapai County, Arizona.
Applicant: Tom S. Boggess
Owner: Tom S. Boggess

March 26, 2025

To: Cory Mulcaire
Acting Senior Planner
473 South Main Street, Suite 108
Camp Verde, AZ 86322

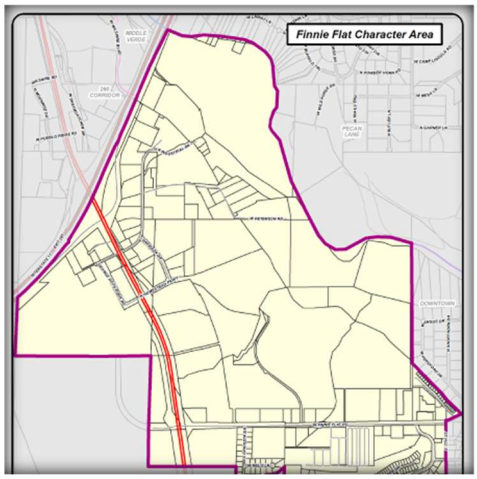
Purpose: The purpose of this letter of intent is to describe the overall zone change request to develop a high-quality RV resort.

Introduction:
It is the intent of the property owner to request, from the Town of Camp Verde, a Zoning Map Change, for Assessor's Parcel Number: 403-23-434A. This 16.38-acre parcel is currently zoned PAD-R-2: The request is to change the current zoning of PAD (Planned Area Development) to C2 (Commercial: General Sales and Services, as well as request a CUP (Conditional Use Permit) to develop an RV resort.



This parcel is located 900-feet east of W. State Route 260, and approximately 770-feet south of N. Homestead Parkway, Camp Verde, Arizona. The parcel is accessed from SR 260 on a 900-foot-long, 50-foot-wide separate parcel, Assessor's Parcel Number: 403-23-434B.
This separate parcel will exclusively be used for ingress/egress and utilities and is not part of the zone change request, and the current zoning designation C-2 will remain the same.

The Park: The business will operate year-round, seven (7) days per week. RV spaces will be rented, not sold, approximately 50% short term and 50% long-term (longer than 29 days) as demand requires. There will be five (5) employees for the operation of the park, including the following: a property manager, two office employees, and two maintenance employees. The registration office will be located in a 60'x80' site-built structure and will be open from 7:00 A.M. to 8:00 P.M. The office building will also contain a small convenience store. The store will sell small items such as chips, soda, batteries, aspirin, beer and wine. We will submit an application for a series 7 liquor license to sell packaged beer and wine for the residents and/or patrons of the park.

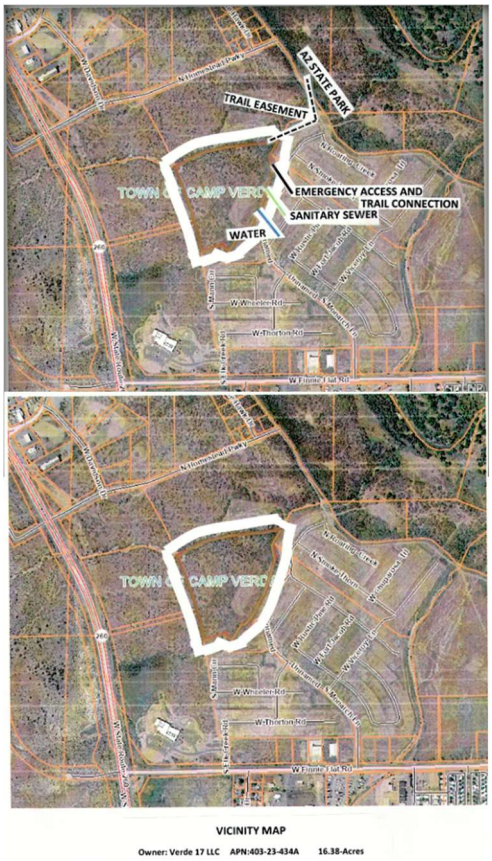


Riverfront Trail System: Through the Site Plan Review and Development Standards process, this development will incorporate future access to nearby Arizona State Parks land as described in the General Plan.

Citizen Review Process: Within thirty (30) days of the date of the zone change submittal, the applicant will mail a notification letter to all property owners, homeowners' associations, and neighborhood associations within 300-feet of the property's boundary. This notification letter will describe the request and provide contact information for the applicant with an invitation to contact the applicant to discuss the project via an in-person meeting, email, zoom meeting, telephone or through regular mail. The applicant shall make a good-faith effort to address concerns of the surrounding property owners in the immediate neighborhood. After this process, the applicant will prepare a written summary of the meeting.

Site Plan Review and Development Standards: If this requested zone change is approved, the developer will work through the Site Plan Review process to assure compliance with the zoning

district. In addition, the development will have adequate grading and drainage, landscaping and screening, parking and loading, signs and outdoor lighting.



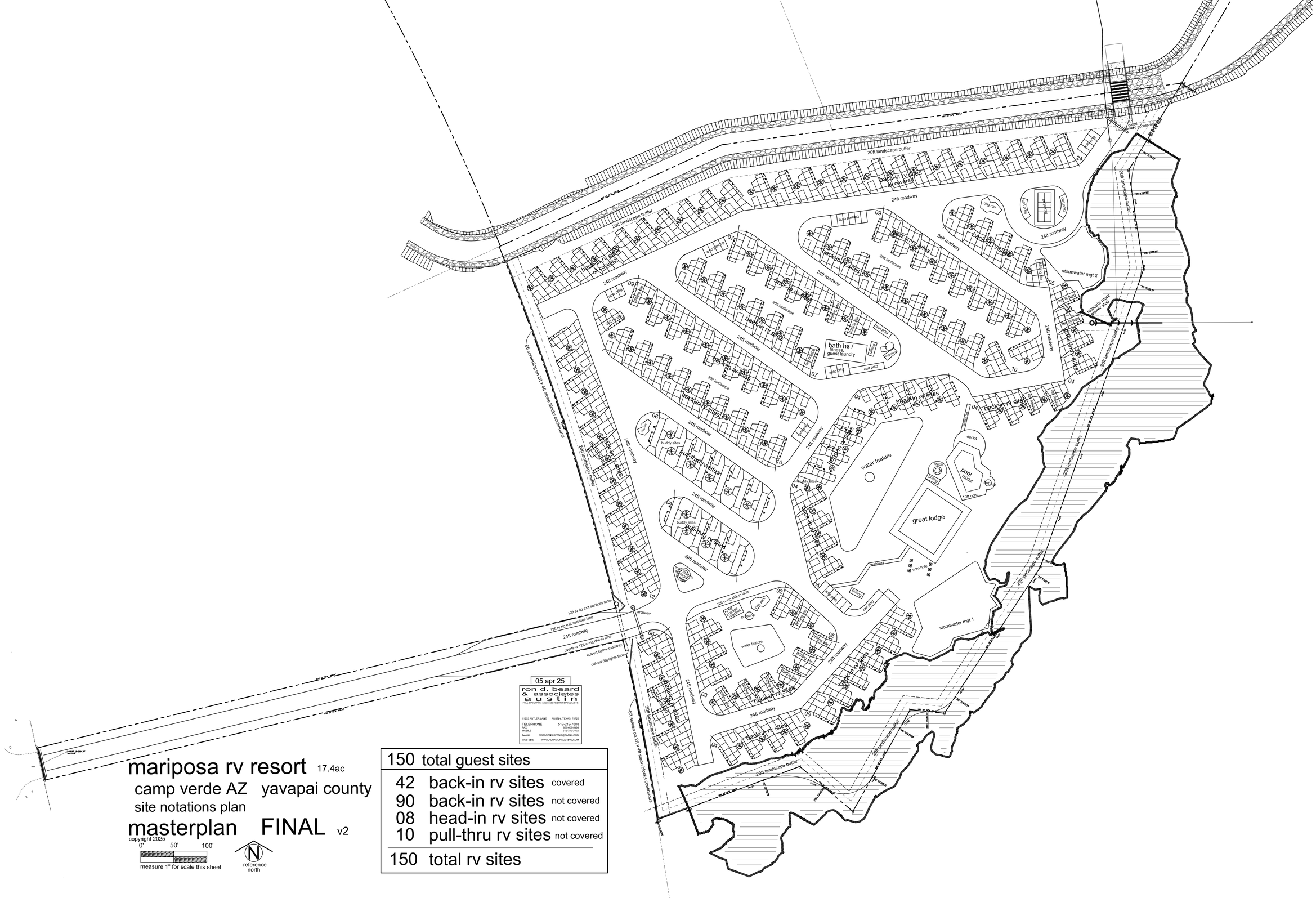
Utilities: This development will be connected to or attempt to connect to the following utility providers: APS, Camp Verde Water and Wastewater facilities, Suddenlink, Unisource, and Centurylink. If you have any questions, please call me at (928) 607-5600.

The neighborhood meeting for this proposal will be held at the property site on April 11, 2024 at 12:00 PM.

Feel free to submit written comments to me and/or attend the meeting in person to discuss the project.

While the information provided herein is assumed to be as accurate as possible at this stage of planning, it is within the owner's rights to reasonably adjust to the ongoing, ever-changing market demands and fluctuations inherent in the Outdoor Hospitality Industry, so long as there are no use or zoning changes required in conjunction with the aforementioned reasonable adjustments.

Sincerely,
Tom Boggess



mariposa rv resort 17.4ac

camp verde AZ yavapai county

site notations plan

masterplan FINAL v2

copyright 2025

0' 50' 100'

measure 1" for scale this sheet

reference north

150	total guest sites	
42	back-in rv sites	covered
90	back-in rv sites	not covered
08	head-in rv sites	not covered
10	pull-thru rv sites	not covered
150	total rv sites	

MARIPOSA RV PARK USE PERMIT CONDITIONS

1. The applicant shall comply with the submitted Letter of Intent and Site Plan requirements.
2. Any changes, modifications, or additions to this project at any time shall be submitted to the Town for review and approval through the Planning & Zoning Commission and Town Council.
3. The Use permit shall run with the land in perpetuity unless the use is discontinued for six months, or the permit is voided according to the procedures outlined in the Town's Planning and Zoning Ordinance.
4. The use of generators shall be prohibited unless there is an emergency.
5. The RV Park shall comply with all noise and lighting regulations as provided in the Planning and Zoning Ordinance and the Town Code.
6. All driving areas shall be surfaced with AB or other hard surfacing approved by the Town Engineer.
7. Any on-site water storage/pump shall be designed to meet Copper Canyon Fire and Medical's fire protection requirements.
8. Mechanical equipment, electrical meter and service components, and similar utility devices, whether ground-level, wall-mounted, or roof-mounted, shall be screened and painted to match the main color of the building(s) or to blend in with adjacent landscaping.
9. This project shall always maintain on-site management to ensure compliance with the Zoning Ordinance, Town Code, and these Use Permit conditions.
10. The applicant shall upsize and loop the water line serving the property from an 8-inch to 12-inch diameter line to increase fire flows for the area.
11. Staff shall review this use permit (6) six months after approval and every year thereafter to ensure the project conforms to the Use permit conditions, Zoning ordinance, and Town Code. Staff will provide an update to Town Council on the applicant's compliance with the Use Permit annually.

MINUTES
TOWN OF CAMP VERDE – PLANNING & ZONING COMMISSION
REGULAR SESSION
473 S. MAIN STREET, SUITE 106
THURSDAY, APRIL 3, 2025, at 6:00 P.M.

1. Call to Order

Chairman Tippet called the meeting to order at 6:02 PM.

2. Roll Call.

Commissioner Andrew Faiella, Commissioner Peter Gutierrez, Commissioner Patricia Seybold, Commissioner Todd Scantlebury (Absent), Chairperson Bill Tippett, and Vice Chairperson Cris McPhail were present.

Also Present: Town Manager Miranda Fisher, Assistant Town Attorney Michelle Stinson, Acting Senior Planner Cory Mulcaire, and Town Clerk Leah Rhodes.

3. Pledge of Allegiance

Commissioner Faiella led the Pledge of Allegiance.

4. Consent Agenda

- All items listed below may be enacted upon by one motion and approved as Consent Agenda Items. Any item may be removed from the Consent Agenda and considered a separate item if a member of the Commission requests it.

a. **Approval of Minutes:**
   1) Regular Session – March 13, 2025 at 6:00 p.m.

b. **Set Next Meeting, Date(s) and Time(s):**
   1) Special Session – April 10, 2025 at 6:00 p.m. - Cancel
   2) Regular Session – April 24, 2025 at 6:00 p.m.

On a **motion** made by Commissioner Failla, seconded by Vice Chairperson McPhail, the Commission **moved to approve** the consent agenda as presented.

Roll Call Vote:
Commissioner Gutierrez: aye
Vice Chairperson McPhail: aye
Commissioner Seybold: aye
Chairperson Tippett: aye
Commissioner Scantlebury: absent
Commissioner Faiella: aye
Motion Carried 5-0.

5. **Call to the Public for items not on the agenda** – Residents are encouraged to comment about any matter not included on the agenda. State law prevents the Commission from taking any action on items not on the agenda except to set them for consideration at a future date.

   There was no public comment.

6. **Public Hearing: Discussion, consideration, and possible recommendation for approval of Ordinance 2025-A501, an ordinance of the Mayor and Common Council for a zoning map change from C2-PAD (commercial: general sales and services – planned area development) to C2 (commercial: general sales and services) for approximately 17.41 acres, more specifically described in Exhibit A (currently parcel 403-23-104T); providing for repeal of conflicting ordinances; providing for severability; and setting an effective date.** Staff Resource: Acting Senior Planner Cory Mulcaire.

   Staff Presentation: Acting Senior Planner Mulcaire stated the new owner Mr. Boggess is asking for the zoning designation change for the property to C2 (Commercial: General Sales and Service). The applicant is intending to develop the parcel as a 150 site RV Resort.

   Applicant Presentation: Ben Boggess, Mariposa RV, introduced himself and stated he is working with the developer and would like the option for the Commission to approve the zoning map change from C2-PAD to C2.

   Open Public Hearing: Chair Tippet opened the public hearing at 6:06 p.m. and there were no speaker cards.

   Close Public Hearing: Chair Tippet closed the public hearing at 6:06 p.m.

   On a **motion** made by Vice Chairperson McPhail, seconded by Commissioner Faiella, the Commission **moved to recommend approval** to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, a Zoning Map Change from C2-PAD (Commercial: General Sales and Services – Planned Area Development) to C2 (Commercial: General Sales and Service). The parcel is generally located east of State Route 260 between Finnie Flat Road and Homestead Parkway (APN 403-23-104T).

   Roll Call Vote:
   Commissioner Gutierrez: aye
   Vice Chairperson McPhail: aye
   Commissioner Seybold: aye
   Chairperson Tippett: aye
   Commissioner Scantlebury: absent
   Commissioner Faiella: aye
   Motion Carried 5-0.

7. **Public Hearing: Discussion, consideration, and possible recommendation for approval of Resolution 2025-1167, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, approving Use Permit 20240465M, with conditions, for Tom Boggess of Verde 17, LLC (Mariposa RV Resort) for Assessor's Parcel Number (APN) 403-23-104T consisting of 17.41 acres and 150 RV spaces.** Staff Resource: Acting Senior Planner Cory Mulcaire.

Staff Presentation: Acting Senior Planner Mulcaire stated the Use Permit application 20240465M was submitted by Mr. Tom Boggess, owner of Verde 17 LLC., requesting a 150 space RV Park, known as "Mariposa RV Resort." The project site consists of approximately 17.41 acres. It is generally located off State Route 260 between Finnie Flat Road and Homestead Drive. The site will be accessed off State Route 260 with a secondary emergency access to the north to Homestead Drive.

The applicant proposes that the "resort" will operate year-round, with a host on premises 24/7, and will offer several amenities, like a small convenience store, pool/spa, long-term spots and short-term rental spots, as well as a laundry facility. The applicant is also proposing park regulations that do not allow units older than a certain model year and park quiet hours.

Applicant Presentation: Mr. Ben Boggess, co-owner, provided a presentation of the proposed RV Resort with the site location and park map.

Mr. Ben Boggess addressed the Commission's inquiries concerning stormwater retention, runoff impacts on the Verde River, barrier walls around the park, and the preservation of the Town's Dark Sky.

Town Manager Fisher and Utilities Director Jeff Low (via Zoom), Mr. Tom Boggess and Mr. Ben Boggess responded to questions from the Commission regarding water supply, water usage and water impacts to the Town.

Open Public Hearing: Chair Tippett opened the public hearing at 6:30 p.m.

Public Comment:
Cheri Wishmeyer stated she did not see the 20-foot buffer requirement for landscaping around the perimeter of the property.

Theodore Ryan proposed the installation of a barrier wall around the park to enhance privacy. He also recommended the establishment of a public easement providing access to the river through the park and if access is to be granted, it should be formally designated as a public easement rather than private access to ensure equitable use for all.

Amy Cutler expressed concerns regarding the construction of the proposed RV park, noting that Camp Verde already has a sufficient number of such facilities. Ms. Cutler also raised potential issues related to increased water usage, transient loitering, and the added noise impact on the residents in Verde Ranch Estates.

Sam Gerlach expressed concerns about the safety of the residents in Verde Ranch Estates due to transient individuals loitering in the area and emphasized the need for a barrier between the RV park and Verde Ranch Estates.

Close Public Hearing: Chair Tippett closed the public hearing at 6:38 p.m.

Commission Discussion:
Commissioner Seybold voiced her concerns with the traffic coming off 260 and the lack of a barrier between the Mariposa RV Park and Verde Ranch Estates as well as preserving the Town of Camp Verde Dark Sky, and water usage.

Vice Chairperson McPhail stated that the development of the RV park will be required to comply with all applicable town standards, including setbacks, lighting regulations, and landscaping requirements, which will be thoroughly reviewed during the design review phase of the process. Vice Chairperson McPhail stated that the use permit is required in a C2 zone, and that this property has always been C2, which is a commercially designated use.

Chair Tippett expressed his opposition to the proposed RV park, stating that he does not believe it represents the most appropriate use of the property or serves the best interests of the community, particularly given its proximity to Sycamore Vistas and neighboring residences.

Commissioner Faiella stated he believes this is a positive development for the Town of Camp Verde. Commissioner Faiella voiced his concern on the privacy for the homeowners in the area.

Commissioner Gutierrez thanked the applicant for their presentation and stated the property is zoned for commercial use. Commissioner Guiterrez stated he was in support pf the RV park.

Applicant Tom Boggess expressed his willingness to collaborate with Town staff to address all concerns raised by the Commissioners, specifically the barrier around the property. He also conveyed his intent to foster a positive relationship with both Town staff and residents.

Acting Senior Planner Mulcaire noted that a 20-foot landscaping buffer is required and will be addressed during the development standards review in accordance with the ordinance.

Town Manager Fisher and Acting Senior Planner Mulcaire responded to questions from the Commission.

On a **motion** made by Commissioner Seybold, seconded by Vice Chairperson McPhail, the Commission **moved to recommend approval** to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Use Permit 20240465M to operate a Recreational Vehicle Park (Mariposa RV Park), to be located on parcel 403-23-104T, consisting of 150 RV spaces.

Roll Call Vote:
Commissioner Gutierrez: aye
Vice Chairperson McPhail: aye
Commissioner Seybold: aye
Chairperson Tippett: aye
Commissioner Scantlebury: absent
Commissioner Faiella: aye
Motion Carried 5-0.

8. **Public Hearing: Discussion, consideration, and possible recommendation for approval of Ordinance 2025-A502, an ordinance of the Mayor and Common council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance, Part Two – Zoning Classifications, Section 203 – Use Districts, Subsections B – R1 District; C – R2 District, D – R-R District, and E – RS District, all related to use permits for RV parks; providing for repeal of conflicting ordinances; providing for severability; and setting an effective date.** Staff Resource: Acting Senior Planner Cory Mulcaire.

Staff Presentation: Acting Senior Planner Mulcaire provided an overview of the recommended strikethroughs of the Ordinance, removing the Use Permit RV Park provision from all residential Zoning Districts in the Planning and Zoning Ordinance, which was recommended by the Commission and Town Council.

Open Public Hearing: Chair Tippett opened the public hearing at 6:56 p.m.

Public Comment:
Theordore Ryan stated he wanted clarification on the change to the Ordinance that was approved on Item 7.

Chair Tippett stated he could not address his question for Item 7, since they opened the public hearing for Item 8.

Close Public Hearing: Chair Tippett closed the public hearing at 6:59 p.m.

Town Manager Fisher and Acting Senior Planner responded to questions from the Commission.

