



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
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 24, 2025 at 6:00 P.M.
ZOOM MEETING LINK:
<https://us02web.zoom.us/j/85301253223?pwd=hjJCvX1Jo3BatMbuT07ZKPzkAkRLPI.1>
one Tap Mobile: 1-253-215-8782 or 1-346-248-7799
Meeting ID: 853 0125 3223
Passcode: 459809**

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, Robert Foreman, Robin Godwin, Jessie Murdock, Patricia Seybold, Vice Mayor Wendy Escoffier, 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 (Public Portion) – August 27, 2025 at 4:15 p.m. Pg. 5
 - 2) Work Session – August 27, 2025 at 5:00 p.m. Pg. 7
 - 3) Work Session – September 3, 2025 at 5:00 p.m. Pg. 11
 - 4) Regular Session – September 3, 2025 at 6:00 p.m. Pg. 13
 - b) **Set Next Meeting, Date and Time:**
 - 1) Special Session – October 8, 2025 at 6:00 p.m.
 - 2) Regular Session – October 15, 2025 at 6:00 p.m.
 - 3) Work Session – November 5, 2025 at 5:00 p.m.
 - 4) Regular Session – November 5, 2026 at 6:00 p.m.
 - c) **Consideration and possible approval of Resolution 2025-1193 to enter into an Intergovernmental Agreement with the Yavapai County Flood Control District for financial contributions from the District to the Town for Fiscal Year 2025-2026.** Staff Resource: Utilities Director Jeff Low. Pg. 23
 - d) **Consideration and ratification of the patrol vehicle CIP allocation**

adjustment from \$180,000 to \$194,930.57. Staff Resource:
Acting Town Marshall Dan Jacobs. Pg.33

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.
 - **Administration of Oath of Office of Newly Hired Town Employees.** Staff Resource: Town Clerk Leah Rhodes. Pg.41
 - **Parks and Recreation Commission Quarter Two 2025 Update.** Resource: Parks and Recreation Commission Chair Dave Grondin. Pg. 47
 - **Presentation of General Plan Draft Elements: Transportation & Circulation, Open Space, Outdoor Recreation, Trails, Environment & Land Use, Water Resources, and Historical.** Staff Resource: Town Manager Miranda Fisher. Pg. 49
 - **Presentation of the FY26 Strategic Plan Action Plan Quarterly Update.** Staff Resource: Town Manager Miranda Fisher. Pg.117
 8. **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 10, Beer and Wine Store Liquor License for Dollar General, located at 1000 W. Finnie Flat Road, Camp Verde, Arizona, 86322. Staff Resource: Town Clerk Leah Rhodes. Pg. 141
- Staff Comments**

Applicant Comments
Open Public Hearing
Close Public Hearing
Council Discussion

9. **Discussion, consideration, and possible award of bid to Western Liner for the purchase of the proposed irrigation pond liner for the Sports Complex in the amount of \$89,906.29, rescinding the previous contract award to Western Liner in the amount of \$34,300.** Staff Resource: CIP Manager Martin Smith. Pg.175
10. **Discussion, consideration, and possible approval of professional services contracts for the attached list of consultants for on-call professional services as needed for fiscal years 2025 – 2030.** Staff Resource: Utilities Director Jeff Low. Pg. 189
11. **Discussion, consideration, and possible approval for the Town Finance Director to make changes to the Town's Finance Operations Guide as presented.** Staff Resource: Finance Director Michael Showers. Pg. 221
12. **Discussion, consideration, and possible direction regarding House Bill 2447, a new state law requiring municipalities to allow administrative approvals of development applications and offering an optional self-certification program.** Staff Resource: Town Manager Miranda Fisher and Town Attorney Trish Stuhan. Pg. 297
13. **Discussion, consideration, and possible direction regarding requesting a transfer of the Clear Creek Cemetery and surrounding land from the Forest Service to the Town.** Staff Resource: Town Manager Miranda Fisher. Pg. 317
14. **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 September 18, 2025 at 6:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk



DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION (PUBLIC PORTION)
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 27, 2025 at 4:15 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 4:15p.m.

2. Roll Call.

Councilor Brian Bolton, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock (arrived at 4:16p.m.), Councilor Patricia Seybold, Vice Mayor Wendy Escoffier, and Mayor Marie Moore.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan and Acting Deputy Town Clerk Jadie Edwards

3. Pledge of Allegiance

Mayor Moore led the Pledge.

Mayor Moore read agenda item 4.

A **motion** was made to go into Executive Session for Item 4 at 4:17p.m. by Councilor Murdock and was seconded by Vice Mayor Escoffier.

Roll Call Vote:

Mayor Moore: aye
Councilor Bolton: aye
Vice Mayor Escoffier: aye
Councilor Foreman: aye
Councilor Godwin: aye
Councilor: Murdock: aye
Councilor Seybold: aye

Motion Carried 7-0.

- 4. An executive session pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) for discussion or consultation with the Town Attorney for legal advice and possible instruction regarding contract negotiations with the Camp Verde Arena Association. Resource: Town Attorney Trish Stuhan.**

The Council reconvened the Special Session at 4:50p.m.

Mayor Moore stated that no action was taken for Item 4.

5. Adjournment

Mayor Moore adjourned the meeting at 4:50p.m.

Mayor Marie Moore

Attest: Miranda Fisher, Town Manager

CERTIFICATION

I, Town Clerk Jadie Edwards, hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on August 27, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2025.

Signed by Miranda Fisher, Town Manager on behalf of Jadie Edwards, Acting Deputy
Town Clerk



DRAFT MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, AUGUST 27, 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 Moore called the meeting to order at 5:00p.m.

2. Roll Call.

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

Also Present

Town Manager Miranda Fisher, Town Attorney Stuhan, and Acting Deputy Town Clerk Jadie Edwards.

3. Pledge of Allegiance

Mayor Moore led the Pledge.

4. Presentation, discussion and direction to Town staff regarding the Camp Verde Arena Association Amended and Restated Lease Agreement and Equipment Rental Policies and Practices. Staff Resource: Town Manager Miranda Fisher and Town Attorney Trish Stuhan. Pg. 3

Town Presentation

Town Manager Fisher and Town Attorney Trish Stuhan presented to the Council an overview of the current lease and the proposed amendments. These revisions are designed to address areas of ambiguity and to bring the lease into alignment with the Town's obligations for legal compliance, financial accountability, and public access under Arizona law.

Town Manager Fisher expressed the Town's goal remains to preserve its relationship with CVAA while ensuring transparency, accountability, and compliance with state law. The proposed Amended and Restated Lease Agreement is intended to strengthen the partnership, clarify expectations, and protect public assets for the benefit of the community.

Town Manager Fisher and Town Attorney Stuhan answered questions from the Council.

CVAA Presentation

CVAA President Mary Phelps, CVAA Vice President Stacey Barker, and CVAA Attorney Joe Butner presented to the Council with the history on CVAA and discussed their concerns with the Amended and Restated Lease Agreement.

Councilor Godwin left the meeting at 6:07p.m.

Councilor Godwin joined the meeting at 6:08p.m.

Mayor Moore requested a break at 6:22p.m.

The Council reconvened the meeting at 6:32p.m.

Council Discussion

The Council and CVAA responded to questions posed to one another.

CVAA President Phelps stated the members voted to keep the current lease agreement and to not move forward with the presented Amended Agreement.

Mayor Moore asked CVAA if they would like a ten-minute break to seek their legal council before making a final decision.

CVAA President Phelps accepted the ten-minute break.

Mayor Moore requested a break at 7:10p.m.

The Council reconvened the meeting at 7:22p.m.

CVAA Attorney Butner stated the members of CVAA will negotiate amendments to the existing lease to satisfy the concerns of the Town and to have a clear understanding of the gift clause to eliminate any legal questions and agreed to move forward with the Town to work on the Amended Lease Agreement.

Councilor Murdock gave direction to continue to work with CVAA Representatives.

Town Manager Fisher and Town Attorney Stuhan answered questions from the Council.

Mayor Moore requested CVAA Representatives meet back with Council on November 5, 2025 to discuss moving forward with the Amended Lease Agreement.

5. Adjournment

Mayor Moore adjourned the meeting at 7:38p.m.

Mayor Marie Moore

Attest: Town Manager Miranda Fisher

CERTIFICATION

I, Acting Deputy Town Clerk Jadie Edwards, 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 Work Session of the Town Council of Camp Verde, Arizona, held on August 27, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____ 2025

Signed by Miranda Fisher, Town Manager on behalf of Jadie Edwards, Acting Deputy Town Clerk

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DRAFT MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 3, 2025 at 5:00 P.M.

1. Call to Order

Mayor Moore called the meeting to order at 5:00 p.m.

2. Roll Call.

Councilor Brian Bolton (arrived at 5:01p.m.), Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock, Councilor Patricia Seybold (attended virtually), Vice Mayor Wendy Escoffier (arrived at 5:03 p.m.), and Mayor Marie Moore.

Also Present

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

3. Pledge of Allegiance

Councilor Murdock led the Pledge.

4. Discussion and direction to staff regarding Council meeting processes and procedures, including agenda packet preparation and distribution. Topics will include what information should or should not be included in the packet, the potential transition from printed packets to tablets, and other related meeting logistics. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher requested direction from Council regarding the preparation and distribution of agenda packets.

Council discussed several options for handling agenda packets moving forward and presented the following direction to the Town Manager:

- When agenda packets are large, only print the AIMS and necessary documentation. All other documentation will be uploaded onto a flash drive for Council Members.
- If Town staff do not print a complete packet due to its size, on fully printed packet will be made available at Town Hall for Council review.

- Town staff will research the cost of providing Council tablets or laptops that they can view packets on, which in turn could reduce or eliminate the need to print packets. This research will include the cost of currently printing packets vs. purchasing tablets/laptops.

Town Manager Fisher addressed the topic of scheduling brief recesses to allow Council to take snack breaks, thereby avoiding eating at the dais.

The Council was in agreement with this approach.

Town Manager Fisher responded to questions from the Council.

5. Adjournment

Mayor Moore adjourned the meeting at 5:49 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 Work Session of the Town Council of Camp Verde, Arizona, held on September 3, 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



DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, SEPTEMBER 3, 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 Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock, Councilor Patricia Seybold (attended virtually), Vice Mayor Wendy Escoffier and Mayor Marie Moore.

Also Present

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

3. Pledge of Allegiance

Vice Mayor Escoffier led the Pledge.

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 (Public Portion) – August 6, 2025 at 5:00 p.m.
- 2) Regular Session – August 6, 2025 at 6:00 p.m.
- 3) Special Session – August 13, 2025 at 6:00 p.m.

b) Set Next Meeting, Date and Time:

- 1) Special Session – September 24, 2025 at 6:00 p.m.
- 2) Special Session – October 8, 2025 at 6:00 p.m.
- 3) Regular Session – October 15, 2025 at 6:00 p.m.

NOTE: The regular session on September 17, 2025 and October 1, 2025 have both been postponed one week and will now occur on September 24, 2025 and October 8, 2025 as a special session.

- c) **Consideration and possible approval of a Voluntary Assistance Agreement between the Camp Verde Marshal's Office and the Arizona Rangers.** Staff Resource: Town Manager Miranda Fisher.
- d) **Consideration and possible approval for the Town Finance Director to make the four separate budget adjustments on the attached document labeled BAFY25-05 for the FY25 budget year.** Staff Resource: Finance Director Michael Showers.
- e) **Consideration and possible approval to purchase a 2025 Caterpillar 420 Backhoe Loader as specified in the approved Town Capital Improvement Plan and giving authority to the Town Finance Director to sign any and all necessary documents to secure a 5-year lease with US Bank in an amount not to exceed \$170,000.** Staff Resource: Finance Director Michael Showers and Utilities Director Jeff Low.
- f) **Consideration and possible approval to purchase a Toro Field Pro 6040, a Toro Workman HDX 4WD Diesel Kubota and Crafcro Supershot Diesel Crack Sealer as specified in the approved Town Capital Improvement Plan and giving authority to the Town Finance Director to sign any and all necessary documents to secure a 5-year lease with US Bank in an amount not to exceed \$172,500.** Staff Resource: Finance Director Michael Showers and Public Works Director Ken Krebbs.
- g) **Consideration and possible approval to release the Request for Qualifications #25-217 for the Town's Prosecutorial Services.** Staff Resource: Town Manager Miranda Fisher.
- h) **Consideration and possible approval of Resolution #2025-1192 ratifying the suspension of all reclaimed water fee charges for FY26.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher and Town Attorney Trish Stuhan responded to questions from Vice Mayor Escoffier regarding agenda item 4c.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Foreman, the Council **moved to approve** the consent agenda, noting that Item C is contingent upon the execution on the insurance being approved by the Town Attorney.

Roll Call Vote:

Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye

Motion Carried 7-0.

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

Public Speaker:

Cindy Nichols, a local business owner, addressed the Council to express her concerns and frustrations regarding the Town's business license process.

Mayor Moore requested Town Manager Fisher to follow-up with Ms. Nichols.

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.

7. **Special Announcements and Presentations.** All presentations are limited to 15-minutes.
- **Proclamation declaring the month of September 2025 as Library Card Sign Up Month.** Staff Resource: Library Manager Nicolas Resteiner.

Mayor Moore proclaimed the month of September 2025 as Library Card Sign up Month and presented the proclamation to Library Manager Nicolas Resteiner.

8. **Discussion, consideration and possible appointment of one (1) applicant to the Planning and Zoning Commission with a term ending January 1, 2028.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher reported that, with the appointment of Patricia Seybold to the Town Council, a vacant seat was open on the Planning and Zoning Commission. Town

Manager Fisher stated that an interview committee met with the applicants on August 5, 2025. The interview committee recommended the appointment of Jessica Renee Hall to fill the remainder of the term, which expires January 1, 2028.

Jessic Renee Hall introduced herself to the Town Council.

On a **motion** made by Councilor Murdock, seconded by Vice Mayor Escoffier, the Council **moved to approve** appointing Jessica Renee Hall to the Planning and Zoning Commission with a term ending January 1, 2028.

Roll Call Vote:

Councilor Bolton: aye

Councilor Seybold: aye

Councilor Foreman: aye

Councilor Murdock: aye

Councilor Godwin: aye

Vice Mayor Escoffier: aye

Mayor Moore: aye

Motion Carried 7-0.

9. **Public Hearing:** Discussion, consideration, and possible approval of Resolution 2025-1190 Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Final Plat FLP-25-0040, submitted by Joe Link, on behalf of the owner Verde Commercial, LLC., for the purpose of developing a 20-lot commercial subdivision, in the Verde Commercial Planned Area Development. The proposed project is generally located at 300 North Goswick Way on APN 403-22-035Q. Staff Resource: Acting Senior Planner Cory Mulcaire.

Staff Comments: Acting Senior Planner Mulcaire provided an overview of the 20-lot commercial subdivision in the Verde Commercial Planned Area Development.

Applicant Comments: Blake Carrol, Developer for Verde Commercial LLC, expressed his willingness to address any questions from Council.

Joe Link, Engineer representing Verde Commercial LLC, presented an overview of the proposed 20-lot subdivision and outlined future development plans. He also responded to Council's questions regarding drainage basins.

Mr. Carrol further detailed the long-term vision for the subdivision, which includes retail and restaurant uses along Highway 260 and I-17, as well as additional commercial opportunities.

Town Attorney Trish Stuhan, Acting Senior Planner Mulcaire, Mr. Link and Mr. Carrol responded to questions from Council.

Open Public Hearing: Mayor Moore opened the public hearing at 6:50 p.m. There were no speakers.

Close Public Hearing: Mayor Moore closed the public hearing at 6:50 p.m.

Council Discussion: No Discussion

On a **motion** made by Councilor Jessie Murdock, seconded by Councilor Murdock, the Council **moved** to approve Resolution 2025-1190 Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Final Plat FLP-25-0040, submitted by Joe Link, on behalf of the owner Verde Commercial, LLC., for the purpose of developing a 20-lot commercial subdivision, in the Verde Commercial Planned Area Development. The proposed project is generally located at 300 North Goswick Way on APN 403-22-035Q. Vice Mayor Escoffier noted that the Resolution, Section 1, Item C the APN number will be corrected and the Mayor's signature will be added to the final plant mylar for approvals.

Roll Call Vote:

Councilor Bolton: aye

Councilor Seybold: aye

Councilor Foreman: aye

Councilor Murdock: aye

Councilor Godwin: aye

Vice Mayor Escoffier: aye

Mayor Moore: aye

Motion Carried 7-0.

10. **Public Hearing:** Discussion, consideration, and possible approval of Resolution 2025-1191 a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for a Use Permit #2024-0484M to operate a surface mining operation for the extracting of existing earth material for sale for Assessor's Parcel numbers (APNs) 403-15-001L, 403-14-004E and 403-14-004C totaling 6.73 Acres with conditions. The parcels are generally located north-northeast of State Route 260 on North Aultman Parkway and west-southwest of Old State Highway 279. Staff Resource: Special Initiatives Manager Cliff Bryson.

Staff Comments: Special Initiatives Manager Cliff Bryson delivered an informational presentation on the applicants' three parcels related to a proposed surface mining operation. The presentation addressed the site's description and current use, the surrounding properties and neighborhood context, the timeline of the Use Permit process, opportunities for public participation, and the recommendations of both the Planning and Zoning Commission and staff.

Applicant Comments: Applicants Dan Phillips and Jenny Phillips spoke to the type of mining they are doing on the site.

Open Public Hearing: Mayor Moore opened the public hearing at 7:37 p.m. There were no speakers.

Close Public Hearing: Mayor Moore closed the public hearing at 7:37 p.m.

Council Discussion: The Council expressed concerns regarding the appropriate setbacks required for the applicants to conduct their operations, as well as

considerations related to geographic topography and the adequacy of financial assurances for reclamation.

Town Manager Fisher, Town Attorney Trish Stuhan and Special Initiatives Manager Bryson responded to questions and concerns from the Council.

Councilor Godwin left the meeting at 7:44 p.m. and returned at 7:46 p.m.

Town Manager Miranda Fisher read the proposed motion. On a **motion** made by Councilor Godwin, seconded by Councilor Murdock, the Council **moved to approve** Resolution 2025-1191, a Resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Use Permit #2024-0484M to operate a surface mining operation for the extracting and quarrying of existing earth material for sale for Assessor's Parcel numbers (APNs) 403-15-001L, 403-14-004E and 403-14-004C, generally located north- northeast of State Route 260 on North Aultman Parkway and west-southwest of Old State Highway 279 with the conditions as outlined in Appendix A, which is the staff recommendation conditions, and with the amendment that the setbacks be 30 feet for all exterior property lines unless otherwise modified by the Town Manager based on operational considerations, and a \$5,000 surety bond as the financial assurance method.

Roll Call Vote:

Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye

Motion Carried 7-0.

Mayor Moore recessed the meeting for a break at 7:53 p.m. and reconvened the meeting at 8:04 p.m.

11. Discussion, consideration and possible adoption of the Tourism Marketing Plan. Staff Resource: Economic Development Director Molly Davies.

Economic Development Director Davis presented an overview of the Town's efforts to develop a tourism marketing plan aimed at fostering sustainable tourism and supporting economic growth. Economic Development Director Davis then introduced Joe Klein, Jon Hatch, and McKenzie Oakley from Axis Culture Group.

Mr. Klein, Mr. Hatch, and Ms. Oakley provided an overview of the process and methodology used to develop the Tourism Marketing Plan presented to Council and expressed their appreciation to Town staff for their active participation in the focus group.

Economic Development Director Davis responded to questions from the Council.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Godwin, the Council **moved to adopt** the Tourism Marketing Plan.

Roll Call Vote:

Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye

Motion Carried 7-0.

12. **Discussion, consideration and possible approval to issue a Request for Proposals #25-215 for Tourism and Economic Development Marketing Professional Services.** Staff Resource: Economic Development Director Molly Davies.

Economic Development Director Davis stated the Town is seeking qualified firms to provide professional tourism and economic development marketing services. The Tourism Marketing Plan's first recommend action is the issuance of a Request for Proposal (RFP) to solicit professional marketing services which is a critical step in implementing the plan's strategies, building a comprehensive media library, and launching targeted campaigns that highlight Camp Verde's natural assets, historic resources, community events and unique character.

On a **motion** made by Councilor Murdock, seconded by Councilor Godwin, the Council **moved to approve** the issuance of a request for proposals (RFP) #25-215 for Tourism and Economic Development Marketing Professional Services.

Roll Call Vote:

Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye

Motion Carried 7-0.

13. **Discussion, consideration, and possible approval of Change Order 1 for the Dickison Circle Drainage Improvements Project to Mulcaire & Son Contracting in the amount of \$65,739.38.** Staff Resource: CIP Manager Martin Smith.

CIP Manager Smith provided an overview of the Dickison Circle Drainage Improvement Project that is currently under construction. Change Order No. One (1) is to authorize

the onsite construction of the junction structure, ensuring continuity and timely completion of the Dickinson Circle Drainage Improvements Project.

CIP Manager Smith responded to questions from the Council.

On a **motion** made by Councilor Murdock, seconded by Councilor Godwin, the Council **moved to approve** Change Order One (1) for the Dickison Circle Drainage Improvements Project to Mulcaire & Son Contracting in the amount of \$65,739.38.

Roll Call Vote:

Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye

Motion Carried 7-0.

- 14. Discussion, consideration, and possible award of the FY26 Pavement Preservation Project to Cactus Asphalt for an amount not to exceed \$750,000.**
Staff Resource: CIP Manager Martin Smith.

CIP Manager Smith stated the Town will be partnering with Cactus Asphalt and utilizing a joint purchasing agreement. The work for FY26 will be a continuation of last year's to finish Area 5 and move into Area 6 of the Town's Master Chip Seal Program.

CIP Manager Smith responded to questions from the Council.

On a **motion** made by Councilor Murdock, seconded by Councilor Godwin, the Council **moved to award** Bid No. 25-216, FY26 Pavement Preservation Project to Cactus Asphalt for an amount not to exceed \$750,000.

Roll Call Vote:

Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye

Motion Carried 7-0.

- 15. Discussion, consideration and possible adoption of the Town of Camp Verde Engineering Design Standards Manual.** Staff Resource: Town Manager Miranda

Fisher and Town Engineer Bruce Connolly.

Town Manager Fisher provided a brief summary of the process of developing the Engineering Design Standards manual and stated that the document presented to Council is a strong and comprehensive resource. Town Manager Fisher recommended adoption of the Engineering Design Standard Manual.

Town Engineer Connolly provided an overview of the changes made and highlights of discussions around manholes, rural local road standards, first flush, and retention and detention.

Public Comment:

Bill Feldmeier expressed his concern with small lot subdivisions and large lot subdivisions requirements for curb gutters and sidewalks. Mr. Feldmeier stated that his preference would be to require curb gutters and sidewalks only for small-lot subdivisions, and not for large-lot subdivisions.

Town Manager Fisher, Town Engineer Connolly and Utilities Director Low addressed questions and concerns from the Council regarding rural local road standards, curb gutters and sidewalks, manholes, and retention and detention, and first flush requirements.

On a **motion** made by Councilor Godwin, seconded by Vice Mayor Escoffier, the Council **moved to adopt** the Town of Camp Verde Engineering Design Standards and Standard Manual as presented.

Roll Call Vote:

Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye
Vice Mayor Escoffier: aye
Mayor Moore: aye

Motion Carried 7-0.

16. Adjournment

Mayor Moore adjourned the meeting at 9:49 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 September 3, 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

DRAFT



Town Council

Agenda Information Memorandum

Meeting Date: September 24, 2025

Agenda Item Type:

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

Requesting Department: Utilities Department **Staff Resource:** Jeff Low, Utilities Director

Agenda Title: Consideration and possible approval of Resolution 2025-1193 to enter into an Intergovernmental Agreement with the Yavapai County Flood Control District for financial contributions from the District to the Town for Fiscal Year 2025-2026.

Attached Documents:

- Town Resolution 2025-1193
- Yavapai County Flood Control District IGA

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: Funds from the Yavapai County Flood Control District
- Approved in the FY26 Budget? ☒ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☒ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

The Yavapai County Flood Control District provides annual funding to jurisdictions within the County that request flood control related projects. The Utilities Department has requested funding for this budget year for a variety of potential projects:

- Dickison Circle Drainage Project
- Verde Lakes Drive Improvements
- Howard Road Flood Mitigation
- Public Works Retention Basin Enhancement
- Culvert and Ditch Maintenance
- Town-Wide Floodplain Studies
- General Drainage Improvements as Determined by the Town

Not all of these project will be completed, but this gives staff the option to choose from a variety of projects where the funds can be spent this year. This year budget year the Town will receive \$260,000 to spend on the drainage improvement projects.

This item will be on the agenda for the October 15, 2025 County Board of Supervisors Meeting.

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

This request aligns with the Town's FY25–30 Strategic Plan because it advances the objective of



Town Council Agenda Information Memorandum

Maintaining and Improving Critical Infrastructure, ensuring that the Town is addressing both immediate needs (culvert and ditch maintenance, floodplain studies) and long-term solutions (drainage projects and retention basin enhancements).

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

Move to **APPROVE** Resolution 2025-1193 to enter into an Intergovernmental Agreement with the Yavapai County Flood Control District for financial contributions from the District to the Town for Fiscal Year 2026-2026.



RESOLUTION NO. 2025-1193

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AUTHORIZING THE TOWN OF CAMP VERDE ("TOWN") TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT ("IGA") (TOWN CONTRACT NO. 2025-218) WITH THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT ("DISTRICT") FOR FINANCIAL CONTRIBUTIONS FROM THE DISTRICT TO THE CITY FOR FISCAL YEAR 2025-26; AND AUTHORIZING THE MAYOR AND STAFF TO TAKE ANY AND ALL STEPS NECESSARY TO ACCOMPLISH THE ABOVE.

WHEREAS, the Town of Camp Verde ("Town") and the Yavapai County Flood Control District ("District") wish to enter into an intergovernmental agreement ("IGA") (Town Contract No. 2025-218); and

WHEREAS, the District is proposing to allocate an amount not to exceed two hundred sixty thousand dollars (\$260,000.00) to the Town for Fiscal Year 2025-26 for flood mitigation work; and

WHEREAS, the Town seeks to improve its storm water control, make drainage improvements, and/or mitigate flooding problems by constructing General Drainage Improvements within the Incorporated Town limits (hereinafter collectively referred to as the "Project"); and,

WHEREAS, the Town desires to receive District funds for the 2025-26 fiscal year to be used for the Town's Project; and,

WHEREAS, it is in the best interests of the Town to enter into this IGA with the District.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF CAMP VERDE AS FOLLOWS:

Section 1. The Town hereby approves entering into an IGA (Town Contract No. 2025-218) with the District.

Section 2. The Mayor and Staff are hereby authorized to execute the IGA (Town Contract No. 2025-218) between the Town and the District, and to take any and all steps deemed necessary to accomplish the above.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the Town of Camp Verde this 24th day of September, 2025.

Marie Moore, Mayor

ATTEST:

APPROVED AS TO FORM:

Leah Rhodes
Town Clerk

Trish Stuhan
Town Attorney

INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT AND THE
TOWN OF CAMP VERDE
FOR THE FISCAL YEAR 2025-2026 FINANCIAL CONTRIBUTION
FROM THE DISTRICT TO THE TOWN FOR FLOOD CONTROL
IMPROVEMENTS

THIS INTERGOVERNMENTAL AGREEMENT BETWEEN THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT AND THE TOWN OF CAMP VERDE FOR THE FISCAL YEAR 2025-2026 FINANCIAL CONTRIBUTION TO THE TOWN FOR FLOOD CONTROL IMPROVEMENTS (the “Agreement”) is entered into, effective this 24th day of September, 2025, between the Yavapai County Flood Control District, a political subdivision of the State of Arizona (the “DISTRICT”), and the Town of Camp Verde, Arizona, a municipal corporation of the State of Arizona (the “TOWN”). The District and the Town are sometimes collectively referred to as the “Parties” or individually as a “Party.”

RECITALS

WHEREAS:

- A. The DISTRICT is a special taxing district legally created in the State of Arizona and organized by Yavapai County to include and govern its jurisdiction.
- B. The DISTRICT administers the Federal Emergency Management Agency (“FEMA”) Regulations under the National Flood Insurance Program.
- C. The Yavapai County Board of Supervisors is the Board of Directors of the DISTRICT.
- D. The TOWN lies within the legal boundaries of the DISTRICT.
- E. The DISTRICT, the TOWN, and Yavapai County (“County”) are separate and distinct political subdivisions, but each can provide for the benefit of the other(s), for the benefit of public health, safety, and welfare, and other public purposes.
- F. The DISTRICT and the TOWN have authority to enter into Intergovernmental Agreements pursuant to Arizona Revised Statutes (“A.R.S.”) § 11-952, § 48-3603, and § 9-240, and TOWN’s Code.
- G. Among other things, the DISTRICT receives tax proceeds as general funding for the planning, construction, and maintenance of flood control improvements.
- H. Under the budgeting process for the DISTRICT, a category of “Contributions” (hereinafter “Funds”) has been established, setting aside monies that may be utilized by the various political subdivisions located within the boundaries of Yavapai County.