On a **motion** made by Vice Chairperson McPhail, seconded by Commissioner Gutierrez, the Commission **moved to recommend approval** of Ordinance 2025-A502, an ordinance of the Mayor and Common council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance, Part Two – Zoning Classifications, Section 203 – Use Districts, Subsections B – R1 District; C – R2 District, D – R-R District, and E – RS District, all related to use permits for RV parks; providing for repeal of conflicting ordinances; providing for severability; and setting an effective date.

Roll Call Vote:
Commissioner Gutierrez: aye
Vice Chairperson McPhail: aye
Commissioner Seybold: aye
Chairperson Tippett: aye
Commissioner Scantlebury: absent
Commissioner Faiella: aye
Motion Carried 5-0.

9. **Current Events** - Individual members of the Commission may provide brief summaries of current events and activities. These summaries are strictly for the purpose of informing the public of such events and activities. The Commission will take no discussion, consideration, or action on any such item, except that an individual Commission member may request an item be placed on a future agenda.

   Vice Chair McPhail, Commissioner Gutierrez, Commissioner Seybold, and Chair Tippett reported on current events they attended.

10. **Staff Comments** - Town staff may provide brief summaries of current events, activities and/or projects they are working on. These summaries are strictly for informational purposes. The Commission will take no discussion, consideration, or action on any such item presented by Town staff, except that an individual Commission member may request an item be placed on a future agenda.

    Acting Senior Planner Mulcaire and Town Manager Fisher reported on current events.

11. **Adjournment**

Chair Tippett adjourned the meeting at 7:13 PM.

W. Tippett
Chairperson Bill Tippett

Leah Rhodes
Attest: Town Clerk Leah Rhodes

CERTIFICATION
I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Planning and Zoning Commission of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on April 3, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 25 day of April, 2025.

Leah Rhodes
Leah Rhodes, Town Clerk

Land Use
Application Checklist

Staff Use Only
Application Number: 2024-0465M
Received By: C. BRYSON
Date: 10.2.24
Fees Paid:
Complete: Y N

Required Items

Complete sets of these documents are required at the time of application.
Please provide (1) paper copy with original signatures and a PDF version of the complete application, except the Site Plan, which requires (5) paper copies and (1) PDF version.

		Staff Use only
1.	Pre-Application meeting with Staff Date: 3.19.2024	(Y) N
2.	Application fee as per the current fee code	Y N
3.	Completed ***Land Use Application*** form	(Y) N
4. ✓	Written Legal Description of property ON SITE Plan	Y N
5. ✓	Neighborhood Meeting Documents (See #12 below)	Y N
6. ✓	Letter of Intent (See attached sample)	(Y) N
7.	Town Engineer or ADOT approval of site access (if applicable)	Y N
8. ✓	Site Plan (11"x 17", or as approved) **(6 paper copies and 1 PDF)**	(Y) N

-See Section 400.D.1 for preparation of a Site Plan-

Vicinity map
- -North arrow, scale (1" =100' or 1" =200'), and date of preparation. ✓
- -Subdivision or block and lot name of the area to be utilized for a Use Permit (if applicable) ✓
- -Locations and boundaries, including dimensions, of property(s) proposed for Use. ✓
- -Acreage or square footage contained within property proposed for Use. ✓
- -Zoning and existing land uses on all lands adjacent to the proposed Use. ✓
- -Location and dimensions for all existing right-of-way within, and adjacent to, the Use. ✓

9. ✓	Completed ***Permission to Enter Property*** statement, signed by the property owner.	(Y) N
10. ✓	Completed ***Waiver of Diminution of Value***, signed and notarized by the property owner.	(Y) N
11. ✓	Provide sufficient stamps to notify all property owners within 300' for notification of public hearing to be sent out by staff. (Use same notification list as the neighborhood meeting).	(Y) N
12. ✓	Neighborhood Meeting Requirements:	

Property owner or designated agent must provide the Community Development Department the following information on the neighborhood meeting with application submittal.

- a. ✓ At least 15 days prior to the meeting, mail letters notifying all neighbors within 300' of the subject property that includes a description of the proposed use; the meeting place, date, and time; and an option to provide written comments. (See attached sample. The letter must be approved by Community Development before sending out to insure proper representation of the issue). Include copies of the notices with your application submittal.
- b. ✓ Post the subject property with the meeting place, date, and time. Provide Community Development with a photo of the sign(s) posted on the property.
- d. ✓ The applicant shall prepare a written summary of the meeting by way of affidavit, including:
  - -A sign in sheet of attendees.
  - -A summary of questions and answers which were discussed with the neighbors.
- di. ✓ Affidavit must be completed and notarized.
- dii. ✓ Include copies of all written comments that were received from the public or agencies. NONE
- diii. ✓ Submit the neighborhood documentation to Staff with the application submittal. If done during the process, then no later than 10 days prior to the public hearing.

*The application must be submitted within 6 months of the neighborhood meeting; otherwise, the neighborhood meeting must be held again.

Please Note: A request will not be scheduled on an agenda until the application is complete. Submittal of an application does not constitute a complete application until it has been verified as complete and confirmation has been given by the planning division to the applicant verbally. Once an application is deemed complete, the application will be scheduled for a public hearing before the Planning & Zoning Commission; if a recommendation is made, then the application will be scheduled for action by the Town Council. The applicant or their designated representative must attend the public hearings when their application is being considered. Failure to attend may result in postponement of action by the Planning and Zoning Commission.

Revised 10/07/2022

Application #: 2024-0465m

RECEIVED
SEP 25 2024

Land Use Application Form

Application is made for:
Zoning Map Change

1. Project Name: Mariposa RV Resort

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

Owner Name: Tom Boggess
Address: 1425 W. Forest Meadows St
City: Flagstaff State: AZ Zip 86001
Phone: 928-607-5600
E-mail: tom@flagstaffstorage.com

Applicant Name: Tom Boggess
Address: 1425 W. Forest Meadows St
City: Flagstaff State: AZ Zip: 86001
Phone: 928-607-5600
E-Mail: tom@flagstaffstorage.com

3. Property Description: **Parcel Number** 403-23-434A **Acres:** 17.4

Address or Location: TBD
Existing Zoning: PAD Existing Use: vacant land
Proposed Zoning: C2 Proposed Use: RV Park

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

Change zoning from PAD to C2 and requesting a conditional use permit for an RV Park.

5. Certification:

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

Owner: Tom J Boggess Date: 9/25/24

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

Applicant: Tom Boggess Date: 9/25/24

Note: 9-495. Arizona Revised Statute In any written communication between a city or town and a person, the city or town shall provide the name, telephone number and email address of the employee who is authorized and able to provide information about the communication if the communication does any of the following:

1. Demands payment of a tax, fee, penalty fine or assessment.
2. Denies an application for a permit or license that is issued by the city or town; or
3. Requests corrections, revisions or additional information or materials needed for approval of any application for a permit, license or other authorization that is issued by the city or town.

An employee who is authorized and able to provide information about any communication that is described above shall reply within five (5) business days after the city or town receives that communication.

Town of Camp Verde

Community Development

♦ 473 S. Main Street, Suite 108 ♦ Camp Verde, Arizona 86322
♦ Telephone: 928.554.0050 ♦ www.campverde.az.gov ♦

PERMISSION TO ENTER PROPERTY

APPLICATION #: 2024-0465m PARCEL NO: 403-23-434A

PROPERTY ADDRESS: YBD

PROPERTY OWNER'S NAME: Tom Boggess

ADDRESS: 1425 W. Forest Meadows St, Flagstaff, AZ, 86001

PHONE NO.: 928-607-5600

I, the undersigned, hereby give permission to the Town of Camp Verde Community Development Department or Public Official, in the discharge of duties stated herein, and for good and probable cause, to enter the above-described property to inspect same in connection with the application made under the terms of Camp Verde Town Codes or Ordinances. Such investigation may be made to determine whether any portion of such property, building, grading or other structure is being placed, erected, maintained, constructed, or used, in violation of the Codes or Ordinances of the Town of Camp Verde or any other agencies that they have agreements with that pertain to the building, grading, placement of structures, or use associated with the property. Such entry shall be within 90 days of the date of my signature or within the active limitations of any permits issued to me by the Town of Camp Verde for land use, building, grading, erecting, maintaining, or constructing. Such entry shall be limited between the hours of 7AM and 6PM MST. I understand that this permission to enter property is OPTIONAL and VOLUNTARILY GIVEN and may be withdrawn or revoked (either in writing or orally) at any time.

Tom Boggess — 9/25/24

Property Owner or Designated Agent — Date

(Must have signed Designation of Agent from Property Owner on file)

Affidavit

I, Jonette Boggess, owner of parcel 403-23-104T have notified the neighbors within 300' of above property, by sending letters on March 25, 2024, to notify them of the neighborhood meeting that I conducted on the 11th day of April 2024.

I posted my property with meeting the date, time, and place, on the 26th day of March 2024, and taken a photograph of such posting.

I, Jonette Boggess, owner of parcel 403-23-104T will provide a summary of neighborhood meeting I conduced to the Planning and Zoning Department of Camp Verde with the associated application submittal, attesting to the issues and concerns discussed at the above neighborhood meeting.

Summary
Statement: Before the neighborhood meeting began, Charlotte Fazsmary called and was concerned that campgrounds have a negative impact on the town because the town doesn't get any tax benefits. She would prefer tiny homes on the project. We responded by saying that most of our sites will be rented for 30 days or less which gives a bed tax to the city, much like hotel rooms.
The neighborhood meeting began at 12:00pm on April 11, 2024, at the entrance of the property. When the meeting began, there were seven people present including Gregg Langefeld, Brian Carlson, Phil Effie, Megan Asbury, and Tom, Davis, and Bennett Boggess. Bennett Boggess presented the meeting to those attending. Bennett described the location of the project in relation to where we were standing, the vision of the project, AI renderings of the campground, and potential logos we would use. Bennett discussed how this project is in a good location and how it will help the community by bringing extra revenue to the town of Camp Verde.

Once Bennett finished his presentation, Gregg asked about the premium sites and Bennett explained that we will be renting out nightly (no more than 30 days) and monthly spaces. Megan, the manager of Verde Ranch Mobile Homes then asked how close our property was to the mobile home park. Bennett said that it was about 130 feet separated by a wash. Phil, tenant in the mobile home park then asked if there would be a fence. We said that we weren't planning on putting up a fence and Phil was nervous that this would bring unwanted neighbors into his backyard. Phil then started talking to Megan about how they need more security in their community because of the homeless people. These two individuals talked for a while and Brian added that more development will push the homeless people out of the area. Tom assured Phil that our price point at the campground would push out unwanted individuals. Tom noted that the clients of the campground will want to stay on the premises because of the nice amenities. Gregg noted that after we develop, the homeless people would move out "like the scorpions". Phil then felt more comfortable after talking to Megan and Tom.
Carrie arrived at 12:10. Megan then asked for a start date and Tom said that he hoped to start construction this winter 2024. Brian then asked where the river access was, and Bennett showed Brian on the map. Megan then said that her company owns a campground (Verde Ranch) and asked how ours would be different because it looks "more resort like". Tom noted that they have a nice campground and asked how many campgrounds the Verde Valley would allow? He then said that our campground is more private and believes that we will offer a more remote feel. Tom

believes there is enough demand in the Verde Valley and Brian and Gregg agreed. Tom noted that there are other campgrounds who are desiring to build, but they are not in a very good location. Phil then asked if we would have security, and Bennett said we would have camp hosts on the premises 24/7.
Darrah, who lives across the river, then arrived at 12:20 and asked when the meeting began and wanted to know where her friends were. She asked how close we would be to the river and Bennett said about a half mile. Darrah said this was terrible because we would ruin the river. She also said there isn't enough water, and she thought any construction was "horrible". Tom assured Darrah that it would be a nice project and that we would get approval from the Town of Camp Verde to use water services. Darrah said that any development is sad and then drove off at 12:25. Phil then said that he doesn't want to see any trash and Brian said that he has seen Tom's developments and said that "Tom builds nice stuff". Tom mentioned to Phil that he is a part owner in Woody Mountain Campground and has managed that park since 2018. Tom encouraged Phil to look at Woody Mountain's website to see the quality of work. Tom noted that his dad lives off Salt Mine Road and said that his desire is to retire in Camp Verde. Gregg was excited about this, and Phil also seemed positive.
Phil was excited that a nice campground could make the area around his home more secure. Gregg said that competition is good and loves the American dream. Carrie said that it looked like a nice product, and she likes the idea of more people because she is from California. Gregg said that we should get a café and he would visit the park. This was the last comment and the meeting ended at 12:57.

There were no written comments that were received.

State of Arizona}
County of ~~Yavapai~~ Coconino}

Signature of Document Signer No. 1

~~Signature of Document Signer No.2~~

Subscribed and sworn to (or affirmed) before me this 10 day of April 20 24.

CHRISTINA HOSCHAIN
NOTARY PUBLIC - ARIZONA
COCONINO COUNTY
COMMISSION # 592655
MY COMMISSION EXPIRES
OCTOBER 28 2024

Signature of Notary

Neighborhood Meeting

Sign in Sheet

PLEASE PRINT

Name	Address	E-Mail
Gregg Langefeld	[redacted]	
~~Tom Boggess III~~		
Brian Carlson		
~~Phil Effie~~		
Megan Asbury		
Carrie Bryant		
Dareth Waters		
Charlote Fazsmary		

Phone Call Couldn't come to Meeting


SPEED
REDUCED
AHEAD
DANGER
NEIGHBORHOOD
MEETING
USE PERMIT - RV PARK
APN 403-23-104Y
LOCATED OFF OF 260
NORTH BETWEEN
FINNIE FLAT AND
HOMESTEAD PARKWAY
THURSDAY
APRIL 11, 2024
12:00 PM









Copper Canyon Fire & Medical District

26B Salt Mine Road, Camp Verde, AZ 86322
http://ccfmd.az.gov Phone (928) 567-9401

December 19th, 2024

Ms. Roxanne Jasman
Chief Building Official
Town of Camp Verde
Community Development
473 South Main Street
Camp Verde, AZ 86322

BPR@campverde.az.gov

Dear Ms. Jasman:

A plan review has been completed for the project listed below.

Description:	Mariposa RV Park
Address:	TBD
Building Permit #:	202404654M
APN:	403-23-104T
Scope of Work:	RV Park Permitted Use-Site Plan Only

Based on the submitted information the following fire code requirements shall be applicable.

The occupancy classification of this proposed project is Group A-3 Buildings Only.

1. Section 106.2: A fire and life safety inspection by the Copper Canyon Fire and Medical District is required, prior to occupancy of the building(s). Inspections are available 8 am – 4 pm, Monday – Thursday, with at least 24-hour notice. Call (928) 567-9401, extension 8005 to schedule an appointment for an inspection.

2. Section 304.3: Waste containers. Storage of combustible rubbish and waste material stored in containers exceeding 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings, or combustible roof eave lines.

3. Section 503: Access. Fire department access roadways shall be provided. Roadways shall meet the listed requirements:

    a. Roadways shall be at least 20 feet wide, except as modified in Appendix D.
    b. Fire apparatus access road grades and surface treatments shall be as follows:
        i. Road grades from 0% up to and including 6% shall have a minimum surface of 4" of compacted 95% AB, or equivalent.

ii. Road grades over 6% up to and including 12% shall have asphalt or equivalent surface or equivalent.
iii. Road grades over 12% up to and including 15% shall have a concrete or equivalent surface.
iv. Road grades exceeding 15% shall not be permitted unless approved by the Fire Marshal.

c. Intersections and turnarounds shall be level (maximum 5%) except for crowning for water run-off.
d. Overhead obstructions shall not be lower than 13 feet 6 inches.
e. The angle of approach and angle of departure shall not be greater than 8 degrees. The angle is formed between the ground and the front or rear point of ground contact of the apparatus. This prevents the front bumper or the tailboard from scrapping the ground at sharp angles.
f. Turning radii shall be no less than 28 feet inside, 50 outside.
g. Dead-ends longer than 150 feet shall be equipped with turn-a-rounds.
h. Bridges or culverts shall be designed to carry the imposed loads, 75,000 lbs. gross vehicle weight, of fire apparatus.
i. Vehicles shall not park in a fashion to obstruct fire lanes. No parking signs shall be installed where parking presents such obstructions if required by the fire official.

NOTE: Roadways for emergency access shall be made available through the site during the construction process.

4. Section D105.2: Aerial fire apparatus access roads. Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet, approved aerial fire apparatus access roads shall be provided, and shall have a minimum unobstructed width of 26 feet, exclusive of shoulders, in the immediate vicinity of the building or portion thereof.

5. Appendix D: Fire department access roadways for residential developments:

   Section D106.2: Projects having more than 200 dwelling units. Multiple-family residential projects having more than 200 dwelling units shall be provided with two separate and approved fire apparatus access roads regardless of whether they are equipped with an approved automatic sprinkler system.

   Section D106.3: Remoteness. Where two fire apparatus access roads are required, they shall be placed a distance apart equal to not less than one-half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses.

6. Section 503.6: Security gates across fire apparatus access roads shall always have an approved means of emergency operation.

   Plans and specifications shall be submitted for review and approval prior to any installation. This is a deferred submittal.

   NOTE: Gated access controls shall be mounted on a dual gooseneck anchor post at each gate, DoorKing model 1200-049 or equivalent. Operation at either gate shall control both gates.

7. Section 505.1: Address Identification. New and existing buildings shall have approved address numbers, building numbers, or building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches high

with a minimum stroke width of .5 inches. Larger numbers, and/or additional locations may be required by the fire code official to facilitate emergency response. Address numbers shall be maintained.

NOTE: Inside addressing needs to be determined for each unit and clearly posted. An addressing plan shall be submitted for CCFMD approval prior to installation.

8. Section 505.2: Streets and roads shall be identified with approved signs. Temporary signs shall be installed at each street intersection when the construction of a new roadway allows for passage by vehicles. Signs shall be of an approved size, weather-resistant, and be maintained until replaced by permanent signs.

   NOTE: Street and road names shall be submitted for CCFMD review to ensure that they do not duplicate or conflict with existing names.

9. Section 506.1: Key Boxes. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary, the installation of a key box is required. This key box is available from Knoxbox.com, follow the red BUY button on the website. The fire agency listed is Copper Canyon Fire and Medical District. The minimum requirement is a 3200 series key box.

10. Section 507.1: Water Supply. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings, or portions of buildings are hereafter constructed or moved onto or within the CCFMD.

    NOTE: Required fire-flows shall be made available prior to any combustible construction materials being brought on site. Fire flow is based on the size and construction type of the proposed buildings.

    Fire hydrants shall be installed in accordance with the local water purveyor and as required by IFC Appendix C Fire Hydrant Locations and Distribution. Hydrants shall be situated on at least six-inch mains, eight-inch if dead-end.

    Plans and specifications shall be submitted for review and approval prior to any installation.

11. Section 507.1: Water mains and their appurtenances shall be installed in accordance with the National Fire Protection Association's pamphlet #24, "**Standard for the Installation of Private Fire Service Mains and Their Appurtenances**", 2016 edition.

    Plans and specifications shall be submitted for review and approval prior to any installation.

12. Section 604: Main electrical shut-off locations indicating what each panel serves shall be labeled. Access to the fire sprinkler riser, fire department connection, and the main fire alarm control panel shall be labeled. The signage shall be white letters with a red background. Alternate signage may be used subject to approval.

13. Section 605.3.1: Labeling. Doors into electrical control panel rooms shall be marked with a visible and legible sign stating ELECTRICAL ROOM or similar approved wording. The disconnecting means for each service, feeder, or branch circuit originating on a switchboard or electrical panelboard shall be legibly and durably marked to indicate its purpose unless such purpose is clearly evident.

14. Section 804: Wall and Ceiling Finish. Interior wall and ceiling finishes shall be classified in accordance with Section 803 of the International Building Code and Table 803.3 of the International Fire Code. Such interior finishes shall be grouped in the following classes in accordance with their flame spread and smoke-developed index. Provide documentation as needed.

15. Section 901.6: Fire Protection Systems Inspection, testing, and maintenance. Fire detection and alarm systems, emergency alarm systems, gas detection systems, fire-extinguishing systems, mechanical smoke exhaust systems, and smoke and heat vents shall be maintained in an operative condition at all times and shall be replaced or repaired where defective. Existing fire protection systems shall have been inspected within the last 12 months except for a kitchen hood fire suppression system which shall be inspected within the last 6 months. All deficiencies shall be corrected. All systems shall be properly tagged. A copy of the last inspection report shall be provided to the Fire Marshal's office.