- I. The DISTRICT has approved and budgeted Funds to provide funding assistance for flood mitigation work and is authorized to expend such Funds for flood control projects (including storm water control) to political subdivisions for projects so long as the projects are flood or drainage related, cost-effective, a benefit to the County, the DISTRICT, and the political subdivision and are in accordance with FEMA regulations.
- J. The TOWN has experienced storm water control and flooding problems for a number of years in various locations and seeks to mitigate such problems to increase safety and protect public and private property and persons within the TOWN.
- K. The TOWN seeks to improve its storm water control, make drainage improvements, and/or mitigate flooding problems by constructing any or all of the following drainage improvements within the Incorporated Town limits (hereinafter collectively referred to as the “Project”):
- Dickison Circle Drainage Project
 - Verde Lakes Drive Improvements
 - Howard Road Flood Mitigation
 - Public Works Retention Basin Enhancement
 - Culvert and Ditch Maintenance
 - Town-Wide Floodplain Studies
 - General Drainage Improvements as Determined by the Town
- L. The TOWN desires to receive DISTRICT Funds for the 2025-2026 fiscal year to be used for its Project.
- M. The DISTRICT has budgeted Funds to support the Project in an amount not to exceed Two Hundred and Sixty Thousand Dollars (\$260,000.00) for fiscal year 2025-2026 which begins on July 1, 2025.

AGREEMENTS

NOW THEREFORE, for good and valuable consideration, including consideration of the mutual promises, terms, and conditions hereinafter set forth, including the mutual promises and obligations to be performed by the Parties hereto, IT IS AGREED BETWEEN THE TOWN AND THE DISTRICT AS FOLLOWS:

I. PURPOSE

The purpose of this Agreement is to authorize the DISTRICT to pay and contribute to the TOWN Funds in support of the TOWN’s Project. Such funding for fiscal year 2025-2026 shall not exceed Two Hundred and Sixty Thousand Dollars (\$260,000.00).

II. COMMENCEMENT, DURATION, AND TERMINATION

The effective date is as set forth on page one (1) of this Agreement. Performance under this Agreement shall commence following the effective date and shall terminate upon the earliest of:

- A. The completion of the Project as determined by the TOWN;
- B. The exhaustion of the Funds allocated to the TOWN for the Project;
- C. June 30, 2026; (however, the TOWN shall have until July 31, 2026, to request Funds and the DISTRICT shall provide Funds as described in this Agreement); or
- D. The mutual agreement of the Parties.

If this Agreement terminates for any reason, any unused portion of the Funds shall not be available to the TOWN without further agreement of the Parties.

III. RESPONSIBILITIES OF PARTIES

A. The TOWN shall:

- 1. Be solely responsible for the design, engineering, bidding, right-of-way acquisition, supervision, construction, inspection, administration, and project management of the Project and for contracting directly for all Project work.
- 2. If plans are used to bid, provide the DISTRICT a copy of the final Project plans.
- 3. Use the Funds for the Project in fiscal year 2025-2026.
- 4. Use the Funds exclusively for costs associated with the Project described above.
- 5. When requesting Funds from the DISTRICT, provide detailed invoices with supporting documentation for the request(s).
- 6. Request Funds from the DISTRICT on or before July 31, 2026 (for work completed in fiscal year 2025-2026).
- 7. Be responsible for the proper disbursement of the Funds provided by the DISTRICT.
- 8. Be responsible for maintaining the Project and the resulting improvements.

B. The DISTRICT shall:

- 1. Make Funds available to the TOWN for the Project as approved by the Board of Directors.
- 2. Provide funding as available and appropriate upon proper request(s) by the TOWN.
- 3. Pay properly invoiced requests monthly or on an alternate schedule as agreed to by the TOWN and DISTRICT.
- 4. Pay properly invoiced requests for work completed by the TOWN in fiscal year 2025-2026 so long as TOWN's requests are received by the DISTRICT on or before July 31, 2026.

C. The DISTRICT and TOWN mutually agree:

- 1. That they recognize the Funds to be used by Parties pursuant to this Agreement are tax funds. The agreements herein for funding are based upon projected tax funds to be received. In the event the projected income is not received, there is the possibility that some or all of the Funds anticipated by this Agreement and set forth herein will not be available. All monetary obligations under this agreement shall be subject to annual budget approval of the respective governing bodies of the parties. A failure of either party's governing body to approve funding for payment of any obligation

hereunder shall constitute grounds for termination of this agreement.

2. The Project is the sole responsibility of the TOWN, and not of the DISTRICT or the County. All real property upon which the Project work will occur is within the TOWN limits and not owned or under the control of the DISTRICT or County.

IV. INDEMNIFICATION

To the fullest extent permitted by law, the TOWN agrees to defend, indemnify, and hold harmless the DISTRICT, its Board of Directors, officers, employees, agents, or other representatives, the County, its Board of Supervisors, officers, employees, agents, or other representatives from any and all claims for damages or otherwise arising under this Agreement and from any negligent acts of the Town, its officers, employees, agents, or other representatives. This Indemnification provision shall survive the termination of this Agreement.

V. OTHER PROVISIONS

- A. NOTICE. All notices or demands upon any party to this Agreement shall be in writing and shall be delivered in person or sent by certified mail, return receipt requested, addressed as follows:

TOWN OF CAMP VERDE
Town Manager
473 S. Main Street
Camp Verde, AZ 86322

DISTRICT
Yavapai County Flood Control District Director
1120 Commerce Drive
Prescott, AZ 86305

- B. ENTIRE AGREEMENT. This Agreement represents the entire understanding between the parties with respect to the subject matters herein, and may be amended, modified, or waived only by written instrument signed by both Parties.
- C. CONFLICT OF INTEREST. This contract is subject to the cancellation provisions of A.R.S. § 38-511.
- D. SEVERABILITY. In case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained therein.
- E. NON-DISCRIMINATION. The Parties shall comply with Executive Order 2023-01, which mandates that all persons, regardless of race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including

the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status.

F. **EMPLOYMENT VERIFICATION.** Both parties hereby warrant that they will at all times during the term of this Agreement comply with all federal immigration laws applicable to their employment of their employees, and with the requirements of A.R.S. § 23-214 and § 41-4401 (together the “State and Federal Immigration Laws”). A breach of the foregoing warranty shall be deemed a material breach of this Agreement, and the parties shall have the right to terminate this Agreement for such a breach, in addition to any other applicable remedies. The parties retain the legal right to inspect the papers of each contractor or subcontractor employee of either who performs work pursuant to this Agreement to verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.

G. LAWS. The Parties shall each be fully responsible for compliance with all statutes, ordinances, codes, regulations, rules, court decrees, or other laws (hereinafter “Laws”) applicable to it as part of fully performing the Project with regards to their respective roles. This Agreement shall not relieve either Party of any obligation or responsibility imposed upon it by Laws.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year specified below.

YAVAPAI COUNTY
FLOOD CONTROL DISTRICT

TOWN OF CAMP VERDE

Mary Mallory, Chair	Date
Board of Directors	
Yavapai County Flood Control District	

Marie Moore, Mayor
Town of Camp Verde

ATTEST:

Jayme Rush
Clerk of the Board of Directors

Date

Leah Rhodes
Town Clerk

DETERMINATIONS OF COUNSEL
FOR THE
INTERGOVERNMENTAL AGREEMENT

BETWEEN
THE YAVAPAI COUNTY FLOOD CONTROL DISTRICT AND THE
TOWN OF CAMP VERDE.

FOR THE FISCAL YEAR 2025-2026 FINANCIAL CONTRIBUTION
FROM THE DISTRICT TO THE TOWN FOR FLOOD CONTROL
IMPROVEMENTS

Pursuant to A.R.S. § 11-952, the foregoing Agreement has been submitted to the undersigned Attorney for the Town of Camp Verde. The undersigned has determined that this Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona and the Town of Camp Verde

Town Attorney _____ Date
Town of Camp Verde

Pursuant to A.R.S. § 11-952, the foregoing Agreement has been submitted to the undersigned Attorney for the Yavapai County Flood Control District, Arizona. The undersigned has determined that this Agreement is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Yavapai County Flood Control District.

Deputy County Attorney _____ Date
Flood Control District



Town Council Agenda Information Memorandum

Meeting Date: September 24, 2025

Agenda Item Type:

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

Requesting Department: CVMO **Staff Resource:** Acting Town Marshall Dan Jacobs

Agenda Title: Consideration and ratification of the patrol vehicle CIP allocation adjustment from \$180,000 to \$194,930.57.

Attached Documents:

- CIP Project Sheet
- Invoices for 3 vehicles plus upfit invoices

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

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

Financial Review (if applicable): The overage will be coded to the CVMO operational budget; however, if the Town does not expend all CIP funds for FY26, this overage will likely be recoded to CIP.

- Funding Source / GL Account Number: CIP & CVMO Operating Budget
- Approved in the FY26 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☒ Yes ☐ No ☐ N/A ☐ Other:

Background Information:

CVMO was originally approved through CIP for \$180,000 for the three new patrol vehicle including upfit costs. With the last upfit for the third unit, the total cost is \$194,930.57. This is just about \$15k over the initial estimated cost of the three new units.

There are a number of reasons why this cost is higher, but outlined below are the main ones:

1) We were attempting to keep costs down by re-using equipment from our 2019 Ford Interceptors that were being phased out. The 2025 Ford Interceptor is not the same dimensions as a 2019. The body style changed in 2020. This caused an increase in upfit costs because we were unable to re-use certain interior Police upfit equipment such as the prisoner compartment seat and divider. These items alone cost just over \$6,000 extra for both units.

2) Our order for 3 new 2025 Ford Interceptors was unexpectedly cancelled by Ford. This caused Enterprise to have to go nationwide to try and locate 3 Silver Ford Interceptors that were already built and not already claimed by a Police Department. Enterprise was able to locate only 2 of these units. The unexpected transport costs for these two vehicles totaled \$4000 extra.



Town Council Agenda Information Memorandum

3) Finally, the cost of one of the Ford Interceptors and the 3rd unit (a 2023 Ram Pickup) we were able to locate were approximately \$6,000 more than the three factory built Interceptors would have cost.

To help off-set this cost overage, we have minimized the Police upfit on the third vehicle and are selling one of the Interceptors back to Enterprise. This alone will save the Town close to \$14,000.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

I move to **APPROVE** the ratification of the patrol vehicle CIP allocation adjustment from \$180,000 to \$194,930.57.

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

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 NAZ 2604 N, 3rd Street, Suite A Prescott Valley, AZ 86314	ESTIMATE DATE	250062 07/20/2025
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VEHICLE INFORMATION
 2023 Dodge Ram 2500

MANUFACTURE	ITEM #	DESCRIPTION	QTY	RATE	AMOUNT
*** Install Equipment provided by Camp Verde Marshall *** • Install the gun lock provided the CVM (will require custom floor mounting bracket) • Install Radio and antenna provided by CVM • Utilize Upfitters switches to control the lights and siren					
Intermotive	E-BOM750-BC	Black out module w/Chime mute	1	789.95	789.95T
*** Siren ***					
Feniex	C-4014	Feniex Storm Pro 100W Siren	1	199.99	199.99T
*** Front of Vehicle ***					
Code3	CD9012-PI-RB	17 LED, Hide-A-Blast, T-Lock, , Self-Cont, Red/Blue - Installed in the head lights.	2	108.40	216.80T
Code3	39-30008-CM	Thin Supervisor - Matrix, RBW	1	1,103.64	1,103.64T
Fenix	FEN-S-2009	Triton 100W Speaker	1	149.95	149.95T
*** Interior of Vehicle ***					
Make custom floor mount and install existing Gun Mount					
Install radio & antenna provided by CVM					
Havis	PKG-PSM-1009-T	Standard Tablet Pedestal Mount Package for 2019-2025 Ram 1500 Pickup Truck (5th gen- Body Code DT)	1	537.00	537.00T
*** Side of Vehicle ***					
SoundOff Signal	ETFBSSN-P	FLASHBACK Alternating Taillight Flasher - Flash factory mirror amber lights.	1	70.20	70.20T
*** Rear of Vehicle ***					
Code3	CD3802RBW	Directional, Mega Thin™, Tri Color, surface mount, 12-24VDC, Red/Blue/White, smoked lens	4	130.83	523.32T
Code3	WS1L	Low-Profile interior warning light bracket window shroud single	4	14.46	57.84T
SoundOff Signal	ETFBSSN-P	FLASHBACK Alternating Taillight Flasher	1	70.20	70.20T

EGIS	PDM-2601B	PDM - 14 Circuit + Ground, 175 A, 12 V W/Kill Switch, Timer, Voltage Sense - with custom wiring harness.	1	399.95	399.95T
	Shop Materials	Misc. shop supplies (Wiring, Connectors, hardware)	34	10.00	340.00T
	Labor	EVT Certified Installation	34	110.00	3,740.00

Contact Northern Arizona Upfitters to pay.
Northern Arizona Upfitters, LLC
Thank You for Choosing Us
Terms & Conditions

SUBTOTAL 8,198.84

TAX 409.32

TOTAL **\$8,608.16**

Quote Validity: Prices are valid for 30 days from this estimate.
Payment: 50% deposit required at order; balance due at delivery unless specified otherwise. Late payments incur a 10% fee + 18% APR.
Payment confirms acceptance of these terms.
Cancellations: Post-approval cancellations incur a 50% restocking fee, or 25% if within 21 days.
Checks: Payable to "Northern Arizona Upfitters, LLC" with invoice/proposal number noted.

Accepted By

Accepted Date

Northern Arizona Upfitters, llc

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



Estimate

ADDRESS	SHIP TO	ESTIMATE	250019
Daniel Jacobs	8785 Florentine Rd	DATE	02/09/2025
Camp Verde Marshall	Prescott Valley, AZ 86314		
646 1St			
Camp Verde, AZ 86322			

VEHICLE INFORMATION
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

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

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.

Accepted By

Accepted Date



Meeting Date: September 24, 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: Administration of Oath of Office of Newly Hired Town Employees

Attached Documents: Oaths of Office

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:

The newly hired employees will take their Oath of Office at the Town Council Meeting.

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **JASON BITTERMAN**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **PEACE OFFICER** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

DATE

SIGNATURE

Subscribed and sworn before me on this 24th day of September 2025.

Leah Rhodes, Town Clerk
Town of Camp Verde

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **MARISA CARRARA**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **ADMINISTRATIVE ASSISTANT** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

DATE

SIGNATURE

Subscribed and sworn before me on this 24th day of September 2025.

Leah Rhodes, Town Clerk
Town of Camp Verde

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **CHRISTOPHER ROSAS**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **WATER DIVISION FOREMAN** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

DATE

SIGNATURE

Subscribed and sworn before me on this 24th day of September 2025.

Leah Rhodes, Town Clerk
Town of Camp Verde

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **MICHELLE WALKER**, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **UTILITIES CLERK** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO HELP ME GOD.

DATE

SIGNATURE

Subscribed and sworn before me on this 24th day of September 2025.

Leah Rhodes, Town Clerk
Town of Camp Verde

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Meeting Date: September 24, 2025

Agenda Item Type:

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

Requesting Department: Parks & Recreation

Staff Resource: Parks & Recreation Commission Chair David Grodin

Agenda Title: Parks & Recreation Quarterly Update

Attached Documents:

- Parks & Recreation Commission Quarterly Update

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 Parks and Recreation Commission will present their quarterly update for April – June 2025.

Question(s) before the Council:

- Does the Council have any questions about what the Parks & Recreation Commission has been working on?

2025 Q2 PnR Commission report to Town Council (09/24)

Numerous time has been spent reviewing the general plan, the strategic plan and as well the beginning of the Parks and Rec Master plan, at least as far as ea relative plan has advanced. Obviously our concern is how the PnR master plan fits into the other 2. Hopefully it will fit well.

We have discussed and voted to approve the town's participation in the National Fitness Campaign to build and maintain a fitness facility at the Sports Complex. Our hope is that matching funding will occur for it's construction.

We reviewed and recommended approval of the Kimberly Horn 'Envision' logo design for the Master Plan development.

In June we welcomed our new member Ms. Victoria Omalley. We discussed and supported the recommendation to a new policy of 'NO' Golfing at the Sports Complex.

Each member of the commission has also volunteered to be a liaison for various Town managed groups or committees, such as Tourism, Heritage Pool, Sports Complex, Master Plan, Verde Lakes, Technical Advisory, Dark Sky, and Master Plan..

The Commission also recommended 3 choices for the public vote to choose the Grand Marshal of the Fort Verde Days parade, there was a number of well qualified individuals, with great discussion and review we chose Jim Bleak, Mary Phelps, and Jackie Baker. We also chose "Heart of Arizona", as a certainly appropriate theme.

Thank you for your time, if there's any questions, feel free....

Dave Grondin
PnR Commission Chair



Town Council

Agenda Information Memorandum

Meeting Date: September 24, 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 Miranda Fisher

Agenda Title: Presentation of General Plan Draft Elements: Transportation & Circulation, Open Space, Outdoor Recreation, Trails, Environment & Land Use, Water Resources, and Historical.

Attached Documents:

- Draft element chapters:
 - Transportation & Circulation
 - Open Space
 - Outdoor Recreation
 - Trails
 - Environment & Land Use
 - Water Resources
 - Historical

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:

The Technical Advisory Committee for the General Plan have been working on drafting the element chapters. These chapters represent the core policy areas required by Arizona Revised Statutes, along with supplemental elements that reflect the Town's vision, values, and community priorities. As drafts were finalized, Town staff made them publicly available and presented them to the Parks & Recreation and Planning & Zoning Commission for initial review and input.

At the September 24th meeting, the Council will receive the following element chapters for review and feedback:

- Transportation & Circulation
- Open Space



Town Council Agenda Information Memorandum

- Outdoor Recreation
- Trails
- Environment & Land Use
- Water Resources
- Historical

These chapters have been uploaded on the website ([General Plan | Town of Camp Verde, AZ](#)) and pushed out through the Town's social media channel.

We encourage Council to share these chapters with friends, family, and members of the community to help broaden public input. Comments may be submitted to GeneralPlan@campverde.az.gov.

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

The General Plan element chapters serve as a policy framework for guiding key priorities identified in the Strategic Plan.

Question(s) before the Council:

- Does the Council have any initial questions, comments or feedback for these element chapters?

Section ## TRANSPORTATION & CIRCULATION ELEMENT

Section ## Introduction:

Transportation and circulation in the Town of Camp Verde are critical components of the community's overall functionality, quality of life, and long-term economic vitality. Strategically located at the intersection of Interstate 17 and State Route 260, Camp Verde serves as a regional hub for both residents and visitors traveling through central Arizona. This positioning offers significant advantages for commerce, tourism, and regional access, while also placing increasing demands on the Town's transportation infrastructure.

The Town's circulation system must accommodate a diverse range of users, including local commuters, commerce traffic, tourists, bicyclists, Yavapai-Apache Nation transit riders, and pedestrians, all within a context that balances rural character with the pressures of economic development. Camp Verde's continued growth, combined with the increasing volume of regional pass-through traffic, necessitates a coordinated and forward-thinking approach to transportation planning.

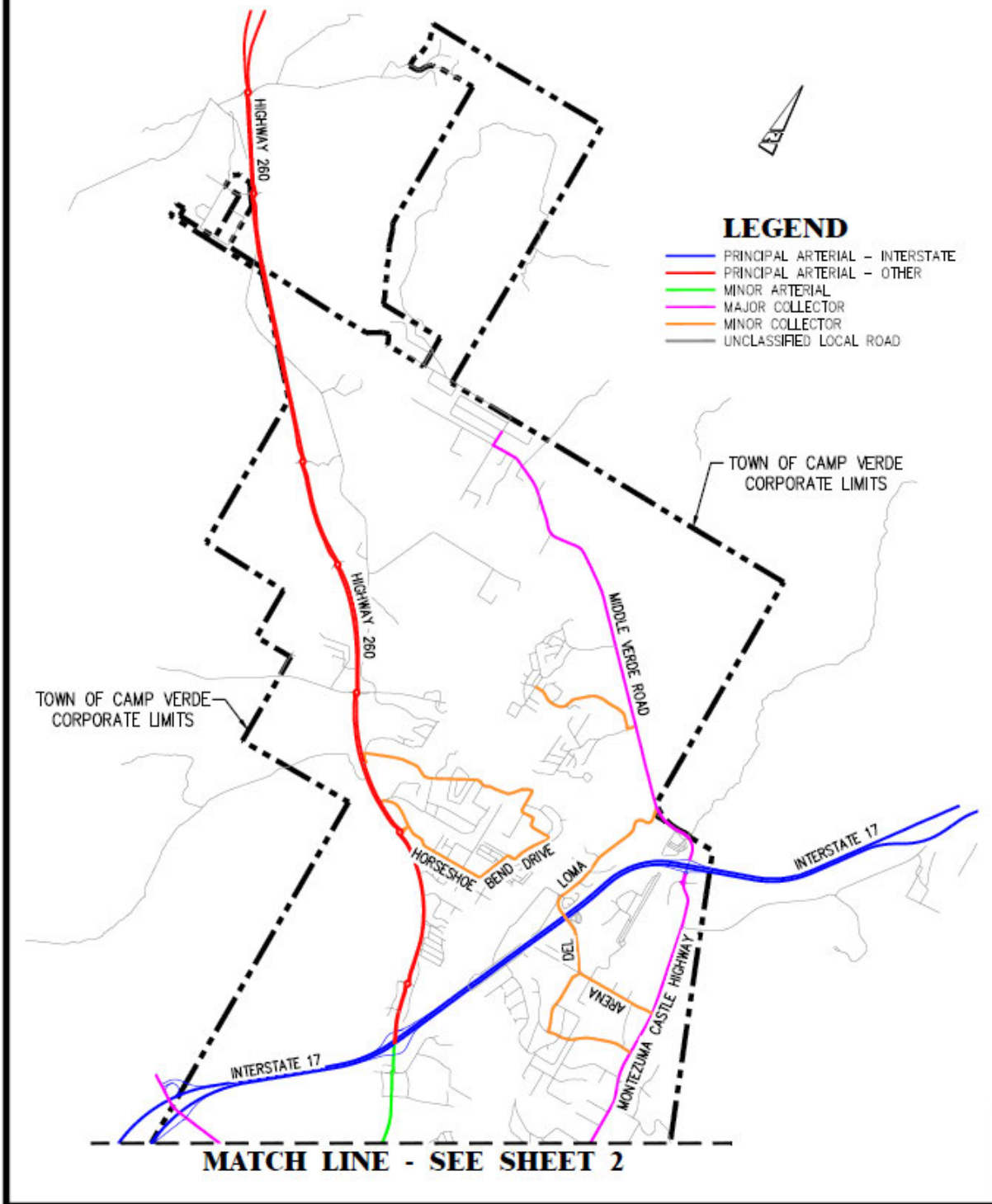
This element chapter presents a comprehensive overview of the Town's transportation infrastructure, patterns of use, planned improvements, and strategic goals for the future.

Section ## Guiding Principles:

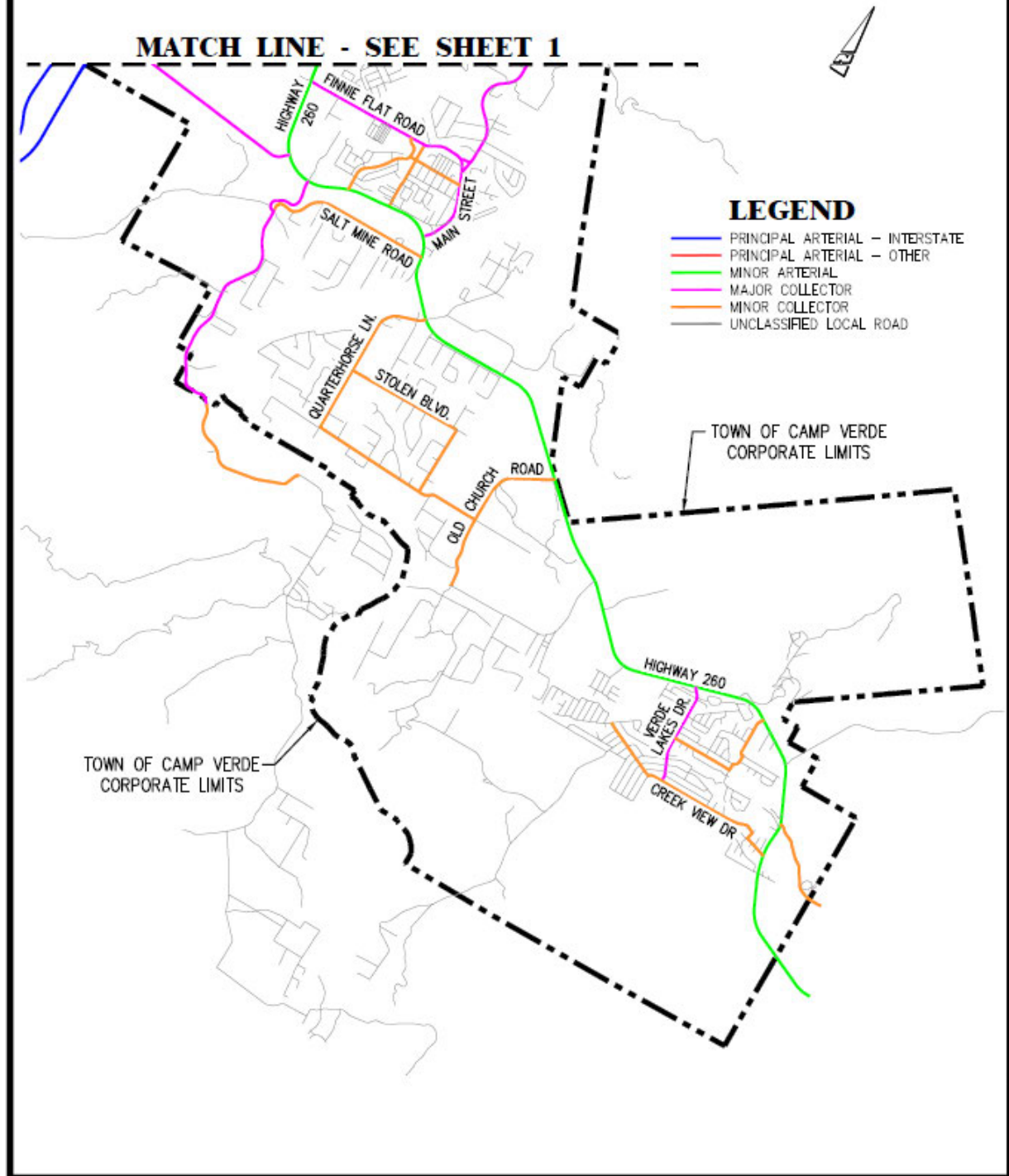
The Town of Camp Verde's approach to transportation is guided by core principles that prioritize safety, accessibility, efficiency and supports the General Plan. These principles reflect the community's values and serve as the foundation for transportation planning, project prioritization, and long-range visioning:

- **Connective:** Foster a transportation network that connects neighborhoods, commercial centers, schools, parks, and regional destinations efficiently and intuitively.
- **Safe:** Ensure all users, including but not limited to motorists, pedestrians, and bicyclists, can move through the community safely.
- **Accessible:** Expand transportation access to underserved populations, including low-income residents, seniors, and people with disabilities.
- **Maintained:** Protect and maintain existing infrastructure through timely maintenance and strategic capital improvements.
- **Resilient:** Invest in transportation systems that can withstand environmental stressors and adapt to future growth.
- **Collaborative:** Strengthen partnerships with regional agencies, the Yavapai-Apache Nation, and the private sector to leverage funding and expertise.

TOWN OF CAMP VERDE ROADWAY CLASSIFICATION MAP



TOWN OF CAMP VERDE ROADWAY CLASSIFICATION MAP



Section #.# Discussion:

A. Historical Context

Camp Verde's transportation development is deeply rooted in its history. The Town was originally established as a military fort in the 1860s to secure settlement in the Verde Valley, and over time, civilian settlers created a community grounded in agriculture, ranching, and trade. The indigenous peoples who preceded early settlers engaged in agriculture, trade, hunting, fishing, and gathering. They relied on horses and established foot trails as their primary modes of transportation, many of which later evolved into the roadways we use today. As transportation needs evolved, so did the infrastructure. Roads that once served horse-drawn wagons and military movements eventually supported trucks hauling produce, tourists visiting Montezuma Castle National Monument, and daily commuter traffic.

A key piece of Camp Verde's regional transportation evolution was the development of what is now known as State Route 260 (SR-260). The origins of this corridor trace back to the 1870s with the construction of the General Crook Trail, a military supply route connecting Fort Verde and Fort Apache. This early trail established a critical east-west connection across the central part of Arizona, laying the foundation for modern roadways in the region.