16. Section 903.2 Fire Sprinklers. If Installing An approved automatic fire sprinkler system

    - National Fire Protection Association's pamphlet #13, **"Standard for the Installation of Sprinkler Systems"**, 2016 edition.
    - National Fire Protection Association's pamphlet #13D, **"Standard for the Installation of Sprinkler Systems in One- and Two-family Dwellings and Manufactured Homes"**, 2016 edition.
    - National Fire Protection Association's pamphlet #13R, **"Standard for the Installation of Sprinkler Systems in Low-rise Residential Occupancies"**, 2016 edition.

    Section 509.2 Equipment access. The fire sprinkler riser room shall only be accessible from the exterior of the building. *Approved* access shall be provided and maintained for all fire protection equipment to permit immediate safe operation and maintenance of such equipment. Storage, trash, and other materials or objects shall not be placed or kept in such a manner that would prevent such equipment from being readily accessible.

    The fire sprinkler riser room shall be a conditioned space, protected from freezing and maintained above 40 degrees Fahrenheit (4.5 degrees Celsius).

    Plans and specifications shall be submitted for review and approval prior to any installation.

17. Section 903.4: Fire Sprinkler System Monitoring. All valves controlling the water supply for automatic sprinkler systems, pumps, tanks, water levels, and temperatures, critical air pressures, and water-flow switches on all sprinkler systems shall be electrically supervised by a listed fire alarm control unit. Provide electronic monitoring as required.

    Plans and specifications shall be submitted for review and approval prior to any installation.

18. Section 904.12: Kitchen Fire Protection. Kitchen equipment, which produces grease-laden vapors, shall be protected in accordance with the National Fire Protection Association's pamphlet #96, **"Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations"**, 2017 edition, and National Fire Protection Association's (NFPA) pamphlet #17A, **"Standard for Wet Chemical Extinguishing Systems"**, 2017 edition. A complete description of the equipment being protected and its intended location under the hood shall be provided. The fire alarm system in this building shall accommodate fire suppression system supervision. Provisions for fuel supply shut down devices for both gas and electricity shall be made.

Plans and specifications shall be submitted for review and approval prior to any installation.

19. Section 609.2: The hood, duct, and ventilator shall be installed in accordance with the National Fire Protection Association's (NFPA) pamphlet #96, **"Standard for the Ventilation, Control and Fire Protection of Commercial Cooking Operations"**, 2017 edition, and National Fire Protection Association's (NFPA) pamphlet #17A, **"Standard for Wet Chemical Extinguishing Systems"**, 2017 edition.

    NOTE: The appliance shall be located under the hood in such a manner that there is a 6" clearance around all sides of the hood.

    a. As per the International Mechanical Code, as adopted by the Town of Camp Verde, a Type 1 hood system shall be designed and installed to automatically activate the exhaust fan whenever cooking operations occur. The activation of the exhaust fan shall occur through an interlock with the cooking appliances, by means of heat sensors, or by means of other approved methods.

    b. Documentation confirming the installation of fire barrier duct wrap for the kitchen hood ductwork shall be provided. An inspection of the duct and hood installation is required.

    NOTE: The hood, duct, and ventilator shall be rated for use with grease-laden vapors.

20. Section 906.1: Fire Extinguishers. All buildings shall be provided with UL-listed or equivalent portable fire extinguishers. Fire extinguishers shall be installed in accordance with the National Fire Protection Association's pamphlet #10, **"Standard for Portable Fire Extinguishers"**, 2018 edition. The travel distance to any fire extinguisher shall not exceed 75 feet from any point in a building. Extinguishers shall be classified at least 2A10BC or greater, containing at least 5 pounds of dry chemical agent. Units shall be serviced and tagged by a reputable fire extinguisher company prior to the unit being displayed for use. Provide a unit near each exit.

21. Section 907.2: Fire Alarm. A fire alarm system based on occupancy classification shall be installed throughout this project. The system shall be installed in accordance with the National Fire Protection Association's pamphlet #72, **"National Fire Alarm Code"** the 2016 edition, and Section 907 of the IFC, 2018 edition.

    Plans, specifications, and battery calculations shall be provided to this office for review.

22. Section 907.2.10 Single- and multiple-station smoke alarms: Listed single- and multiple-station smoke alarms complying with UL 217 shall be installed in accordance with the section and NFPA 72. If more than one smoke alarm is required, they shall be interconnected. Required smoke alarms shall receive their primary power source from the building's wiring. Smoke alarms shall be provided with battery backup.

23. Section 915.1.1 Carbon Monoxide Alarms: Carbon monoxide detection shall be provided in Group I-1, I-2, I-4, and R Group R occupancies and in classrooms in Group E occupancies in the locations specified in Section 915.2 where any of the conditions in Sections 915.2 through 915.6 exist. The carbon monoxide alarms shall be listed as complying with UL 2034 and be installed and maintained in accordance with NFPA 720 and the manufacturer's instructions.

24. Section 1004.7: Outdoor areas. Yards, patios, occupied roof courts, and similar outdoor areas accessible to and usable by the building occupants shall be provided with means of egress. Where outdoor areas are

to be used by persons in addition to the occupants of the building, and the path of egress travel from the outdoor areas passes through the building, means of egress requirements for the building shall be based on the sum of the occupant loads of the building plus the outdoor areas.

25. Section 1004.9: Occupant Load. Posting of occupant load. Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and shall be maintained by the owner or authorized agent. Post signage in the dining and meeting rooms.

26. **Direction of swing.** Pivot or side hinged swinging doors shall swing in the direction of egress travel (Outward) where serving a room or area containing an occupant load of 50 or more persons or a Group H occupancy

27. Section 1008.3.5: Emergency Lighting. Approved emergency lighting shall be provided as required. Provide proper emergency lighting units shall be provided along the path of travel from any exit to the public way.

28. Section 1010.1.9.1: Hardware. Door handles, pulls, latches, locks, and other operating devices on doors required to be accessible by Chapter 11 of the *International Building Code* shall not require tight grasping, tight pinching, or twisting of the wrist to operate. Provide approved hardware.

29. Section 1010.1.9.4 and 1010.1.10: Exit Door Hardware Locks and Latches and Panic and Fire Exit Hardware. Panic hardware is required on all exit doors except main entry, no other security bolt hardware is allowed with panic hardware.

    a. Exception, Main Door. In buildings in occupancy Group A having an occupant load of 300 or less, Groups B, F, M, and S, and in places of religious worship, the main exterior door or doors are permitted to be equipped with key-operated locking devices from the egress side provided:
    b. The locking device is readily distinguishable as locked; a readily visible sign is posted on the egress side on or adjacent to the door stating: THIS DOOR TO REMAIN UNLOCKED WHEN BUILDING IS OCCUPIED. The sign shall be in letters 1-inch high on a contrasting background. The use of the key-operated locking device is revocable by the fire official for cause.

30. Section 1013.1: Exits Signage. Exits shall be identified through approved signage as required. Signs indicating "EXIT" shall be located near each exit door and at changes in direction of the exit travel so that signs are visible from any location in the path of exit travel. Provide proper signage.

31. Section 6104.1: Installation of Liquid Propane Tanks. Liquefied petroleum gas equipment shall be installed in accordance with the *International Fire Code*, Chapter 38, the *International Fuel Gas Code,* and NFPA 58, 2011 edition.

    Plans and specifications shall be submitted for review and approval prior to any installation.

    NOTE: If utilizing liquid propane provide the location(s) of the tank(s) and details.

Fees and Permits: The Copper Canyon Fire and Medical District adopted a revised service/permit fee schedule, which includes construction plan reviews.

This project shall comply with ALL fire code requirements. These comments shall not be meant to exclude any applicable fire code requirements adopted by the Copper Canyon Fire and Medical District or other regulatory agencies. The adopted fire code is based on the 2018 edition of the International Fire Code with amendments as approved by the Arizona State Fire Marshal. The omission of a particular code requirement from the comments above shall not to be construed as permission to violate the code.

If you have any questions concerning these comments, please feel free to contact me at (928) 567-9401 extension 8005 or nbailey@ccfmd.az.gov

Sincerely,

Nate Bailey

Nate Bailey
Fire Marshal

C:

Outlook

Mariposa RV Park

From Rick Tackitt <Rick.Tackitt@campverde.az.gov>
Date Wed 11/27/2024 11:02 AM
To Cory Mulcaire <cory.Mulcaire@campverde.az.gov>
Cc Clifton Bryson <Cliff.Bryson@campverde.az.gov>; Jeff Low <jeff.low@campverde.az.gov>

With the construction of Sycamore Villas, there will be a 12" main to this property. We will require RV Park to continue main extension through their property and connect to existing main on Monarch Ln. If the Park only requires an 8" main, the Town will need to pay the difference between 8" and 12". At the tie in at Monarch Ln, there will need to be a pressure reducing vault installed . This will probably the Towns responsibility. Also, between RV Park property and Monarch, Town has a 16" wide sewer easement with pipe in it to serve RV Park. We may have issues trying to put water in a sewer easement and we may not be able to get separation between water and sewer mains. We have a few things to work out prior to approval.

Rick Tackitt

Water Division Manager
Town of Camp Verde

395 S. Main Street
Camp Verde, AZ 86322

928-554-0882
rick.tackitt@campverde.az.gov
www.campverde.az.gov

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April 16th 2025

Dear Town Camp Verde Council Members, Town Manager, Town Mayor, and Planning Staff,

We are writing to express deep concerns regarding the recent zoning approval of an RV park near Highway 260 and adjacent to established residential communities, including VRE and new low-income housing developments. This location poses significant challenges that must be addressed.

Start with common English.

A Residential is commonly defined as:

"Residential property generally refers to any real estate intended for or used as a dwelling, meaning a place where people live. It encompasses a wide range of structures, from single-family homes to apartments and condos, all of which are primarily designed for residential purposes."

"This defines our VRE community and the two newer ongoing adjacent large developments. "Adjacent to the proposed new RV park".

While some controlled communities accommodated by Camp Verde expansion are necessary for housing and economic growth, approving this development at this location is a serious misjudgment with long-term consequences. Especially at this location. Other locations would prove more suitable in the region away from residential use. Along 260 easterly towards General Crook, for example.

Note: Ev. (March 27th meeting) 2 members of the Planning Commission, including Chairman Tippet, directly voiced his deep concerns about the site's suitability vs best use Yet they passed this through zoning. With limited conditions. However, this zoning approval disregards the integrity of our new CV neighborhoods and as stakeholders in our affordable home purchases create significant issues that must be addressed before proceeding

Do not approve of this site use as an RV park with access to a major artery Highway and adjacent to neighborhoods. It is essentially placing active and noisy lit up truck stop next to residents.

Key Concerns:

- **Traffic & Safety Risks:**
- **Community Impact:** The proximity of transient RV occupants to permanent residences jeopardizes privacy, security, and quality of life—especially for families and home-schooled children using local playgrounds.

- **Noise, Light & Pollution:** Continuous visitor turnover will increase disturbances, affecting the neighborhood's peaceful environment.

- **Traffic & Engineering Review:** Ensure proper North, East, West and South directions with proper sight elevation planning, traffic safety measures, and community protections pertaining to the RV and future easement developments are addressed before development begins. The RV park's entrance on Highway 260 presents safety hazards due to uncontrolled access. A comprehensive traffic study and all necessary safety intersection design with road improvements should be completed before approval. This is an unsafe pathway for proposed uses the design presented is "empty" of ADOT designs for public access to the highway. (maybe it's not evident in the packet?
- **Completion Bonding & Financial Viability:** Developers should prove long-term sustainability before proceeding.
- **Security & Privacy Measures:** Require substantial barriers and vetting processes to mitigate potential risks for current and near future residents.

This RV Park "does not align with Camp Verde's vision for balanced residential", employment, and recreational spaces, it places an RV park with 24/7 activity within a developed neighboring residential area. It does not complete the engineering for public safety, public paths and or highway safety uses now and or the near future. It simply does not address the privacy, the impacts on the major highway 260 intersection and public use issues by a complete set of drawings showing a focus on CV community needs. We ask that you reconsider this approval or, at a minimum, enforce stringent protective conditions to safeguard the integrity of our community.

Please provide the "public" with a copy of the final long term safe intersection design of Highway 260 and the Mariposa RV site. (the completed entrance and exit including regarding safety ie..the final evaluation by ADOT regarding this proposed constant daily use by crossing, turning, and other uses by upscale larger RV trucking .5th wheels and 60 ft+ rigs with additional trailing vehicles. Total lengths often exceed 75 ft.)

The design should expect the known highway dangers of RV traffic to the public as much as possible. Design and approve as needed and place the cost on to the Developer and or future expansions costs.

Please provide the final design of the barrier between VRE and Sycamore Vista lot lines for the public to review.

The proposed RV park is incomplete in our view and careful consideration should be given to any approval.

It would me nice to see it move forward with access via a bridge to Homestead over the wash and also installation of a "major barrier at the easterly side" of the proposed RV site with full enclosures except for emergency exits and normal entrances from Homestead to the RV park. This puts the existing Homestead Rd 4 way stop light for existing safe use by RV's and all they entail.

Camp Verde and the CV taxed residents/public should not risk any risks nor liabilities or costs for any developments. CV is not a partnership with private developers.

Thank you for your consideration.

Sincerely

Ted and Katy Ryan



[redacted]

Please see the next important pages and notes:



Existing RV Park connector to 260 -- 1 mile west of proposed RV park no residential impact/ ADOT approved safe design.



Proposed use of an existing old connector to 260, installed during 260 initial design for cattle access on Simonton Ranch…now not suitable as full use by public



Existing playground for VRE and residents invitees children to play during homeschool or other times with the other open VRE amenities. These activities will become visible from the RV park as the proposed packet shows.

Notes on the land prior to any current developments. (Research)

Scott Simonton bought a parcel of land north of Finnie Flat in 2005 which was previously Harvard Homestead (i.e. Homestead Rd. Got its name) Scott then renamed the section of land Simonton Ranch. (VRE is on that land now, over 200 homes as a residential use (see definition) as historically planned by Harvard and Simonton, so is Sycamore Vista developments.

Since the beginning land owned by Harvard was always intended for the original plan to develop for full residential use in the 1990's but there was no sewer development. Simonton again tried to get the land developed in but 2008 downturn forced the shelving of the project, even after all the land was prepared and graded.

The CV community installed a sewer project parallel to the river. This solved issues and post 2020 economic/increased housing needs in this upturn pushed CV forward during the last few years only. The current economic situation is tenuous.

Notes: Highways Design/ Research

. Pasted from **"YAVAPAI COUNTY ROADWAY DESIGN STANDARDS**"

Deceleration Lanes Developments accessing major collectors and arterials shall install turn lanes/ deceleration lanes. Additional right-of-way required for the additional lane shall be acquired by the developer as part of the installation of the turn lane. The lane length must be determined on a case-by-case basis and must be approved by the County Engineer or his/her designee.

Developments accessing minor collectors may require the installation of right turn deceleration lanes or left-turn lanes as required by the TIA. Turn lane warrants shall be assessed based on Table 7 and Table 8. For industrial or commercial developments with a significant percentage of truck traffic entering the site from a major collector or arterial roadway, driveway right turn deceleration lanes shall be required. All turn lanes that are required must be designed and constructed as a condition of issuance for the access permit.



THIS IS EXTREME RISK WITH RV AND AUTO TRAFFIC ON 260 AND WILL END IN FATALITIES DUE TO RIGS AND PUBLIC INTERACTIONS.

WE DO NOT SEE THIS ADDRESSED IN ANY PACKET ON 3/27/25, THE DATE OF Planning Commission and the proposed RV ZONING APPROVALS.

Outlook

Fw: RV Park

From Miranda Fisher <Miranda.Fisher@campverde.az.gov>
Date Tue 4/15/2025 10:02 AM
To Cory Mulcaire <cory.Mulcaire@campverde.az.gov>

Please include in the Town Council agenda packet when Mariposa RV Park goes before Council. Thanks!

Miranda Fisher, DPA
Town Manager / Interim Community Development Director
Town of Camp Verde
473 S. Main Street
Camp Verde, AZ 86322
Cell Phone: 928-451-3670
Office: 928-554-0001

Camp Verde
ARIZONA
THE CENTER OF IT ALL

From: Peter Glodek [redacted]
Sent: Tuesday, April 15, 2025 8:34 AM
To: Miranda Fisher <Miranda.Fisher@campverde.az.gov>
Cc: Megan Asbury [redacted]
Subject: RV Park

Dear Miranda,

We all have some questions regarding the proposed RV Park.

The following questions should be addressed at the Camp Verde Town Council meeting before any decision is made on approving the RV Park plan:

1. Has the Council done any research on how another RV Park will impact the current residences?
2. Do we need another RV Park? Are we trying to become the RV Park capital of Arizona?

3. What impact will this, as well as the new homes on Homestead Parkway, have on current utilities?

4. With the new community being built on Homestead Parkway, would it not be a better idea to wait until it is completed and occupied to see what impact it will have on the Town's infrastructure?

5. What feedback, if any, have you received from the Town's residences regarding this RV Park? Have you asked for any feedback?

Concerned Residents

Peter & Ronnie L. Glodek

Camp Verde AZ

Dear Town of Camp Verde, Mayor, Manager, Council, and Planning and Zoning Commission

Re: Mariposa Oasis RV Resort

We are responding to a few letters that were submitted after the Planning and Zoning Commission hearing on April 3, 2025. At that meeting Mariposa Oasis RV Resort presented a proposed project and received a 5/0 vote for approval from the Planning and Zoning Commission: along with full staff support. We have been working with the Town of Camp Verde for over a year including working with Jeff Low to help the Town complete a necessary 12" water loop that will increase safety and redundancy of the water system. Mariposa Oasis is happy to address the community's concerns.

In a letter from Ted and Katy Ryan the following concerns were raised.

1. Residential property being in close proximity to a Commercial property.
    - The V17 property, as well as some of the neighboring properties, are zoned C2. The previous PAD zoning would have allowed a high-density residential apartment complex up to 300 units. This would have been significant traffic added to the neighborhood.
2. Community Impact: "concern for privacy, security, and quality of life for families and children"
    - Mariposa RV Resort will adhere to all screening and fencing requirements that will be set forth in site plan review. Currently there are many homeless camps in the washes and desert surrounding these residential and commercial properties. The development of our quality park will remove these homeless encampments. We believe this will increase the security and quality of life for neighboring properties.
3. Noise, Light, and Pollution Concerns: "affecting the neighborhood's peaceful environment"

    - The current peaceful environment is enjoyed due to the V17 property being undeveloped. Any development on this property will create more disturbances than exist now. Currently as evidenced by motorcycle trails, many OHV vehicles have enjoyed unfettered racing over the property. Developing a quality park will remove this nuisance. We will also adhere to all dark sky requirements of Camp Verde.



Camp Verde AZ

4. Traffic and Engineering:

    - This development will be in compliance with the current regulations of the Town of Camp Verde. Mariposa RV Resort is under the understanding that the existing deceleration lanes left turn east bound and right turn west bound are sufficient for the proposed use. Most RV traffic will be exiting Mariposa Oasis RV Resort towards I-17 to the West. When visiting or shopping in Camp Verde many RVers will have a tow passenger vehicle or unhook from the trailer to make these trips into town.

5. Completion Bonding & Financial Viability: "Developers should prove long-term sustainability before proceeding."

    - Mariposa RV Resort does not believe this is a zoning or permitting requirement of the Town of Camp Verde.

    - The current owners of Verde 17 are also owners of the #1 RV resort in Flagstaff Woody Mountain Campground, as well as many other quality businesses.

6. Security & Privacy Measures: "Require substantial barriers and vetting processes to mitigate potential risks for current and near future residents."

    - Mariposa RV Resort will be a high-end RV resort, and our price point will be a barrier to entry for bargain long term RV campers.

In a second letter from Peter and Ronnie L. Glodek the following concerns were expressed.

1. "Has the Council done any research on how another RV Park will impact the current residences?"
    - Mariposa RV Park is not aware of the Council's research, but we have worked with staff and utilities to address concerns.
2. "Do we need another RV Park? Are we trying to become the RV Park capital of Arizona?"
    - We believe this is a good location for an RV park right off the 260 and in a C2/ PAD zone. The Town of Camp Verde has passed new regulations limiting future RV parks in the area.
3. "What impact will this, as well as the new homes on Homestead Parkway, have on current utilities?"

Camp Verde AZ

- We cannot speak to the Towns current utility situation, but we have worked with staff to help improve the current water loop. This will benefit safety and redundancy for fire in the area.

4. "With the new community being built on Homestead Parkway, would it not be a better idea to wait until it is completed and occupied to see what impact it will have on the Town's infrastructure?"
   - This would be a difficult requirement to put on a growing community to wait and see the impact of each development prior to approving any new ones. Development is a necessary part of a growing community. An increased tax base, development fees, and economic growth usually outweigh the negative impact on a town.
5. "What feedback, if any, have you received from the Town's residences regarding this RV Park? Have you asked for any feedback?"
   - Town staff has worked diligently to post all required notices inviting feedback from the local residences. We have had 2 public meetings and addressed many of those concerns.