However, the most dramatic transformation occurred with the construction of Interstate 17 (I-17) in the 1970s, positioning Camp Verde as a pivotal north-south travel corridor between Phoenix and Flagstaff. This shift not only changed the physical layout of the Town but also significantly influenced patterns of growth, commerce, and accessibility, integrating Camp Verde deeper into the broader regional economy. *(Image Source: LoopNet Commercial Real Estate).*



B. Existing Conditions

Roadway Network

Camp Verde's transportation system is predominantly auto-oriented, supported by a network of arterial highways, collector roads, and local streets. Spanning more than 43 square miles, the Town's expansive and varied landscape, which includes rural subdivisions, agricultural lands, and scenic natural areas, shapes both the character of the community and the complexity of its transportation needs. This geographic spread presents unique challenges and opportunities in planning and maintaining an efficient, connected roadway network that serves a dispersed population.

Interstate 17 (I-17) serves as the Town's most significant transportation asset, bisecting the community with three access points: Exits 285 (General Crook Trail), 287 (State Route 260), and 289 (Middle Verde Road). These interchanges facilitate the daily movement of residents, tourists, and commercial freight and serve as gateways into the Town's residential neighborhoods, commercial corridors, and visitor destinations. (*Image Source: AA Roads*).



Running east to west, State Route 260 (SR-260) serves as another critical link, connecting Camp Verde with jurisdictions like Cottonwood and Clarkdale to the north and Strawberry-Pine and Payson to the southeast. This corridor not only supports substantial daily commuter traffic but also acts as a primary freight and tourism route, with high volumes especially noticeable during weekends and peak seasons.

Main Street once served as the primary highway through Camp Verde before the construction of the SR-260 bypass. As the original alignment of SR260, it was the main thoroughfare for residents, travelers, and freight. With the completion of the bypass, Main Street transitioned into a local route, allowing it to evolve into a more community-focused corridor. Today, local routes such as Main Street function as the heart of the Heritage Character Area, hosting community events, small businesses, and pedestrian-oriented

activity. Finnie Flat Road and Montezuma Castle Highway operate as major collector roads, bridging the gap between residential and commercial areas and guiding visitors toward natural and cultural landmarks such as Montezuma Castle National Monument.

In addition to the Town-maintained roadway system, Camp Verde also contains a number of privately owned roads within its municipal boundaries. These roads are typically located within private developments or historically subdivided areas and are not maintained by the Town. As a result, property owners or homeowner associations are responsible for upkeep. While these roads serve local travel needs, their condition and maintenance standards can vary widely and present unique challenges in emergency response, drainage control, and integration into the broader circulation network.

Traffic Volumes

Traffic volume data from the Arizona Department of Transportation (ADOT) provides insight into how heavily Camp Verde's roads are used. Average Annual Daily Traffic (AADT) volumes for I-17 in the Camp Verde vicinity show consistently high levels of vehicle movement. Exit 285 (General Crook Trail) sees approximately 34,711 vehicles per day, while Exits 287 (SR-260) and 289 (Middle Verde Road) report daily volumes of 34,853 and 33,842 respectively. These numbers underscore the importance of I-17 as a backbone for regional mobility.

Similarly, SR-260 within Town limits sees substantial use. Between Cherry Creek Road and Exit 287, the AADT is estimated at 15,329 vehicles. Projections by ADOT estimate this number will increase to over 25,000 vehicles per day by the year 2042, reflecting anticipated population growth and commercial development across the Verde Valley.

Street Conditions

Camp Verde's road conditions are evaluated using the Pavement Condition Index (PCI), a nationwide standard for measuring road surface integrity. A recent survey revealed the Town's average PCI rating is just 36.2, with the majority of Camp Verde's roadways (approximately 90%) falling into the "Poor" to "Serious" condition categories. Such conditions demand significant rehabilitation to ensure the safety and efficiency of the transportation network.

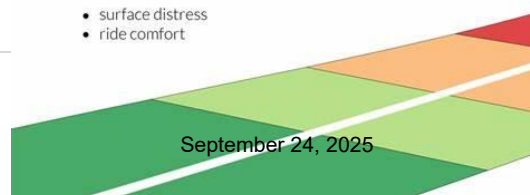
The Public Works Department Streets Division is tasked with managing road maintenance. Historically, the Streets Division has faced financial challenges, but the Town is actively working to adjust Highway User Revenue Funds (HURF) allocations to bolster financial support and improve long-term roadway conditions. *(Image Source: City of Tempe, AZ)*

Pavement Quality Index (PQI) Defined

Excellent	Good	Fair	Poor
100 - 80	79 - 60	59 - 40	39 - 20

PQI scores take into account:

- surface distress
- ride comfort



Safety and Congestion

Although Camp Verde is not generally characterized by urban-level congestion, traffic chokepoints do exist, especially during peak tourism periods. Exits 285 (General Crook Trail) and 287 (SR-260) along I-17 are consistently busy, with Exit 287, serving the Finnie Flat commercial area, experiencing the highest levels of local congestion. The tri-intersection of Finnie Flat Road, Main Street, and Montezuma Castle Highway is also a known trouble spot for traffic flow and safety, and it has become a focal point for planned improvements. Additionally, there have been noted concerns about speeding and cut-through traffic in quieter neighborhoods, prompting the Town to consider future traffic-calming strategies in residential zones.

C. Multimodal and Non-Motorized Transportation

Pedestrian and Bicycle Infrastructure

Camp Verde lacks a comprehensive and connected pedestrian and bicycle network. While certain areas, such as the Heritage Character Area, have benefited from recent sidewalk improvements, many other parts of Town remain underserved in terms of non-motorized infrastructure. This limited connectivity poses challenges for residents who do not have access to a personal vehicle and restricts opportunities for alternative transportation.

Improving walkability and bike accessibility has been identified as a key priority through the Town's Character Area planning process. Strategies under consideration include expanding sidewalks and bike lanes, adding pedestrian amenities like benches and shade structures, implementing traffic-calming measures, expansion of public transit, and hosting community events that promote active transportation. Where appropriate, the Town will also prioritize the protection of bike lanes with physical barriers to improve cyclist safety and encourage broader use.

These efforts reflect a broader vision to create a safer and more accessible transportation network throughout Camp Verde. This vision is further supported by the *Urban Upland Trails* document, which outlines potential routes and design standards for enhancing non-motorized trail connectivity across the community.

Barriers to Access

Physical barriers to active transportation are evident throughout the Town. ADA-accessible sidewalks are absent in large portions of the community, and many neighborhoods lack pedestrian crossings across busy arterials like SR-260 or Montezuma Castle Highway. The disjointed nature of existing paths makes it difficult to travel safely and efficiently by foot or bicycle from residential areas to commercial or recreational destinations.

Future Vision

Long-range planning efforts currently underway, including the Verde Valley Master Transportation Plan and the Parks and Recreation Master Plan, will outline a forward-looking vision for a more connected, accessible, and equitable transportation system in Camp Verde. Conceptual proposals include the development of multi-use paths along State Route 260 and Montezuma Castle Highway, greenway trails linking neighborhoods to the Verde River, and expanded sidewalk coverage throughout key business and civic corridors. These improvements are intended to promote walkability, encourage active transportation, and ensure safer mobility options for residents and visitors alike. As the Town continues to grow, these planning documents will serve as roadmaps for creating a more sustainable and inclusive transportation network.

D. Public and Regional Transportation

Public transit options in Camp Verde are limited, though efforts are underway to expand services in partnership with regional stakeholders. The Yavapai-Apache Nation operates a network of fixed-route buses that provide essential connections for both tribal and non-tribal residents, serving key destinations such as medical centers, shopping areas, and employment hubs throughout the region. Due to the Town's rural nature and low population density, rideshare services are not readily available, further limiting transportation options for those without access to a personal vehicle. *(Image Source: YAN Transit)*



In addition, intercity bus operators like Groome Transportation and Greyhound provide service to major cities including Phoenix and Flagstaff, offering viable options for residents who rely on longer-distance travel.

Looking ahead, the Town is exploring opportunities to collaborate with the Yavapai-Apache Nation on expanding local and regional transit solutions as a part of the Department of Transportation's Thriving Communities Grant. This partnership aims to improve transportation access for underserved populations, including seniors, low-income households, and those without a private vehicle.

E. Parking

As Camp Verde continues to grow as a destination for tourism, commerce, and residential development, the availability and functionality of parking have become increasingly important components of the Town's overall transportation network. A well-planned parking system supports local businesses, improves access to community facilities, and reduces unnecessary congestion caused by vehicles circulating in search of parking. In areas where pedestrian activity is prioritized, such as the Heritage Character Area, parking should be located nearby but thoughtfully separated from the main corridors to minimize congestion and preserve walkability. Removing on-street parking in these zones can help reduce traffic congestion and create a more welcoming, pedestrian-focused environment.

Camp Verde's current parking inventory consists of a mix of on-street spaces, municipal lots, and informal parking areas, particularly in the Heritage Character Area and near high-traffic civic destinations. While overall demand is generally manageable, peak periods, including special events and seasonal tourism surges, highlight gaps in availability and accessibility, especially on Main Street.

F. Investment and Capital Improvements

Capital Improvement Projects

Camp Verde is making strategic investments in its transportation network through a series of capital improvement projects outlined in the five-year funding plan starting Fiscal Year 2025.

A \$896,500 grant awarded through the Arizona Statewide Mobility and Access for Reliable Transportation (SMART) program is currently funding the design phase of the Finnie Flat Road and Montezuma Castle Highway Improvement Project. This initiative, with an anticipated total cost exceeding \$20 million, aims to enhance pedestrian accessibility, improve roadway safety, and reduce congestion along one of the Town's most heavily traveled corridors. These upgrades will also help support long-term economic growth by strengthening infrastructure in a primary commercial area.

In tandem, the Town has developed 90% design plans for the Main Street Reconstruction Project, which will address aging underground utilities, failing surface infrastructure, and persistent drainage issues. The total cost for this project is expected to exceed \$15 million.

To help fund construction, the Town is pursuing a federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant.

Several smaller-scale but high-impact projects are also underway. One such project is the 7th Street Sidewalk Extension, which will extend pedestrian access south toward General Crook Trail. This project is being funded through Yavapai County's Community Development Block Grant program and will serve an area designated as low-income, improving mobility and safety for nearby residents.

Additionally, the Town has initiated the Verde Lakes Drive Sidewalk Improvements Project. This project will install new curb, gutter, and sidewalk along the west side of Verde Lakes Drive between SR-260 and Catclaw Drive. The design is being completed in-house by Town staff, while construction is being funded through the Northern Arizona Council of Governments' Transportation Improvement Program. The Town is scheduled to receive \$664,780 in Fiscal Year 2026 for the construction phase of this important pedestrian improvement.

These ongoing and planned investments demonstrate Camp Verde's commitment to improving mobility, safety, and connectivity through targeted infrastructure improvements that benefit both residents and visitors.

Road Preservation Ordinance

Recognizing the importance of protecting new infrastructure investments, the Town has adopted Ordinance 24-A497 that restricts cutting or trenching into recently paved roads. Under this policy, asphalt less than seven years old and chip seal surfaces less than three years old are protected unless specific permission is granted. If granted, the utility or contractor is required to repave the full affected lane for a minimum of 25 feet in either direction of the trench to preserve the road's integrity and appearance.

Ongoing Maintenance

Routine maintenance remains a priority. The Town annually contracts street striping services to improve visibility and road safety. Camp Verde also operates an annual chip seal program, which significantly extends pavement life and reduces the need for costly reconstructions. These efforts reflect the Town's focus on preservation, even amid times where resource are limited.

G. Funding and Advocacy

Camp Verde participates actively in regional advocacy efforts through organizations like the Arizona Department of Transportation (ADOT), the League of Arizona Cities and Towns (LACT), and Northern Arizona Council of Governments (NACOG). The Town has submitted both the Main Street and Montezuma Castle Highway projects for inclusion in NACOG's Regional Priority Project List (RPPL), which serves as a tool to lobby state and federal legislators for increased rural transportation funding.

As of FY2025, NACOG has \$21.9 million in available funding, prioritizing projects that improve regional access, economic resilience, and safety. Camp Verde's inclusion in these advocacy efforts ensures that its needs as a rural community are heard and considered in statewide transportation planning.

Section #.# Goals and Implementation Strategies:

Goal #1: Improve Roadway Conditions Across the Network

- Identify and prioritize streets with the lowest Pavement Condition Index ratings for resurfacing or reconstruction.
- Establish a formal Pavement Management Program that includes annual condition assessments and capital planning for resurfacing cycles.
- Enforce Ordinance 24-A497, which restricts the cutting of newly paved or chip-sealed roads to preserve surface integrity. Where permitted, utility trench repairs must follow high-quality restoration standards.

Goal #2: Enhance Safety and Reduce Congestion at Key Intersections

- Advance the design and eventual construction of the critical Finnie Flat Road, Main Street, and Montezuma Castle Highway intersection, where existing congestion and safety concerns are most acute.
- Implement traffic-calming strategies in neighborhoods affected by excessive speeds or high levels of cut-through traffic.
- Upgrade signage, striping, and intersection technology to modern standards that improve visibility, reduce congestion, and support smoother traffic flow.
- Conduct a comprehensive parking study to analyze current capacity, utilization, and future needs in areas of high demand such as the Heritage Character Area.

Goal #3: Expand Multimodal Infrastructure and Accessibility

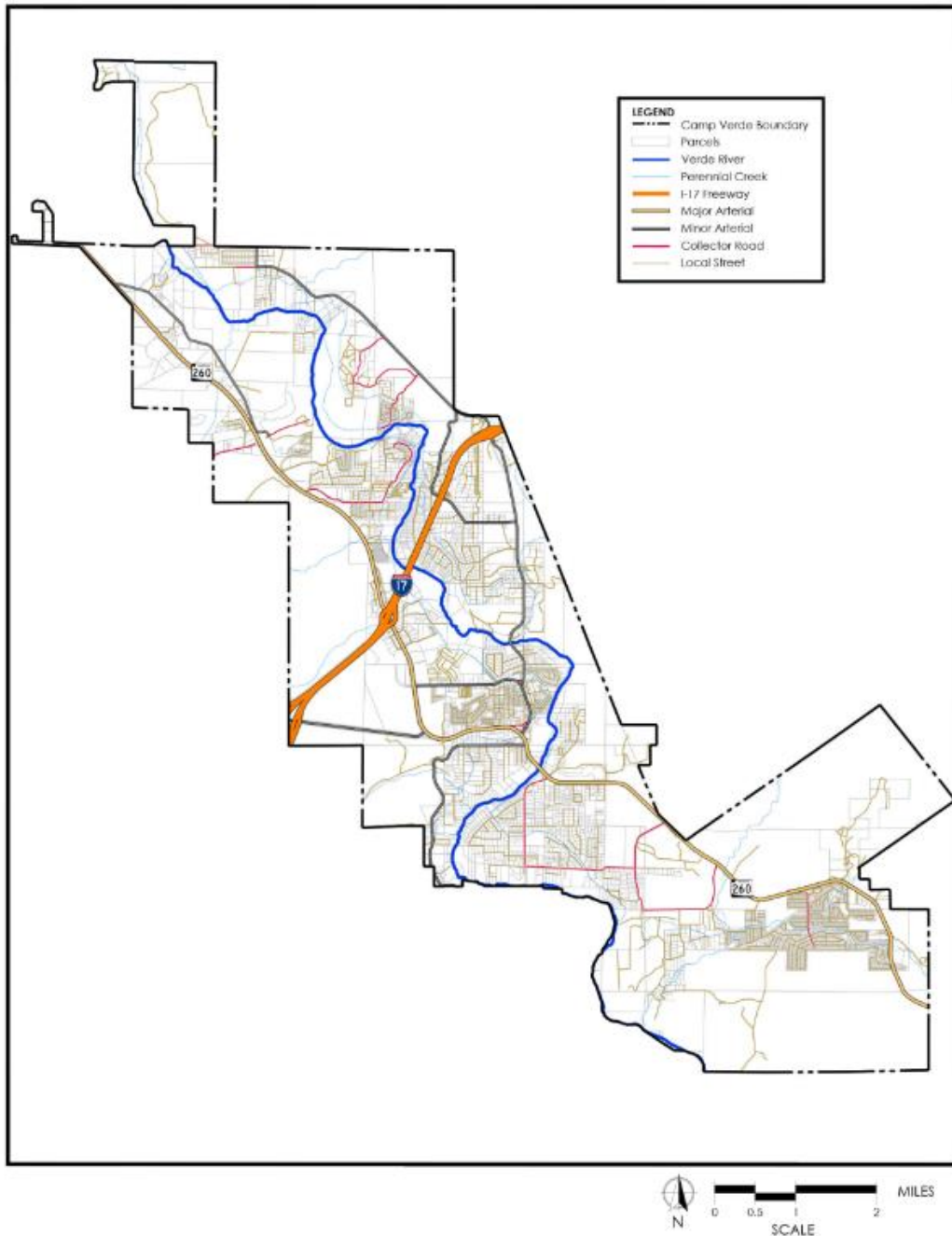
- Develop and implement a community-wide sidewalk, trail, and pathway connectivity plan to close gaps and improve safe pedestrian circulation.
- Construct new multimodal paths along high-volume corridors such as State Route 260 and Montezuma Castle Highway that link residential areas with schools, parks, and commercial nodes.
- Develop clear wayfinding signage and public information tools to better guide residents and visitors to available parking locations.

Goal #4: Increase Access to Regional and Public Transit

- Continue working in close partnership with the Yavapai-Apache Nation to expand local and regional fixed-route transit services.
- Formally adopt and integrate the Northern Arizona Council of Governments' Verde Valley Master Transportation Plan into Town operations to support coordinated planning and service delivery.

Goal #5: Secure Funding for Transportation Projects

- Actively pursue grants such as the Rebuilding American Infrastructure with Sustainability and Equity program and Community Development Block Grants.
- Continue submitting shovel-ready projects to the Northern Arizona Council of Governments' Regional Priority Project List to position Camp Verde for funding consideration.
- Establish infrastructure development agreements with private developers to ensure new growth supports improvements to the public transportation system.



Section ## OPEN SPACE ELEMENT

Section ## Introduction:

The conservation and preservation of open space is essential to sustaining the Town of Camp Verde's natural character, cultural heritage, and long-term resilience. Historically rooted in agriculture and farming, Camp Verde has relied on its land and natural resources to shape its identity and support its local economy. The Verde River, a critical natural asset, continues to provide water for irrigation, habitat for native species, and opportunities for recreation and education. Safeguarding these open spaces and waterways honors the Town's agricultural legacy and reinforces its commitment to responsible development and land use. Through strategic planning, Camp Verde aims to protect these valuable resources for the benefit of current and future generations.

Section ## Guiding Principles:

The Town of Camp Verde is committed to preserving its historical cultural, natural resources, and western rural character through deliberate planning and responsible land use. Open spaces, agricultural lands, and the Verde River are recognized as integral to the community's identity, cultural legacy, and economic vitality. By upholding its historical traditions and protecting its natural assets, Camp Verde seeks to ensure a high quality of life for current residents and future generations.

- **Preserve the natural landscapes.** Protect scenic vistas, native habitats, natural watercourses and open lands that define Camp Verde's western rural character.
- **Promote the agricultural heritage of the Town.** Support working lands that reflect the Town's farming and ranching traditions.
- **Support enhanced public access.** Expand and maintain open spaces for passive recreation, education, and community enjoyment.
- **Protect water resources.** Safeguard riparian areas, the Verde River and tributary corridors as critical natural, recreational and open space assets.
- **Plan for long-term stewardship.** Integrate conservation strategies into land use planning to ensure the sustainability of open space for future generations.
- **Collaborate regionally.** Work with neighboring jurisdictions and regional partners throughout the Verde Valley to protect shared natural resources and promote cohesive conservation efforts.

Section ## Discussion:

A. What is Open Space?

According to Arizona Revised Statutes, open space lands or open area is any space or area characterized by great natural beauty or whose existing openness, natural condition, or present state of use, if retained, would maintain or enhance the

conservation of natural or scenic resources, or the production of food and fiber. Open space can encompass various environments, such as the following:

Developed: Areas that may include parks, schools, golf courses, horse staging areas, trails, picnicking areas, bike paths, and pathways.

Natural Environment: This includes forestland, rivers, streams, grasslands, desert scrubs, riparian areas, wilderness areas, preserves, protected sites, and topographical areas that are unsuitable for development, including steep slopes and floodplain areas.

Limited Development: Scenic-drive corridors, vista corridors, and public recreational amenities that minimally impact the natural environment. An example of a public recreational amenity that would minimally impact the natural environment is a natural surface trail (dirt or primitive trail) that follows existing landscape with little grading and would require minimal to no paving.

Agricultural Land: Lands that are used or can be used principally for raising crops, fruits, grains and similar farm products. For purposes of the general plan, Ranch land is also included in this category. Ranch land can be described as land that is used for raising livestock such as cattle, sheep, goats, horses, and other types of livestock. This type of land includes pastures with natural vegetation and grazing areas that support agricultural and ranching activities.

Owned Land: Privately owned land that may not be accessible to the public. These lands can also be federal, state, tribal and municipally owned.

B. The Town and Adjacent Open Space Land

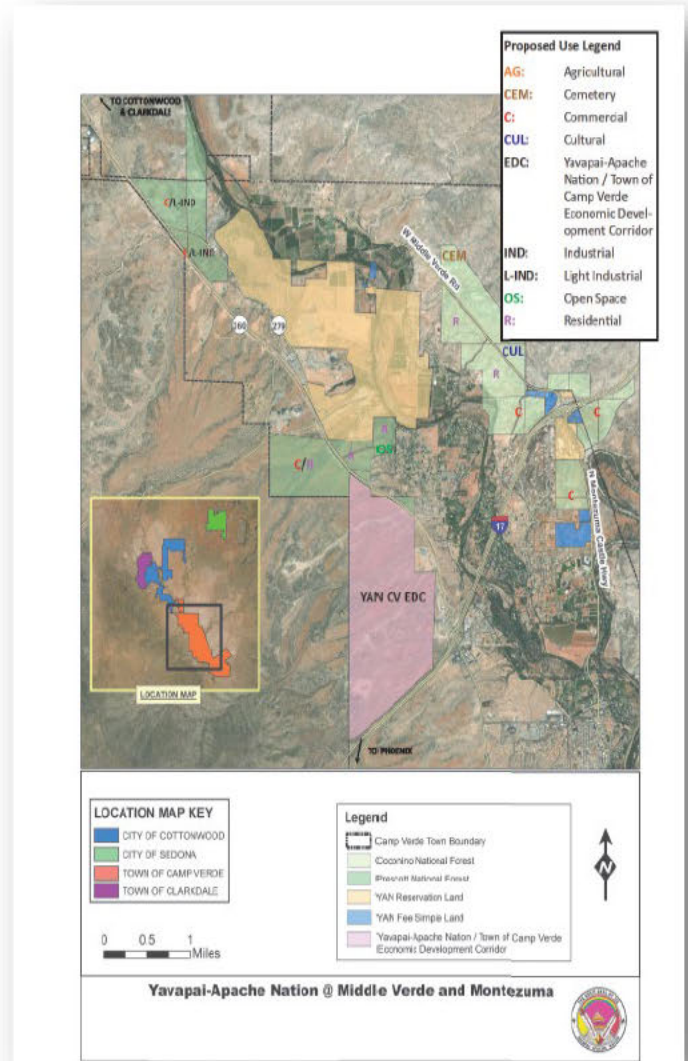
Open spaces play a critical role in preserving natural habitats, including the Verde River, West Clear Creek, Wet Beaver Creek, the confluence of Oak Creek and regional wildlife migration corridors. They help maintain both historic and active agricultural lands, provide important buffers between higher-density development and environmentally sensitive areas, support balanced economic growth, and promote access to locally grown food.

The Town of Camp Verde is uniquely positioned adjacent to significant tracts of federally managed land within the Prescott and Coconino National Forests. We are appreciative of the stewardship of the United States Forest Service, whose efforts help preserve the region's ecological integrity and provide valuable recreational and educational opportunities.

Notably, the Cedar Bench Wilderness, encompassing approximately 16,009 acres, is located within the Prescott National Forest near Camp Verde. The West Clear

Creek Wilderness, spanning about 15,238 acres, lies within the Coconino National Forest to the east of Camp Verde. Additionally, the Fossil Creek Springs Wilderness sitting at 11,550 acres also within the Coconino National Forest lies east to southeast of Camp Verde. These protected areas are vital to maintaining the biodiversity, scenic beauty, and natural resources that define the Verde Valley.

In 2024, a land exchange between the United States Forest Service (USFS) and the Yavapai-Apache Nation, a federally recognized Tribe, was finalized, involving approximately 3,207 acres of federal land spanning over four national forests, which are Apache-Sitgreaves National Forest, Coconino National Forest, Kaibab National Forest, and Prescott National Forest. With areas of the Coconino and Prescott National Forest within Camp Verde, approximately 3,083 acres (96%) of land that were exchanged to the Yavapai-Apache Nation are in three of Camp Verde's character areas, which are State Route 260 West, Middle Verde, and Pecan Lane. The land exchange aims to consolidate tribal lands, enhance opportunities for housing and economic development, while protecting habitat along the Verde River and Wet Dry Beaver Creek for cultural purposes, and maintaining the vital attributes of open space elements. While these were once public spaces, the Yavapai-Apache Nation will now become the stewards of these lands.



The Verde River is a defining natural feature of Camp Verde, shaping the Town's landscape, sustaining a diverse range of wildlife, serving as a critical water source, and valuable outdoor recreation asset. Stretching for approximately 18 miles through Camp Verde, the river corridor is surrounded by a mix of residential and agricultural lands, making its protection essential to preserving the community's natural, cultural, and economic value.

To support long-term stewardship of the river and its surrounding corridor, the Town may consider evaluating the implementation of appropriate buffer zones along residential and agricultural properties adjacent to the river. These buffers should be tailored to the specific land use and the property's character area. For example, residential zoning ("R") along Montezuma Castle Highway within the Pecan Lane Character Area, or residential and agricultural zoning ("R" and/or "AG") in the Middle Verde Character Area, could be evaluated for compatibility with buffer requirements that preserve the health of the Verde River and protecting areas of open space while respecting property uses.

C. Open Space and Zoning

In some jurisdictions, open space is used as a standalone zoning district that can be applied to areas that are not suitable for development due to problems inherent to topography or other physical characteristics or important lands that need to be preserved to protect unique natural habitats. While the Town of Camp Verde does not have this designation, it is a stated desire in this General Plan to ensure open space preservation. For example, the Town of Camp Verde designated a section of land to the South of State Route 260 (SR260) near General Crook Trail as the "Copper Canyon Character Area" to preserve approximately 450 acres of open space while providing outdoor recreational opportunities at the Copper Canyon Trail Head and conceptual plans for the Oasis Trailhead located off State Route 260 (SR260) and Oasis Road.

D. Other Areas of Open Spaces within Camp Verde

Other areas that border Camp Verde that are designated as Open Space Areas, as indicated by the 2016 approved General Plan:

1. Black Hills
2. Jackson Flat
3. Porcupine Mountain
4. White Hills
5. Wingfield Mesa

Within Camp Verde, cemeteries are also considered Open Space areas:

1. Clear Creek Cemetery & Church
2. Middle Verde Cemetery
3. Porcupine Mountain Cemetery

Trails, Trailheads, and Verde River access points:

1. Copper Canyon Multi-Purpose Trailhead
2. Grief Hill Trailhead on Cherry Road
3. Trail 119A by Overlook Acres
4. Hayfield Draw Day Use (OHV)
5. Perimeter Trail

- ### E. Open Space and Flood Prone Lands

Map Courtesy of Yavapai GIS

F. Open Space and Private Lands

Privately owned farm and ranch lands play a vital role in shaping Camp Verde's rural character. These open spaces have long helped buffer development, while supporting agricultural production, wildlife habitat, and natural migration corridors. In its November 15, 2023, endorsement of conservation easements and agreements, the Town affirmed its commitment to preserving these values, stating: "The Town of Camp Verde, General Plan, Planning & Zoning Ordinance and Verde River Recreation Plan recognize and support the importance and protection of our western, rural heritage, agricultural lands, open space, and the river corridor. Therefore, the Town of Camp Verde supports conservation agreements." This continued support reflects the Town's dedication to protecting the landscapes that define its identity and sustain its future.

Section ##: Goals and Implementation Strategies:

Goal #1: Ensure that new developments integrate open space in their design

Strategies:

- Assess opportunities to integrate parks, open space, and outdoor recreation amenities into new development projects through coordinated planning, development agreements, and land use incentives that are aligned with the strategic priorities of the Parks, Recreation, Trails and Open Space Master Plan. New development should be encouraged to include mini-parks that offer both active and passive recreational opportunities.
- Evaluate ways to address parks and open space through impact fees.
- Adopt and implement development standards that minimize impacts to open space and natural water courses supporting the restoration or reuse of land after mining activities have concluded while preserving environmentally sensitive lands. These standards should include approaches such as cluster development or conservation subdivisions to protect high-risk flood areas, groundwater recharge zones, hillsides, ridgelines, and archaeologically significant sites.
- Identify, preserve, and manage a connected open space system that provides natural areas with access for residents and visitors that align with the strategic priorities of the Parks, Recreation, Trails and Open Space Master Plan.
- Update the Town's Dark-Sky ordinance to guide dark-sky compliant outdoor lighting and street lighting to minimize light pollution and impacts to Camp Verde's rural environment and open space.
- Rezone Town-owned property within high flood-prone areas to open space zoning.