In closing, we believe Mariposa Oasis RV Resort will be a benefit to Camp Verde. Its location and proximity to highway 260 and I-17 is a good fit for an RV park. Our project will help Camp Verde complete a necessary and much needed 12" watermain loop. We will comply with all current town regulations under the site plan review and permitting process. We have offered screening between Mariposa and VRE and hope to be a good neighbor. We desire your approval and appreciate the opportunity to submit our proposed development.

Sincerely,

Bennett Boggess
Project Manager
Mariposa Oasis RV Resort

Public Notice to be published Saturday April 19 and Tuesday April 22, 2025:
The Town of Camp Verde Town Council is holding a Public Hearing. The public hearing will be held May 7, 2025, at 6:00 pm in the Town Council Chambers at 473 South Main Street in Camp Verde, AZ. The purpose of the hearing is to consider a Zoning Map Change from C2-PAD to C2, as well as a RV Park Use Permit. The parcel is generally located east of State Route 260 between Finnie Flat Road and Homestead Parkway (APN 403-23-104T). For questions or more information, please contact Camp Verde Community Development at 928.554.0066 or cory.mulcaire@campverde.az.gov.
TAG: This notice is for Comm Dev Dept, C2-PAD to C2, RV Park Prmt
2TVIPublish April 19 & 22, 2025


MAY 7, 2025
6:00 PM
APN 403-23-104T
473 S MAIN ST. STE 106
WEDNESDAY
TOWN COUNCIL
PUBLIC HEARING
RV PARK – USE PERMIT
ZONING MAP CHANGE
C2-PAD to C2
SR-260 W
Camp Verde AZ 86322
United States
Apr 10, 2025 at 9:01:07 AM

C2 DISTRICT (Commercial: General sales and services)

1. Purpose:

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

   Permitted Uses and Structures:

   a. Agriculture and cultivation.
   b. Antique Sales.
   c. Automobile & machinery sales (See Section 309 for outside display requirements).
   d. Automobile repair (light).
   e. Automotive service stations.
   f. Baking and confection cooking for on-site sale only.
   g. Bars, tap rooms and nightclubs.
   h. Bed and Breakfast.
   i. Bowling alleys and poolrooms.
   j. Business offices, banks and similar; including drive-through.
   k. Commercial art galleries.
   l. Commercial bath and massage.
   m. Commercial parking facilities.
   n. Community parks, playgrounds or centers.
   o. Custom service and craft shops.
   p. Dancing, art, music, business and trade schools (including permission for public recitals, concerts and dances).
   q. Dwelling unit for one family on any one lot (Manufactured, Modular or Site Built). Mobile Homes Prohibited (See Part 3 Section 306.B.1.b.3).
   r. Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).
   s. Flood control facilities.
   t. Frozen food lockers.
   u. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.
   v. Group or cluster of dwelling units (attached or detached) each having separate individual ownership and providing common services and recreation facilities under unified management.
   w. Historical Landmarks.
   x. Home occupations (See Section 303).
   y. Hospitals, clinics, sanitariums, nursing homes and assisted living care facilities (intermediate, extended and long-term) for the care of humans.
   z. Hotels and motels with five or more guest rooms.
   aa. Keeping of farm animals, limited (See Section 305).

bb. Launderettes (limited to machines not exceeding 25 pounds capacity according to manufacturer's rating).

cc. Miniature golf establishment.

dd. Mortuary.

ee. Multiple dwelling units and apartment hotels.

ff. Nursery schools; day care centers (child or adult).

gg. Offices wherein only professional, clerical or sales services (such as real estate or insurance) are conducted.

hh. Open land carnival and recreation facilities (religious & educational institutions).

p. Other accessory uses commonly associated with primary permitted use (See Section 301 C).

ii. Personal services.

jj. Pet shops within enclosed buildings for the display and sale of household pets and other small animals.

kk. Private clubs and lodges operated solely for the benefit of bona fide members.

ll. Religious institutions (in permanent buildings).

mm. Restaurants and cafes, including drive-through.

nn. Retail sales.

oo. Sales (retail and wholesale) and rentals.

pp. Theaters, auditoriums, banquet and dance halls.

qq. Veterinary services.

rr. Water distillation and bottling for retail sales only.

ss. Microbreweries or Wineries for the manufacture and processing of beer or wine respectively for onsite consumption or wholesale distribution with the following limitations:

1. All such manufacturing and processing activity shall be conducted within a completely enclosed building along with all materials used for manufacture – processing. Products ready for shipping must be stored within a closed building.

2. A microbrewery in the C2 District may process and produce up to 150,000 U.S. Gallons of beer per year.

3. A winery in the C2 District may process and produce up to 18,000 U.S. Gallons of wine per year.

2. Uses and Structures Subject to Use Permit:

a. Government facilities and facilities required for the provision of utilities and public services

b. Outdoor recreation or assembly facilities.

c. Mobile/manufactured home and recreational vehicle parks subject to the requirements of Section 306.

1) Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.

d. Transmitter stations and towers for automatic transmitting.

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

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

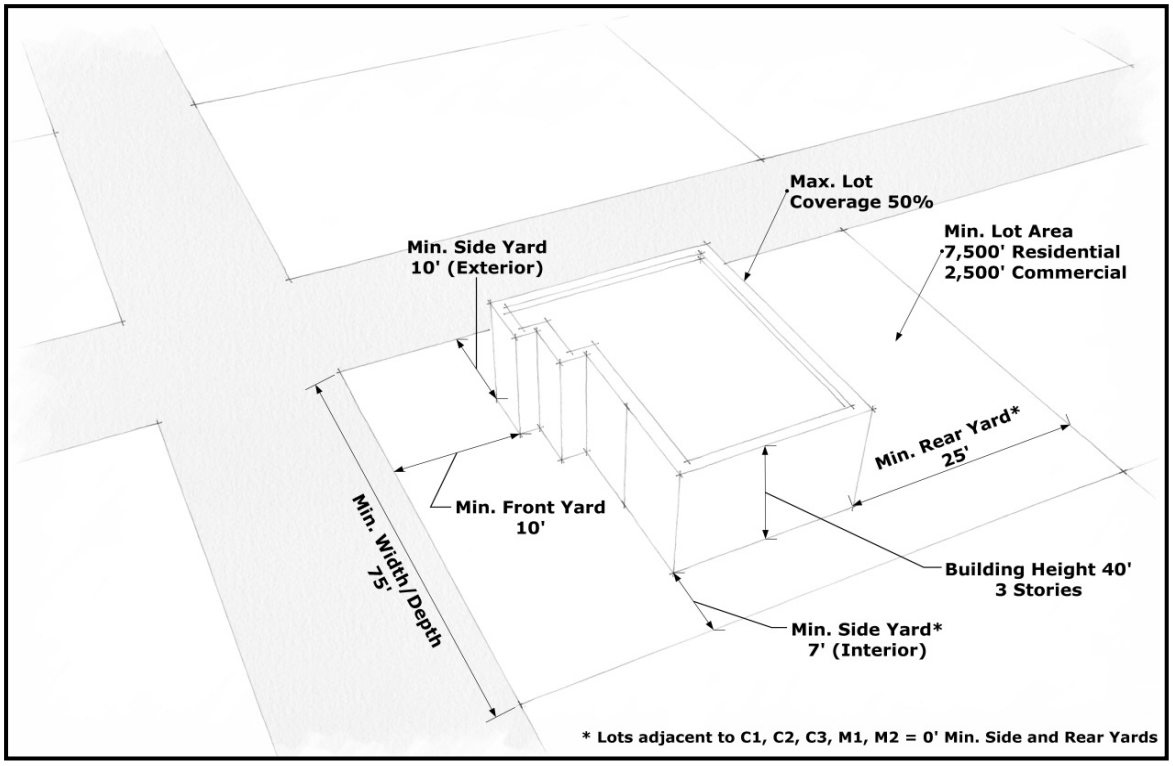
1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.

2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

Table 2-7: C2 Dimensional Standards

Zoning District	C2 – Most of Town	C2 – I-17/SR 260*
Minimum Lot Area (sq.ft.)	7,500' Res., 2,500' Com.	
Minimum Width OR Depth (feet)	75'	
Maximum Bldg Ht (stories)	3	
Maximum Bldg Ht (feet)	40',	60' **Height may be increased to 65' when the building is located within a circle with a 2,500 ft radius measured from the center point of the bisecting Highway 260/I-17 Interchange.**
Maximum Lot Coverage (%)	50%	
Minimum Front Yard (feet)	10'	
Minimum Rear Yard (feet)	0' (25' adjacent to residential zones)	
Minimum Side Yard Interior (feet)	0' (7' adjacent to residential zones)	
Minimum Side Yard Exterior (feet)	10'	

Figure 2-7: C2 Dimensional Standards



SECTION 306 - MOBILE/MANUFACTURED HOME PARKS (MHP & RV PARKS)

A. Mobile/Manufactured Home and Recreational Vehicle Parks Placement Procedure:

1. **Permits:** Permits shall be required for all mobile and/or manufactured homes installed, placed, kept or stored within the limits of Camp Verde (except for unoccupied units on sales lots or authorized storage facilities). Permits shall be issued only for the placement of mobile homes/manufactured homes within mobile/manufactured home parks.

    a. Permits shall be required for all building and structures within mobile/manufactured home or RV parks. It shall be unlawful for any person to construct, maintain or operate any mobile/manufactured home park or RV park within the limits of Camp Verde unless they hold a valid use permit and valid installation permits issued by the Community Development Department for each specific manufactured home, mobile home, or structure.

    The fee for all permits shall be determined by resolution of the Town Council. Issuance of permits shall be made by the Community Development Department and shall be contingent upon compliance with all health laws and regulations of the State of Arizona and the County of Yavapai; and this Zoning Ordinance:

    Permit applications shall be received and processed according to the current codes.

    b. Applications for permits to construct or enlarge mobile/manufactured home parks or RV parks shall be made in writing, signed by the applicant who shall file with the application proof of

ownership of the premises or of a lease or written permission from the owner. The application shall contain a complete set of plans drawn to scale, showing the location of the proposed mobile/manufactured home park or RV park, and which shall include:

1) The areas and dimensions of the tract of land.
2) The maximum number, location and size of all mobile/manufactured home or RV spaces.
3) The location of any existing buildings and any proposed structures.
4) The location and width of access driveways, roadways, parking areas, walkways, and turn-arounds.
5) The location of electrical, water, storm drainage, and sewer lines and the sewage disposal systems.
6) The location and elevation of all flood hazard areas.
7) A contour map showing the proposed grading of the park.

2. **Use Permit Required for Constructing/Enlarging Park**

a. The Use Permit process is required to construct or enlarge a mobile/manufactured home park or RV park by obtaining a recommendation from the Planning and Zoning Commission and approval from the Town Council. Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.

b. Before a Use Permit may be issued:

1) There must be a plan for park development or enlargement approved by the Town Council.
2) The Town Council may require a performance bond from the operator of the park to assure that the park is constructed in a satisfactory manner.
3) The Town Council may require any other improvements and facilities in the interest of public safety, health and welfare. before approving the mobile/manufactured home park or RV park.
4) The Town Council may accept the proposed plan with recommended changes, or reject the plan.
5) Utility service shall not be provided to any unit or other building until approved by the Building Official.

B. Mobile/Manufactured Home and Recreational Vehicle Park Standards:

The following regulations shall apply with respect to mobile/manufactured home parks and all mobile or manufactured homes in a park:

1. Mobile/manufactured home and Recreational Vehicle parks shall be developed in accordance with the following:

a. Mobile/manufactured home and Recreational Vehicle parks shall provide for individual mobile/manufactured home or recreational vehicle spaces, access driveways, parking and open spaces for recreation.

b. Installation permits shall be issued only to those units that qualify under the current codes as a:

1) Manufactured Home. HUD label, Arizona Department of Housing, (ADOH) Office of Manufactured Housing.
2) Factory built building used as a dwelling unit.
3) Mobile home. (Pre June 15, 1976 must have rehabilitation certification issued from the Office of Manufactured Housing. (Ord 2015 A409).

2. A current valid permit is required before installation or placement of an approved unit on a lot, subject to the following:
   a. Permanent piers, blocks, or foundations are required.
   b. Connections to utilities must be made.
   c. The exterior elements shall be installed in accordance with the current codes and maintained in good condition.
      1) For the purpose of this section, skirting and retaining walls shall have an eighteen-inch by twenty-four inch (18" x 24") under floor area access.
      2) Skirting shall be installed around the entire perimeter of the unit, prior to the issuance of a Certificate of Occupancy.
3. A minimum of two vehicular entrances shall be provided for each mobile/manufactured home and recreational vehicle park. One entrance may be kept closed to the general public if provision is made for emergency access.
4. All utility lines, cable TV, and electrical transmission lines shall be placed underground. Each mobile/manufactured home space shall be provided with water, sanitary facilities, electric lines, and telephone lines. Fire hydrants installed by the developer in compliance with applicable Town Ordinances.
5. Refuse collection areas shall be centrally located and screened from public view.
6. Street lighting shall be provided along the park streets for the safety of pedestrians.
7. A strip of land at least twenty feet in width shall be maintained as landscaped area abutting all mobile/manufactured home and recreational vehicle park property lines.
8. Mobile/Manufactured Homes: Installation and Maintenance Standards
   a. Mobile/manufactured homes shall be installed in compliance with the standards prescribed by the Office of Manufactured Housing, for ground level installation; installation of a fully skirted mobile/manufactured home; or installation on a fully enclosed, permanent site-built foundation.
   b. No mobile home, (see Section 103 Definitions MOBILE HOME) may be moved into the Town of Camp Verde unless it has been completely rehabilitated pursuant to the requirements of the Office of Manufactured Housing. Upon completion of all rehabilitation work the owner must obtain a certificate of rehabilitation issued by the Office of Manufactured Housing certifying that the mobile/manufactured home was found to comply fully with mobile home rehabilitation standards prescribed by the Office of Manufactured Housing. The certificate and insignia must then be submitted to the Town of Camp Verde for approval prior to issuance of an installation permit.
   c. Mobile/manufactured homes existing within the Town limits to be moved from a private property or from one mobile/manufactured home park to another mobile/manufactured home park must be completely rehabilitated pursuant to a rehabilitation permit issued by the Office of Manufactured Housing. Upon completion of all rehabilitation work the owner must obtain a certificate of rehabilitation issued by the Office of Manufactured Housing certifying that the mobile home was inspected on (date) by (qualified inspector named) and

found to comply fully with mobile home rehabilitation standards prescribed by the Office of Manufactured Housing. (2015 A409)

d. Mobile/manufactured homes shall be used as dwelling units only.

   1) No mobile/manufactured home or park model shall be placed on a property for use as an accessory structure or storage unit, nor shall be stored on the property unless zoned for such use.

   2) Permits shall be required for the installation, alteration or repair of accessory structures, additions and service equipment in a mobile/manufactured home or recreational vehicle park.

   3) Residential uses in manufactured homes and mobile homes and long term stays in RV Parks, that do not include an enclosed garage, shall provide enclosed storage, attached or detached, of a minimum area of one hundred (100) square feet as an accessory use to such dwellings

   4) If the Town Building Official finds that the work described in the permit application conforms with the Town's codes and that the fees have been paid, a permit shall be issued to the applicant.

e. All existing and new mobile/manufactured units, and all parts thereof shall be maintained in a safe and sanitary condition.

   1) All devices or safeguards (including but not limited to smoke alarms and skirting) which are required by applicable codes or by the manufactured home standards to which it was installed shall be maintained in a safe and sanitary condition.

   2) The exterior elements (including, but not limited to: eaves, awnings, stairs, porches, skirting, and heating and cooling units) of the unit shall be painted and maintained in good condition.

f. Community Use Area shall be at least ten percent of the total area. Such land may include all land devoted to recreation and service facilities, landscaping not included in individual mobile/manufactured home spaces, and accessory parking areas. Such land shall not include recreational vehicle storage areas, private streets, boundary landscaping areas and refuse areas.

   1) Mobile/manufactured home parks shall provide at least ten percent of their total area for recreation or other open space purposes.

   2) Recreational vehicle storage areas:
      i. if provided, shall be at the minimum ratio of 50 square feet of land for each mobile/manufactured home space and shall be a dust-free surface with crushed rock or similar material.
      ii. if no recreational vehicle storage is provided, recreational vehicles shall not be stored at mobile/manufactured home spaces.

g. Parking Requirements:

   1) A minimum of two off-street parking spaces shall be provided for each mobile/manufactured home. The spaces and the drive shall be dust-proofed and surfaced with crushed rock or similar material.

   2) Guest automobile parking shall be provided at a minimum ratio of one and one-half parking spaces for each five mobile/manufactured home spaces (See Section 404).

9. Certificate of Compliance and Business Licenses:

    a. No certificate of compliance or business license for the park shall be issued unless and until thirty percent of the mobile/manufactured home spaces planned in any park, or ten such mobile/manufactured home spaces, whichever is greater, shall have been completely prepared, constructed and equipped for use in all respects.

    b. No certificate shall be issued unless and until a like portion of the mobile/manufactured home park's community facilities such as driveways, laundry facilities, bath, wash and toilet rooms shall have been completely prepared, constructed and equipped for use in all respects.

C. Additional Recreational Vehicle Park Standards

In addition to the requirements of Section 306 B. The following regulations shall apply to all Recreational Vehicle Parks:

1. Recreational vehicle parks shall provide for individual recreational vehicle spaces, access driveways and parking.
2. Each recreational vehicle space shall be at least 1500 square feet in area, and at least thirty feet in width and have a compacted gravel surface at least ten feet in width and twenty feet in depth.
3. A strip of land at least twenty feet in width shall be maintained as a landscaped area abutting all recreational vehicle park property lines.
4. No certificate of compliance or business license for the park shall be issued unless and until all required improvements have been completely prepared, constructed and equipped for use in all respects.

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Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

Agenda Item Type:

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

Requesting Department: Community Development
Staff Resource: Acting Senior Planner Cory Mulcaire

Agenda Title: Public Hearing – Discussion, consideration, and possible approval of Ordinance 2025-A502, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance, Part Two – Zoning Classifications, Section 203 – Use Districts, Subsections B – R1-District; C – R2 – District, D – R-R District, and E – RS District, all related to use permits for RV Parks; providing for repeal of conflicting ordinances; providing for severability; and setting an effective date.

Attached Documents:

- Ordinance 2025-A502
- Exhibit A – Redlined Version
- Exhibit B – Clean Version
- Planning and Zoning Commission Minutes April 3, 2025 / Video: Planning and Zoning Commission, Special Session | Public Meetings Calendar | Town of Camp Verde, AZ
- Public Hearing Notice

Estimated Presentation Time: 10 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 September 12, 2024 Planning and Zoning Commission Regular Session, Town Staff sought recommendations from the Commission to help set priorities for the Community Development Department - Planning Division. The following list was provided and reflected the current priorities identified by Town staff as possible areas for the Community Development Department to focus on:

- General Plan Update
- Comprehensive Zoning Code Update
- Residential & Commercial Uses/Standards & Definitions
- Marijuana Ordinance
- Sign Ordinance
- RV Park Standards & Overlay Zone

- Livestock Ordinance

After a robust discussion, the Commission unanimously agreed to the following as the priorities:

- General Plan Update
- Livestock Ordinance
- Comprehensive Planning and Zoning Plan Update
- Rural Water Management Planning

On September 25, 2024, the Town Council held a Work Session where they discussed the Planning and Zoning Commission's priorities for the Community Development Department. The Council unanimously agreed with the above list and directed staff to proceed accordingly.

Outlined below is an update on where the Town stands on each priority:

- **General Plan Update**
  - This is currently underway, with the Technical Advisory Group (TAG) meeting bi-weekly. The TAG has finished the character areas and will be transitioning to the chapters about economic development; growth areas; cost of development; housing; circulation, trails and transportation; open space and recreation; environmental planning; and water resources.
- **Livestock Ordinance**
  - Ordinance 2024-A494 that was approved by Town Council on November 13, 2024 is now in effect.
- **Comprehensive Planning and Zoning Code Update**
  - The Commission has reviewed Article I, II and III of the Code. The Commission will continue to review one article per month.
- **Rural Water Management Planning**
  - Utilities Director Jeff Low, Planner II Cory Mulcaire, Economic Development Director Molly Davies, Stormwater Specialist Patty Mancini, Councilor Wendy Escoffier, Planning and Zoning Commissioners Cris McPhail and Claudia Hauser, Friends of the Verde River Representative Tony Gioia attended a professionally facilitated 2.5-day workshop to learn, discuss, and develop an action plan to accomplish water resilience through the Growing Water Smart Program, which was approved by Town Council March 19, 2025. One of the outcomes of the action plan was the development of a Rural Water Management Plan under a Town Manager working group.

On February 6, 2025 Planning and Zoning Commission requested that staff ask the Town Council for direction to add an additional Community Development priority, which would be drafting an ordinance to remove the Use Permit provision for RV Park's from all Residential Zoning Districts.

On February 19, 2025, Town Council directed staff to proceed with removing the Use Permit RV Park provision from all residential Zoning Districts in the Planning and Zoning Ordinance.

Planning and Zoning Commission Recommendation:

On April 3, 2025 the Planning and Zoning Commission held a public hearing on Ordinance 2025-A502. On a motion by Vice Chair McPhail and seconded by Commissioner Gutierrez, the Planning and Zoning Commission recommended approval of Ordinance 2025-A502. Motion passed 5-0.

Question(s) before the Commission:

- Does the Planning and Zoning Commission have any questions for the Staff regarding Ordinance 2025-A502?

Proposed Motion(s):

Motion to recommend **approval** of Ordinance 2025-A502, an ordinance of the Mayor and Common council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance, Part Two – Zoning Classifications, Section 203 – Use Districts, Subsections B – R1 District; C – R2 District, D – R-R District, and E – RS District, all related to use permits for RV parks; providing for repeal of conflicting ordinances; providing for severability; and setting an effective date.
OR

Motion to recommend **approval** of Ordinance 2025-A502, an ordinance of the Mayor and Common council of the Town of Camp Verde, Yavapai County, Arizona, amending the Planning and Zoning Ordinance, Part Two – Zoning Classifications, Section 203 – Use Districts, Subsections B – R1 District; C – R2 District, D – R-R District, and E – RS District, all related to use permits for RV parks; providing for repeal of conflicting ordinances; providing for severability; and setting an effective date, **with the following amendments...**

OR

Motion to recommend **denial** of Ordinance 2025-A502.

ORDINANCE 2025-A502

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING THE PLANNING AND ZONING ORDINANCE, PART TWO – ZONING CLASSIFICATIONS, SECTION 203 – USE DISTRICTS, SUBSECTIONS B – R1 DISTRICT; C – R2 DISTRICT, D – R-R DISTRICT, AND E – RS DISTRICT, ALL RELATED TO USE PERMITS FOR RV PARKS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND SETTING AN EFFECTIVE DATE.

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

WHEREAS, Part 6, Section 600, C.1 of the Planning and Zoning Ordinance allows for the amendment, supplementation or change of the zoning text regulations of the Planning and Zoning Ordinance by the Town Council; and

WHEREAS, the Town Council has an abiding interest in protecting the public health, safety, and welfare by establishing requirements for provisions of the Planning and Zoning Ordinance by including definitions and text amendments; and

WHEREAS, Text Amendments may be initiated by the Planning and Zoning Commission, the Town Council, staff of the Town of Camp Verde, or by application of a property owner, per Part 6, Section 600, C.1 of the Planning and Zoning Ordinance; and

WHEREAS, this Text Amendment was initiated by the Planning and Zoning Commission on February 6, 2025, and Town Council on February 19, 2025; and

WHEREAS, these Text Amendments were reviewed by the Planning and Zoning Commission on April 3, 2025, in a public hearing that was advertised and posted according to state law. The Commission recommended the Mayor and Common Council approve these amendments as presented.

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

Section 1. The Mayor and Common Council hereby finds as follows;

A. The proposed Text Amendment will not constitute a threat to the health, safety, welfare, or inconvenience to the general public of the Town of Camp Verde.

B. The proposed Text Amendment is hereby adopted in accordance with Exhibit A. At least

three paper copies or one paper copy and one electronic copy shall remain on file with the Town Clerk in compliance with A.R.S Section 9-802 and kept available for public use and inspection.

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

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

Section 4: This Ordinance shall be effective upon expiration of a thirty (30) day period following the adoption hereof and completion of publication and any posting as required by Arizona State Law; and

Section 5: In accordance with Article II, Sections 1 and 2, Constitution of Arizona, and the laws of the State of Arizona, the Mayor and Common Council has considered the individual property rights and personal liberties of the residents of the Town and the probable impact of the proposed ordinance on the cost to construct housing for sale or rent before adopting this Ordinance.

PASSED AND APPROVED BY A MAJORITY OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ON THIS 7th DAY OF May, 2025.

_____
Marie Moore, Mayor

Attest:

_____
Town Clerk

Approved as to form:

_____
Trish Stuhan-Town Attorney

"Exhibits on file at the Town Clerk's Office, 473 S Main St. Ste 102, Camp Verde. Arizona."

EXHIBIT A

A. R1L DISTRICT (Residential: single-family limited)

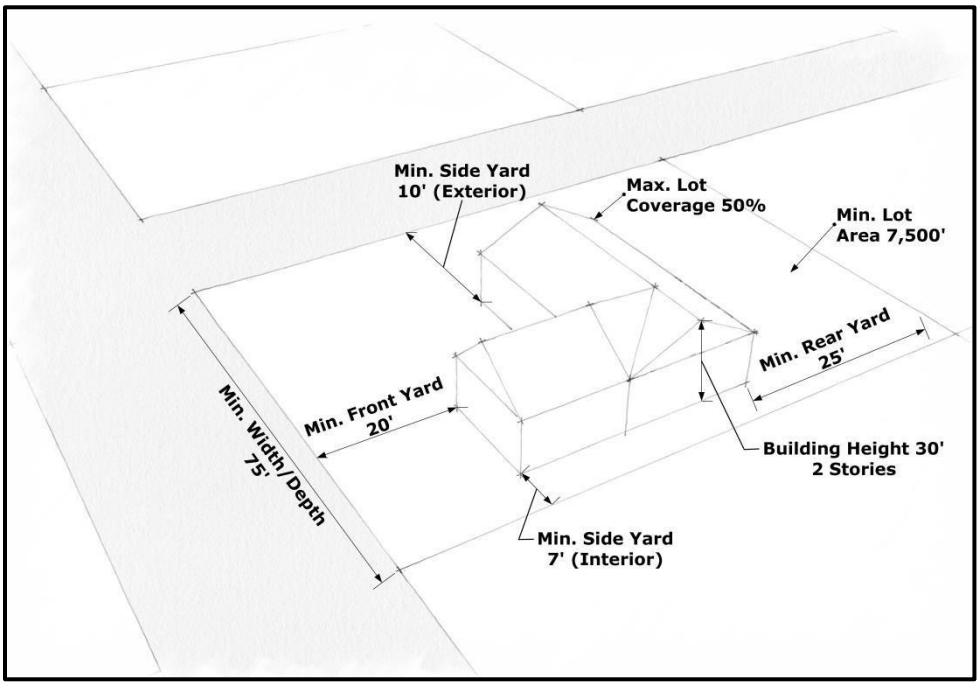
Purpose: The R1L District is intended for site-built and modular single-family residential living, mobile homes and manufactured housing prohibited.

1. Permitted Uses and Structures:
    a. Accessory Dwelling Unit (ADU).
    b. Agriculture and cultivation.
    c. Dwelling unit for one family on any one lot.
    d. Educational institutions (including private schools, provided they offer a curriculum of general instruction comparable to similar public schools).
    e. Flood control facilities.
    f. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.
    g. Historical Landmarks.
    h. Home occupations (See Section 303).
    i. Keeping of farm animals, limited (See Section 305).
    j. Open land carnival and recreation facilities (religious & educational institutions).
    k. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)
    l. Religious institutions (in permanent buildings).
2. Uses and Structures Subject to Use Permit
    a. Community parks, playgrounds or centers.
    b. Government facilities and facilities required for the provision of utilities and public services.
    c. Bed and Breakfast.
    d. Temporary Use Permits, subject to administrative approval (See Section 601.D):
        1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.
        2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

Table 2-1: R1L Dimensional Standards *(updated 2022-A477, 16Aug2023)*

Zoning District	Livable Structures	Accessory Buildings Per Section 301.A.2c(3)
Minimum Lot Area (sq.ft.)	7,500’	7,500’
Minimum Width OR Depth (feet)	75’	75’
Maximum Bldg Ht (stories)	2	2
Maximum Bldg Ht (feet)	30’	30’
Maximum Lot Coverage (%)	50%	50%
Minimum Front Yard (feet)	20’	20’
Minimum Rear Yard (feet)	25’	7’
Minimum Side Yard Interior (feet)	7’	7’
Minimum Side Yard Exterior (feet)	10’	10’

Figure 2-1: R1L Dimensional Standards, Livable Structures



B. R1 DISTRICT (Residential: single-family)

1. Purpose:

   The R1 District is intended for single-family residential living, site-built, modular or manufactured housing. Mobile Homes Prohibited (See Part 3 Section 306.B.1.b.3).

2. Permitted Uses and Structures:

   a. Accessory Dwelling Unit (ADU).

   b. Agriculture and cultivation.

   c. Dwelling unit for one family on any one lot. (See B.1).

   d. Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).

   e. Flood control facilities.

   f. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.

   g. Historical Landmarks.

   h. Home occupations (See Section 303).

   i. Keeping of farm animals, limited (See Section 305).

   j. Open land carnival and recreation facilities (religious & educational institutions).

   k. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)

   l. Religious institutions (in permanent buildings).

3. Uses and Structures Subject to Use Permit

   a. Community parks, playgrounds or centers.

   b. Government facilities and facilities required for the provision of utilities and public services.

   c. Bed and Breakfast.

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

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

   e. Mobile/manufactured home ~~and recreational vehicle~~ parks subject to the requirements of Section 306.

      1) Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.

Table 2-2: R1 Dimensional Standards *(updated 2022-A477, 16Aug2023)*

Zoning District	Livable Structures	Accessory Buildings Per Section 301.A.2c(3)
Minimum Lot Area (sq.ft.)	10,000'(or as determined by suffix)	10,000'(or as determined by suffix)
Minimum Width OR Depth (feet)	80' (or as determined by suffix)	80' (or as determined by suffix)
Maximum Bldg Ht (stories)	2	2
Maximum Bldg Ht (feet)	30'	30'
Maximum Lot Coverage (%)	50%	50%
Minimum Front Yard (feet)	20'	20'
Minimum Rear Yard (feet)	25'	7'
Minimum Side Yard Interior (feet)	7'	7'
Minimum Side Yard Exterior (feet)	10'	10'

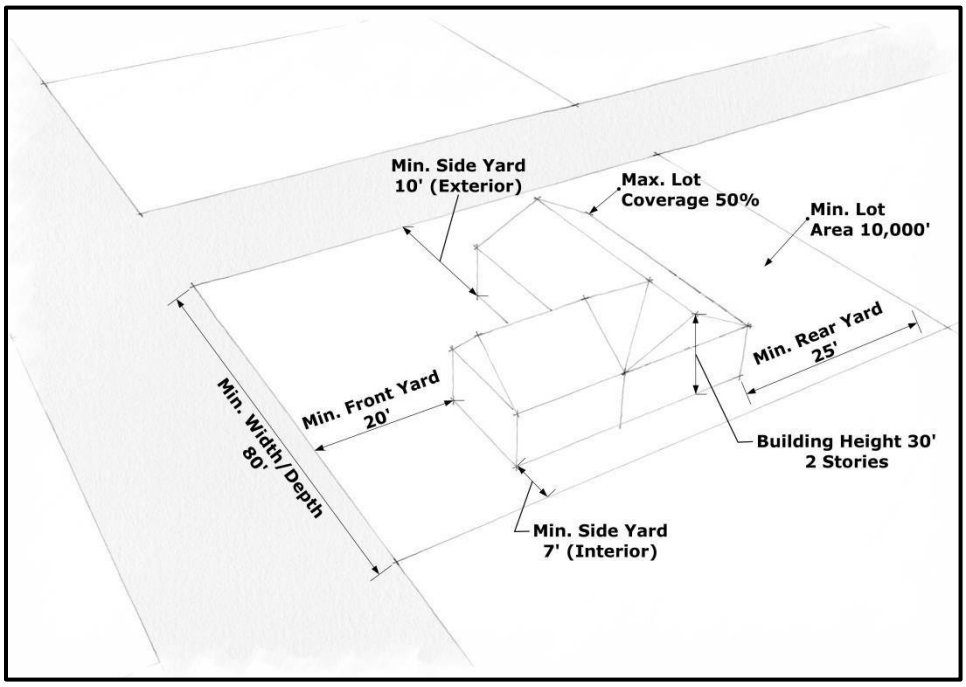


Figure 2-2: R1 Dimensional Standards, Livable Structures

C. R2 DISTRICT (Residential: Duplex & Other Multi-Family Uses)

1. Purpose:
   The R2 District is intended to provide for medium-high density residential living including single-family, site built, modular and manufactured housing, multiple-family and group dwelling units. Mobile Homes Prohibited See Part 3 Section 306.B.1.b.3.

2. Permitted Uses and Structures:
   a. Accessory Dwelling Unit (ADU).
   b. Agriculture and cultivation.
   c. Bed and Breakfast.
   d. Community parks, playgrounds or centers.
   e. Dwelling unit for one family on any one lot. (See C.1).
   f. Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).
   g. Flood control facilities.
   h. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.
   i. Group or cluster of dwelling units (attached or detached) each having separate individual ownership and providing common services and recreation facilities under unified management.
   j. Historical Landmarks.
   k. Home occupations (See Section 303).
   l. Keeping of farm animals, limited (See Section 305).
   m. Multiple dwelling units.
   n. Open land carnival and recreation facilities (religious & educational institutions).
   o. Other accessory uses commonly associated with primary permitted use. (See Section 301 C).
   p. Religious institutions (in permanent buildings).

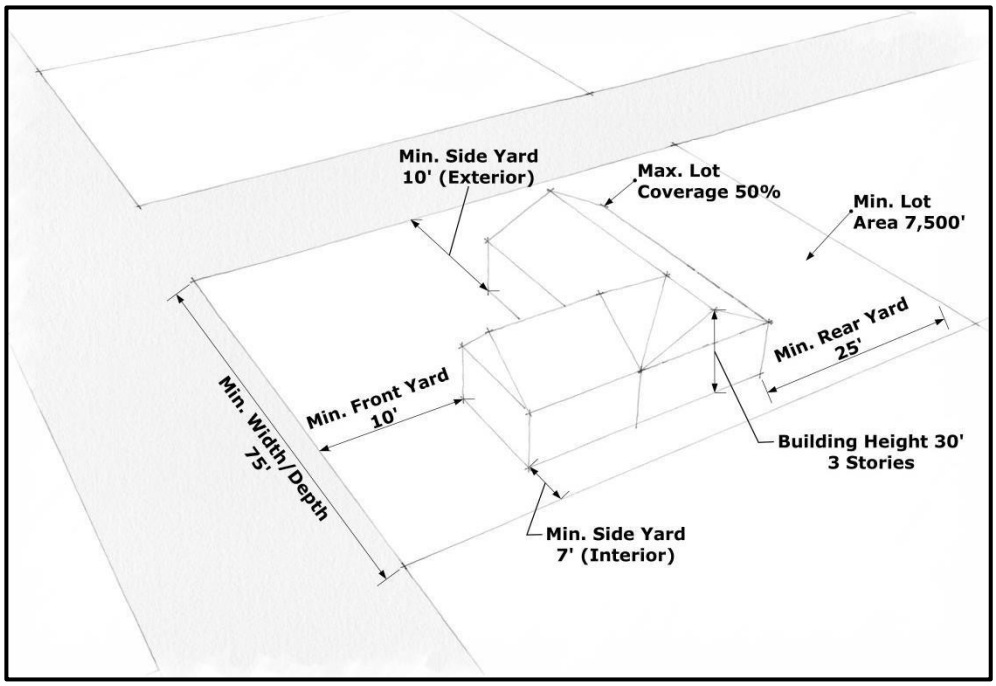
3. Uses and Structures Subject to Use Permit
   a. Government facilities and facilities required for the provision of utilities and public services.
      1) Temporary Use Permits, subject to administrative approval (See Section 601.C): Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed after issuance of a building permit.
      2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks).

   c. Mobile/manufactured home ~~and recreational vehicle~~ parks subject to the requirements of Section 306.
      1) Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.

Table 2-3: R2 Dimensional Standards *(updated 2022-A477, 16Aug2023)*

Zoning District	Livable Structures	Accessory Buildings Per Section 301.A.2c(3)
Minimum Lot Area (sq.ft.)	7,500’	7,500’
Minimum Width OR Depth (feet)	75’	75’
Maximum Bldg Ht (stories)	3	3
Maximum Bldg Ht (feet)	30’	30’
Maximum Lot Coverage (%)	50%	50%
Minimum Front Yard (feet)	10’	10’
Minimum Rear Yard (feet)	25’	7’
Minimum Side Yard Interior (feet)	7’	7’
Minimum Side Yard Exterior (feet)	10’	10’

Figure 2-3: R2 Dimensional Standards, Livable Structures



B. D. R-R DISTRICT (Residential-Rural), (Formerly RCU)

1. Purpose:

   The R-R District is intended to provide a zoning classification for portions of the incorporated area of Camp Verde not presently characterized by urban uses, and to provide for rural, large lot residential uses. Manufactured, Modular or Site Built. Mobile Homes Prohibited (See Part 3 Section 306.B.1.b.3).

   Permitted Uses and Structures:

   a. Accessory Dwelling Unit (ADU).
   b. Agriculture and cultivation.
   c. Bed and Breakfast.
   d. Community parks, playgrounds or centers.
   e. Dwelling unit for one family on any one lot (See D.1).

Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).

   f. Flood control facilities.
   g. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.
   h. Historical Landmarks.
   i. Home occupations (See Section 303).
   j. Keeping of farm animals, limited (See Section 305).
   k. Open land carnival and recreation facilities (religious & educational institutions).
   l. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)
   m. Religious institutions (in permanent buildings).

2. Uses and Structures Subject to Use Permit
   a. Government facilities and facilities required for the provision of utilities and public services.
   b. Veterinary Services.
   c. Mobile/manufactured home ~~and recreational vehicle~~ parks subject to the requirements of Section 306.
      1) Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.

   d. Temporary Use Permits, subject to administrative approval (See Section 601.C):
      1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.
      2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

e. All uses with a valid Use Permit for expanded uses, including those uses listed in items a.-d., above, in effect as of June 24, 2011 will retain all rights associated with the Use Permit for the term of that Use Permit. Prior to the expiration of the said Use Permit, the owner may apply for a Use Permit, subject to all the requirements of Section 601.A-C, to continue the existing uses and any proposed new uses at the sole discretion of and as may be modified by the Town Council. (Ord 2013 A388).

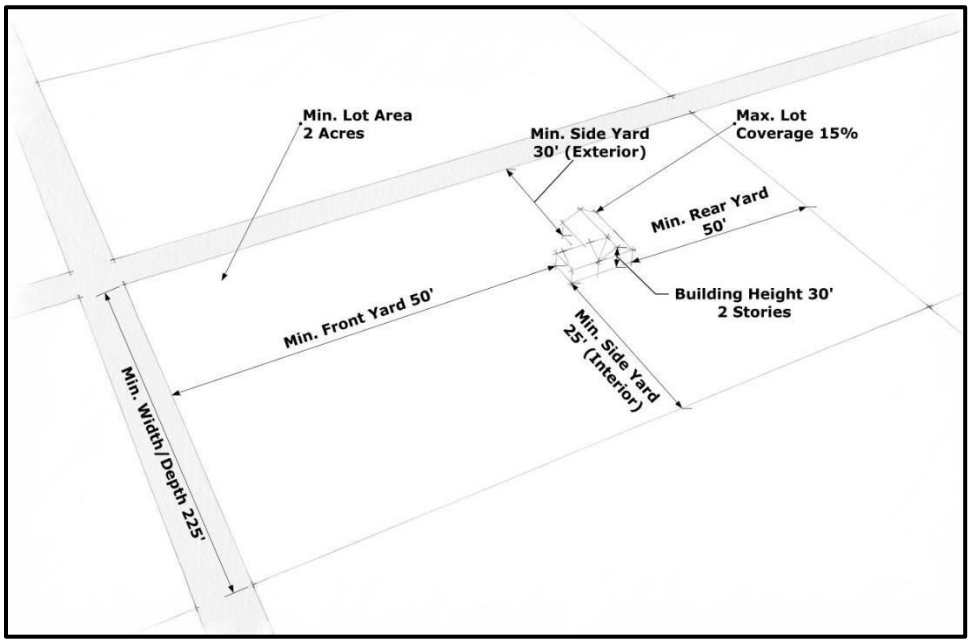
f. Agri-Tourism, Application submission, required information, procedures and review are subject to Use Permit and criteria and specific showings of:
   1) Adequate points of direct ingress and egress for patron safety and direct emergency vehicle access;
   2) Ample on-site parking for normal business activity and provisions for special event overflow parking;
   3) Adequate separation distance limitation of hours of operation, and/or additional measures to mitigate negative effects of lighting, noise, traffic, dust and other detrimental environmental factors on nearby residential uses or vacant residentially zoned property.
   4) Provision for patrons' health, safety and comfort including but not limited to shade, first aid and water stations, sanitary facilities, food and beverages, trash receptacles/removal, and appropriate security.