Goal #2: Preserve and enhance riparian areas, protect natural open space, and provide trail linkages.

Strategies:

- Prioritize the preservation of open space in all new developments by incorporating strategies such as conservation easements and the designation of private open lands.
- Develop a plan to preserve the Verde River and larger tributaries, including its natural floodplains, and its natural environment as a regional recreation destination that aligns with the strategic priorities of the Parks, Recreation, Trails and Open Space Master Plan. Include regional partnerships, cooperation, and grants to create a high-quality experience for visitors.
- Assess opportunities to preserve significant flood prone areas such as the Verde River, Wet Beaver Creek and the confluence of Oak Creek that aligns with the strategic priorities of the Parks, Recreation, Trails and Open Space Master Plan
- Support the expansion of a trail system to attract tourism through regional cooperation and the pursuit of grants or community co-ops that promote minimal natural impact that aligns with the strategic priorities of the Parks, Recreation, Trails and Open Space Master Plan.
- Preserve perennial and ephemeral tributaries for their environmental and recreational value, and protect historical, heritage, and archaeological sites that contribute to the cultural significance of the region.
- Consider impacts to known wildlife habitats during development application review and adopt measures which reduce negative impacts to sensitive habitat areas that aligns with the strategic priorities of the Parks, Recreation, Trails and Open Space Master Plan.
- Maintain local and regional partnerships to ensure that a unified, concise message about sustainable and responsible recreation is delivered to our visitors and community.
- Support public education about riparian areas and open space.

Section ##: Recreation Element

Section ##: Introduction

Located in the heart of Arizona, along Interstate 17 and graced by 18 miles of the Verde River, Camp Verde is geographically central and naturally exceptional. The Town is surrounded by an abundance of scenic treasures, including nine federal wilderness areas, six state parks, four national monuments, two wild and scenic rivers, and the stunning landscapes that define the Verde Valley as a world-class destination.

Recreation in Camp Verde is as diverse as its setting. While many people often associate recreation with sports and physical activities, it encompasses a much broader range of experiences. Desired recreational facilities, thoughtfully managed programs, and engaging community events all contribute to the health, wellness, and social fabric of the Town.

Communities that actively recreate and welcome visitors to do the same, foster a strong sense of belonging and social cohesion. Camp Verde exemplifies this spirit by hosting popular events such as the Pecan and Wine Festival, Corn Fest, and Fort Verde Days. These celebrations foster community pride and play a vital role in supporting the local tourism economy.

The Town's parks, recreational facilities, and community spaces provide both structured and unstructured opportunities for participation and enjoyment. These amenities promote physical and mental well-being and are key elements of a thriving, connected community.

Camp Verde's natural desert setting also allows for unique partnerships with agencies such as the Prescott and Coconino National Forest Services, Arizona State Parks, Yavapai County and Yavapai-Apache Nation (YAN). The Town of Camp Verde also collaborates with non-profit organizations which have natural resources at focus. These collaborations expand and enrich the recreational offerings available to residents and visitors alike, creating a dynamic network of outdoor experiences alongside the traditional neighborhood parks and community amenities typically found in towns of its size.

Section ##: Guiding Principles

Camp Verde acknowledges the fundamental value of spaces within the community to recreate, gather, and celebrate together. This element recognizes that well-maintained and thoughtfully designed recreational spaces are essential to the health, enjoyment, and well-being of its residents and visitors. Whether indoors or outdoors, these spaces provide vital opportunities for recreation, connection with nature, and community engagement. Camp Verde is committed to preserving the integrity and accessibility of these environments through responsible stewardship, and by valuing and enhancing Camp Verde's recreational spaces. The Town supports a vital, active, and all-encompassing quality of life for all.

- **Promote healthy living.** Support recreational opportunities and encourage physical activity, mental wellness, and lifelong health for all ages.
- **Foster community well-being.** Develop accessible spaces for all that strengthen social connections and enhance the quality of life.
- **Celebrate our Western heritage.** Integrate Camp Verde's unique Western culture and traditions into recreational programming and facility design.
- **Champion conservation.** Protect natural landscapes and habitats to ensure responsible, recreation that sustains the area's native plants, riparian areas, wildlife, and scenic character.
- **Preserve cultural and environmental resources.** Maintain the integrity of historical, archaeological, and scenic resources as a core component of recreational planning.

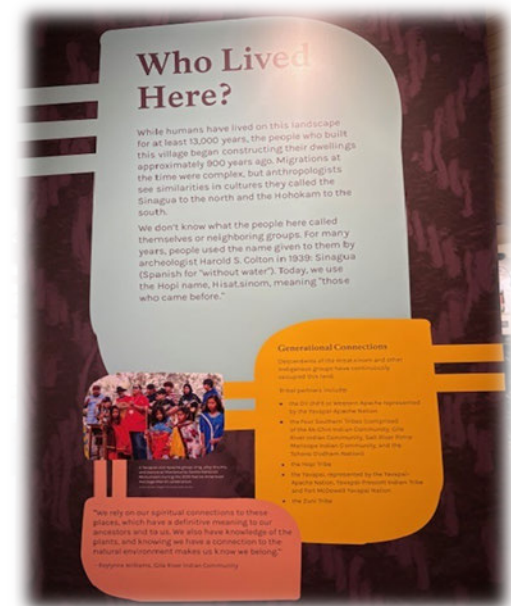
Section ##: Discussion

A. History

The history of recreation in Camp Verde reflects its unique blend of natural resources, cultural heritage, and rural character. While not always formalized in the way larger municipalities develop parks and recreation departments, Camp Verde's recreational identity has evolved steadily, shaped by its geography, traditions, and community priorities.

Long before Camp Verde was formally established, the area was home to Indigenous peoples from various cultures and tribes, including the ancestors of today's Yavapai-Apache Nation. For many, the specific names used by these early inhabitants are unknown. Historians note that the term "Sinagua," meaning "without water" in Spanish, was introduced by archaeologist Harold S. Colton in 1939 to describe the ancient peoples. Today, the Hopi refer to them as *Hisat'sinom*, meaning "those who came before." These early cultures used the land for spiritual, subsistence, and recreational purposes, maintaining a deep connection to nature.

In the late 1800s, Anglo-American settlers and the military presence at Fort Verde brought new recreational traditions to the region, including equestrian activities, informal sports, and community gatherings centered around the fort. Historically, Camp Verde's agrarian lifestyle and ranching culture laid the foundation for recreational activities. Horseback riding, rodeos, team roping



and barn dances became deeply embedded in local tradition and are still celebrated today.

B. Recreation and Tourism

In an effort to better understand community perspectives and priorities surrounding tourism and recreation, the Town of Camp Verde partnered with Polco, a nationally recognized civic engagement and survey organization. Through this collaboration, a comprehensive survey was conducted to collect meaningful feedback from residents regarding the future of tourism in Camp Verde.

One of the key takeaways from the survey was the community's strong desire to preserve the cultural identity of Camp Verde. Nearly 47% of respondents indicated that maintaining and celebrating the Town's culture is extremely important as a core benefit of tourism. This sentiment underscores a broader community interest in aligning tourism growth with local values and heritage, rather than solely focusing on economic outcomes.

When asked what types of tourism experiences they felt should be prioritized by the Town, respondents identified the following categories with examples of current and possible new activities:

1. **Outdoor Adventure** – Including hiking, biking, hunting, fishing, stargazing, kayaking, and off-road trail activities, reflecting Camp Verde's rich natural landscape and the growing demand for sustainable, nature-based recreation.
2. **Cultural & Historical Tourism** – Emphasizing museums, historic sites, animal sanctuaries, festivals, and the interpretation of indigenous heritage, aligning with the community's commitment to heritage preservation.
3. **Culinary & Beverage Tourism** – Encompassing restaurants, wineries, breweries, food festivals, and farm-to-table experiences, this sector highlights the growing interest in local food culture and agritourism.
4. **Family-Friendly Attractions** – Including parks, wildlife parks, adventure play areas, and other forms of intergenerational entertainment that serve both residents and visiting families.
5. **Western Heritage Tourism** – Featuring rodeos, horseback riding, equestrian and ranching style experiences, and other experiences that celebrate Camp Verde's frontier legacy and rural character.
6. **Relaxation and Unplugging** – Emphasizing sunset and river walks, quiet retreats and cozy lodging.
7. **Arts and Crafts** – Including Galleries, live music, public art, craft workshops.
8. **Eco-Tourism** – Encompassing birdwatching, wildlife tours, and scenic excursions.
9. **Sports and Competitions** – Includes tournaments, races and athletic events.



These responses indicate that the community values tourism strategies that are immersive, authentic, and connected to Camp Verde's environmental and cultural assets.

C. Community Priorities for Amenities and Infrastructure

In addition to identifying tourism priorities, survey participants also provided input on the types of amenities and infrastructure they believe Camp Verde needs to support both residents and visitors, such as the following:

1. **Vibrant Downtown/Main Street (Heritage District)**

A strong majority of respondents emphasized the need for a more walkable, attractive, and engaging downtown area, anchored by diverse retail, dining, entertainment, and cultural offerings.

2. **More Shopping**

The respondents expressed a desire for more boutiques, artisan markets and specialty retail options.

3. **Expanded Dining and Nightlife Options –**

Community members expressed a desire for additional restaurants and late-hour venues, indicating a growing demand for social spaces that contribute to a more dynamic evening economy.

4. **Enhanced Recreational Opportunities**

There was strong support for expanded trail networks, outdoor activity spaces, and increased access to nature-based amenities, reinforcing the importance of recreational infrastructure to the quality of life and tourism supported by previous general plans and the Urban Upland Trail Plan

5. **More Community Events and Festivals**

Respondents noted the need for additional public events that celebrate local culture, foster community engagement, and enhance Camp Verde's attractiveness as a destination.

6. **Enhanced Transportation, Signage and Lodging**

There was strong support for more transportation options like shuttles, bike rentals, and better trail markers and information centers, and more lodging options.



Residents envision strategies rooted in outdoor adventure, cultural preservation, and local flavor while also calling for investments in infrastructure and amenities that enhance daily life and support sustainable tourism growth. The feedback also emphasizes the role of

recreation as a unifying theme, serving as a driver of health, economic development, and community pride.

Section ##: Parks and Recreational Sites

Camp Verde maintains seven (7) park sites totaling over 100 acres.

1. Arturo Circle Neighborhood Park (2431 N. Arturo Park, 1.1 Acres)



2. Butler Park (1213 Garner Lane, 6.96 Acres)



3. Community Center Park (75 E. Hollman Street, 6.56 Acres)



4. Sports Complex (990 E. Champion Trail, 114.18 Acres)



5. Rezzonico Family Park/Centennial Park (33 W. Mosher Lane, 4.39 +/-)



6. Verde Lakes Community Park (3012 S. Aspen Way, 2.0 Acres +/-)



7. Parsons Riverfront Preserve (North Roundup and I17, 12 Acres +/-)



In conjunction with the above Town-owned parks, the Town also owns and/or maintains these Community Recreational Facilities:

1. Heritage Family Pool (290 Apache Trail, .50 Acres +/-)



2. Heritage Skate Park (290 Apache Trail, .25 Acres +/-)



3. Camp Verde Library (130 N. Black Bridge Road, 2.0 Acres +/-)



4. Town of Camp Verde Gym (395 S. Main Street, .25 Acres +/-)



The National Recreation and Park Association (NRPA) Park Metrics offer comprehensive benchmarks for evaluating park and recreation services across the United States. According to the 2024 NRPA Agency Performance Review, the national average is one park per 2,411 residents or 10.2 acres of parkland per 1,000 residents. Given Camp Verde's rural character and its existing network of parks and trails, the Town likely surpasses these national standards.

There are no strict rules about how close parks need to be to homes, but having parks nearby helps bring people together, builds a sense of community, and supports better health. The National Recreation and Park Association suggests that parks should be within a quarter

mile of homes (about a five- to ten-minute walk). While some parts of Camp Verde meet this goal, many do not, mainly because the Town is spread out with large properties. Future developments should consider placing new parks and recreation areas closer to where people live to ensure walkability and access. These guidelines can help Camp Verde improve its parks, making Camp Verde similar to national standards.

While not operated and owned by the Town, these facilities below provide additional cultural and recreational opportunities for Camp Verde.

Camp Verde School District:

1. Owns and maintains approximately 27 acres of athletic and multi-purpose fields, including playground areas.

Two state parks are located within the area of the Camp Verde:

1. Fort Verde State Historic Park (10.87 Acres)
2. Rockin' River Ranch State Park (67.22 Acres)

Two National Monuments are adjacent to the Camp Verde:

1. Montezuma Castle
2. Montezuma Well

Section ##: Recreational Opportunities

Recreation for All: Enhancing Access and Opportunity in Camp Verde

Residents of all ages, from youth to older adults, benefit from increased access to recreational opportunities that promote physical health, social engagement, and overall well-being.

While Camp Verde has long been known for its strong equestrian tradition, the Town has also recognized and begun addressing gaps in its broader recreational landscape. Historically, facilities such as Butler Park (adjacent to Camp Verde High School) and the Community Center Park (located behind Town Hall), have offered limited athletic amenities, primarily a few fields for soccer, football, and baseball/softball. However, these facilities have not adequately met the growing needs of a diverse and active population.

To help close this gap, construction on the Town's 114-acre park, the Camp Verde Sports Complex, was started in FY18 (Fiscal Year 2018) and being constructed in phases, representing a major step forward in Camp Verde's commitment to recreation. This has been a multi-phase project creating two baseball fields, two all-purpose fields, one disc golf course, and the complete infrastructure (drainage, water, roads, etc.) for the completed Phase I of the park. Once fully built out, the complex is expected to house six baseball fields, two all-purpose fields, soccer fields, several pickleball courts, a walking trail, a disc golf

course and fishing pond. In addition to accommodating a range of athletic pursuits, this facility will also create new opportunities for community-wide events and sports tourism.

Further efforts to improve recreational amenities include the replacement of aging playground equipment. In 2025, the Town completed the replacement of a 15+ year-old playground at the Community Center Park with a modern, safer, and more durable play structure, ensuring that Camp Verde's youngest residents have a safe and engaging place to play. Continued investment in outdoor infrastructure is vital for the long-term livability and attractiveness of the community.



Equestrian Recreation: A Community Arena and Economic Asset

The 39-acre parcel owned by the Town of Camp Verde called the “Camp Verde Equestrian Center” made possible by a public and private partnership with the Camp Verde Arena Association (CVAA) serves as a key recreational and economic asset for the Town. As a hub for equine-related activities, the center has hosted numerous national roping, riding events and motorcross competitions drawing non-profit organizations, professional competitors, and seasonal visitors from across the country, many of whom seek refuge from colder climates. The Equestrian Center is also home to a small Go Cart Racetrack bringing racing enthusiasts enjoyed by the community and visitors from Spring to Fall .

While equine sports are a form of recreation for some, they represent a way of life for many, reflecting the deep-rooted heritage and identity of Camp Verde. The Camp Verde Equestrian Center not only honors Camp Verde's western cultural legacy but also supports tourism, economic development, and community pride. In addition to the public arena, numerous

private arenas are located throughout the town, further reinforcing the strong equestrian traditions that remain central to Camp Verde's character.



The Verde River: A River Recreation and Camp Verde's Natural Crown Jewel

Set within the unique landscape of the Upper Sonoran Desert, Camp Verde is home to a rare perennial waterway. The Verde River and its tributaries support rich riparian ecosystems and provides an abundance of recreational opportunities. Flowing for approximately 18 miles through the Town's boundaries, the river is Camp Verde's emerald-green lifeline and a treasured resource for both residents and visitors.



From fishing and kayaking to birdwatching and swimming, the Verde River offers a wide variety of recreational activities accessible to all ages. Recognizing the river's value, the

Town adopted the 2016 Verde River Recreation Master Plan, which outlines key priorities for enhancing public access, protecting natural resources, and integrating the river more fully into the community's recreational and ecological framework. The following are the current publicly accessible river access points to the Verde River for the public:

1. Beasley Flat
2. Black Bridge
3. Bullpen
4. Clear Creek
5. Gap Creek
6. White Bridge
7. Rockin' River State Park
8. Rezzonico Park
9. Parson Riverfront Preserve

Moving forward, Camp Verde aims to explore the development of long-standing recreational opportunities along the Verde River, while simultaneously fostering environmental stewardship and long-term conservation. Education and responsible management will be essential to ensuring the river's health and accessibility for generations to come.

Trails: A Driving Force for Circulation and Well-Being

Trails, whether motorized or non-motorized, play a pivotal role in enhancing circulation and promoting well-being in Camp Verde by connecting neighborhoods, parks, and key community destinations through accessible, non-motorized or motorized pathways. These trails encourage healthy lifestyles by supporting walking, biking, races/events, equestrian and OHV (Off-highway vehicle) activities while fostering social interaction and community cohesion. As trails are an important facet of outdoor recreation, there are trails that have their own designated use and not all trails are accessible for all activities which is important for safety and trail preservation to make outdoor recreation enjoyable for all. The trails element in this General Plan provides guidance for sound trails management expansion and to ensure continued wilderness and open space access. Below is a list of designated trailheads in the Town of Camp Verde along with conceptual/future trailheads.

1. Copper Canyon
2. Grief Hill
3. Verde Vista Loop
4. Ryal Canyon
5. Box T
6. Perimeter Trail Head
7. Oasis Trailhead (Conceptual)
8. Jackson Flats (Conceptual)

Section ##: Goals and Implementation Strategies:

Goal #1: Offer well-maintained, wide-ranging recreational facilities and programs that engage residents of all ages and abilities.

Strategies:

- Support the enhancement of the existing parks by adding amenities and elements that accommodate a more diverse range of ages and abilities that are aligned with the Parks, Recreation, Trails and Open Space Master Plan.
- Pursue the development of a multi-use community center that serves both youth and adults by providing athletic facilities, academic support, educational programming, and expanded recreational opportunities for all residents.
- Seek public input on proposed park, recreation, open space, and trails enhancements as a part of the Parks, Recreation, Trails and Open Space Master Plan.
- Assess the need to participate in the National Recreation and Park Association Park Metrics program, providing valuable data on park and recreation services to national standards.
- Create an interim inventory and maintenance plan for existing parks and recreation facilities owned and operated by Camp Verde.
- Preserve and promote western-themed attractions like rodeos, equestrian and ranch type activities, training facilities and horseback riding to celebrate Camp Verde's rural and frontier identity.
- Protect and maintain historical, archaeological, and other critical lands within Camp Verde that support safe and accessible outdoor activities for residents and visitors that align with the strategic priorities of the Parks, Recreation, Trails and Open Space Master Plan.
- Promote awareness about the importance of "pack it in, pack it out" practices to help keep Camp Verde's natural areas clean and well-preserved.

Goal #2: Preserve and establish appropriate recreational opportunities for the Verde River.

Strategies:

- Evaluate and update the Verde River Recreation Management Plan as needed ensuring that it aligns with the strategic priorities of the Parks, Recreation, Trails and Open Space Master Plan.
- Encourage recreation that is compatible with the natural environment and focus on the preservation of the historical sites.
- Encourage plan features, such as parks and trail systems, that allow people to recreate at the river and connect with other points of interest that align with the strategic priorities of the Parks, Recreation, Trails and Open Space Master Plan.
- Support educational and recreational opportunities that align with the conservation and preservation of the Verde River and its natural habitats.

- Support efforts with governmental agencies, and public/private organizations to obtain voluntary conservation easements and development rights from landowners to secure access, protect sensitive areas from further development and provide trail corridors.

Goal #3: Address community needs at the Town's Sports Complex.

Strategies:

- Implement the Parks, Recreation, Trails and Open Space Master Plan completed in 2027 to provide comprehensive park development, park management, and recreation programming to serve the population projected by the Future Land Use Map.
- Align field and facility improvements with evolving community needs and usage trends.
- Design and maintain sports facilities to support a broad range of age groups and skill levels.
- Strategically plan and allocate funding for year-round recreational amenities that foster community engagement that are aligned with the strategic priorities of the Parks, Recreation, Trails and Open Space Master Plan.
- Assess necessary enhancements to fields and facilities to accommodate traveling programs as a potential source of revenue.
- Pursue external funding opportunities to support the development of new facilities.
- Partner with other government and non-profit agencies to support recreational activities that enhance community pride, increase tourism, and raise awareness of the Western and rural lifestyle.
- Assess the feasibility and development of large joint-use regional parks with other government agencies.

SECTION ## TRAILS ELEMENT

Section ## Introduction

In Camp Verde, trails are more than just pathways. They are vital threads in the fabric of our community. They serve as significant economic, cultural, environmental, and social assets, connecting people to the Verde Valley's breathtaking landscapes and timeless heritage. Our trail system offers meaningful opportunities for healthy recreation, community connection, and personal discovery, enriching the quality of life for both residents and visitors. Trails serve a broad range of users who enjoy activities such as hiking, biking, horseback riding, and off-highway vehicle (OHV) recreation. As gateways to nature and history, trails inspire a shared sense of place, pride, and stewardship that reflects the spirit of Camp Verde.

The Town's trail element provides an overview of Camp Verde's trail system, existing conditions, and future opportunities serving as a guided framework for trail development and enhancement.

Section ## Guiding Principle

The Town of Camp Verde's trail development is guided by the following core principles:

- **Safety:** Ensure active trails are thoughtfully designed, well-maintained, and clearly marked with directional signage.
- **Connectivity:** Connect neighborhoods, schools, shopping, parks, historic sites, and public lands to establish a seamless trail network that enhances regional connectivity across the Verde Valley and surrounding jurisdictions.
- **Shared Use:** Identify designated access points for hikers, bikers, equestrians, and OHV users that are mindful and respectful of our neighborhoods.
- **Resilience:** Design, build and manage trails that can withstand environmental changes and increase usage, while investing in maintenance practices that ensure long-term durability and trail quality.
- **Education:** Promote awareness of local history, land use, and responsible trail use through interpretive signage and programs that support trail etiquette
- **Accessibility:** Ensure that trails can be accessed by people of all abilities.
- **Fun:** Encourage recreation, exploration, and well-being through diverse and engaging trail experiences.
- **Collaboration:** Foster partnerships with local organizations, residents, and land managers, and neighboring municipalities to promote shared stewardship and ensure consistent, coordinated trail usage and management across the Verde Valley.

Section ## Historical

The Town of Camp Verde's trail network has deep historical roots, with many routes, such as Copper Canyon, Grief Hill, White Hills, the Salt Mines, the Mail Trail, and General Crook Trail, originally used by Indigenous peoples and early settlers for trade and travel. Like many communities in the region, Camp Verde's trails reflect a rich cultural and historical legacy. When the Town incorporated in 1986, expanding recreational opportunities was among one of the core reasons, ensuring that these cherished paths could be preserved and enjoyed by all.



Since the adoption of Camp Verde's first General Plan in 1998, the community has shared the vision of creating a connected trail system that links routes within the Town to surrounding public lands. This vision was strengthened in both the 2004 and 2016 General Plans, which called for preserving historic trails, developing a comprehensive trail plan, and prioritizing open space preservation. These planning efforts laid the foundation for a long-term commitment to outdoor recreation and conservation.

In 2020, the Town partnered with Arizona State University's School of Geographical Sciences and Urban Planning in hosting a scoping meeting with key stakeholders, which provided a meaningful opportunity for residents and trail users to share their priorities, concerns, and ideas for an expanded trail system, playing a critical role in shaping the completion of the Urban Upland Trail Plan (UUTP) in 2020.

The UUTP builds upon decades of community input and planning, demonstrating Camp Verde's commitment to developing a multi-use trail network that reflects the town's character and values. Although trail development takes time, these investments provide lasting benefits in terms of recreation, economy, culture, and the environment. As the trail system continues to grow it not only enhances the quality of life for both residents and visitors, but also helps position Camp Verde as a premier destination for outdoor adventure.

Over the past 10 years, several successful trail and trailhead projects outlined in UUTP have come to life through strong partnerships with the Prescott and Coconino National Forests and utilizing grant funding. The partnerships and grant funding opportunities have allowed Camp Verde to develop key recreational assets including the Copper Canyon Trailhead, Ryal Canyon Trailhead, Box T Trailhead, Verde Vista Loop Trail, Perimeter Trail, and Grief Hill

Trailhead. These projects reflect the Town's commitment to expanding outdoor access and enhancing the trail experience for all users.

Camp Verde's trail efforts have also been greatly enhanced through its active role in the Verde Front, a regional partnership formed in 2008, to expand outdoor recreation across the Verde Valley. This collaborative network brings together public, private, and nonprofit partners to address shared challenges and create lasting opportunities. Camp Verde plays a key role in several working groups, including Trails, Outdoor Economics, and Community Engagement. One of the partnership's most exciting initiatives is the Verde Circle Trail, which is a planned 150-mile loop connecting the Verde Valley communities through a shared vision for regional connectivity and outdoor access.

Camp Verde continues to make substantial strides toward the community's shared vision of enhancing hiking, biking, equestrian, and off-highway vehicle (OHV) trails as key elements of Camp Verde's recreational identity. These trails improve the quality of life by promoting outdoor access, fostering healthy living, and connecting people with the environment, while also boosting the local economy and elevating the Town's appeal as a vibrant destination. As Camp Verde grows, the Town will continue to invest in safe, connected, and well-maintained trails and trail systems essential in supporting both residents and visitors for years to come.

Figure 1 below is the Verde Vista Loop Trail, looking toward south Camp Verde neighborhoods, the Verde River and Blackhills atop the White Hills.



Section #.# Current Established Trail System

Outdoor enthusiasts looking to experience Camp Verde's natural beauty can explore a variety of trails suited for walking, horseback riding, biking, and off-highway vehicle (OHV) use. These trails support a broader vision to connect neighborhoods, parks, and trailheads, strengthening community ties and expanding access to public lands. The designated trail systems offer something for users of all abilities and interests, with the following primary routes available:

Note: *In the following list of trails, the term "urban" refers to trails that are within the municipal boundaries of Camp Verde and the term "upland" refers to trails that extend beyond the municipal boundaries into the National Forest lands that surround the Town of Camp Verde.*

- ***Perimeter Loop Trail (Urban) – Easy - Hiking:***

The Perimeter Loop Trail is a 1.6-mile loop trail along the perimeter of the new Sports Complex. Portions of this trail and the new Sports Complex were made possible by a Land and Water Conservation Fund grant that the Town pursued in partnership with the Prescott National Forest and Arizona State Parks and Trails.

- ***Ryal Canyon Trail (Upland - Prescott) – Difficult - Hiking, Biking, Equestrian, OHV:***

Ryal Canyon Trail is a 2.5-mile one-way (5-mile out-and-back) trail that gains 1,600 feet in elevation as it hugs the edge of Ryal Canyon and joins with Ryal Springs at the top of the trail. Certain sections have been deemed unsafe for equestrian use, preventing full trail access for horseback riders. As a result, these segments are being used



side by sides or UTVs instead. Ryal Canyon Trailhead was made possible through a private-public land acquisition of a 4.52-acre parcel of land with the Town and a private citizen while partnering with the Prescott National Forest and obtaining an Arizona State Parks and Trails grant to fund the construction of the trailhead.

- **Verde Vista Loop Trail** (Urban – Town of Camp Verde, Coconino) – Moderate - Hiking, Biking, Equestrian:

Verde Vista Loop Trail is a 5.4-mile loop trail that extends from the Camp Verde Sports Complex into the White Hills climbing just over 500 feet in elevation. This trail was the product of a partnership between the Town and the Coconino National Forest and was constructed using and American Conservation Experience (ACE) crew. Although this trail is a loop and designated for equestrian usage, some portions have been deemed unsafe for equestrians, preventing them from completing the entire loop.



- **Verde Valley Archaeological Center Interpretive Trail** (Urban) – Easy - Hiking:

This 0.5-mile loop trail is an easy stroll with a series of signs and exhibits that will take visitors through the history of the ancient people who traversed and lived on the land over 1,500 years ago. Sponsored and maintained by the Verde Valley Archaeological Center, this interpretive trail features the outline of an excavated pit house, replicas of Native dwellings and a heritage garden.

- **Box T Trail** (Upland – Prescott) – Difficult - Hiking, Biking, Equestrian, OHV:

Box T trail is a 10.4-mile one-way (20.8-mile out-and-back) trail with 3,087 total feet of elevation gain. The trail is rugged and steep and travels along several slabs of volcanic rock and loose boulders, but the difficult trek rewards its adventurers with stunning views of the Verde Valley. Approximately 3 miles in, the trail intersects with Ryal Canyon Trail at Ryal Springs. This trailhead was a product of a partnership between the Town, the Prescott National Forest, and a grant obtained from Arizona State Parks and Trails.