5) A full two (2) acres (87,120 square feet) parcel is required to obtain a Use Permit for Agri-Tourism (Ord 2015 A206).

Table 2-4: RR Dimensional Standards *(updated 2022-A477, 16Aug2023)*

Table 2-4: R-R Dimensional Standards	Livable Structures	Accessory Buildings Per Section 301.A.2c(3)
Minimum Lot Area (sq.ft.)	87,120' (2 acres)	87,120' (2 acres)
Minimum Width OR Depth (feet)	225'	225'
Maximum Bldg Ht (stories)	2	2
Maximum Bldg Ht (feet)	30'	30'
Maximum Lot Coverage (%)	15%	15%
Minimum Front Yard (feet)	50'	50'
Minimum Rear Yard (feet)	50'	7'
Minimum Side Yard Interior (feet)	25'	7'
Minimum Side Yard Exterior (feet)	30'	30'

Table 2-4: R-R Dimensional Standards, Livable Structues



E. RS DISTRICT (Residential and Services)

1. Purpose:

   The RS District is intended to permit limited services and similar non-residential uses in addition to residential dwelling units. Manufactured, Modular or Site Built. Mobile Homes Prohibited (See Part 3 Section 306.B.1.b.3).

2. Permitted Uses and Structures:

   a. A group or cluster of dwelling units (attached or detached) each having separate individual ownership and providing common services and recreation facilities under unified management.

   b. Agriculture and cultivation.

   c. Bed and Breakfast.

   d. Community parks, playgrounds or centers.

   e. Dwelling unit for one family on any one lot (See E.1).

   f. Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).

   g. Flood control facilities.

   h. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.

   i. Historical Landmarks.

   j. Home occupations (See Section 303).

   k. Hospitals, clinics, sanitariums, nursing homes and assisted living care facilities (intermediate, extended and long-term) for the care of humans.

   l. Keeping of farm animals, limited (See Section 305).

   m. Multiple dwelling units.

   n. Nursery schools; Day Care Centers (child or adult).

   o. Offices wherein only professional, clerical or sales services (such as real estate or insurance) are conducted.

   p. Open land carnival and recreation facilities (religious & educational institutions).

   q. Other accessory uses commonly associated with primary permitted use (See Section 301 C.)

   r. Personal services.

   s. Private clubs and lodges operated solely for the benefit of bona fide members.

   t. Religious institutions (in permanent buildings).

3. Uses and Structures Subject to Use Permit

   a. Government facilities and facilities required for the provision of utilities and public services.

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

      1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.

2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

c. Outdoor recreation or assembly facilities.

d. Veterinary Services.

e. Mobile/manufactured home ~~and recreational vehicle parks~~ subject to the requirements of Section 306.

1) Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.

f. Transmitter stations and towers for automatic transmitting.

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

Table 2-5: RS Dimensional Standards (updated 2022-A477, 16Aug2023)

Zoning District	Livable Structures	Accessory Buildings Per Section 301.A.2c(3)
Minimum Lot Area (sq.ft.)	7,500'	7,500'
Minimum Width OR Depth (feet)	75'	75'
Maximum Bldg Ht (stories)	3	3
Maximum Bldg Ht (feet)	30'	30'
Maximum Lot Coverage (%)	50%	50%
Minimum Front Yard (feet)	10'	10'
Minimum Rear Yard (feet)	25'	7'
Minimum Side Yard Interior (feet)	7'	7'
Minimum Side Yard Exterior (feet)	10'	10'

Figure 2-5: RS Dimensional Standards, Livable Structures

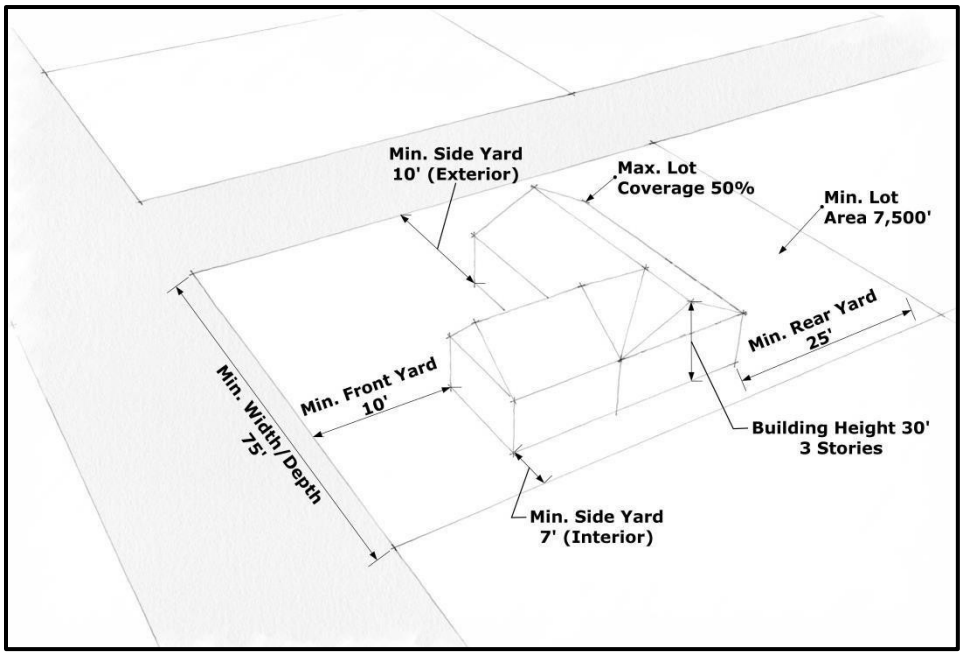


EXHIBIT B

A. R1L DISTRICT (Residential: single-family limited)

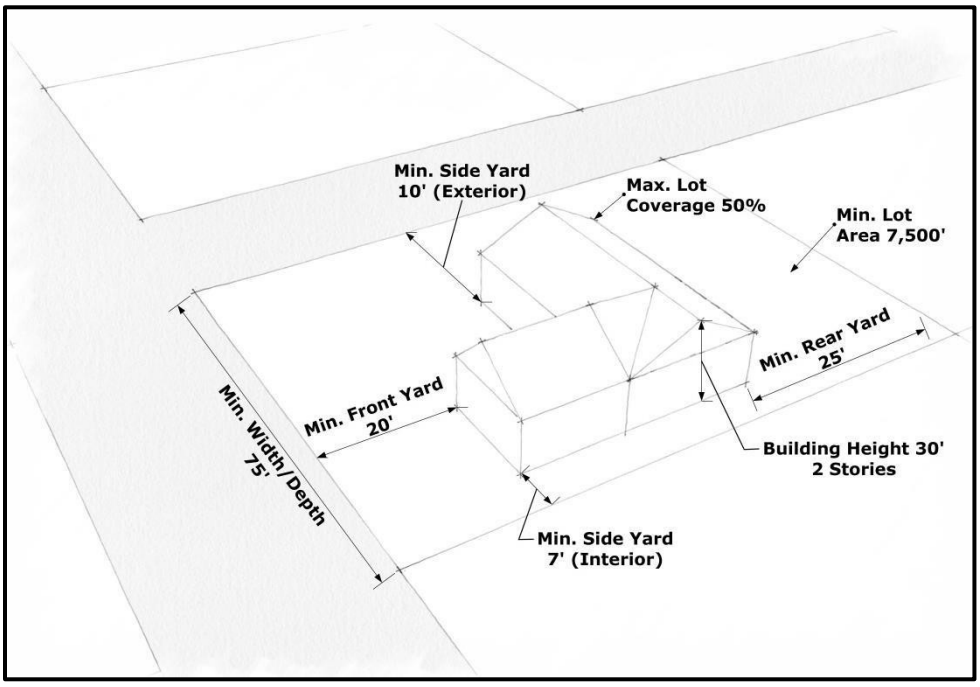
Purpose: The R1L District is intended for site-built and modular single-family residential living, mobile homes and manufactured housing prohibited.

1. Permitted Uses and Structures:
    a. Accessory Dwelling Unit (ADU).
    b. Agriculture and cultivation.
    c. Dwelling unit for one family on any one lot.
    d. Educational institutions (including private schools, provided they offer a curriculum of general instruction comparable to similar public schools).
    e. Flood control facilities.
    f. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.
    g. Historical Landmarks.
    h. Home occupations (See Section 303).
    i. Keeping of farm animals, limited (See Section 305).
    j. Open land carnival and recreation facilities (religious & educational institutions).
    k. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)
    l. Religious institutions (in permanent buildings).
2. Uses and Structures Subject to Use Permit
    a. Community parks, playgrounds or centers.
    b. Government facilities and facilities required for the provision of utilities and public services.
    c. Bed and Breakfast.
    d. Temporary Use Permits, subject to administrative approval (See Section 601.D):
        1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.
        2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

Table 2-1: R1L Dimensional Standards *(updated 2022-A477, 16Aug2023)*

Zoning District	Livable Structures	Accessory Buildings Per Section 301.A.2c(3)
Minimum Lot Area (sq.ft.)	7,500’	7,500’
Minimum Width OR Depth (feet)	75’	75’
Maximum Bldg Ht (stories)	2	2
Maximum Bldg Ht (feet)	30’	30’
Maximum Lot Coverage (%)	50%	50%
Minimum Front Yard (feet)	20’	20’
Minimum Rear Yard (feet)	25’	7’
Minimum Side Yard Interior (feet)	7’	7’
Minimum Side Yard Exterior (feet)	10’	10’

Figure 2-1: R1L Dimensional Standards, Livable Structures



B. R1 DISTRICT (Residential: single-family)

1. Purpose:

   The R1 District is intended for single-family residential living, site-built, modular or manufactured housing. Mobile Homes Prohibited (See Part 3 Section 306.B.1.b.3).

2. Permitted Uses and Structures:

   a. Accessory Dwelling Unit (ADU).

   b. Agriculture and cultivation.

   c. Dwelling unit for one family on any one lot. (See B.1).

   d. Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).

   e. Flood control facilities.

   f. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.

   g. Historical Landmarks.

   h. Home occupations (See Section 303).

   i. Keeping of farm animals, limited (See Section 305).

   j. Open land carnival and recreation facilities (religious & educational institutions).

   k. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)

   l. Religious institutions (in permanent buildings).

3. Uses and Structures Subject to Use Permit

   a. Community parks, playgrounds or centers.

   b. Government facilities and facilities required for the provision of utilities and public services.

   c. Bed and Breakfast.

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

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

   e. Mobile/manufactured home parks subject to the requirements of Section 306.

      1) Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.

Table 2-2: R1 Dimensional Standards *(updated 2022-A477, 16Aug2023)*

Zoning District	Livable Structures	Accessory Buildings Per Section 301.A.2c(3)
Minimum Lot Area (sq.ft.)	10,000'(or as determined by suffix)	10,000'(or as determined by suffix)
Minimum Width OR Depth (feet)	80' (or as determined by suffix)	80' (or as determined by suffix)
Maximum Bldg Ht (stories)	2	2
Maximum Bldg Ht (feet)	30'	30'
Maximum Lot Coverage (%)	50%	50%
Minimum Front Yard (feet)	20'	20'
Minimum Rear Yard (feet)	25'	7'
Minimum Side Yard Interior (feet)	7'	7'
Minimum Side Yard Exterior (feet)	10'	10'

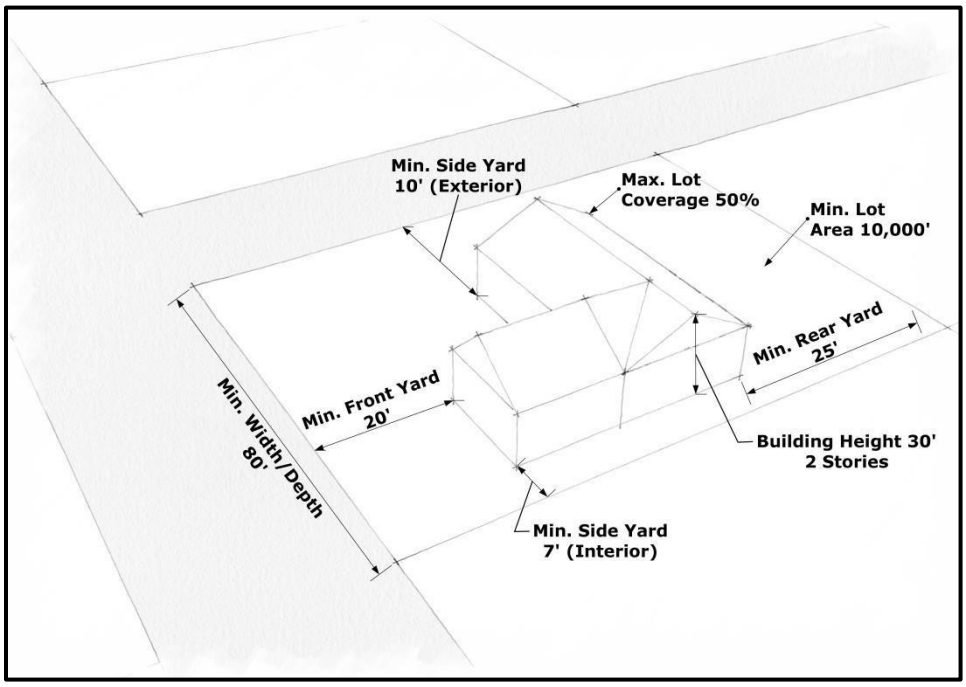


Figure 2-2: R1 Dimensional Standards, Livable Structures

C. R2 DISTRICT (Residential: Duplex & Other Multi-Family Uses)

1. Purpose:
   The R2 District is intended to provide for medium-high density residential living including single-family, site built, modular and manufactured housing, multiple-family and group dwelling units. Mobile Homes Prohibited See Part 3 Section 306.B.1.b.3.

2. Permitted Uses and Structures:
   a. Accessory Dwelling Unit (ADU).
   b. Agriculture and cultivation.
   c. Bed and Breakfast.
   d. Community parks, playgrounds or centers.
   e. Dwelling unit for one family on any one lot. (See C.1).
   f. Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).
   g. Flood control facilities.
   h. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.
   i. Group or cluster of dwelling units (attached or detached) each having separate individual ownership and providing common services and recreation facilities under unified management.
   j. Historical Landmarks.
   k. Home occupations (See Section 303).
   l. Keeping of farm animals, limited (See Section 305).
   m. Multiple dwelling units.
   n. Open land carnival and recreation facilities (religious & educational institutions).
   o. Other accessory uses commonly associated with primary permitted use. (See Section 301 C).
   p. Religious institutions (in permanent buildings).

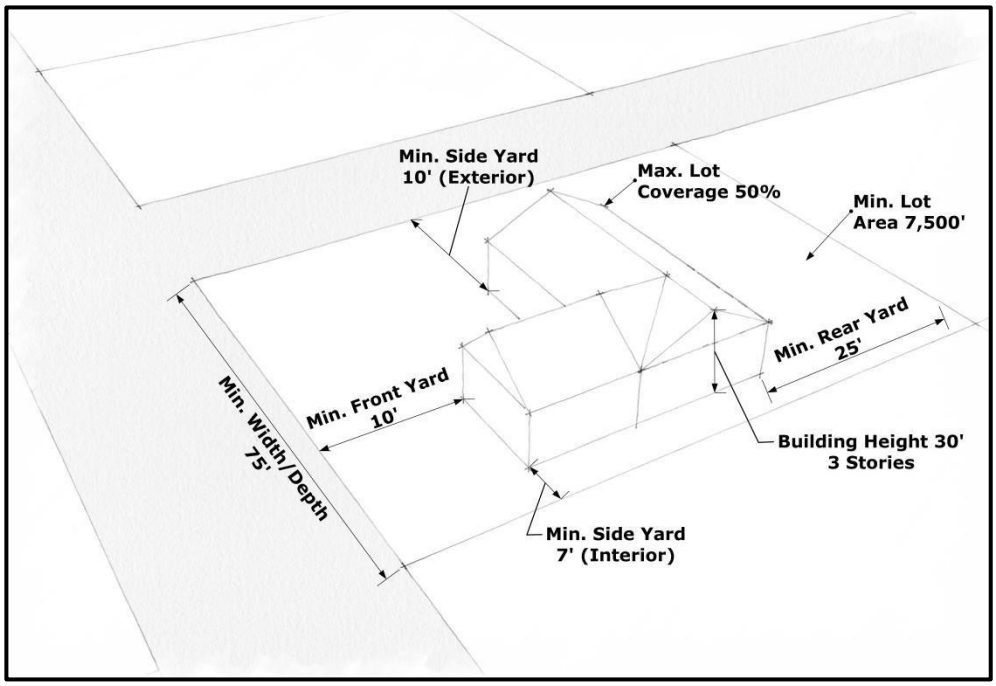
3. Uses and Structures Subject to Use Permit
   a. Government facilities and facilities required for the provision of utilities and public services.
      1) Temporary Use Permits, subject to administrative approval (See Section 601.C): Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed after issuance of a building permit.
      2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks).

   c. Mobile/manufactured home parks subject to the requirements of Section 306.
      1) Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.

Table 2-3: R2 Dimensional Standards *(updated 2022-A477, 16Aug2023)*

Zoning District	Livable Structures	Accessory Buildings Per Section 301.A.2c(3)
Minimum Lot Area (sq.ft.)	7,500’	7,500’
Minimum Width OR Depth (feet)	75’	75’
Maximum Bldg Ht (stories)	3	3
Maximum Bldg Ht (feet)	30’	30’
Maximum Lot Coverage (%)	50%	50%
Minimum Front Yard (feet)	10’	10’
Minimum Rear Yard (feet)	25’	7’
Minimum Side Yard Interior (feet)	7’	7’
Minimum Side Yard Exterior (feet)	10’	10’

Figure 2-3: R2 Dimensional Standards, Livable Structures



B. D. R-R DISTRICT (Residential-Rural), (Formerly RCU)

1. Purpose:

   The R-R District is intended to provide a zoning classification for portions of the incorporated area of Camp Verde not presently characterized by urban uses, and to provide for rural, large lot residential uses. Manufactured, Modular or Site Built. Mobile Homes Prohibited (See Part 3 Section 306.B.1.b.3).

   Permitted Uses and Structures:

   a. Accessory Dwelling Unit (ADU).
   b. Agriculture and cultivation.
   c. Bed and Breakfast.
   d. Community parks, playgrounds or centers.
   e. Dwelling unit for one family on any one lot (See D.1).

Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).

   f. Flood control facilities.
   g. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.
   h. Historical Landmarks.
   i. Home occupations (See Section 303).
   j. Keeping of farm animals, limited (See Section 305).
   k. Open land carnival and recreation facilities (religious & educational institutions).
   l. Other accessory uses commonly associated with primary permitted use. (See Section 301 C.)
   m. Religious institutions (in permanent buildings).

2. Uses and Structures Subject to Use Permit
   a. Government facilities and facilities required for the provision of utilities and public services.
   b. Veterinary Services.
   c. Mobile/manufactured home parks subject to the requirements of Section 306.
      1) Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.

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

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

e. All uses with a valid Use Permit for expanded uses, including those uses listed in items a.-d., above, in effect as of June 24, 2011 will retain all rights associated with the Use Permit for the term of that Use Permit. Prior to the expiration of the said Use Permit, the owner may apply for a Use Permit, subject to all the requirements of Section 601.A-C, to continue the existing uses and any proposed new uses at the sole discretion of and as may be modified by the Town Council. (Ord 2013 A388).

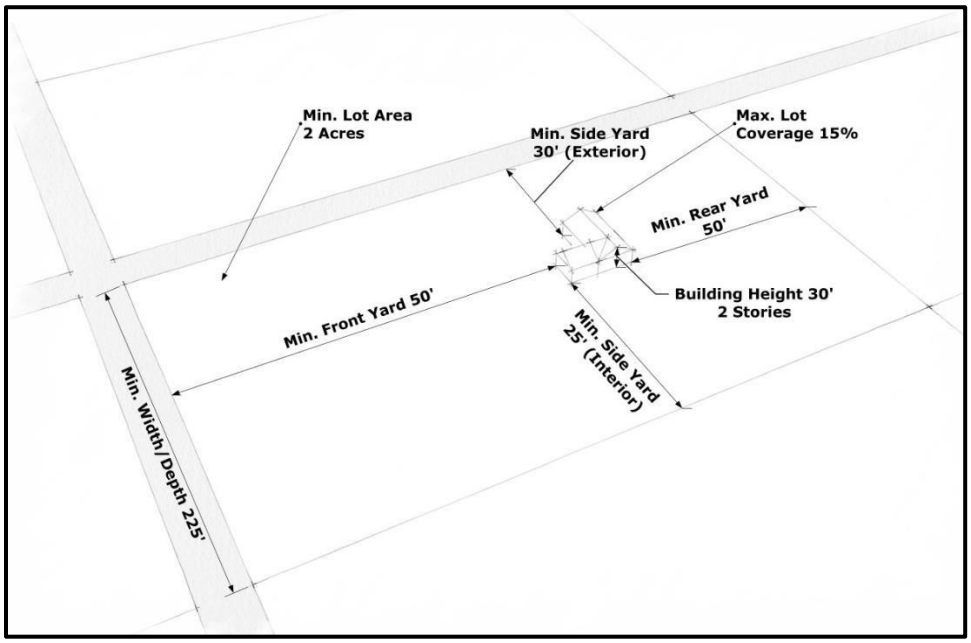
f. Agri-Tourism, Application submission, required information, procedures and review are subject to Use Permit and criteria and specific showings of:
   1) Adequate points of direct ingress and egress for patron safety and direct emergency vehicle access;
   2) Ample on-site parking for normal business activity and provisions for special event overflow parking;
   3) Adequate separation distance limitation of hours of operation, and/or additional measures to mitigate negative effects of lighting, noise, traffic, dust and other detrimental environmental factors on nearby residential uses or vacant residentially zoned property.
   4) Provision for patrons' health, safety and comfort including but not limited to shade, first aid and water stations, sanitary facilities, food and beverages, trash receptacles/removal, and appropriate security.

5) A full two (2) acres (87,120 square feet) parcel is required to obtain a Use Permit for Agri-Tourism (Ord 2015 A206).

Table 2-4: RR Dimensional Standards *(updated 2022-A477, 16Aug2023)*

Table 2-4: R-R Dimensional Standards	Livable Structures	Accessory Buildings Per Section 301.A.2c(3)
Minimum Lot Area (sq.ft.)	87,120' (2 acres)	87,120' (2 acres)
Minimum Width OR Depth (feet)	225'	225'
Maximum Bldg Ht (stories)	2	2
Maximum Bldg Ht (feet)	30'	30'
Maximum Lot Coverage (%)	15%	15%
Minimum Front Yard (feet)	50'	50'
Minimum Rear Yard (feet)	50'	7'
Minimum Side Yard Interior (feet)	25'	7'
Minimum Side Yard Exterior (feet)	30'	30'

Table 2-4: R-R Dimensional Standards, Livable Structues



E. RS DISTRICT (Residential and Services)

1. Purpose:

   The RS District is intended to permit limited services and similar non-residential uses in addition to residential dwelling units. Manufactured, Modular or Site Built. Mobile Homes Prohibited (See Part 3 Section 306.B.1.b.3).

2. Permitted Uses and Structures:

   a. A group or cluster of dwelling units (attached or detached) each having separate individual ownership and providing common services and recreation facilities under unified management.

   b. Agriculture and cultivation.

   c. Bed and Breakfast.

   d. Community parks, playgrounds or centers.

   e. Dwelling unit for one family on any one lot (See E.1).

   f. Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).

   g. Flood control facilities.

   h. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.

   i. Historical Landmarks.

   j. Home occupations (See Section 303).

   k. Hospitals, clinics, sanitariums, nursing homes and assisted living care facilities (intermediate, extended and long-term) for the care of humans.

   l. Keeping of farm animals, limited (See Section 305).

   m. Multiple dwelling units.

   n. Nursery schools; Day Care Centers (child or adult).

   o. Offices wherein only professional, clerical or sales services (such as real estate or insurance) are conducted.

   p. Open land carnival and recreation facilities (religious & educational institutions).

   q. Other accessory uses commonly associated with primary permitted use (See Section 301 C.)

   r. Personal services.

   s. Private clubs and lodges operated solely for the benefit of bona fide members.

   t. Religious institutions (in permanent buildings).

3. Uses and Structures Subject to Use Permit

   a. Government facilities and facilities required for the provision of utilities and public services.

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

      1) Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.

2) Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

c. Outdoor recreation or assembly facilities.

d. Veterinary Services.

e. Mobile/manufactured home parks subject to the requirements of Section 306.

1) Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in any Development Plan thereunder and approved without being subject to a Use Permit application and hearing procedures set forth in Section 601.

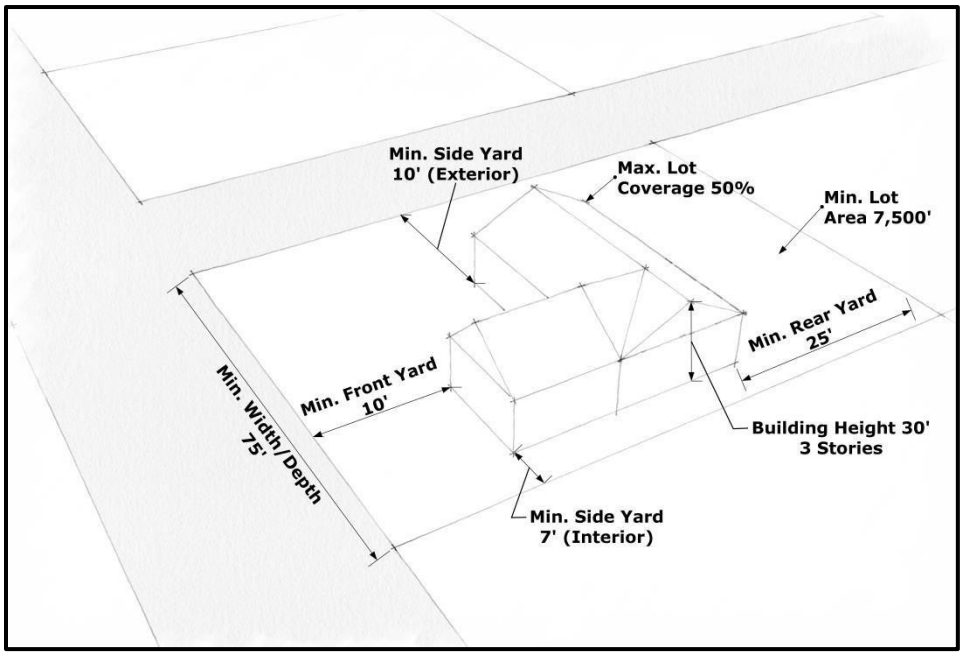
f. Transmitter stations and towers for automatic transmitting.

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

Table 2-5: RS Dimensional Standards (updated 2022-A477, 16Aug2023)

Zoning District	Livable Structures	Accessory Buildings Per Section 301.A.2c(3)
Minimum Lot Area (sq.ft.)	7,500'	7,500'
Minimum Width OR Depth (feet)	75'	75'
Maximum Bldg Ht (stories)	3	3
Maximum Bldg Ht (feet)	30'	30'
Maximum Lot Coverage (%)	50%	50%
Minimum Front Yard (feet)	10'	10'
Minimum Rear Yard (feet)	25'	7'
Minimum Side Yard Interior (feet)	7'	7'
Minimum Side Yard Exterior (feet)	10'	10'

Figure 2-5: RS Dimensional Standards, Livable Structures



AFFIDAVIT OF PUBLICATION

STATE OF ARIZONA)
County of Yavapai) ss.

I, **James Whedon,** being first duly sworn on his oath says:
That he is authorized by the publisher as agent to make this affidavit of publication of VERDE VALLEY NEWSPAPERS, INC., an Arizona corporation, which owns and publishes the **Verde Independent/Bugle**, a two time a week newspaper published in the City of Cottonwood, County of Yavapai that the notice attached hereto, namely,

TOWN OF CAMP VERDE
ZONING AMENDMENT

Has, to the personal knowledge of **18** day of **MARCH, 2025** to the **22** day of **MARCH, 2025,** inclusive without change, or omission, amounting in all 2 insertions, made on the following dates:
MARCH 18 & 22, 2025

By: _____

Dated this 24 day of MARCH, 2025

By: _____
Notary Public

My commission expires:

NANCY J JAMES
NOTARY PUBLIC - ARIZONA
YAVAPAI COUNTY
COMMISSION # 601648
MY COMMISSION EXPIRES
DECEMBER 12, 2027

The Town of Camp Verde Planning and Zoning Commission will hold a public hearing on Thursday April 2, 2025 at 6:00pm in the Town Council Chambers at 473 S. Main Street in Camp Verde, AZ. The purpose of the hearing is to consider an amendment to Section 203.B, 203.C. 203.D. and 203.E of the Planning and Zoning Ordinance. The purpose of this amendment is to remove RV Park Use Permits from all Residential Zoning Districts in the Town of Camp Verde. For questions or more information, please contact Camp Verde Community Development at 928.554.0066 or cory.mulcaire@campverde.az.gov.
2TVIPublish: March 18 & 22, 2025

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Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

Agenda Item Type:

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

Requesting Department: Town Manager **Staff Resource:** Town Manager Miranda Fisher

Agenda Title: Discussion, consideration, and possible direction for distributing the FY25 $50,000 Community Outreach Funds

Attached Documents: N/A

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

Reviewed By:

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

Financial Review (if applicable)**:**

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

Background Information:

Town Council budgeted $50,000 in Community Outreach Funds in FY25 to aid non-profits who serve our community. Town Council opted not to distribute these funds right at the start of the fiscal year due to the challenging financial position the Town was in. Since we are nearing the end of FY25, Town staff feel that the Departments have done enough with regard to savings and cutting back on expenditures, that the Council could move forward with distributing these funds.

In an effort to make the distribution process more equitable, Town staff are recommending that the Town invite all non-profit organizations who directly serve the Camp Verde community and are in good standing with the State of Arizona, to apply for funding through an online application process.

Once the application period closes, the available funds would be divided equally among all eligible applicants. For example, if 10 eligible applications are received, each organization would be awarded $5,000. The reason for the even distribution is to ensure that these funds go to serve the maximum number of agencies vs. just a handful. However, prior to distributing checks, Town staff will bring back before Council an agenda item that provides an overview of the agencies who were eligible to receive funding and the award amount for approval and adjustment if needed or desired by Council.

As a part of the application process, Town would require a brief summary of how the funds were used, which would be shared with Council as well.

Anticipated Timeline:

- Release applications on May 8, 2025.
- Due date for applications set for June 5, 2025.
- Determine award amounts on June 18, 2025.
- Checks cut and distributed by June 30, 2025.

SAMPLE FY25 Camp Verde Community Outreach Fund Application

Introduction:
The Town of Camp Verde is pleased to offer FY25 Community Outreach Funds to support non-profit organizations that directly serve the Camp Verde community.

Applicant Information

- Organization Name: [Text box]
- Primary Contact Name: [Text box]
- Primary Contact Email: [Text box]
- Primary Contact Phone Number: [Text box]
- EIN Number: [Text box]

Eligibility Verification

- Does your organization directly serve the Camp Verde community? [Yes/No checkbox]
- Is your organization in good standing with the State of Arizona? [Yes/No checkbox]
  (If "No" to either question, note that the applicant will be deemed ineligible.)

Brief Description of Services Provided in Camp Verde:
[Short answer text box - max 500 characters]

Acknowledgements:
[Checkboxes for applicant to certify:]

- Our organization is a registered non-profit in good standing with the State of Arizona.
- We understand that funds will be distributed evenly among all eligible applicants. However, Council reserves the right to redistribute funds if they so choose.
- We understand that submission does not guarantee funding if eligibility criteria are not met.
- We agree to submit a brief report (1-2 paragraphs) at the end of the fiscal year describing how the funds were used.

Signature:

- Typed Name: [Text box]
- Title: [Text box]
- Date: [Auto-generated]

Connection to the FY25-FY30 Strategic Plan

This initiative aligns with the Strategic Plan by strengthening support for local non-profits that directly serve Camp Verde residents.

Question(s) before the Council:

- How does the Council feel about the application and distribution process as presented?
- Are there any changes Council would like to make before the applications go out?

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Town Council
Agenda Information Memorandum

Meeting Date: May 7, 2025

Agenda Item Type:

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

Requesting Department: Town Manager **Staff Resource:** Town Manager Miranda Fisher

Agenda Title: Discussion, consideration, and possible approval of Resolution 2025-1178 approving the Congressionally Directed Spending priorities.

Attached Documents:

- Resolution 2025-1178
- CIP Project Sheets

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

Reviewed By:

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

Financial Review (if applicable)**:** All eligible CIP projects were selected for Congressionally Directed Spending application.

- 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 are seeking approval of funding for ten essential infrastructure and public safety projects, following the submission of Congressionally Directed Spending applications last Friday. These projects, which cover areas such as water, wastewater, public safety, and public works, are vital to the ongoing development, safety, and service quality for Camp Verde's residents.

PROJECTS FOR APPROVAL

Town Manager Miranda Fisher and Finance Director Michael Showers selected all the CIP projects that would be eligible for Congressionally Directed Spending to apply for. The projects for which funding has been requested are as follows in order of priority:

1) Northbound Sewer Collection System Expansion
2) Cellebrite Digital Evidence Extraction/Collection Software
3) Simulcast Voted Repeater & Law Enforcement Vehicle Replacement
4) Verde River Estates New Well and Storage Tanks
5) Northbound Highway 260 Production Wells
6) Black Bridge Loop Sewer Main Extension
7) Patrol Rifle & Ballistic Armor

8) Wastewater Treatment Plant Administration Building
9) Moonrise Drive Iron Pipe Replacement
10) 7th Street Sidewalk Project

This post-application resolution is needed to authorize the Town's commitment to these projects.

Connection to the FY25-FY30 Strategic Plan

By applying for Congressionally Directed Spending, the Town is demonstrating its commitment to financial diversity and proactively seeking alternative funding sources for Capital Improvement Projects.

Question(s) before the Council:

- Does the Council have questions for staff?

Proposed Motions:

I move to **APPROVE** Resolution 2025-1178 approving the Congressionally Directed Spending priorities.

OR

I move to **DENY** Resolution 2025-1178.

RESOLUTION NO. 2025-1178

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING THE APPLICATIONS FOR TEN INFRASTRUCTURE AND PUBLIC SAFETY PROJECTS THROUGH CONGRESSIONALLY DIRECTED SPENDING.

WHEREAS, the Town Council of Camp Verde recognizes the importance of continued investment in public infrastructure, public safety, and community development; and

WHEREAS, the Town of Camp Verde has applied for Congressionally Directed Spending to secure funding for ten critical projects in the areas of water, wastewater, law enforcement, and public works, which are vital to the Town's ongoing growth and service delivery; and

WHEREAS, these projects were selected based on their eligibility and importance to the health, safety, and well-being of the community, including key infrastructure improvements and public safety enhancements; and

WHEREAS, the Town has already submitted the necessary applications for these projects as of April 25, 2025, demonstrating its commitment to securing alternative funding sources for Capital Improvement Projects (CIP).

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

Section 1. The Town Council of Camp Verde hereby approves the applications for the following projects through Congressionally Directed Spending:

1) Northbound Sewer Collection System Expansion
2) Cellebrite Digital Evidence Extraction/Collection Software
3) Simulcast Voted Repeater & Law Enforcement Vehicle Replacement
4) Verde River Estates New Well and Storage Tanks
5) Northbound Highway 260 Production Wells
6) Black Bridge Loop Sewer Main Extension
7) Patrol Rifle & Ballistic Armor
8) Wastewater Treatment Plant Administration Building
9) Moonrise Drive Iron Pipe Replacement
10) 7th Street Sidewalk Project

PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS ____ DAY OF _____, 20__.

_____
Marie Moore, Mayor

ATTEST:

_____
Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

_____
Trish Stuhan, Town Attorney
Pierce Coleman, PLLC

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Northbound Sewer Collection System Expansion*

FY26 Impact: *$200,000*

5-Yr Project Cost: *$17,000,000*

New Project or Rollover: *Rollover Project*

Dept/Div: Utilities / *Wastewater*

Contact: *Jeff Low, Chet Teague*

Requested by: *Chet Teague*

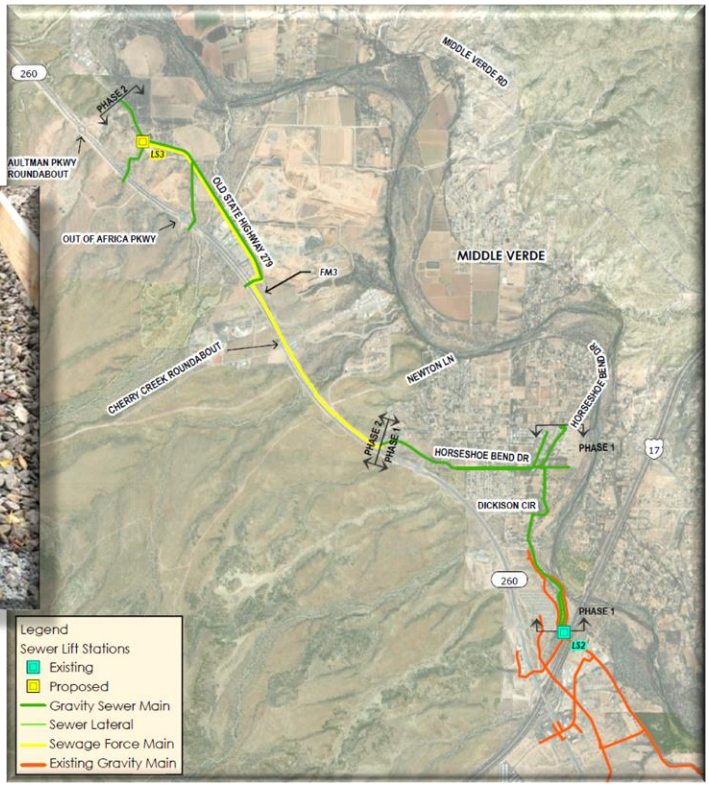
Date Completed: *3/13/24*

Project Summary:

Expand the sewer system northwest along the Highway 260 corridor to convert septic systems to sewer.

Location: State Route 260 Northwest of Interstate 17





Community Impact:

Expand sewer system northwest along the 260 corridor to convert existing septic systems from older residential areas and provide more sewer connection options for development within Town limits.

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Cellebrite (Digital Evidence Extraction/Collection Software)*

FY26 Impact: *$27,000*

5-Yr Project Cost: *$27,000*

New Project or Rollover: *New Project*

Dept/Div: *CVMO*

Contact: *Lieutenant Justin Reay*

Requested by: *Marshal Corey Rowley*

Date Completed: *3/06/25*

Project Summary:

Purchase of Cellebrite software and equipment to unlock, decrypt and extract critical digital evidence from a wide range of digital devices.

Location: 646 S First (CVMO)



Community Impact:

The Camp Verde Marshal's Office is experiencing an increase amount of digital evidence during investigations and currently does not have tools to unlock, extract, nor analyze these devices. Without the proper extraction tools, CVMO is turning away evidence or asking other agencies to assist. When CVMO does deem a device important enough to extract, the wait time could be between three months to twenty-five years. The purchase of the Cellebrite software and equipment will allow CVMO to fully investigate crimes quickly ultimately solving cases, prosecuting offenders, and bringing justice for victims. The list of crimes connected to digital devices are endless and the more affective CVMO can be at investigating these crimes the safer the community will be.

Project Title: *Cellebrite (Digital Evidence Extraction/Collection Software)*

Operational Impact:

Impact on Staffing: There is no impact on staffing.

Impact on operational costs: $18,000 annual fee for program, software, storage maintenance, IT support, continuing proficiency training.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Software, equipment, training	August 2026	$ 27,000
	Total		**$ 27,000**

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Software, equip, storage maintenance (Annual)	$18,000
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.1	3.0	4.4	1.9	13.4

Project Title: *Northbound Sewer Collection System Expansion*

Operational Impact:

Impact of Staff: Additional staff time to maintain lift station and sewer mains.