- **Copper Canyon Loop Trail** (Upland – Prescott) – Moderate - Hiking, Biking, Equestrian:

Copper Canyon Loop Trail is one of Camp Verde’s most visited trails. A 3.9-mile loop trail, it is popular for hiking, horseback riding, and running. This trail has a gradual elevation gain of 387 feet, winds you back into a canyon, to a seasonal waterfall (Copper Falls). There are several vistas that feature beautiful viewpoints of the San Francisco Peaks and the Verde Valley. This trailhead is a product of a partnership between the Town, the Prescott National Forest, and an Arizona State Parks and Trails grant.

- **Hayfield Draw Area** (*Upland - Prescott*) *Off-Highway Vehicle (OHV)*

Approximately 80 acres of motorized trails and cross-country areas for motorcycles and OHVs. Access from Hayfield Draw Day Use area located off State Route 260 with a total length of 13 miles. The area is for day use only and has seasonal closures that begins in late May and generally ends in September.



- **Camp Verde Trail #545** (*Upland- Prescott*) *Off Highway Vehicle (OHV)*

Begins near the Hayfield Draw OHV Recreation Area, just off of Grapevine Trail #543, and ends at Copper Canyon Road (also FR 136), which is popular for both ATV and motorcycle users.

- **Woodcutter Trail** (*Upland – Prescott*) *Off-Highway Vehicle (OHV)*

Motorized trail and cross-country areas for motorcycles and OHVs. Access from Hayfield Draw Day Use area located off State Route 260 with a total length of 13 miles.

- **White Hills** (*Upland – Coconino*) *Off-Highway Vehicle (OHV)*

The White Hills OHV Trail is 28 miles of motorized single-track and comprises two loops along the White Hills above the Verde River.

Within its jurisdiction, the Town of Camp Verde currently maintains only 1.6 miles of Trails, which is the “Perimeter Loop Trail,” and one designated trailhead, Ryal Canyon Trailhead, which encompasses 4.62 acres. As the Town continues to grow and expand access to hiking, biking, equestrian, and OHV trails, it is essential to consider how these facilities will be maintained. Future planning should account for appropriate staffing levels and resources to ensure safe, accessible, and well-managed trail infrastructure.

Section ## Social Trails

While Camp Verde is home to a number of social trails used by outdoor enthusiasts, these paths are not officially designated or maintained. According to the National Park Service, social trails are informal routes created when users deviate from or connect to established trails. Although they may appear well-worn and inviting, these unofficial paths can damage sensitive natural resources, pose safety risks, and increase maintenance demands for both local and federal land managers. Because of these concerns, the Town of Camp Verde does not encourage the use of social trails. However, the Town will continue to assess whether certain social trails can and should be developed into established trails as part of future planning efforts.

Section ## Proposed and New Trails/Tailheads

Trails are valuable public assets that offer a wide range of recreational opportunities, both passive and active, for residents and visitors alike. Whether paved pathways or natural dirt routes, trails help preserve vital open space and scenic corridors that might otherwise be lost to development within Camp Verde or its surrounding areas. As the Town grows, new trail concepts, trailhead improvements, and redesign efforts continue to emerge which are driven by community input, public-private partnerships, and collaborative planning efforts.

- **Greif Trailhead (New and Established)**
 - Multi-use trailhead accessible off of Cherry Creek Road which was developed through a collaboration and partnership between the Town of Camp Verde and Prescott National Forest. Construction for this trailhead began in 2021 and was completed in 2024.
- **Oasis Trailhead and Picnic Area (Proposed)**
 - Proposed trailhead accessible off of State Route 260 and Oasis Road located on Town of Camp Verde property.
- **Grief Hill Trail (New)**
 - New construction of a trail system is being developed on the Prescott National Forest accessible from the Grief Hill trailhead. This trail system aims to connect the Copper Canyon Trail and other trails within Camp Verde, thereby establishing a more regional trail network.



While not a comprehensive list, these ongoing trail sites reflect a shared commitment to expanding access to the outdoors while preserving the natural character of the Town and its adjacent lands. The Town will continue to evaluate new trail development opportunities, and once the Parks, Recreation, Trails, and Open Space Master Plan is finalized and the

Urban Upland Trail Plan is revised, both will provide clear guidance on which trail segments are best suited for future development.

Section ## Historical Trails

A historical trail is a path or route of significant historical importance due to its use over a prolonged period. These trails can span from ancient trackways to routes used for migration, trade, military personnel, and/or mail delivery. Historical trails can often connect to historical sites, not only providing recreational opportunities, but more importantly, providing rich historical context to how earlier people lived and traveled in the past. Camp Verde is home to significant historical trails in the area including:

- **General Crook Trail**
 - This trail was a route initially used to facilitate the movement of supplies and troops. The General Crook Trail was built by General George Crook in 1872 to connect Fort Verde to Fort Whipple and Fort Apache.
- **Grief Hill**
 - This trail was one of the earliest entry points for settlers and military personnel heading to Fort Verde from Prescott. It follows a steep and treacherous wagon route from the late 1800s.
- **Mail Trail**
 - This trail was used for mail delivery to and from Camp Verde and Payson, commemorated by bronze plaques in Camp Verde, Pine, and Payson. This Mail Trail was used as a route from Fort Verde to Camp Reno in the Tonto Basin as well. It covers a section of the path south from State Route 260 to Fossil Creek.

Section ## Trail Challenges and Barriers

Developing and enhancing hiking, biking, equestrian, and OHV trails face several interconnected challenges. Ongoing maintenance is an important consideration and challenge that must be considered. Planning will be required to maintain any additional trails with acquired investments while maintaining great relationships with the surrounding national forests for the longevity of the trails.

Funding trail development can be a real challenge, especially in a small town like Camp Verde, where many important projects compete for limited tax dollars. While the Town supports trail development and projects through general funds and capital planning, outside grants play a significant role in making trail development and projects happen. Grants from state, federal, private, and nonprofit sources can help stretch local dollars further. Even better, working with partners and using volunteer time or in-kind support can boost funding and make every dollar go further. Creative, collaborative funding is key to bringing more trails to life. As these trails and trailheads near completion and a more robust trail system begins to take shape, a marketing plan should also be considered so the economic benefit of these efforts can be fully realized and capitalized on.

Outdoor recreation experienced a tremendous increase during and after the COVID-19 pandemic, and Camp Verde is poised to capitalize on this trend. Developing a practical and strong marketing plan that promotes and focuses on established trails and is ready to be rolled out as the new trails are completed is crucial to the forward-thinking process when considering the future of trails in Camp Verde and return on investment.

Land access is also a significant barrier, as fragmented ownership across federal, state, private, and tribal lands complicates trail continuity and requires complex coordination. Environmental concerns such as erosion, habitat disruption, and regulatory compliance further limits where and how trails can be built or expanded.

Conflicts between user groups, primarily due to differences in speed, behavior, and expectations can create safety risks, particularly on shared trails without clear signage or designations. Infrastructure gaps, such as inadequate parking, restrooms, or ADA-accessible features, also limit usability. In more remote areas, lack of emergency access and communication infrastructure further complicates safe use.

To overcome these barriers, a collaborative and strategic approach is needed that balances user needs, environmental stewardship, and long-term funding.

Section ## Future Trail System/Future Vision

Since the Town of Camp Verde's inception, residents have understood the value of trails and have called for formalized implementation. There have been significant strides made over the past ten years to fulfill the residents' wishes. The goal remains to create outdoor recreation, such as hiking, biking, equestrian, and OHV opportunities, but it has expanded. It is not simply about outdoor recreation, but it is also about creating a more walkable community that promotes health and well-being.

The creation of trails, paths, and walkways throughout Town provides alternative methods of transportation and ways to travel, connecting parks, neighborhoods, and schools. Like other jurisdictions that have established Urban Trail System (UTS), the system of trails throughout Town is envisioned to connect to the recreational trails in the Coconino and Prescott National Forests, and eventually to the Verde Circle Trail, which will connect Town parcels as well as other communities throughout the Verde Valley.

The vision for Camp Verde's trail system has been thoughtfully shaped through community input, interagency collaboration with the Prescott and Coconino National Forests and the Verde Front, and the Urban Upland Trail Plan, which serves as a strategic blueprint, guiding the development, enhancement, and stewardship of both existing trails and future trail opportunities. With this foundation in place, Camp Verde is well-positioned to create a diverse and accessible trails network that supports hikers, bikers, equestrians, and OHV users alike, while preserving the natural beauty and character of the community.

Section ## Goals and Implementation Strategies:

Goal #1: Ensure that Camp Verde's established trails are well-maintained and accessible for all.

Strategies:

- Expand equestrian and multi-use trails at existing and new outdoor recreational sites to meet the needs of diverse user groups and recreational interests.
- Promote the continued development of multimodal trails that connect Town, creating a cohesive and accessible trail network for the community.
- Prioritize safe, well-marked crossings where trails intersect roads, using design treatments that enhance visibility, comfort, and safety for all users.
- Ensure wayfinding and interpretive signage are appropriately installed in strategic locations that provide clear guidance and direction, easily readable, and well-maintained.
- Establish thoughtful design standards for trails that prioritize safety, comfort, and accessibility for pedestrians, cyclists, and equestrians of all abilities.
- Identify and design trailhead locations that provide ample space for parking, including accommodations for horse trailers and multi-use access points.

- Develop a proactive trail maintenance program that includes regular inspections and repairs.
- Promote opportunities for volunteer involvement in trail development and maintenance to ensure long-term safety and usability.
- Adopt universal design principles for new and existing trails, incorporating ADA-compliant features, clear signage, and shaded rest areas to enhance accessibility and user experience.
- Assess the feasibility of developing a Pedestrian Safety Plan to provide sidewalks and multi-use trails and paths through the community.
- Ensure that the Parks, Recreation, Trails and Open Space Master Plan is aligned with the goals and strategies of this General Plan. Update the Urban Upland Trail Plan (UUTP) to reassess and identify new trail development, ensuring that it aligns with the Parks, Recreation, Trails and Open Space Master Plan, once adopted.
- Encourage new development master plans, Planned Area Development (PAD), and subdivisions to enact trail systems and trail connectivity to existing trails.

Goal #2: Foster strong partnerships that enhance trail accessibility, usage and funding.

Strategies:

- Foster volunteer opportunities that support trail improvements, empowering community involvement and stewardship.
- Encourage partnerships with agencies and private landowners to secure easements that preserve access to trailheads and key entry points.
- Pursue external funding, including grants, to support expanding, enhancing, and maintaining Camp Verde's trails and recreational amenities.
- Collaborate with partner agencies to evaluate trail design standards and improve safe, connected pathways between neighborhoods and key destinations.
- Build partnerships, joint use agreements, and collaborations with organizations to enhance recreational programs, services, and facilities for the community.
- Elevate the visibility of Camp Verde's maintained trails through consistent marketing, outreach, and social media engagement for establish trails
- Leverage Camp Verde's expanding trail system as both a recreational amenity and a catalyst for local economic activity.

Section #.# ENVIRONMENT AND LAND USE

Section #.# Introduction:

Camp Verde's environmental character and land use framework are intimately linked, forming the foundation for how the Town approaches growth, conservation, and community identity. The Town's geography spans a mosaic of ecological zones from fertile riparian corridors along the Verde River to productive agricultural valleys, semi-arid upland plateaus, and rugged foothill terrain. These diverse landscapes not only define Camp Verde's visual and environmental identity but also guide planning decisions that strategically balance development with long-term sustainability. The Town's approach to land use reflects a commitment to preserving critical environmental features, protecting natural resources, and honoring the area's cultural and ecological heritage while accommodating thoughtful growth centered around the Town's unique identity.

This element outlines the Town's approach to environmental stewardship and land use management, embracing strategies to align development patterns with long-term conservation and community goals.

Section #.# Guiding Principles:

The following guiding principles establish the foundation for Camp Verde's approach to land use and environmental planning. They exemplify the Town's commitment to thoughtful growth, resource conservation, and community resilience, ensuring that development and growth align with the unique environmental context and long-term goals of the community.

- **Stewardship:** Conserve and protect Camp Verde's natural resources, including the Verde River and its tributaries, riparian corridors, native vegetation, soils, and wildlife habitat.
- **Balance:** Support land use patterns that accommodate growth while preserving environmental quality and open space.
- **Compatibility:** Ensure that land uses are context-sensitive and harmonize with the natural and built environment.
- **Consistency:** Use clear, predictable zoning and permitting processes to guide development.
- **Integration:** Align land use policy with water availability, infrastructure capacity, hazard mitigation (such as reducing risks from flooding, wildfire, and erosion), and regional environmental priorities.

Section #.# Environmental Conditions

A. Ecological Diversity and Landscape Features

Camp Verde is situated within a transition zone between the Colorado Plateau and the Sonoran Desert, which contributes to its ecological richness. The community showcases multiple distinct landscape types, including:

- **Riparian Corridors:** Most notable are the Verde River and its tributaries, these green ribbons support diverse plant and animal life and provide critical ecosystem services such as groundwater recharge and flood mitigation.
- **Valley Grasslands and Agricultural Lands:** Located primarily in the Verde Valley floor, these areas support farming and ranching activities, which have historically shaped Camp Verde's land use patterns. Since the late 1800's Camp Verde farmlands have provided hay, grain, vegetables, livestock, poultry, eggs, fruits, nuts and honey. The Town of Camp Verde is dedicated to preserving its farming heritage, encouraging locally grown foods, and protecting the Verde River and its tributaries.
- **Foothills and Upland Slopes:** Found along the perimeter of the Town, these areas contain more fragile soils and steeper grades, often used for grazing livestock and preserving open space. The Town of Camp Verde is dedicated to preserving scenic hillside vistas and viewsheds.

The diversity of these ecological zones creates a natural framework that determines the suitability of land for different uses and highlights the importance of preserving sensitive areas.

B. Soil Types and Development Constraints

Soils in Camp Verde vary dramatically across its geography, influencing both the viability of agricultural activities and the feasibility of new development.

- **Alluvial Soils:** Predominantly found along the Verde River, these deep, fertile soils have long supported crop cultivation and irrigated agriculture. Their presence is a primary reason for the Town's rich farming history.
- **Shallow and Rocky Soils:** Located in upland and foothill areas, these soils have limited capacity for traditional development and are more vulnerable to erosion. They are better suited for low impact uses such as grazing or conservation.

Understanding the limitations and strengths of different soil types is crucial for development, particularly in areas where inappropriate construction could lead to degradation or instability.

C. Climate and Water Resources

Camp Verde has a semi-arid climate, receiving an average of 14 inches of rainfall annually, primarily during Arizona's winter, early spring, and summer monsoon seasons, as noted in the Town's Stormwater Management Plan. The Town's elevation and geographic setting contribute to pronounced seasonal temperature variations, characterized by hot, dry summers and cool winters. Arizona has been in a long-term drought for more than 30 years, according to the ASU Climate Office. Between 1990 and 2020, the flow of the Verde

River declined by 34% in the Upper Verde and 41% in the Lower Verde, based on data from Friends of the Verde and the United States Geological Survey.

These climatic factors affect both natural eco-systems and human land use:

- **Native Vegetation:** Adapted to low-water conditions, native species help stabilize soils, support wildlife, and reduce wildfire risk.
- **Water Supply:** Limited precipitation and increased drought frequency elevate the importance of water conservation and drought-resilient planning.
- **Development Patterns:** Heat exposure and water availability shape the design and location of buildings, landscaping choices, and public infrastructure.

As climate conditions continue to shift, Camp Verde's land use policies must account for water scarcity, wildfire risk, and environmental vulnerability.

D. Watersheds and Floodplains

The Verde River watershed is a defining hydrological feature of Camp Verde, draining much of the surrounding landscape and shaping the Town's natural and built environment. In addition to the main river channel, a network of tributaries and seasonal washes flow through the area, offering both opportunities and challenges. Riparian zones-streambanks, floodplains, wetlands and other aquatic systems along these waterways provide vital habitat corridors, recreational amenities, and natural cooling effects, enhancing ecological health and quality of life. However, flood-prone areas adjacent to these waterways pose risks that require careful planning to protect public safety and property. To mitigate these risks, the Town actively identifies and protects floodplains, promotes low intensity uses within them, and ensures infrastructure development aligns with natural drainage patterns.

E. Wetlands and Unique Geologic Features

Though limited in extent, small wetlands and riparian zones within Camp Verde support disproportionately high biodiversity and serve as important habitat for migratory birds and aquatic species. Additionally, Camp Verde contains areas of unique geologic interest, including volcanic rock formations and sedimentary terraces that reflect the region's dynamic geological history. These features contribute to the Town's scenic character and offer opportunities for low-impact recreation and environmental education.

F. Mineral Resources

Camp Verde's planning area also includes lands with extractable resources such as sand, gravel, and other aggregates. While limited mineral extraction may be appropriate in certain industrial zones, the Town must balance such activities with adjacent land uses, environmental protection, and long-term land reclamation strategies to prevent degradation.

G. Conservation Easements and Long-Term Stewardship

To support long-term protection of open space and agricultural lands, Camp Verde encourages the voluntary use of conservation easements, which are legal agreements that restrict development on private land, some with financial compensation. These easements are a vital tool for preserving agricultural land, floodplains, wildlife corridors, and scenic vistas; maintaining the rural character of the community; and preventing piecemeal development in environmentally sensitive areas. By expanding the use of conservation easements and aligning them with regional goals, the Town can build a connected network of protected lands that supports ecological resilience and the riparian corridor and reflects the community's appreciation for rural, agricultural, and open lands.

Section ## The Verde River Corridor

The centerpiece of Camp Verde's environmental system is the Verde River, one of the few remaining free-flowing, perennial rivers in Arizona. The river serves as a lifeline for both natural systems and the human community, providing habitat for native species, offering recreational opportunities for residents and visitors, and supplying an essential water source for downstream communities. The Verde River Corridor is home to one of the world's largest remaining stands of cottonwood-willow riparian habitat, offering critical shelter, foraging grounds, breeding areas, and migratory pathways for nearly 50 species listed as threatened, endangered, sensitive, or of special status. While riparian areas are essential because they support approximately 80% of Arizona's vertebrate species, these areas make up less than 2% of the state's total land area, according to *Understanding Arizona's Riparian Areas* by the University of Arizona's College of Agriculture and Life Sciences.

To preserve this vital resource, the Town is introducing a Verde River Overlay District as part of its Comprehensive Planning and Zoning Code Update. This overlay will apply to parcels adjacent to the river and serve as a targeted planning tool to guide appropriate land use and development in this sensitive area. For example, new construction may be designed to incorporate setbacks that preserve natural vegetation along the riverbanks, limit surface runoff, and avoid erosion-prone zones. In some areas, specific site design elements, such as clustering development away from the river or using permeable surfaces, could be encouraged to protect water quality and maintain the visual and ecological integrity of the river corridor.

Camp Verde actively participates in the National Flood Insurance Program (NFIP) and is a partner in the 2023 Yavapai County Multi-Jurisdictional Hazard Mitigation Plan, which outlines regional strategies to reduce risks associated with natural disasters. As part of this commitment, the Town is required to adhere to minimum development standards established by FEMA and the State of Arizona when building within designated floodplains. These standards ensure that all new construction and substantial improvements to existing structures are protected against damage from a 100-year flood and that any new development within the floodplain does not worsen existing flood conditions or increase the risk of damage to neighboring properties. Flood Insurance Rate Maps (FIRMs) are used

to identify flood hazard areas, guide construction regulations, and determine flood insurance premiums. These maps also serve as critical tools for educating residents, decision-makers, and the private sector about the community's flood risks.

Beyond regulatory guidance, the Town is also collaborating with regional stakeholders and conservation organizations to advance best practices in river stewardship. These include promoting conservation easements, supporting low-water-use landscaping, and providing public education about the importance of protecting riparian environments. Together, these efforts reflect a comprehensive, multi-layered approach to safeguarding the Verde River and ensuring that it remains a thriving ecological and community asset for generations to come.

Section ## Land Use Framework

Land use in Camp Verde is shaped by its adopted Planning and Zoning Code, which establishes how land may be developed or preserved based on defined zoning districts. These districts set the rules for permitted uses, building types, lot sizes, setbacks, density, and design standards. Some uses are allowed by right, while others require a Use Permit or Conditional Use Permit following public review through the Planning and Zoning Commission and Town Council.

Camp Verde's Zoning Code includes residential, commercial, industrial, agricultural, public facility, and open space designations, as well as overlay and planned area districts. Starting in 2025, the Town will complete its first comprehensive zoning code to modernize these standards, align them with this General Plan, and respond to current and future land use challenges. This update will provide clearer definitions, streamlined processes, and tools to guide appropriate growth while protecting Camp Verde's rural character and environmental resources.

[INSERT ZONING MAP]

Below is a summary of the current zoning districts and their general intent:

Residential Districts

- **R1L – Residential: Single-Family Limited**
Intended for large-lot, low-density single-family development. Supports a rural lifestyle with minimal infrastructure and limited non-residential activity.
- **R1 – Residential: Single-Family**
Provides for traditional single-family neighborhoods with moderate lot sizes and access to community infrastructure.
- **R2 – Residential: Multiple Dwelling Units**
Allows for higher-density residential development, including duplexes and multi-family units. Supports housing diversity while maintaining neighborhood

compatibility.

- **RR – Residential: Rural**

Designed for rural living with large parcels, allowing agricultural uses, livestock, and other country-residential activities. Prioritizes open space and rural character.

Mixed Residential and Commercial District

- **RS – Residential and Services**

This district accommodates both residential units and limited service uses. It provides flexibility for live-work arrangements and community-serving businesses while maintaining residential character.

Commercial Districts

- **C1 – Commercial: Neighborhood Sales and Services**

Intended to serve nearby residential areas with small-scale retail and service businesses. May include groceries, cafes, salons, and professional offices.

- **C2 – Commercial: General Sales and Services**

Accommodates a broader range of commercial uses that serve both residents and visitors, including retail centers, restaurants, and lodging.

- **C3 – Commercial: Heavy Commercial**

Supports more intensive commercial uses that may generate higher traffic or operational impacts, such as equipment sales, vehicle services, or contractor yards. Transitional buffer between general commercial and industrial areas.

Industrial Districts

- **PM – Performance Industrial**

Focused on clean, light industrial uses such as laboratories, small-scale manufacturing, and assembly operations. Emphasizes design controls and performance standards to reduce impacts on nearby residential areas. General retail and residential uses are restricted.

- **MI – Industrial: General**

Permits a wider range of industrial activities including manufacturing and fabrication, provided they are operated in a manner that limits external nuisances.

- **M2 – Industrial: Heavy**

Intended for high-intensity industrial operations such as large-scale manufacturing, processing, or heavy equipment storage. Suitable in areas with limited residential proximity and strong infrastructure access.

Planned and Overlay Districts

- **PAD – Planned Area Development**

Allows for master-planned, mixed-use developments with flexible standards that promote innovation in design and site layout. Developers propose specific plans which are reviewed and approved by the Town.

- **IO – Interchange Overlay District**

Applies additional requirements and standards for development near freeway interchanges. Designed to ensure appropriate access, visibility, and land use compatibility in these high-profile locations.

Resource and Agricultural Districts

- **OS – Open Space: Resource Conservation Zone**

Protects lands with environmental significance such as riparian corridors, floodplains, and scenic vistas. Development is highly restricted, with a focus on preservation, passive recreation, and low-impact agriculture. Reflects the goals of the Arizona Growing Smarter legislation.

- **AG – Agricultural**

Reserved for active farming and ranching operations, including lands over five acres. Recognizes Camp Verde's agricultural heritage and ensures that open, working landscapes remain viable. Per state law, minimum residential uses may be allowed unless waived by the property owner.

Public Use District

- **CF – Community Facilities**

Designated for public and institutional uses such as schools, libraries, parks, and government facilities. Supports the delivery of essential community services.

Through the Comprehensive Planning and Zoning Code Update, the Town will reevaluate each of these districts to ensure they align with current land use patterns, projected growth, infrastructure capacity, and community values. Special focus areas such as the Verde River corridor, will be addressed through overlay zoning tools and design standards that prioritize environmental protection, economic strength, and quality of life. The modernized Code will serve as a foundational tool for implementing the General Plan and ensuring a predictable, equitable development process.

Section ## Vacant Parcels and Development Potential

Camp Verde has a substantial inventory of vacant land, representing a key opportunity for thoughtful, strategic growth. These undeveloped parcels are distributed throughout the community, ranging in size, location, and zoning designation. Some are small infill lots within established neighborhoods or commercial corridors, while others are large tracts of land located near the Town's edges, adjacent to agricultural lands or environmentally sensitive areas.

An analysis of current land use and assessor parcel data reveals that a significant portion of land within the Town limits remains undeveloped, especially within agricultural and low-density residential zones. These vacant parcels provide flexibility for accommodating future population growth, economic development, and expanded public facilities without requiring annexation or major infrastructure expansion.

Vacant parcels fall into several key categories:

- **Infill Lots:** Smaller, undeveloped parcels within existing neighborhoods or commercial areas. These sites are ideal for compact development that leverages existing infrastructure and supports walkability.
- **Large Tracts:** Larger parcels located along transportation corridors or at the community fringe. These offer opportunities for Planned Area Development, mixed-use projects, or future employment centers.
- **Environmentally Constrained Parcels:** Vacant lands within floodplains, steep slopes, or riparian corridors. These areas may be best suited for open space, conservation easements, or limited low-impact development.
- **Agricultural and Rural Holdings:** Lands that are actively used for farming or grazing but could be zoned for potential development. These parcels require careful evaluation to balance growth and the preservation of rural character, protection of agricultural, riparian, and open lands, and water resources.

The Town intends to maintain a vacant land inventory map that will identify all undeveloped parcels by zoning district, land use designation, ownership, and environmental constraints. This tool will support land use decision-making, infrastructure planning, and the prioritization of development incentives or conservation efforts.

[INSERT VACANT LAND MAP]

Section ## Goals and Implementation Strategies:

Goal #1: Ensure Consistency Between the General Plan and Zoning Code

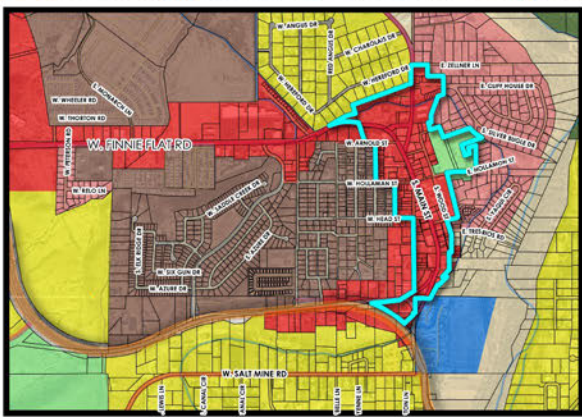
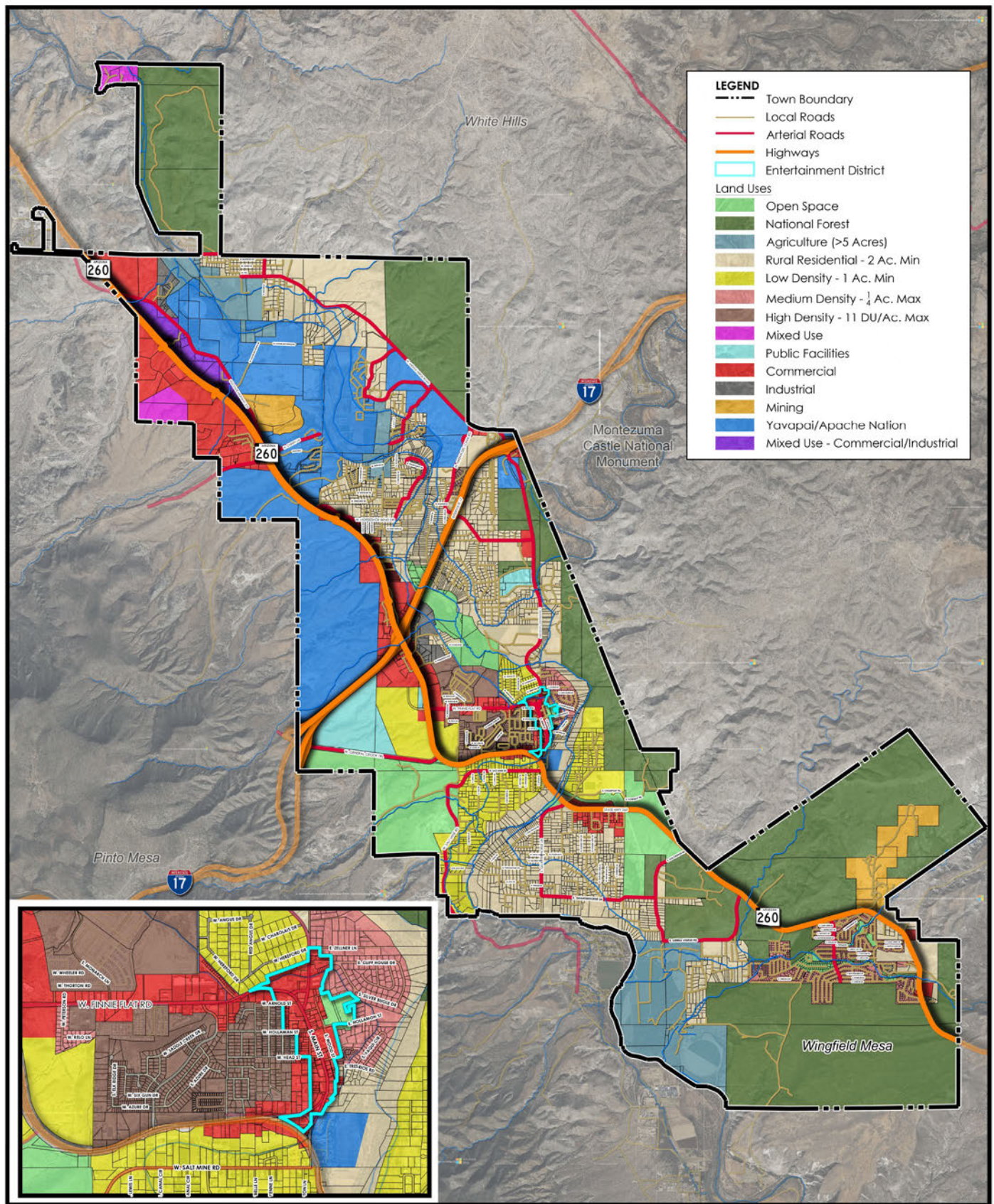
- Once the General Plan is approved by the voters, complete the Comprehensive Planning and Zoning Code Update that is in alignment with the General Plan's land use designations and guiding principles once approved by the voters.
- Simplify zoning district definitions and clarify allowed uses.
- Strengthen the evaluating criteria for Use Permits/Conditional Use Permits to ensure compatibility with the desires of the community and this General Plan.
- Incorporate character area concepts and design standards into zoning regulations.

Goal #2: Protect and Enhance Natural Resources through Responsible Development

- Establish a Verde River Overlay District with appropriate setbacks, vegetation buffers, and use limitations.
- Encourage conservation easements through partnerships with land trusts and incentives for landowners.
- Promote the use of low-impact development techniques, such as permeable paving, water harvesting, rain gardens, and bioswales, especially in new subdivisions and commercial site plans.
- Adopt open space and resource protection standards within the Zoning Code to guide development away from environmentally sensitive lands.
- Support watershed-wide collaboration with regional partners to monitor water quality, manage surface and groundwater use, and implement restoration projects.
- Provide public education on the importance of natural resource protection, including the role of native vegetation, water harvesting, wildfire risk reduction, and stormwater.
- Leverage partnerships with local, regional, and state agencies, nonprofit organizations, and educational institutions to fund and implement conservation initiatives.

Goal #3: Guide Growth in a Sustainable, Orderly Pattern

- Focus growth in areas with existing infrastructure capacity.
- Identify and prioritize opportunity areas for mixed-use development and infill.
- Use long-range capital planning to coordinate infrastructure expansion with future land use.
- Protect scenic viewsheds and rural character through thoughtful subdivision layout and the use of buffering techniques, particularly between residential and commercial developments.



COMMUNITY DEVELOPMENT DEPARTMENT
473 S. MAIN STREET
CAMP VERDE, ARIZONA 86322
(928) 554-0024

Town Council Special Session

DATE: 04/09/2025

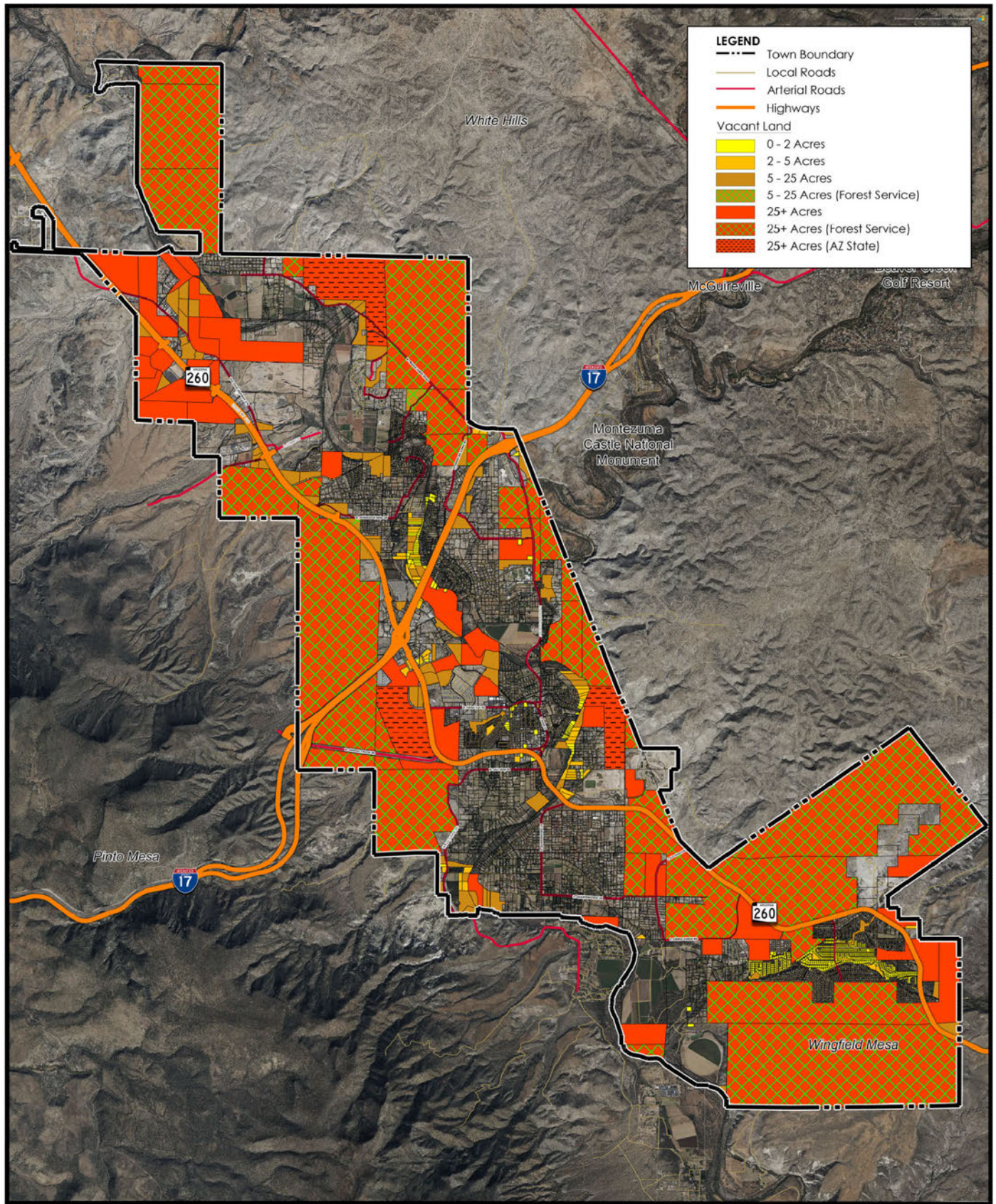
September 24, 2025

CAMP VERDE

VISION 2050 GENERAL PLAN

LAND USE MAP

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Section ## WATER RESOURCES

Section ## Introduction

The Water Resources element establishes a comprehensive framework for the long-term management, protection, and future planning of Camp Verde's water supplies. This element identifies existing water sources, such as surface water, groundwater, and reclaimed water, and outlines how these resources support current demand and can accommodate projected growth identified in the General Plan.

Through this element, the Town affirms its active role in addressing water resource challenges affecting Camp Verde and the broader Verde Valley region. These efforts aim to balance growth with stewardship, promote collaboration among water providers and stakeholders, and safeguard water quality and quantity for current and future generations.

This element also addresses four primary areas for consideration, especially regarding growth: (1) the availability of current water supplies, (2) the ability to meet future water demands in alignment with projected growth, (3) the identification and pursuit of additional water resources as needed, and (4) the high value of water conservation and reuse. It also highlights the need for strategic water resource planning considering several uncertainties that impact long-term water security including environment change, the pace of future development, and limited financial resources for infrastructure and acquisition.

Section ## Guiding Principles

Camp Verde's unique climate, geography, and Arizona's water law require a careful, proactive, and collaborative approach to managing its most precious resource. These guiding principles of the Water Resources element help ensure viable and resilient water resource management:

- **Long-Term Water Stewardship:** Promote the responsible use and conservation of Camp Verde's finite water resources to ensure availability for current residents and future generations, with attention to groundwater preservation and long-term aquifer health.
- **Water Supply Reliability and Resilience:** Plan for reliable water supply in the face of increasing drought and escalating growth. Increase water portfolio including groundwater, reclaimed water, stormwater capture, rainwater harvesting, and aquifer recharge.
- **Efficient Water Use and Conservation:** Utilize water-efficient technologies, xeriscaping, leak mitigation, rainwater harvesting and conservation measures across residential, commercial, and industrial development.
- **Integrated Water and Land Use Planning:** Coordinate water planning with land use decisions to align growth with available water supplies. Encourage development patterns that reduce water demand and protect critical recharge areas and watersheds.
- **Equity and Access:** Ensure all citizens have access to clean, safe, and affordable water. Prioritize water infrastructure improvements in the whole community.

- **Ecosystem and Watershed Health:** Protect and enhance riparian habitats, the Verde River and its tributaries, and watersheds critical to biodiversity and natural recharge.
- **Drought Preparedness:** Advance proactive drought contingency planning and adaptive infrastructure.
- **Collaboration:** Foster partnerships among the Town of Camp Verde, Yavapai County, Yavapai-Apache Nation, Verde Valley communities, flood control districts, and nonprofit organizations to enhance cooperative water sharing, basin-wide planning, and knowledge exchange.
- **Public Engagement and Education:** Empower citizens to actively participate in water planning through transparent processes, stakeholder engagement, and public education. Promote understanding of Arizona’s unique water laws and challenges.

Section ## Discussion

A. Historical Context

Camp Verde’s water resources have played a vital role in the area’s development for centuries. The earliest known use dates back to A.D. 600–1425, when the early indigenous people, and later the Yavapai-Apache, established sophisticated irrigation systems using water from the Verde River and local springs to support agriculture. These early practices laid the foundation for a long tradition of water use tied closely to the region’s natural resources.

With the establishment of Fort Verde in 1865, settlers continued this agricultural heritage by diverting surface water from the Verde River and its tributaries. Small, locally managed irrigation districts were formed to support farming needs, some of which remain in operation today.

As Camp Verde’s population grew throughout the 20th century, the absence of a centralized municipal water system led residents to rely on private groundwater wells and water providers regulated by the Arizona Corporation Commission. A significant milestone occurred in May 2022, when the Town acquired the Camp Verde Water System, officially transitioning it into a municipally owned utility. This acquisition marked a critical step in the Town’s efforts to ensure sustainable and locally controlled water resource management.

A. Water Resources and Water Supply

Camp Verde’s future of water is shaped by its geographic location within the Verde Valley sub-basin of the Verde River Groundwater Basin, an area of ecological importance and hydrologic sensitivity. Situated in the Verde River watershed in central Arizona, Camp Verde benefits from the proximity to the Verde River, a perennial stream that provides a critical surface water resource. This river supports native riparian and aquatic ecosystems while also serving agricultural, recreational, and economic development throughout the region.

In addition to surface water, the Town relies heavily on groundwater extracted from the Verde Formation Aquifer, which underlies much of the community. This aquifer is accessed through

private wells and public water utility systems, serving as the primary source of potable water for Camp Verde residents.

Camp Verde experiences a semi-arid climate, receiving an average of approximately 14.35 inches of precipitation annually (US Climate Data), primarily during the winter and Arizona's summer monsoon seasons. This limited and variable rainfall, coupled with prolonged drought conditions and the impacts of environment change, presents increasing risks to long-term groundwater recharge and surface water flows

Surface Water

Surface water refers to any water that collects above ground in rivers, lakes, streams, or wetlands (education.nationalgeographi.org). In Camp Verde, surface water primarily consists of the Verde River and its tributaries, which are essential for maintaining ecological health, irrigated agriculture, recreational opportunities, and potential municipal supply options.

Surface water in Camp Verde is delivered through a network of historic ditch systems, which diverts water from the Verde River for residential and agricultural irrigation. While these systems support traditional land uses and local food production, they are subject to legal and physical limitations related to water rights and flow variability. The larger Historic Irrigation Ditches in Camp Verde include the following:

- Diamond S Ditch
- Eureka Ditch
- OK Ditch
- Pioneer Ditch
- Verde Ditch

Smaller ditches include:

- Bullard Ditch
- Wingfield Ditch

Groundwater

As defined by Britannica, groundwater is water located beneath the Earth's surface within the pore spaces and fractures of soil, sand, and rock. These underground reservoirs, known as aquifers, provide a critical and reliable source of drinking water, especially in arid communities such as Camp Verde.

Camp Verde is situated above the Verde Formation Aquifer, a regional aquifer system that serves as the Town's primary source of potable water. This resource is accessed through individual private wells, small water providers, and municipal systems.

Groundwater and surface water can be hydrologically interconnected and is a particularly important relationship in the Verde Valley. Groundwater pumping can reduce base flows in the Verde River, which are essential for maintaining year-round streamflow and the health of aquatic

and riparian ecosystems. As such, responsible management of both groundwater and surface water is necessary to ensure long-term water security and environmental sustainability.

Existing Municipal Water Facilities

The Town of Camp Verde water system supplies groundwater from three (3) active wells, Mongini 2, Mongini 3, and Verde River Estates. A single 12-inch (12”) water main extends approximately nine (9) miles from the northern wellsite location to the Heritage area south of Interstate 17. Water is delivered to customers through sixty (60) miles of distribution mains. In addition to three (3) active wells, major water system components include six (6) water storage tanks, two (2) booster pump stations, three (3) hydropneumatics tanks, and six (6) pressure reducing stations. The municipal water system currently serves 2,080 homes and businesses, with the remaining development being on private wells, or within private water systems.

Table B. Existing Facilities

Facility Name	Well Capacity, gpm	Tank Size, MG	Booster Pump Station Flow, gpm	Hydroneumatic Tank	Backup Generator
Mongini Well 1	560	1.3	None	None	Existing
Mongini Well 2	575	2.7	None	None	Existing
Verde River Estates	65	0.01	20	Yes	None

Source: Town of Camp Verde Water Master Plan April, 2024

Additional water supply comes from private wells or private water systems, which many of Camp Verde’s rural residents rely on. Surface water in the Town of Camp Verde has historically been used for agricultural purposes, supporting irrigation and local farming and ranching practices.

Note: **gpm:** gallons per minute

MG: million gallons (storage tank capacity)

A **booster pump station** is used in water distribution systems to increase water pressure and flow to meet demand.

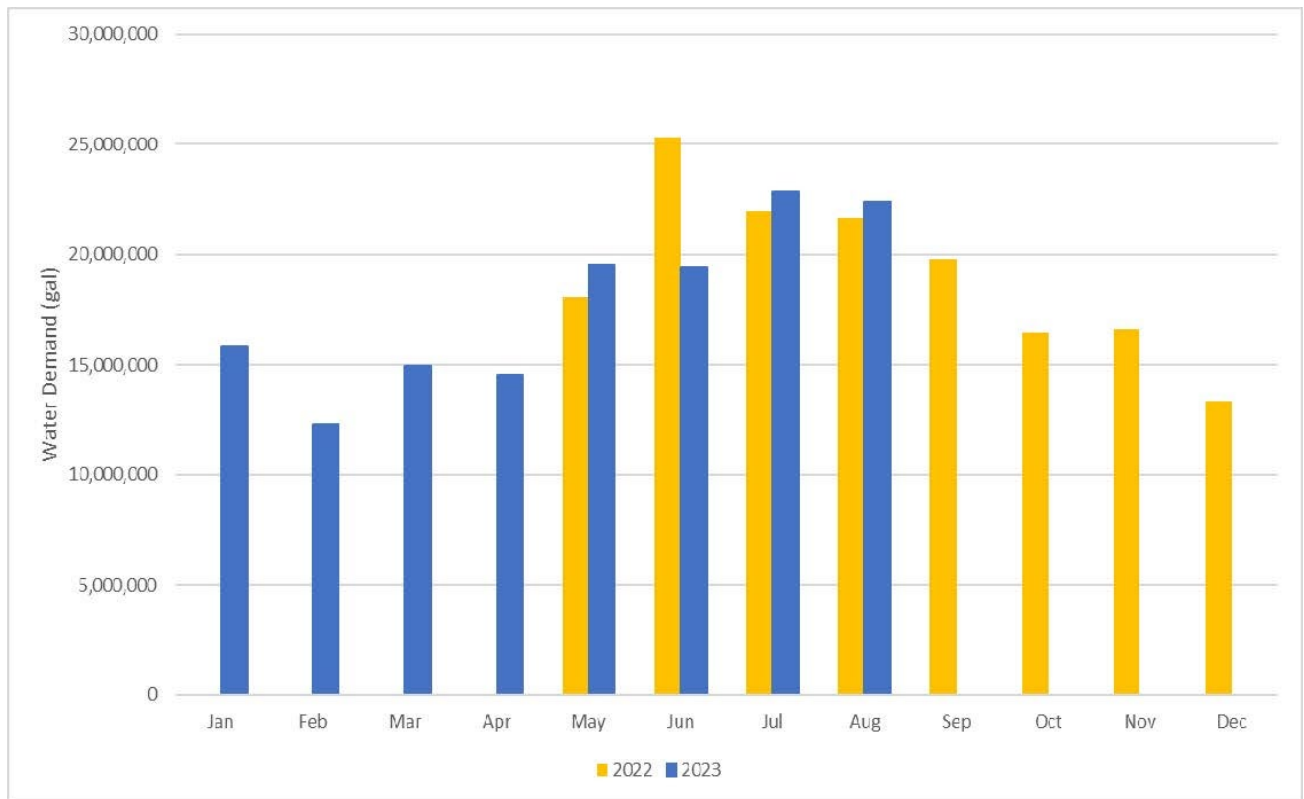
A **hydroneumatic tank** is a pressurized storage tank that helps regulate water pressure and flow in plumbing or water distribution systems.

Existing Water Supply Demands

The Town of Camp Verde water system provides approximately 256 million gallons (including water loss) to customers annually, or approximately 693,000 gallons per day in 2024.

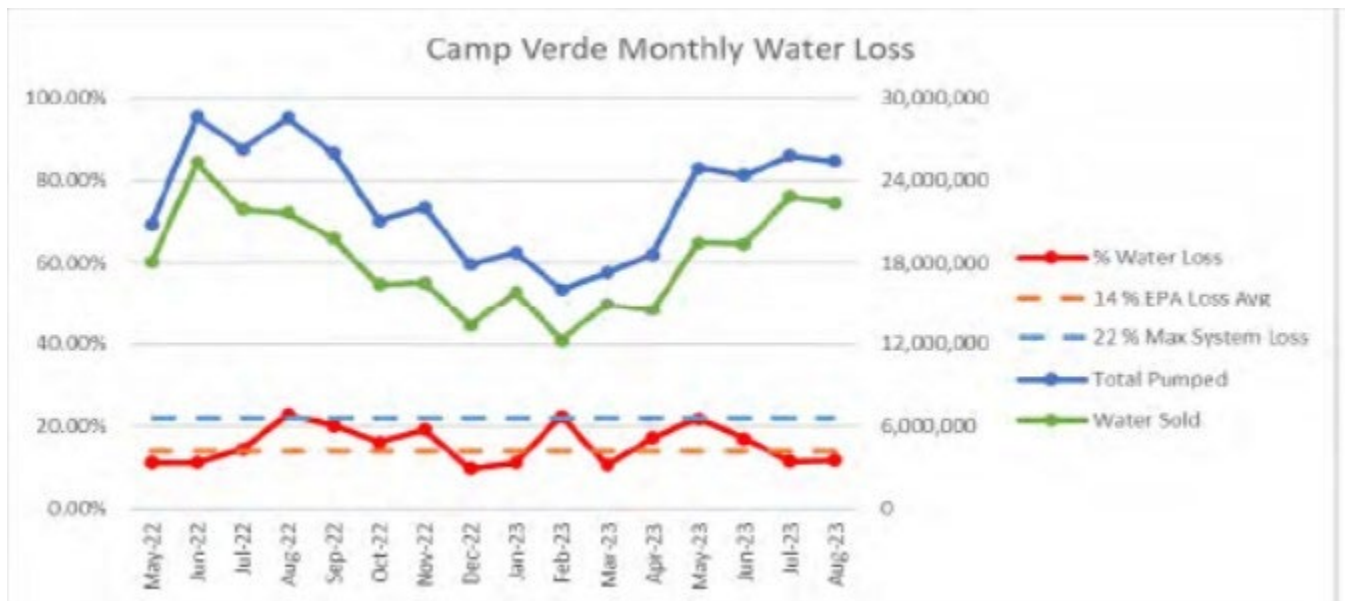
Approximately 16% of the water demand is due to loss in the Town of Camp Verde’s infrastructure. This is why it is so important to update and maintain the Town’s infrastructure.

Figure C.1 Existing Metered Water Demand within the System May 2022 through Aug. 2023.



Source: Town of Camp Verde Water Master Plan April, 2024

Figure C.2 TOCV Monthly Water Loss May 2022 through Aug. 2023



Source: Town of Camp Verde Water Master Plan April, 2024

B. 2050 Water Demand Projections

The Town of Camp Verde is expected to experience continued population and development growth, with no indication of a slowdown. Accordingly, projected water demand for the year 2050 is based on anticipated population increases and the current ratio of commercial to residential water usage.

The 2050 demand projection as outlined in the Town's Water Master Plan, is based on the following key assumptions:

- All future residents with access to municipal water will be connected to the Town of Camp Verde's water system.
- Existing residents who live within the Service Area but currently have private wells may choose to be connected to the water system in the future.
- Commercial water demand will continue to grow proportionally to the future residential water demands.

Table 4-8 Projected Demand Summary

Parameter, Unit	Value
New Residential Demand, gpd	1,247,400
New Commercial Demand, gpd	883,670
Total New Demand, gpd	2,131,070
Total Existing Water Demand, gpd	684,932
Total 2050 Average Day Projected Demand 2050, gpd	2,816,002
Total Maximum Day Projected Demand 2050, gpd	5,632,004

Source: Town of Camp Verde Water Master Plan April 2024

Note: gpd: gallons per day

Section ## Assured Water Supply

The Town of Camp Verde recognizes the critical importance of a long-term, reliable water supply and is committed to maintaining its Assured Water Supply (AWS) Designation through the Arizona Department of Water Resources (ADWR).

An AWS Designation confirms that a municipality like the Town of Camp Verde has a legally, physically, and financially reliable water supply to meet current and future needs for at least 100 years. This includes meeting standards for water quality, infrastructure, and long-term planning.

Each year the Town submits detailed reports to ADWR outlining water demand, development projections, water quality compliance, and well-level data. Additionally, every 15 years, ADWR conducts a formal review to ensure the Town continues to meet all requirements for a secure, long-term water supply.

Maintaining a AWS Designation is essential for Camp Verde’s future. It supports:

- **Reliable water service** for residents and businesses
- **Environmental responsibility** through water conservation and sustainable management.
- **Long-term community and economic resilience**, supporting thoughtful planning and growth

The Town will continue to prioritize sound water management practices to ensure a strong, sustainable future for generations to come.

Section ## Growing Water Smart

The Town of Camp Verde is dedicated to planning for a sustainable water future as a key component of its General Plan. Growing Water Smart is a strategic framework that integrates water resource management with land use and community development, ensuring that future growth aligns with the availability and conservation of water, which is a critical resource given the Town’s semi-arid climate.

Growing Water Smart is a collaborative program developed through a partnership between the Sonoran Institute and the Lincoln Institute of Land Policy. It provides local governments, planners, and water managers with tools, training, and best practices to harmonize water and land use policies for long-term resilience and sustainability (*Growing Water Smart: The Water-Land Use Integration Guidebook for Arizona*).

The key elements of Growing Water Smart as applied to the Town of Camp Verde include:

- **Integrated Planning:** Facilitating coordination between water providers and land use planners to ensure that growth aligns with available water supplies.
- **Community Engagement:** Actively involving local stakeholders in water-smart decision-making to develop policies with broad support.
- **Data-Driven Decisions:** Utilizing hydrological data, water budgets, and growth scenarios to guide responsible and sustainable development.
- **Drought Preparedness & Conservation:** Implementing strategies to manage water efficiently, particularly under drought conditions, to safeguard long-term water availability.
- **Augmenting supply:** Water conservation, rainwater capture and reuse are proven methods of augmenting water supply.

The Growing Water Smart approach is vital for the Town of Camp Verde due to ongoing water scarcity concerns. It supports proactive planning to address future water challenges while promoting sustainable economic growth and maintaining a high quality of life for residents.

Section ## Water Settlement Agreement with the Yavapai-Apache Nation

The Town of Camp Verde and the Yavapai-Apache Nation have established a Water Settlement Agreement that provides a collaborative framework for the management and allocation of water

resources within the Camp Verde area. This agreement underscores the shared commitment of both parties to promote sustainable water use, support community growth, and uphold the water rights of all citizens within the region.

Key components of the Water Settlement Agreement include:

- **Water Rights Recognition:** Formal acknowledgment and protection of the Yavapai-Apache Nation’s senior water rights within the Verde River Basin.
- **Water Allocation:** Defined guidelines that equitably allocate water resources between the Town of Camp Verde and the Yavapai-Apache Nation to meet the needs of both communities.
- **Collaborative Management:** Joint efforts to monitor, manage, and conserve water resources, ensuring environmental sustainability while supporting economic development.
- **Infrastructure and Development:** Coordinated planning and implementation of water infrastructure projects aimed at enhancing service reliability and efficiency for all stakeholders.
- **Dispute Resolution:** Established procedures to address and resolve potential conflicts or issues related to water use and management in a constructive manner.

This agreement represents a significant milestone in fostering ongoing cooperation, mutual respect, and long-term water security between the Town of Camp Verde and the Yavapai-Apache Nation. It aligns closely with the Town’s overarching goals of sustainable growth, environmental stewardship, and the maintenance of an assured water supply.

Section ## Goals and Implementation Strategies

Goal #1: Ensure Long-Term Water Supply Sustainability

- Develop a comprehensive water model to support the Town’s application for a renewed Assured Water Supply designation to ADWR.
- Continue to require water adequacy reports for all residential and commercial developments as part of the permitting process.
- Continue to update the Water Supply Contingency Plan, including drought response triggers and tiered response measures.

Goal #2: Protect and Enhance Water Quality

- Implement a septic system education and inspection program with Yavapai County, especially in areas near the Verde River and shallow aquifers.
- Update town codes to outline stormwater management best practices, including underground retention, vegetated swales, and permeable paving.
- Continue to collaborate with ADEQ, Friends of the Verde River, Verde Front – Sustaining Flows committee, the Nature Conservancy, and other watershed partners to develop a local water quality monitoring network for both surface and groundwater.

- Enforce zoning and land use policies that limit the use of fertilizers, pesticides, herbicides and other pollutants near waterways.

Goal #3: Continue to Promote Water Conservation

- Execute the strategies outlined in the Growing Water Smart Action Plan.
- Update the Planning and Zoning Ordinance to include low-water-use landscaping (xeriscaping), water harvesting, water recharge and efficient irrigation systems for new developments and municipal projects.
- Launch a Water Smart Camp Verde campaign to promote residential water-saving behaviors including but not limited to rainwater harvesting systems, installation of efficient appliances and graywater reuse systems.
- Encourage schools and community organizations to provide education programs about water resources and conservation.
- Amend the building code to require high-efficiency fixtures and appliances in all new construction and major renovations.

Section ## HISTORICAL

Section ## Discussion

The Historical Element of the General Plan is dedicated to recognizing, preserving, and promoting Camp Verde's historical and cultural assets. By integrating historical awareness into its planning and development processes and collaborating with the Yavapai-Apache Nation, the Town reaffirms its commitment to honoring the community's heritage.

These guiding principles provide a foundation for integrating historical preservation into the broader goals of the General Plan, ensuring that Camp Verde's unique past continues to inform its future. They reflect the Town's dedication to protecting cultural resources, fostering a strong sense of place, and promoting community development in syn with the Town's multi-cultural heritage.

- **Preserve and Protect Cultural Resources:** Collaborate with external agencies to identify, protect, and preserve local historic sites and structures.
- **Honor Indigenous Heritage:** Recognize and respect the deep cultural roots of the Yavapai-Apache Nation and other Indigenous communities, ensuring their histories, voices, and perspectives are meaningfully included in preservation and planning efforts.
- **Foster Partnerships and Stewardship:** Collaborate with tribal governments, historical societies, local, state, and federal agencies, landowners, and local organizations to preserve and promote Camp Verde's historical resources.
- **Sustain Cultural Legacy Through Repurposing of Buildings:** Encourage the adaptive reuse of historic buildings and sites to maintain their relevance, architecture, and functionality.

Section ## Historical Resources

To learn more about the Town's history and architectural information about properties that played an important role in Camp Verde's history, refer to Camp Verde Historic Resource Survey (Volumes I and II).

The following resources also provide additional information:

- A Brief History of the Yavapai-Apache Nation and Its Lands.
- Pioneer Stories of Arizona's Verde Valley
- Images of America – Camp Verde
- General George Crook: His Autobiography.