Impact on operational costs: Electrical and maintenance costs for lift station pumps

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Obtain Sewer Easement for Phase 1/2 and Finalize design	July – June	$200,000
FY27	Phase 1 Project Construction	July – June	$5,500,000
FY28	Phase 2 and Phase 3 Final Design	July – June	$300,000
FY29	Phase 2 Construction	July –June	$6,000,000
FY30	Phase 3 Construction Continued	July – June	$5,000,000
	Total		**$ 17,000,000**

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY30	Wage & ERE	$0
FY30	Supplies and Electricity	$40,000
	Total	**$40,000**

Project Funding:

Tracking Fund: Wastewater Fund

Funding Source: Grant Funds, Partnerships, and Debt Fund

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.7	2.8	2.7	4.4	14.6

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Simulcast Voted Repeater*

FY26 Impact: *$60,000*

5-Yr Project Cost: *$60,000*

New Project or Rollover: *New*

Dept/Div: *CVMO*

Contact: *Cmd. D. Martin*

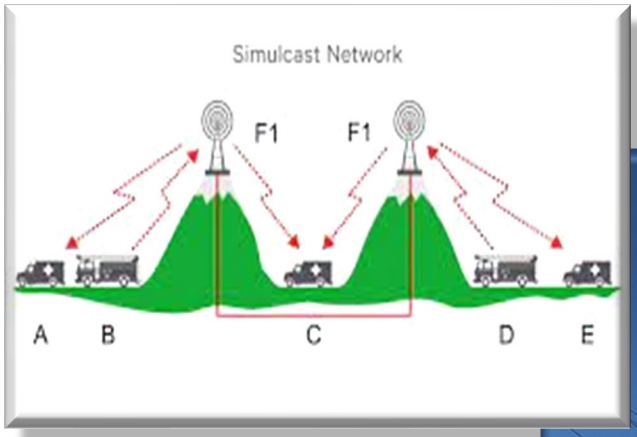
Requested by: *C. Rowley*

Date Completed: *2/12/2024*

Project Summary:

Addition of a Simulcast Voted Repeater in the Verde Lakes area with a licensed microwave.

Location: 646 S 1st Street





Community Impact:

Our current radio system has been identified as being deficient in several areas of Verde Lakes. This was discovered during the flooding we experienced in 2023 and has continued to be an issue. Last year, deputies could not contact dispatch via radio due to the area and terrain, which put the deputies and our community members in danger. The additional repeater would link to our current system and provide increased coverage in the dead areas.

Project Title: *Simulcast Voted Repeater*

Operational Impact:

Impact on Staffing: None. Will be installed by current 3rd party vendor.

Impact on operational costs: None.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Simulcast Voted Repeater	January 2026	$ 60,000
			$
	Total		**$60,000**

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
		$
	Total	**$**

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Transfer from General Fund

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.1	3.5	3.9	1.2	12.7

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Law Enforcement Vehicle Replacement*

FY26 Impact: *$180,000*

5-Yr Project Cost: *$1,070,000*

New Project or Rollover: *New Project*

Dept/Div: *CVMO / Patrol*

Contact: *D. Jacobs*

Requested by: *C. Rowley*

Date Completed: *2/05/25*

Project Summary:

Replacement of 3 older marked Ford Explorer patrol units with excessive mileage and high maintenance costs with 3 new Ford Explorer patrol units. Reutilizing the old patrol upfit components to minimize upfit costs and selling the old units.

Location: 646 S. 1st Street





Community Impact:

The Marshals Office responds to a variety of calls for service throughout the jurisdiction of Camp Verde on a 24/7 basis. Having reliable patrol units able to respond to these calls for service is critical for the safety and welfare of the residents of Camp Verde. Constant use makes these patrol units wear out faster than normal vehicles, leading to high maintenance costs.

Project Title: *Law Enforcement Vehicle Replacement*

Operational Impact:

Impact on Staffing: None

Impact on operational costs: No actual additional costs due to these vehicles replacing currently patrol vehicles.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	3 – Ford Explorer Patrol Units	Feb – Dec 2025	$ 180,000
FY27	1 – Ford Explorer / 2 Chevy Tahoe Patrol Units	Feb – Dec 2026	$240,000
FY28	2- Chevy Tahoe's / 1 Patrol Truck	Feb – Dec 2027	$280,000
FY29	2 – Patrol Trucks	Feb – Dec 2028	$180,000
FY30	2 – Patrol Trucks	Feb – Dec 2029	$190,000
	Total		**$ 1,070,000**

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY25	Fuel	$ 3,800
FY25	Maintenance	$ 2,500
	Total	**$ 6,300**

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.1	3.9	3.7	1.7	13.4

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Verde River Estates New Well and Storage Tanks*

FY26 Impact: *$150,000*

5-Yr Project Cost: *$600,000*

New Project or Rollover: *New*

Dept/Div: *Utilities*

Contact: *J. Low*

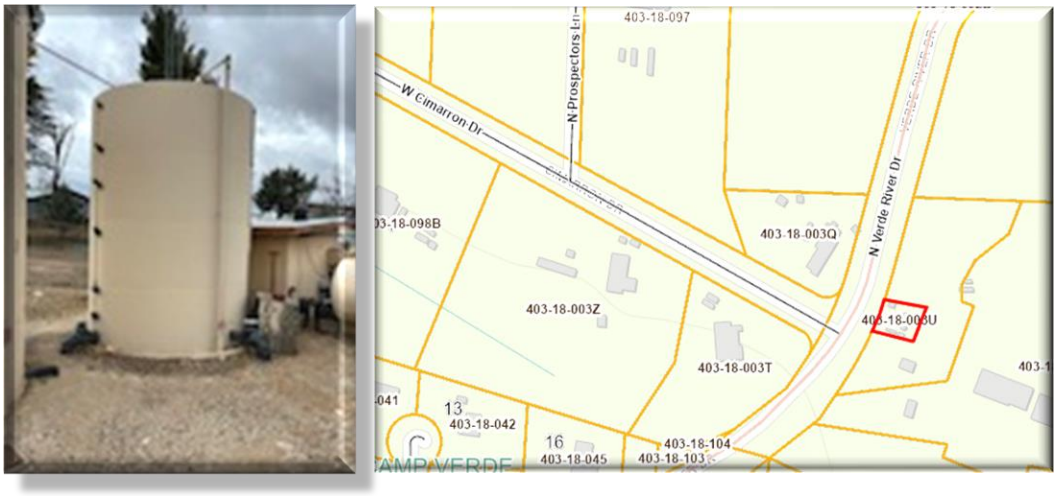
Requested by: *J. Low*

Date Completed: *3/13/25*

Project Summary:

Purchase land near the Verde River Estates Treatment site in FY25 for the drilling and construction of a well in FY27/28.

Location: 3411 N, Verde River Drive



Community Impact:

The existing well pumps 53 GPM and is located within the sub flow zone of the Verde River, within the floodway. The Town would like to purchase additional land near the Verde River Estates Treatment site on APN 403-18-100B. The land acquisition is projected to occur in FY26, new well drilled in FY27, and final site design and construction in FY28.

The new well will add capacity and redundancy to the system and will be located outside of the sub flow zone and floodplain of the Verde River.

Project Title: *Verde River Estates New Well and Storage Tanks*

Operational Impact:

Impact on Staffing: No immediate impact. Staff will need to monitor well drilling, site design and construction.

Impact on operational costs: Minimal long term maintenance costs.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Property acquisition for new well site	July – June	$150,000
FY27	Well drilling and site plan design		$200,000
FY28	Final site construction, well hookup, and abandon old well.		$250,000
	Total		**$600,000**

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY29	Wages & ERE	$0
FY29	Supplies and Electricity	$15,000
	Total	**$ 15,000**

Project Funding:

Tracking Fund: Water Fund

Funding Source: Debt Funding.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.5	2.8	3.4	3.8	14.5

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Northbound Highway 260 Production Wells*

FY26 Impact: *$225,000*

5-Yr Project Cost: *$3,225,000*

New Project or Rollover: *New*

Dept/Div: *Utilities*

Contact: *J. Low*

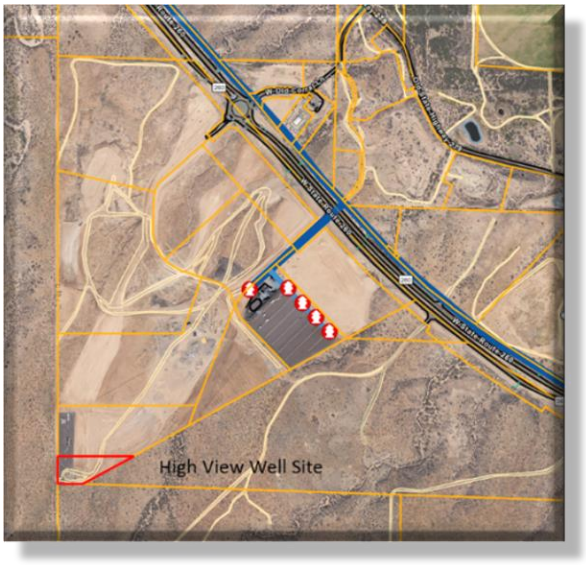
Requested by: *J. Low*

Date Completed: *2/13/24*

Project Summary:

Based on the Town Master Plan, the Town needs at least two additional well sites to increase water production. The well sites are needed to increase the overall water system production.

Location: Within High View PAD, APN 403-15-010B





Community Impact:

Town staff have been working with High View PAD to redevelop an existing 8-inch well site, construct a storage tank facility, and install arsenic treatment. The existing well will pump enough water for the buildout of the future development and is to be funded by the developer. Staff is working on the High View Development Agreement to acquire a 2-acre parcel to establish an additional 18-inch diameter well with arsenic treatment for the site.

Project Title: *Northbound Highway 260 Production Wells*

Operational Impact:

Impact on Staffing: Staff will need to review design; future construction as needed and manage the Water Infrastructure Authority Loan.

Impact on operational costs: Staff will need to maintain the new well, storage tank, arsenic treatment, and backup diesel generator.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Purchase 2 Acre Parcel for Well and Storage Tank Site	July – June	$225,000
FY27			
FY28	Design and Install a New 18-inch Diameter Well at High View	July – June	$1,500,000
FY29	Finalize Site Construction	July26 – Oct26	$1,500,000
	Total		**$3,225,000**

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY29	Wages & ERE	$20,000
FY29	Supplies and Electricity	$60,000
	Total	**$ 80,000**

Project Funding:

Tracking Fund: Water Fund

Funding Source: Development Agreement, Water Enterprise Fund/WIFA Loan.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.9	1.8	4.1	5.0	15.8

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Black Bridge Loop Sewer Main Extension*

FY26 Impact: *$200,000*

5-Yr Project Cost: *$1,700,000*

New Project or Rollover: *Rollover Project*

Dept/Div: *Utilities / Wastewater*

Contact: *Chet Teague*

Requested by: *Jeff Low*

Date Completed: *2/11/25*

Project Summary:

Construct new sewer mains and a future main sewer collection stub.

Location: Black Bridge - Montezuma Castle Road Area





Community Impact:

This project is for construction of new sewer mains on Black Bridge Loop Dr, Zellner Ln, Private Drive, Goddard Lane, Koebrich Lane, and Mosher Lane. Includes a future main sewer collection stub out to the north under Black Bridge to Montezuma Castle Highway toward the schools.

The new sewer mains will provide residents, who have been levied for the district improvements for more than 10 years, with sewer service. The project allows for future expansion to the north, adjacent to Montezuma Castle HWY, and connection of the restrooms at Rezzonico Park.

Project Title: *Black Bridge Loop Sewer Main Extension*

Operational Impact:

Impact on Staffing: Staff to maintain sewer main. Mains will be jetted out once per year. The project takes 2 weeks to complete.

Impact on operational costs: None.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Project Design	Jan25 – Jun25	$ 200,000
FY27	Construction Sewer Main	July - June	$ 800,000
FY28	Construction of sewer piping	July - June	$700,000
	Total		**$ 1,700,000**

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY29	Wages & ERE	$0
FY29	Supplies and Electricity	$0
	Total	**$0**

Project Funding:

Tracking Fund: Wastewater Fund

Funding Source: Debt Funding

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.4	3.0	2.1	2.8	11.3

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *CVMO Patrol Rifle and Ballistic Armor*

FY26 Impact: *$30,000*

5-Yr Project Cost: *$70,000*

New Project or Rollover: *Rollover*

Dept/Div: *CVMO*

Contact: *Lieutenant Justin Reay*

Requested by: *Marshal Corey Rowley*

Date Completed: *2/24/25*

Project Summary:

Upgrade outdated firearms. Purchase of suppressed patrol rifles (AR-15) and ballistic rifle rated body armor plates.

Location: 646 S 1st St (CVMO)





Community Impact:

The current rifles being used were purchased over 11 years ago and are outdated and obsolete compared to the current standards for law enforcement rifles. The Marshal's Office is requesting the purchase of updated rifles w/suppressors to reduce recoil, increase situational awareness, and prevent permanent hearing damage to those present while using the rifle. The rifles would also be equipped with red dot optics to enhance the officer's field of view, allow for quicker target identification, and allow officers to shoot effectively in dynamic situations. In conjunction, the purchase of eight sets of rifle-rated protective body armor will equip members of the Camp Verde Marshal's Quick Response team (QRT) with rifle-rated protection, ultimately saving deputy lives. The purchase of new patrol rifles and ballistic armor will properly equip the Marshal's Office to be able to safely handle dangerous and high priority incidences, ultimately protecting the Town's citizens.

Project Title: *CVMO Patrol Rifle and Rifle Ballistic Armor*

Operational Impact:

Impact on Staffing: There will be no impact on staffing.

Impact on operational costs: There will be no additional operational cost. The Marshal's Office already has an ammunition budget which will not be affected.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY25	Purchase of 15 rifles - Completed	July 2024	$ 38,700
FY26	Purchase of 10 rifles and 5 sets of Ballistic armor plates.	July 2025	$ 30,000
	Total		**$ 68,700**

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
NA		
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.0	4.1	4.0	2.2	14.3

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Wastewater Treatment Plant Administration Building*

FY26 Impact: *$110,000*

5-Yr Project Cost: *$110,000*

New Project or Rollover: *New Project*

Dept/Div: Utilities / *Wastewater*

Contact: *Jeff Low, Chet Teague*

Requested by: *Chet Teague*

Date Completed: *3/10/25*

Project Summary:

Replace current office with a tough-shed style building on a pour-in-place slab.

Location: 880 S Cowboy Trail





Community Impact:

The current office is a singlewide mobile style office. The Office is small and is in disrepair. This project will replace the current office with a tough-shed style building placed on a pour-in-place slab.

This will create a safe workspace for the Town's employees.

Project Title: *Wastewater Treatment Plant Administration Building*

Operational Impact:

Impact on Staffing: N/A

Impact on operational costs: N/A

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Wastewater Treatment Plant Administration Building		$ 110,000
	Total		**$ 110,000**

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	Wages & ERE	$ 0
FY26	Supplies and Electricity	$0
	Total	**$0**

Project Funding:

Tracking Fund: Wastewater Fund

Funding Source: Wastewater cash funding

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.2	3.4	1.9	1.7	10.2

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Replace Iron Pipe at Moonrise Drive*

FY26 Impact: *$75,000*

5-Yr Project Cost: *$525,000*

New Project or Rollover: *New*

Dept/Div: *Utilities*

Contact: *Rick Tackitt*

Requested by: *Rick Tackitt*

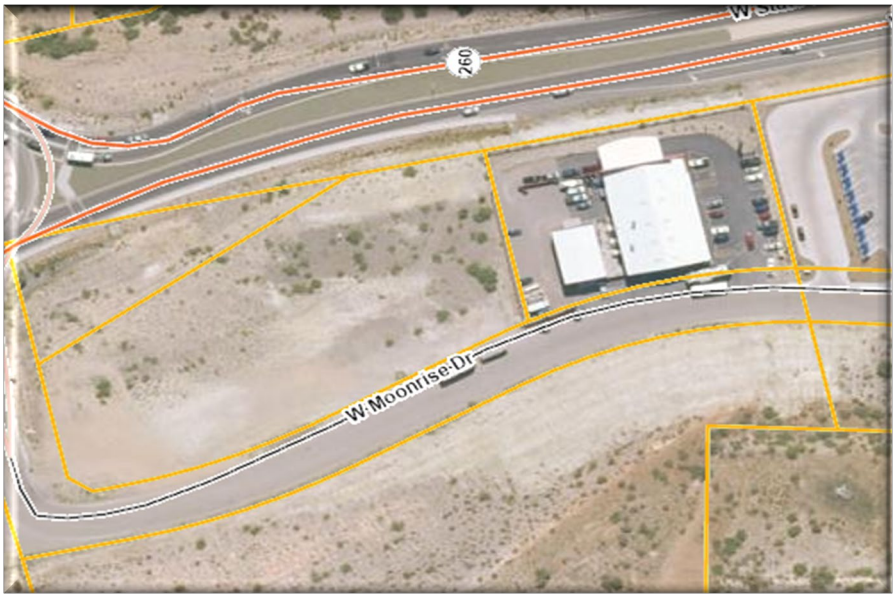
Date Completed: *3/13/25*

Project Summary:

Replace 1500 feet of deteriorating 12” Ductile Iron Pipe at Moonrise Drive

Location: 1900 Moonrise Dr





Community Impact:

A 500-foot section of this pipeline has already been replaced because of multiple leaks. We have searched and fixed two leaks in the area this year. Every place we have inspected the pipe show terrible deterioration and will continue to be a recurring leak problem. This pipeline serves a body shop, car wash, gas station w/convenience store and restaurant at the busy I-17/ Hwy 260 intersection. This project will need to be completed with a minimum of water outage.

Project Title: *Replace Iron Pipe at Moonrise Drive*

Operational Impact:

Impact on Staffing: Staff is spending more time chasing down leaks and repairing them on this section of pipe. A lot of staff time, parts repair and equipment time is being wasted on temporary repairs on a pipe we know needs replaced.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Design Water Main Replacement	September - May	$ 75,000
FY27	Construction for Water Main Replacement	December - March	$450,000
FY28			
FY29			
FY30			
	Total		**$ 525,000**

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY25	Wages & ERE	$0
FY25	Supplies	$0
	Total	**$0**

Project Funding:

Tracking Fund: Water Fund

Funding Source: Design – Cash
Construction - Debt

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
5.0	5.0	5.0	3.0	18.0

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *7th Street Sidewalk Project*

FY26 Impact: *$750,000*

5-Yr Project Cost: *$750,000*

New Project or Rollover: *New*

Dept/Div: *Public Works*

Contact: *M. Smith*

Requested by: *M. Smith*

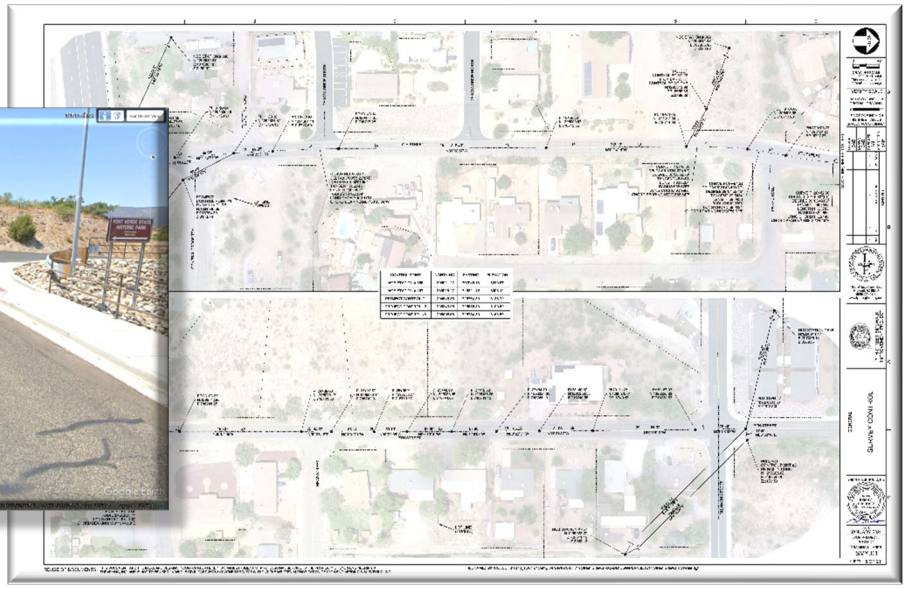
Date Completed: *2/14/2025*

Project Summary:

This project will add concrete curb & gutter and sidewalk along East side of 7th Street between Head Street and General Crook Trail.

Location: 7th Street





Community Impact:

This project will extend the sidewalk, which currently ends at Head Street, south along 7th Street to General Crook Trail. At completion, this project will provide enhanced multimodal facilities along 7th Street, making it safer for both pedestrian and vehicular traffic. All design work is complete, and staff is ready to move into the construction phase.

Project Title: *7th Street Sidewalk Project*

Operational Impact:

Impact on staffing: No additional impact anticipated.

Impact on operational costs: No additional impact anticipated.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Project Construction		$ 750,000
	Total		**$ 750,000**

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	No anticipated impact.	
	Total	**$ 0**

Project Funding:

Tracking Fund: CDBG Fund

Funding Source: CDBG Grant funding

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.0	2.4	3.5	2.0	10.9