Section ## Goals and Implementation Strategies

Goal #1: Preserve and Protect Cultural and Historic Resources

- Encourage and support property owners who wish to designate their property as a historical site. Support joint cultural programming with the Yavapai Apache Nation.

Goal #2: Foster Collaborative Stewardship

- Partner with state and federal agencies to access funding, expertise, and technical support.
- Encourage volunteer programs for site maintenance, oral history collection, and archival research.
- Support nonprofit and academic research into local history and archaeology.

Goal #3: Plan with a Long-Term Vision

- Integrate historic preservation objectives into the Town's Capital Improvement Plan, transportation planning, and park planning.
- Encourage intergenerational knowledge-sharing through mentorship, storytelling, and youth involvement in preservation efforts.
- Encourage sensitive infill development that complements historic buildings in scale, architecture, material, and form.
- Consider the importance of historic sites when development of them or near them provides an opportunity to preserve, protect and/or feature their history.



Town Council Agenda Information Memorandum

Meeting Date: September 24, 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: Presentation of the FY26 Strategic Plan Action Plan Quarterly Update.

Attached Documents:

- Quarterly Update Presentation

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:
- 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 24th Town Council meeting, Town Manager Miranda Fisher will provide an update on progress made for each of the “Year Two (FY26) Action Plan” goals and priorities.

A copy of the FY25-30 Strategic Plan and the Year Two (FY26) Action Plan can be accessed here: [Strategic Plan | Town of Camp Verde, AZ](#)

Question(s) before the Council:

- Does the Council have any questions about the progress made on the “Year Two (FY26) Action Plan”?



FY25-30 Strategic Plan Update for Year Two

Core Elements



Vision

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



Mission

We serve by honoring our past and embracing our future.



Values

Respect
Sustainability
Accountability
Collaboration
Leadership
Integrity
Excellence
Diversity



Focus Areas

Resilient Economy

A diversified economy that supports the community's ability to grow, thrive, and adapt.

Recreation & Activities

Enhancing our unique location and historic culture through building, maintaining, and marketing amenities and events while engaging the community.

Community Infrastructure

The public structures and facilities that support community and economic development. Infrastructure expansion and maintenance is planned through fiscally responsible policies.

Effective Government

An awareness of citizen needs and providing necessary services through fiscal responsibility, transparency, innovative business practices, use of new technology, investing in employees, and leveraging Town partnerships.

Economic Resiliency

Increase tourism and retail-related revenue by 2027.

Year 2 Action Items	Responsible Party(ies)	Status Update
Launch tourism marketing strategy to increase tourism revenue and visitation and leverage the expertise of the Tourism Working and Engagement Group.	Economic Development	The Town Council adopted the Tourism Marketing Plan on September 3, 2025. The Tourism Working and Engagement Group (TWEG) will continue to meet monthly to work on advancing some of the goals and objectives set out in the plan.
Implement marketing campaigns to stimulate local resident and visitor spending. Explore how to further promote local businesses. Leverage partnerships such as the Greater Verde Valley Chamber of Commerce.	Economic Development	A Request for Proposal (RFP) for Marketing Services was released on September 4, 2025, with a due date of October 2, 2025. A contract was signed with the Greater Verde Valley Chamber of Commerce on July 5, 2025, which outlines the partnership expectations between both parties.
Continue proactive outreach to retail developers and boost retail and business recruitment by increasing Town participation/representation at retail development events (e.g. ICSC).	Economic Development	The Town contracted with Retail Coach on June 5, 2025, to assist with the recruitment of retail vendors to Camp Verde. Staff will be attending ICSC at the end of September to promote Camp Verde for retail development.
Expand efforts through social media campaigns, potential influencer partnerships, regional partnerships, and the Arizona Office of Tourism (AOT) rural cooperative initiatives.	Economic Development	The vendor selected under the RFP for Marketing Services will assist with enhancing the Town's social media campaigns through the Visit Camp Verde channel. Town was awarded AOT rural cooperative funding for this current fiscal year to further promote tourism.

Economic Resiliency

Increase tourism and retail-related revenue by 2027.

Year 2 Action Items	Responsible Party(ies)	Status Update
Continue to track and monitor relevant sales tax data.	-Finance -Economic Development	This is an ongoing effort that is monitored and reported to Town Council and Department Directors by Finance monthly.
Explore merchandising opportunities at the Visitor Center and Town events as well as credit card payment capability.	-Finance -Economic Development -Parks & Recreation	A contract to work with a credit card processing vendor was signed on August 27, 2025. The Economic Development/Visitors Center team have been evaluating possible designs and merchandise options to sell at the Visitors Center.
Utilize Technical Review Committee Meetings for developers which provides an opportunity to review the concept at a very general level and discuss how the proposal may align with existing development codes and policies.	-Community Development -Economic Development	Technical Review Committee Meetings (TRCMs) are scheduled bi-weekly for key Town staff and are held as needed. Feedback received from contractors/developers are that these are helpful meetings because there is an early discussion about all building/development considerations before a project is started.
Enhance digital presence with business success stories.	Economic Development	Add that the SelectCampVerde.com website has been updated to include more business information.

Economic Resiliency

Increase tourism and retail-related revenue by 2027.

Year 2 Action Items	Responsible Party(ies)	Status Update
Increase education and training for businesses at the BRIC.	Economic Development	The BRIC has hosted six events (e.g. lunch-n-learns, classes, trainings). Additionally, the small meeting rooms are often used by small businesses to host meetings and learn. Staff continues to partner with the Greater Verde Valley Chamber of Commerce, Small Business Development Center, and other partners to host learning and networking events at the BRIC.
Streamline business licensing process to include online application and payment.	-Town Clerk -Finance	Business licenses are now being processed online through GovWell.
Recommend a comprehensive zoning code update to limit RV stays to less than 30 days.	-Community Development	The comprehensive zoning code update will resume in January 2026 with a goal of adoption of a new code by end of year 2026. The new zoning code will include a section dedicated to RVs and Mobile Home Parks that will take into consideration the possibility of limiting stays to less than 30 days.
Encourage the continuation of the Opportunity Zone benefits beyond its expiration date of 2026.	-Economic Development -Community Development	The Opportunity Zone will likely be eligible for renewal; however, a new application will need to be filed with no guarantee the Town will be awarded. Town staff have been in communication with the Arizona Department of Commerce to make sure the Town is aware of the eligibility criteria once released.

Economic Resiliency

Create a vibrant and active downtown heritage area through collaborative partnerships.

Year 2 Action Items	Responsible Party(ies)	Status Update
Promote the downtown heritage area of Camp Verde as a destination for tourists and a source of community pride.	Economic Development	The vendor selected under the RFP for Marketing Services will assist with promoting visitation to the downtown Heritage Area. Staff is exploring how Brownfield grant funds may be used to create an area wide plan for potential clean-up and redevelopment of the downtown.
Facilitate a dedicated local coalition to champion downtown heritage area promotion.	Economic Development	<i>Outstanding goal.</i>
Identify organizations and/or individuals interested in hosting events in the downtown heritage area.	-Economic Development -Parks & Recreation	Town staff have been working with many different organizations to host events in the downtown Heritage Area, including but not limited to a car show, arts exhibit, and kids' art show.
Explore and implement initiatives to increase sales revenue for downtown heritage area businesses.	Economic Development	Economic Development has been working with local developers and contractors to assess more retail opportunities for the downtown Heritage Area.

Recreation & Activities

Adopt a Parks and Recreation Master Plan with 50% funding for priority #1 projects incorporated into the CIP by June 30, 2026.

Year 2 Action Items	Responsible Party(ies)	Status Update
Start Master Plan execution in accordance with funding prioritization.	Public Works Parks & Recreation	The Town issued an RFP for the Parks & Recreation Master Plan in January 2025. Council awarded Kimley-Horn the contract on March 19, 2025. A kickoff meeting with Kimley-Horn was held April 30, 2025. The Parks & Recreation Master Plan Kick-Off Event is set for Thursday, , September 18, 2025 between 4:00 PM - 8:00 PM at the Ramada by the Community Center Field

Help us Envision Camp Verde Parks and Recreation!

The Town of Camp Verde is planning the future of its Parks and Recreation system over the next 10 years. Your participation is critical to the success of the Parks, Recreation, Trails, and Open Space Master Plan.

Please attend our upcoming public meeting to provide your input!

Redinger Ramada - 75 E Hollamon Street
September 18, 2025 | 4 P.M. - 8 P.M.



Recreation & Activities

Retain and promote Dark Sky designation.

Year 2 Action Items	Responsible Party(ies)	Status Update
Re-engage with the local Dark Sky Chapter to help with education and engagement.	-Parks and Recreation -Economic Development	Town staff as well as representative(s) from Town Council and Parks & Recreation Commission have been actively attending the Dark Sky Verde Valley chapter meetings and have participated in some of their outreach events. The year-end report will be submitted in January.
Identify liaisons for Dark Sky Chapter to include at least one Town Council member, one Town staff member and one member from the Parks and Recreation Commission.	-Town Manager -Parks and Recreation	Councilor Robin Godwin from Town Council, Commissioner Victoria O'Malley from Parks & Recreation Commission, and Town Manager Miranda Fisher all serve as liaisons to the Dark Sky Verde Valley chapter. The Dark Sky Verde Valley chapter was meeting monthly but have changed meeting frequency to quarterly with the next meeting set for October 7, 2025.
Collaborate with the local Dark Sky Chapter to host and leverage Dark Sky events.	-Library -Parks and Recreation	In September 2025, Parks & Recreation will be hosting a community outing to the Lowell Observatory. The Library has been in communication with the Verde Valley Astronomy Society about hosting an event in winter 2026.

Recreation & Activities

Retain and promote Dark Sky designation.

Year 2 Action Items	Responsible Party(ies)	Status Update
Identify and execute citizen and business education about Dark Sky initiatives and regulations (e.g. Lumens)	-Community Development -Library -Parks and Recreation	Internal education has been occurring: • Code enforcement staff with Camp Verde and Flagstaff met to discuss best practices for enforcement related to dark sky code complaints. • Community Development staff attended a Yavapai County Lunch and Learn on dark sky. <i>External education is outstanding.</i>
Identify funding to acquire telescopes for additional community education and engagement.	-Library	APS funded two telescopes for the Library, which were put into circulation on September 8, 2025.

Recreation & Activities

Increase total number of events through partnerships.

Year 2 Action Items	Responsible Party(ies)	Status Update
Identify partner groups to hold events that attract and serve desired demographics.	Parks and Recreation	Town staff have been working with many different organizations to host events in Town, including but not limited to a car show, arts exhibit, kids are show, and Girls on the Run.
Promote the use of the Sports Complex. Identify possible events to serve the residents and to attract visitors to the site. Create an information campaign to promote the Sports Complex as a tourism asset.	Parks and Recreation Economic Development	CIP Manager Martin Smith presented to the Parks & Recreation Commission in July 2025 and Town Council in August 2025 an update about what's been occurring at the Sports Complex regarding construction under the Arizona State Parks grant. Promotion of the Sports Complex has been limited given that it is still under construction
Create and implement a special event application packet. Ensure it is simple, user-friendly, easily available, and includes clear timelines.	Town Clerk Parks and Recreation	<i>Outstanding goal.</i>
Create an open-container permit.	Town Clerk Parks and Recreation	The Town has established and published an open-container permit, which is actively being pursued by applicants seeking authorization to host events involving alcohol on Town-owned property.
Secure and implement a facility-reservation system.	Parks and Recreation	Town staff are coordinating with the vendor to implement the Facility Reservation System, with an anticipated launch in February 2026.

Community Infrastructure

Quantify the impact of future development on water, sewer and electric infrastructure to assess system capacities, identify constraints and support sustainable growth planning by June 30, 2027.

Year 2 Action Items	Responsible Party(ies)	Status Update
Collaborate and start a regional groundwater model.	Utilities Community Development	Town staff have been working with The Nature Conservancy and Yavapai-Apache Nation on developing a groundwater model for the Town's assured water supply designation.
Execute the Growing Water Smart Action Plan.	Utilities Community Development Economic Development	The Rural Water Management Town Manager Working Group has been formed with the kick-off meeting occurring on September 15, 2025. Stormwater Specialist Patty Mancini continues to support the Town's water conservation efforts and recently secured a no-match grant to upgrade Town facility fixtures with low-flow, conservation-focused alternatives.
Draft the Town's buildout plan, which will include quantifying potential development and related infrastructure needs.	Utilities Public Works Community Development Economic Development	<i>Outstanding goal.</i>

Community Infrastructure

Adopt a Facilities Master Plan with identified funding structure by June 30, 2026.

Year 2 Action Items	Responsible Party(ies)	Status Update
Select a consultant to complete the Town’s Facilities Master Plan.	Town Manager Public Works	Matrix Design Group, LLC was selected as the vendor to complete the Facilities Master Plan. Contract with Matrix was executed on August 12, 2025. Kick-off meeting with Matrix occurred on August 27, 2025. Matrix will be on site completing their analysis the week of September 22, 2025.
Complete development of the Facilities Master Plan.	All Departments	It is anticipated that the Facilities Master Plan will be completed in 9-12 months.

Effective Governance

Increase citizen satisfaction each year for five years.

Year 2 Action Items	Responsible Party(ies)	Status Update
Update and educate the community on the completion of projects and the related public benefits.	All Departments	The Town Manager's Weekly Update provides a status update on projects happening in Town.
Expand social media efforts by incorporating more human-interest stories and leveraging a personal angle. Provide a recap of Council, Board and Commission meetings.	Town Manager Marshal's Office Economic Development Library Parks and Recreation	The Town has increased posting across its social media channels, with a stronger focus on human-interest stories, such as recordings of new staff taking their oaths and celebrating Council Members receiving awards at the League of Arizona Cities and Towns, alongside educational content. <i>Recap of Council, Board and Commission meetings is an outstanding goal.</i>
Invest in a new website that prioritizes community engagement, accessible information, and ease of use.	Town Manager Town Clerk	Town has contracted with Revize for the new website. It is anticipated that the new website will be live in Spring 2026. However, it should be noted that during the transition, the Town will have to move to a modified temporary website that will only have essential documents on it, such as ARS required agenda, minutes and videos.

Effective Governance

Increase citizen satisfaction each year for five years.

Year 2 Action Items	Responsible Party(ies)	Status Update
Create opportunities for Town Staff, Boards, and Commissions to interact more with the public (e.g. info booths and integration into current events).	Town Manager Community Development Parks and Recreation	Community Development and the Library have had their own booths at recent Town events. Council, Board and Commission members are all encouraged to participate in Town events by volunteering as gatekeepers, where they can engage with community members and visitors alike.
Explore additional community outreach opportunities such as "Town Talk" articles, and intentional news releases and educational pieces.	Town Manager All Departments	<i>Outstanding goal.</i> Town staff have improved the use of press releases; however, there is still more that can be done on this goal.
Continue the annual satisfaction survey and compare it year over year.	Town Manager	The annual satisfaction survey will be released in November/December 2025.
Conduct customer service training for all staff. Ensure that citizen complaints are acknowledged promptly.	All Departments	All staff received Customer Service training in April-May 2025.

Effective Governance

Increase citizen satisfaction each year for five years.

Year 2 Action Items	Responsible Party(ies)	Status Update
Prioritize high-quality Weekly Town Manager Updates.	Town Manager	The Town Manager's Weekly Update continues to be published on the Town's website and social media each week, and once posted, it is frequently shared across other Camp Verde-related social media pages.
Encourage more community engagement by celebrating departments, providing tours, and hosting open houses.	All Departments	<i>Outstanding goal.</i>
Educate the community (e.g. videos, write op-eds, etc.) on Town finances, particularly on Town revenue and expenses.	Finance	Town staff are working through the Thriving Communities grant to launch a budget simulator tool, which will allow the community to build their own municipal budget for the Town. Feedback from this tool could assist with future budgeting.
Create an internal, coordinated communications taskforce.	Town Manager	<i>Outstanding goal.</i>

Effective Governance

Cultivate a community-driven culture of civic engagement and public participation.

Year 2 Action Items	Responsible Party(ies)	Status Update
Conduct robust engagement on the draft General Plan.	Town Manager Community Development	The General Plan Technical Advisory Group will be launching a robust community engagement strategy to solicit feedback on the draft plan starting October 2025.
Hold Citizen's Academy bi-annually. Explore how to include tours.	Town Manager	The second Citizen's Academy will be launching at the end of September 2025. However, due to the academy occurring at night, there will be no tours.
Utilize Town Manager working groups more for key community issues and Town priorities.	Town Manager	There are currently three Town Manager working groups: • General Plan Technical Advisory Group • Tourism Working and Engagement Group • Rural Water Management Working Group

Effective Governance

Cultivate a community-driven culture of civic engagement and public participation.

Year 2 Action Items	Responsible Party(ies)	Status Update
Develop a more robust recruitment process for Town Board and Commission vacancies.	Town Manager Town Clerk	Interest in serving on Town boards and commissions remains strong, as reflected in the number of applications received for vacancies. However, applications for the Planning & Zoning Commission have declined, likely due to the repeated recruitment efforts required following the annual appointments held each December.
Highlight and market Town volunteer opportunities.	Human Resources	<i>Outstanding goal.</i>
Work with the High Schools to reactivate the youth/teen council.	Town Manager	<i>Outstanding goal.</i>
Launch the “Tell-a-Librarian” Program to get public input and feedback on issues.	Library	<i>Outstanding goal.</i>

Effective Governance

Retain, develop, and engage a highly effective workforce.

Year 2 Action Items	Responsible Party(ies)	Status Update
Provide regular statistics on turnover rates to Town Department Directors and Town Council.	Human Resources	Statistics are typically provided to Town Council in October each year.
Execute the Core Values Action Plan.	All Departments	Department Directors continue to work on executing the goals outlined in the Core Values Action Plan. However, some deadlines need to be reassessed since they have been missed. Directors are set to review the Core Values Action Plan to make necessary changes at their September 2025 meeting.
Incorporate interdepartmental interaction complete with site visits into the Core Values Action Plan.	All Departments	Town staff continue to engage in quarterly Meet & Mingle events, which provide an opportunity for staff from different departments to engage, learn more about one another, and assess how different departments can support each other.
Create an action plan in response to the annual employee engagement survey.	Town Manager Human Resources	<i>Outstanding goal.</i>

Effective Governance

Retain, develop, and engage a highly effective workforce.

Year 2 Action Items	Responsible Party(ies)	Status Update
Continue to evaluate COLA & merit-based pay adjustments.	Town Manager Human Resources	HR provided data to Finance on COLA and merit-based pay considerations for the FY26 budget, including what surrounding jurisdictions were budgeting for.
Create a policy to address certifications and raises.	Town Manager Human Resources	A policy was developed and added to the Town's Personnel Manual.
Create a pay step program that will include additional classifications and a career ladder.	Town Manager Human Resources	A step program was developed for Courts, HR, and Public Works under the FY26 budget. Town staff are still assessing a financially viable step program for CVMO.
Annually track market wage evaluations and share with Town Council.	Town Manager Human Resources	Market wage evaluations are typically provided to Town Council in spring each year.



Thank You!

Thank you to the incredible Town staff for your hard work, dedication, and perseverance in achieving our goals!



Questions?

Town Council Special Session

September 24, 2025

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Town Council

Agenda Information Memorandum

Meeting Date: September 24, 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 10, Beer and Wine Store Liquor License for Dollar General, located at 1000 W. Finnie Flat Road, 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 10, Beer and Wine Store Liquor License, was submitted by Agent Elmer Enrique Carrera for the Dollar General Store, located at 1000 W. Finnie Flat Road. This non-transferable, off-sale retail privileges liquor license allows a retail store to sell beer and wine (no other spirituous liquors), only in the original unbroken package, to be taken away from the premises of the retailer and consumed off the premises.

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

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

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

Question(s) before the Council:

- Does Council have any questions for staff?
- Does Council have any questions for the applicant?



Town Council Agenda Information Memorandum

Proposed Motion:

Move to **APPROVE** submitting to the Arizona Department of Liquor License and Control a recommendation of approval for a Series 10, Beer and Wine Store Liquor License for the Dollar General Store, located at 1000 W. Finnie Flat Road, Camp Verde, Arizona, 86322.

OR

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

Name: DG RETAIL LLC
Contact Name: SEVERAL - SEE CASE NOTES
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: R12264236 State of Incorporation: TN
Incorporation Date: 09/01/2005
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA

Phone:
Alt. Phone:
Email:

Officers / Stockholders

Name:	Title:	% Interest:
DOLGENCORP OF TEXAS INC	Member	100.00
WILLIAM HENRY CONLEY	Multi- See Casenote	
THOMAS EDWARD BENNING	10113240	
VIRGINIA DIANE LUCHI	Multi- See Casenote	
THOMAS STEVEN REISSIG	10076593 & 10083292	
DEBORAH ELOISE CHEEK	Multi- See Casenote	
EMILY CHRISTINE TAYLOR	CEO	
CRYSTAL LYNN MICHEL	10083280 & 10083298	
KATHRYN ANN KELLIHER	10076780 & 10076783	
CHRISTIE JOANNE FORD	Multi- See Casenote	
DAVID MCARTHUR BRACKEN	Multi- See Casenote	
SAMMY DEE SPOO	Multi- See Casenote	
ROSEMARY Y MANDELT	Multi- See Casenote	
ASHLEE DAWN THRELKELD	Multi- See Casenote	
STEVEN RAY DECKARD	VP	

DG RETAIL LLC - 10076780 & 10076783

Name: KATHRYN ANN KELLIHER
Gender: Female
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA

Phone:
Alt. Phone:
Email:

DG RETAIL LLC - Multi- See Casenote

Name: WILLIAM HENRY CONLEY
Gender: Male
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA

Phone:
Alt. Phone:
Email:

DG PROMOTIONS INC - Stockholder

Name: DOLLAR GENERAL CORPORATION
Contact Name: FRANCISCO JAVIER ROMERO
Type: CORPORATION
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 100 MISSION RIDGE
GOODLETTSVILLE, TN 37072
USA

Phone:
Alt. Phone:
Email:

DG RETAIL LLC - Multi- See Casenote

Name: ROSEMARY Y MANDELT
Gender: Female
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA

Phone:
Alt. Phone:
Email:

DG RETAIL LLC - Multi- See Casenote

Name: DEBORAH ELOISE CHEEK
Gender: Female
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA

Phone:
Alt. Phone:
Email:

DG RETAIL LLC - 10113240

Name: THOMAS EDWARD BENNING
Gender: Male
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA

Phone:
Alt. Phone:
Email:

DOLGENCORP OF TEXAS INC - Shareholder

Name: DG STRATEGIC I LLC
Contact Name: FRANCISCO JAVIER ROMERO
Type: LIMITED LIABILITY COMPANY
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA

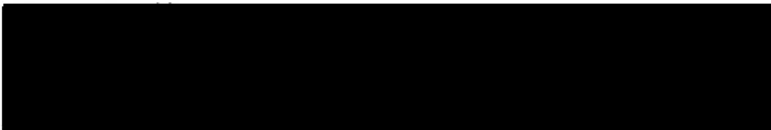
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Alt. Phone:
Email:



**DG RETAIL LLC - VP
DOLGENCORP OF TEXAS INC - CEO
DG STRATEGIC I LLC - CEO
DG PROMOTIONS INC - CEO**

Name: STEVEN RAY DECKARD
Gender: Male
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA

Phone:
Alt. Phone:
Email:



DG RETAIL LLC - Multi- See Casenote

Name: ASHLEE DAWN THRELKELD
Gender: Female
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA

Phone:
Alt. Phone:
Email:



DG RETAIL LLC - Multi- See Casenote

Name: SAMMY DEE SPOO
Gender: Male
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA

Phone:
Alt. Phone:
Email:



DG RETAIL LLC - Member

Name: DOLGENCORP OF TEXAS INC
Contact Name: MICHELLE VALENZUELA
Type: CORPORATION
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 100 MISSION RIDGE
GOODLETTSVILLE, TN 37072
USA

Phone:
Alt. Phone:
Email:



DG RETAIL LLC - Multi- See Casenote

Name: CHRISTIE JOANNE FORD
Gender: Female
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA

Phone:
Alt. Phone:
Email:



DG RETAIL LLC - 10076593 & 10083292

Name: THOMAS STEVEN REISSIG
Gender: Male
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA

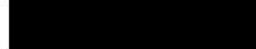
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Email:



DG RETAIL LLC - Multi- See Casenote

Name: VIRGINIA DIANE LUCHI
Gender: Female
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA

Phone:
Alt. Phone:
Email:



DG RETAIL LLC - CEO
DOLGENCORP OF TEXAS INC - Executive Vice
President, SECRETARY
DG PROMOTIONS INC - Executive Vice
President, SECRETARY
DG STRATEGIC I LLC - CFO, SECRETARY

Name: EMILY CHRISTINE TAYLOR
Gender: Female
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA
Phone: [REDACTED]
Alt. Phone: [REDACTED]
Email: TAX-BEERANDWINELICENSE@DOLLARGENERAL.COM

DG RETAIL LLC - Multi- See Casenote

Name: DAVID MCARTHUR BRACKEN
Gender: Male
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA
Phone: [REDACTED]
Alt. Phone: [REDACTED]
Email: [REDACTED]

DG RETAIL LLC - 10083280 & 10083298

Name: CRYSTAL LYNN MICHEL
Gender: Female
Correspondence Address: 100 MISSION RIDGE
ATTN: TAX DEPT
GOODLETTSVILLE, TN 37072
USA
Phone: [REDACTED]
Alt. Phone: [REDACTED]
Email: [REDACTED]

DG STRATEGIC I LLC - Shareholder

Name: DG PROMOTIONS INC
Contact Name: FRANCISCO JAVIER ROMERO
Type: CORPORATION
AZ CC File Number: State of Incorporation:
Incorporation Date:
Correspondence Address: 100 MISSION RIDGE
GOODLETTSVILLE, TN 37072
USA
Phone: [REDACTED]
Alt. Phone: [REDACTED]
Email: TAX-BEERANDWINELICENSE@DOLLARGENERAL.COM

APPLICATION INFORMATION

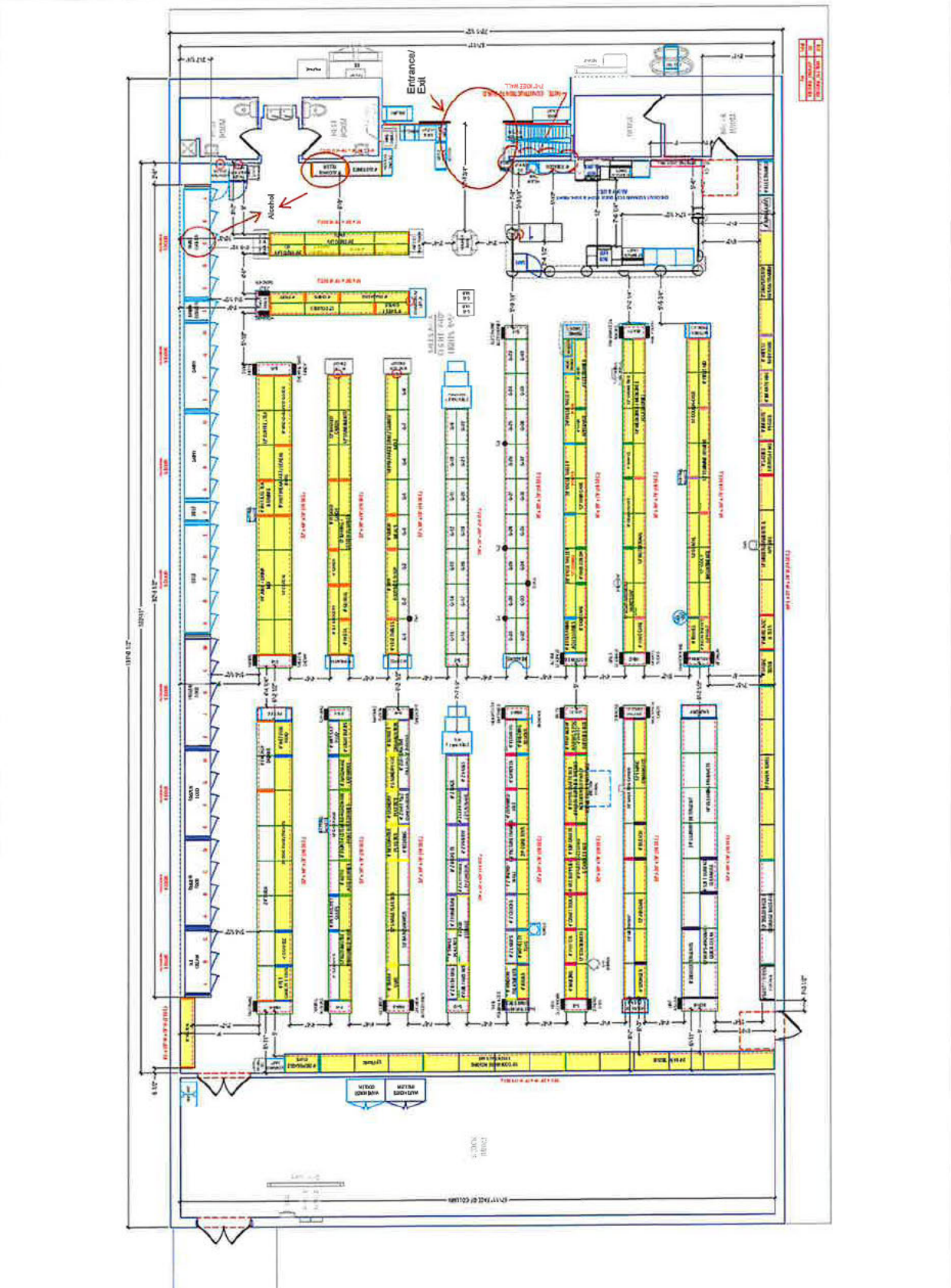
Application Number: 349529
Application Type: New Application
Created Date: 06/02/2025

QUESTIONS & ANSWERS

010 Beer and Wine Store

- 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
803.2
- 3) Are you one of the following? Please indicate below.
Property Tenant
Subtenant
Property Owner
Property Purchaser
Property Management Company
SUBTENANT
- 4) Is there a penalty if lease is not fulfilled?
No
- 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?
No
- 9) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?
No

DOLLAR GENERAL	
DRAWING HISTORY	
DATE: 06/16/23	BY: SES
DATE: 06/21/23	BY: SES
DATE: 06/27/23	BY: SES
PROJECT TYPE:	NEW
FORMAT TYPE:	DGTP23
PLAN TYPE:	9100-B
LAUNCH TYPE:	FULL
SP. DESIGNATION:	STANDARD
EXPIRE DATE:	07/13/23
SALES FLOOR SQ. FT.:	7150
WAREHOUSE SQ. FT.:	TOTAL SQ. FT. 1086
CEILING HEIGHT:	9'-10"
DOOR HEIGHT:	9'-5"
SEASONAL SECTIONS:	40
SECTION COUNT:	318
STORE NUMBER:	25538
ADDRESS:	1000 W FINNIE FLAT RD
CITY:	CAMP VERDE
STATE:	AZ
ZIP:	86322

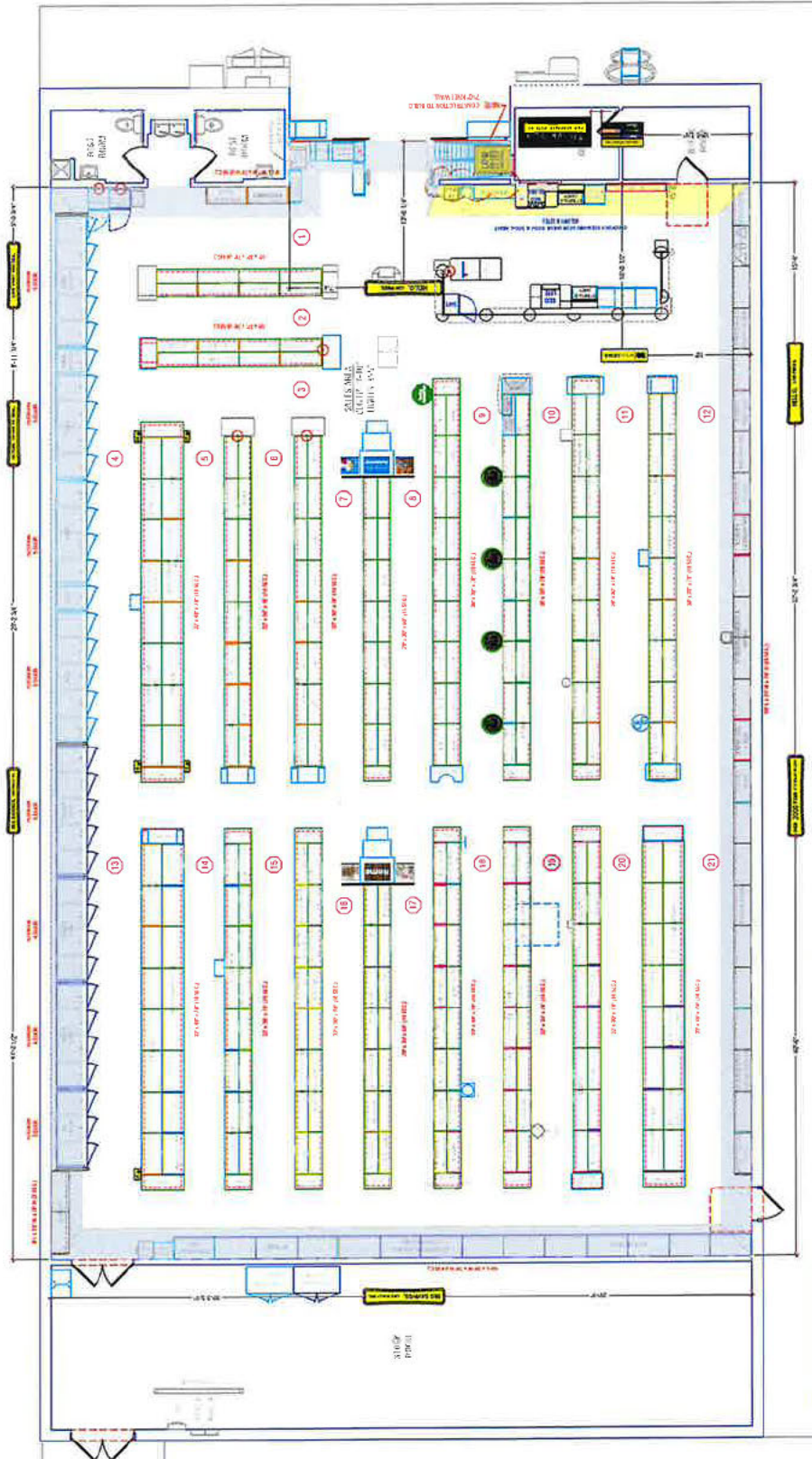


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[2]	06/27/23	SES
[3]		
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[7]		
[8]		
[9]		
[10]		
[11]		

PROJECT TYPE	NEW
FORMAT TYPE	DGTP23
PLANT TYPE	9100-B
LAYOUT TYPE	LAYOUT TYPE SERIAL
INCI	FULL
IP INFORMATION	STANDARD
QUOTE DATE	07/13/23
SIZES TO OVER SIZET	7150
WAREHOUSE S&P FT.	9100
TOTAL S&P FT.	1086
CEILING HEIGHT	9'-10"
LIGHT PERIOD	9'-5"
FEATURES / SECTIONS	40
SECTION GRAPH	318
ENCAP. COUNT	36

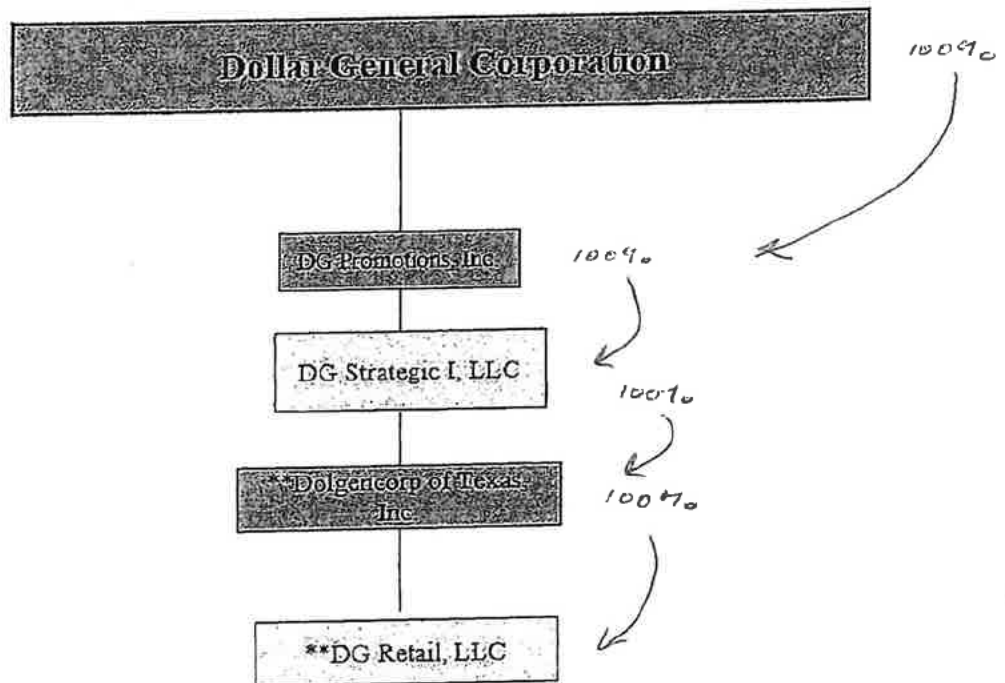
STORE NUMBER	25558
ADDRESS	1000 W FINNIE FLAT RD
CITY	CAMP VERDE
STATE	AZ
ZIP	86322

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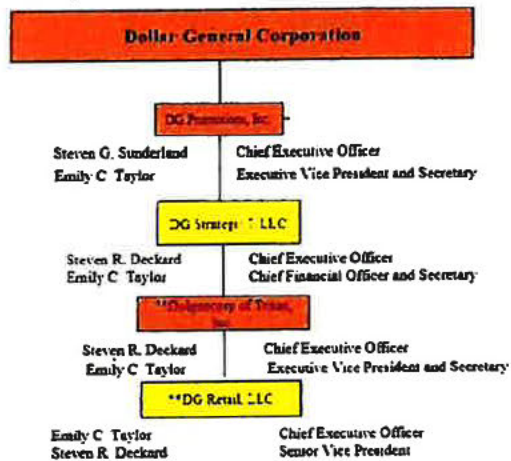


NOTE: INSTALLATION OF ALL DECOR SIGNAGE HANDLED BY STORE OPENING TEAM.

Organization as of December 9, 2022 (Domestic Entities)



Organization as of August 1, 2023 (Domestic Entities)





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

25 MAY 30 147. Lic. #18 31

DLIC USE ONLY

Fee:

Job #: 349529

Date Accepted: 5-30-25

CSR:

FP pending
805-699

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

- Name: Carrera Enrique
Last First Middle
- Social Security #: [REDACTED] Birth Date: [REDACTED]
(NOT a public record) (NOT a public record)
- Driver's License #: [REDACTED] State Issued: AZ
(NOT a public record)
- Are you a resident of Arizona? ☒ Yes ☐ No Date of residency: 08 / 15 / 2013
- Email address: tax-beerandwinelicense@dollargeneral.com
- Home Address: [REDACTED] 85142
- Daytime phone #: 615-855-4000 Alternative phone #: [REDACTED]

SECTION 2 – LICENSED BUSINESS INFORMATION

- License Number: _____
- Business Name (doing business as): Dollar General # 25558
- Business Address: 1000 West Finnie Flat Road, Camp Verde, AZ 86322-5950

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: Elmer Carrera

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) Elmer Enrique Carrera 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: 5-19-2025



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) Elmer Enrique Carrera

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 Queen Creek State Arizona COUNTRY U.S.A

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

2) Name of document: Driver's 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.

Name of document provided

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

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

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

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

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

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

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

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

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

Elmer Enrique Carrera
Print Name


Signature

5-19-2025
Date



25 MAY 30 11:11 AM '13

Certificate # 778965

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

elmer carrera

Signed by (please print)

elmer carrera

Signature

D51C851F80F445B...

02-09-2025

Training Completion Date

02-08-2028

Certificate Expiration Date
(three years from completion date)

Training Provider Information

Professional Server Certification Corporation (PSCC)

Company Name

P.O. Box 192, Madison, South Dakota 57042

Mailing Address

1- (800) 247-7737

Daytime Contact Phone Number

I, Robert Graham, 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).

Robert V Graham

Instructor Signature

09 / 02 / 2025

Day Mo Year

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

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

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

Bar (series 6)
Private Club (series 14)

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

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

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

July 11, 2013

Certificate # 778965

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

☐ On-sale
☐ Off-sale
☒ On- and off-sale

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

elmer carrera

Full Name (please print)

elmer carrera

Signature

D51C651F80F445B...

02-09-2025

Training Completion Date

02-08-2028

Certificate Expiration Date
(three years from completion date)

Training Provider Information

Professional Server Certification Corporation (PSCC)

Company Name

P.O. Box 192, Madison, South Dakota 57042

Mailing Address

1- (800) 247-7737

Daytime Contact Phone Number

I, Robert Graham, 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).

Robert V Graham

Instructor Signature

09 / 02 / 2025
Day Mo Year

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

2) licensees, agents and managers actively involved in the daily business operations of a liquor-licensed business of a series listed below

In-state Microbrewery (series 3)
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July 11, 2013



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

*25 MAY 30 Lique. Lic. AM 8 32

DLLC USE ONLY

Fee:

Job #: 349529

Date Accepted: 5-30-25

CSR:

FP current until
1-03-2027

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

- Name: Deckard Steven Ray
Last First Middle
- Social Security #: [REDACTED] Birth Date: [REDACTED]
(NOT a public record) (NOT a public record)
- Driver's License #: [REDACTED] State Issued: TN
(NOT a public record)
- Are you a resident of Arizona? ☐ Yes ☒ No Date of residency: / /
- Email address: tax-beerandwinelicense@dollargeneral.com
- Home Address: [REDACTED]
- Daytime phone #: 615-855-4000 Alternative phone #:

SECTION 2 – LICENSED BUSINESS INFORMATION

- License Number:
- Business Name (doing business as): Dollar General # 25556
- Business Address: 1000 West Flaminge Flt Road, Camp Verde, AZ 86322-5950

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

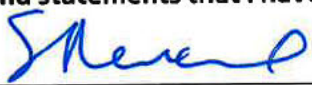
Name of persons who will be handling the day to day operations: Elmer Carrera

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) Steven Ray Deckard 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: 5-19-2025

I, the undersigned am the controlling person of the entity that holds liquor licenses in Arizona in the past 5 years.

DG Retail, LLC

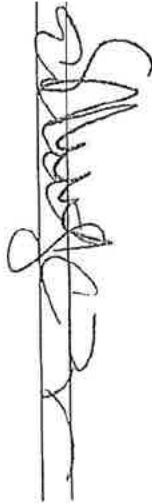
By: 
Name: Steven R. Deckard
Title: Senior Vice President

Store Type	Store #	Address	City	County	State	ZIP	Expiration date	License #
Dollar General	5884	588 North Main Street	Eagar	Apache	AZ	85925-9825	5/31	10013016
Dollar General	6599	901 North Cochise Avenue	Willcox	Cochise	AZ	85643-1531	6/30	10023138
Dollar General	6614	1640 West Thatcher Boulevard	Safford	Graham	AZ	85546	6/30	10053025
Dollar General	6629	445 West 4th Street	Benson	Cochise	AZ	85602	6/30	10023140
Dollar General	6663	119 West Riverside Drive	Parker	La Paz	AZ	85344-5220	7/31	10153053
Dollar General	6739	1637 Navajo Boulevard	Holbrook	Navajo	AZ	86025	5/31	10093075
Dollar General	6772	1590 East Joy Lane	Fort Mohave	Mohave	AZ	86426	7/31	10083281
Dollar General	6779	387 East Main Street	Somerton	Yuma	AZ	85350	7/31	10143157
Dollar General	6811	1940 East Ash Street	Globe	Gila	AZ	85501	6/30	10043072
Dollar General	6864	705 Mike's Pike Street	Winslow	Navajo	AZ	86047	5/31	10093071
Dollar General	6878	4405 Stockton Hill Road	Kingman	Mohave	AZ	86409	7/31	10083292
Dollar General	6937	825 North Tegner Street	Wickenburg	Maricopa	AZ	85390-1467	12/31	10076384
Dollar General	6939	5181 Highway 68	Golden Valley	Mohave	AZ	86413	7/31	10083283
Dollar General	6987	321 East White Mountain Boulevard	Pinetop	Navajo	AZ	85935	5/31	10093073
Dollar General	7335	375 North Huachuca Boulevard	Huachuca City	Cochise	AZ	85616-9303	6/30	10023141
Dollar General	7336	495 North Pinal Parkway	Florence	Pinal	AZ	85132	8/31	10113239
Dollar General	9853	2281 Highway 260	Overgaard	Navajo	AZ	85933	5/31	10093074
Dollar General	9937	11592 South Fortuna Road	Yuma	Yuma	AZ	85367	7/31	10143143
Dollar General	9943	945 North Highway 89	Chino Valley	Yavapai	AZ	86323	8/31	10133255
Dollar General	10196	2645 Hualapai Mountain Road	Kingman	Mohave	AZ	86401	7/31	10083267
Dollar General	10200	400 West Ray Road	Chandler	Maricopa	AZ	85225	12/31	10076424
Dollar General	10201	1180 West Cleveland Street	St. Johns	Apache	AZ	85936-0040	5/31	10013017
Dollar General	10215	1701 East Deuce of Clubs	Show Low	Navajo	AZ	85901	5/31	10093070
Dollar General	10257	10633 West Peoria Avenue	Sun City	Maricopa	AZ	85351	12/31	10076358
Dollar General	10333	2406 West American Avenue	Orade	Pinal	AZ	85623	8/31	10113238
Dollar General	10351	9275 West Battaglia Drive	Arizona City	Pinal	AZ	85123	8/31	10113240
Dollar General	10369	802 North 2nd Avenue	Ajo	Pima	AZ	85321	10/31	10103683
Dollar General	10605	650 North Clark Road	Show Low	Navajo	AZ	85901	5/31	10093069
Dollar General	10996	18631 North 19th Avenue, Suite 138	Phoenix	Maricopa	AZ	85027	12/31	10076780
Dollar General	11090	10255 Harbor Avenue	Mohave Valley	Mohave	AZ	86440	7/31	10083282
Dollar General	11109	801 North Navajo	Page	Cocconino	AZ	86040	5/31	10033187
Dollar General	11124	1166 South Naco Highway	Bisbee	Cochise	AZ	85603	6/30	10023177
Dollar General	11133	1100 North San Antonio Avenue	Douglas	Cochise	AZ	85607	6/30	10023144
Dollar General	11185	951 East Pima Street	Gila Bend	Maricopa	AZ	85337	12/31	10076593
Dollar General	12042	412 South Sunshine Boulevard	Eloy	Pinal	AZ	85131	8/31	10113235
Dollar General	12053	408 South Main Street	Cottonwood	Yavapai	AZ	86326	8/31	10133251
Dollar General	12136	3101 North Navajo Drive	Prescott Valley	Yavapai	AZ	86314	8/31	10133256
Dollar General	12366	5697 South Alverton Way	Tucson	Pima	AZ	85706	10/31	10103698
Dollar General	12417	3573 Maricopa Avenue	Lake Havasu City	Mohave	AZ	86406	7/31	10083278
Dollar General	12457	7350 East Main Street	Mesa	Maricopa	AZ	85207-8304	12/31	10076383
Dollar General	13047	3150 Willow Creek Road	Prescott	Yavapai	AZ	86301	8/31	10133244
Dollar General	13351	740 West Roper Lake Road	Safford	Graham	AZ	85546	6/30	10053026

Dollar General	13380 415 South Higley Road #103	Mesa	Maricopa	AZ	85206-2146	12/31	10076382
Dollar General	13383 401 North Highway 77	Mammoth	Pinal	AZ	85618	8/31	10113237
Dollar General	13396 1797 South Arizona Boulevard	Coolidge	Pinal	AZ	85128	8/31	10113236
Dollar General	13482 2825 Kiowa Boulevard North	Lake Havasu City	Mohave	AZ	86404	7/31	10083277
Dollar General	13511 8550 South Central Avenue	Phoenix	Maricopa	AZ	85042	12/31	10076456
Dollar General	13529 3665 Highway 66	Kingman	Mohave	AZ	86409	7/31	10083280
Dollar General	13618 3255 East Beaver Creek Road	Rimrock	Yavapai	AZ	86335	8/31	10133253
Dollar General	13631 925 West Main Street	Quartzsite	La Paz	AZ	85346	7/31	10153055
Dollar General	13710 3130 South Kinney Road	Tucson	Pima	AZ	85713	10/31	10103712
Dollar General	14055 1742 West Rutthrauff Road	Tucson	Pima	AZ	85705	10/31	10103714
Dollar General	14104 15440 West Ajo Highway	Tucson	Pima	AZ	85735	10/31	10103713
Dollar General	14129 12680 South Foothills Boulevard	Tucson	Pima	AZ	85367	7/31	10143151
Dollar General	14141 1855 West Buckeye Road	Yuma	Yuma	AZ	85367	7/31	10076783
Dollar General	14146 401 North Grand Canyon Boulevard	Phoenix	Maricopa	AZ	85007-3522	12/31	10076783
Dollar General	14345 144 East US Highway 70	Williams	Cocconino	AZ	86046	5/31	10033195
Dollar General	14375 6600 West Van Buren	Pima	Graham	AZ	85543	6/30	10053028
Dollar General	14416 3751 South Pantano Road	Phoenix	Maricopa	AZ	85043-5052	12/31	10076594
Dollar General	14509 330 East Brown Road	Tucson	Pima	AZ	85730	10/31	1010003014
Dollar General	14667 12355 North Trico Road	Mesa	Maricopa	AZ	85201	12/31	10076455
Dollar General	14756 3436 North Country Club Road	Marana	Pima	AZ	85653	10/31	10103803
Dollar General	14937 9950 South Nogales Highway	Tucson	Pima	AZ	85716	10/31	1010003015
Dollar General	14973 16355 North Oracle Road	Tucson	Pima	AZ	85756	10/31	1010003016
Dollar General	15728 958 East Rodeo Road	Tucson	Pima	AZ	85739	10/31	10103820
Dollar General	15892 3409 Kachina Trail	Casa Grande	Pinal	AZ	85122	8/31	10113292
Dollar General	16054 1191 State Road 89A	Flagstaff	Cocconino	AZ	86005	5/31	10033237
Dollar General	16206 7156 South Highway 92	Clarkdale	Yavapai	AZ	86324	8/31	10133322
Dollar General	16457 1060 South Central Street	Hereford	Cochise	AZ	85615	6/30	10023178
Dollar General	16486 832 Landon Drive	Colorado City	Mohave	AZ	86021	7/31	10083312
Dollar General	16559 540 Chase Creek Street	Bullhead City	Mohave	AZ	86439	7/31	100833298
Dollar General	16629 22925 South State Route 89	Clifton	Greenlee	AZ	85533	6/30	10063015
Dollar General	16995 143 East Tonto Creek Trail	Yarnell	Yavapai	AZ	85362	8/31	10133321
Dollar General	17324 215 North Lake Havasu Avenue North	Tonto Basin	Gila	AZ	85553	6/30	10043084
Dollar General	17334 3163 Highway 83	Mesa	Maricopa	AZ	86403-5659	7/31	10083311
Dollar General	17377 37930 West Salome Highway	Sonoita	Santa Cruz	AZ	85637	6/30	10123073
Dollar General	17515 S County Road 823 South	Tonopah	Maricopa	AZ	85354	12/31	10076936
Dollar General	17583 6780 North Sandario Road	Show Low	Apache	AZ	85924	5/31	10013024
Dollar General	17749 2775 Verde Lakes Drive	Tucson	Pima	AZ	85743	10/31	10103830
Dollar General	17831 3661 Jamatica Boulevard North	Camp Verde	Yavapai	AZ	86322	8/31	10133320
Dollar General	17976 4002 West Frontier Street	Lake Havasu City	Mohave	AZ	86404	7/31	10083310
Dollar General	18019 20 South Lee Street	Eloy	Pinal	AZ	85231	8/31	10113291
Dollar General	18114 525 West Beale Street	Saint David	Cochise	AZ	85630	6/30	10023179
Dollar General	18117 1323 East High Street	Kingman	Mohave	AZ	86401	7/31	10083309
Dollar General	18312 10541 William Street	Sunsets	Cochise	AZ	85625	6/30	10023180
Dollar General		Wellton	Yuma	AZ	85356	7/31	10140002779

Dollar General	18365 49191 West Papago Road	Maricopa	Pinal	AZ	85139	8/31	10110007061
Dollar General	18866 7440 South Wilmot Road	Tucson	Pima	AZ	85756	10/31	10100003017
Dollar General	18958 19615 East Stagecoach Trail	Cordes Lake	Yavapai	AZ	86333	8/31	10130002778
Dollar General	19017 215 North Lake Havasu Avenue North	Lake Havasu City	Mohave	AZ	86403	7/31	10083311
Dollar General	19349 17174 West Jomax Road	Surprise	Maricopa	AZ	85387	12/31	10070005540
Dollar General	19372 28890 South Nogales Highway	Amado	Pima	AZ	85645	10/31	10100006881
Dollar General	19422 67102 Salome Road	Salome	La Paz	AZ	85348	7/31	10150002871
Dollar General	19476 520 North 35th Avenue	Buckeye	Maricopa	AZ	85326	12/31	10070006762
Dollar General	19554 13639 West Glendale Avenue	Glendale	Maricopa	AZ	85009-3332	12/31	10070002972
Dollar General	19997 1807 North 195th Avenue	Buckeye	Maricopa	AZ	85307	12/31	10070005418
Dollar General	20071 1805 West Southern Avenue	Phoenix	Maricopa	AZ	85396	12/31	10070009830
Dollar General	20512 306 North Mescal Road	Benson	Cochise	AZ	85041	12/31	10070010514
Dollar General	20680 12059 West Clark Farms Boulevard	Marana	Cochise	AZ	85602	6/30	10020011613
Dollar General	21406 2295 North Highway 90	Huachuca City	Cochise	AZ	85653	10/31	10100011109
Dollar General	22613 9527 East Highway 92	Hereford	Cochise	AZ	85616	6/30	10020025955
Dollar General	22864 6450 South Sandario Road	Tucson	Pima	AZ	85615	6/30	10020025956
Dollar General				AZ	85735	10/31	10100019328

Steven Deckard
Emily Taylor





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

25 MAY 30 Lic. Lic. # 8 31
DLC USE ONLY

Fee:

Job #: 349529

Date Accepted: 5-30-25

CSR:

FP current until
3/15/2026

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

- Name: Taylor Emily Christine
Last First Middle
- Social Security #: [REDACTED] Birth Date: [REDACTED]
(NOT a public record)
- Driver's License #: [REDACTED] State Issued: TN
(NOT a public record)
- Are you a resident of Arizona? ☐ Yes ☒ No Date of residency: ___/___/___
- Email address: tax-beerandwinlicense@dollargeneral.com
- Home Address: [REDACTED]
- Daytime phone #: 615-855-4000 Alternative phone #: _____

SECTION 2 – LICENSED BUSINESS INFORMATION

- License Number: _____
- Business Name (doing business as): Dollar General # 25558
- Business Address: 1000 West Annie Flat Road, Camp Verde, AZ 86322-5950

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: Elmer Carrera

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) Emily Christine Taylor 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: 5-19-2025

I, the undersigned am the controlling person of the entity that holds liquor licenses in Arizona in the past 5 years.

DG Retail, LLC

By:

Name: Emily Christine Taylor

Title: Chief Executive Officer

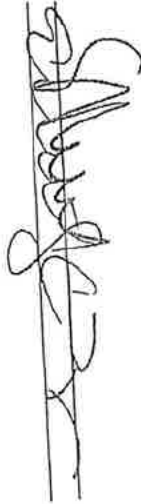


Store Type	Store #	Address	City	County	State	ZIP	Expiration date	License #
Dollar General	5884	588 North Main Street	Eagar	Apache	AZ	85925-9825	5/31	10013016
Dollar General	6599	901 North Cochise Avenue	Willcox	Cochise	AZ	85643-1531	6/30	10023138
Dollar General	6614	1640 West Thatcher Boulevard	Safford	Graham	AZ	85546	6/30	10053025
Dollar General	6629	445 West 4th Street	Benson	Cochise	AZ	85602	6/30	10023140
Dollar General	6663	119 West Riverside Drive	Parker	La Paz	AZ	85344-5220	7/31	10153053
Dollar General	6739	1637 Navajo Boulevard	Holbrook	Navajo	AZ	86025	5/31	10093075
Dollar General	6772	1590 East Joy Lane	Fort Mohave	Mohave	AZ	86426	7/31	10083281
Dollar General	6779	387 East Main Street	Somerton	Yuma	AZ	85350	7/31	10143157
Dollar General	6811	1940 East Ash Street	Globe	Gila	AZ	85501	6/30	10043072
Dollar General	6864	705 Mike's Pike Street	Winslow	Navajo	AZ	86047	5/31	10093071
Dollar General	6878	4405 Stockton Hill Road	Kingman	Mohave	AZ	86409	7/31	10083292
Dollar General	6937	825 North Tegner Street	Wickenburg	Maricopa	AZ	85390-1467	12/31	10076384
Dollar General	6939	5181 Highway 68	Golden Valley	Mohave	AZ	86413	7/31	10083283
Dollar General	6987	321 East White Mountain Boulevard	Pinetop	Navajo	AZ	85616-9303	5/31	10093073
Dollar General	7335	375 North Huachuca Boulevard	Huachuca City	Cochise	AZ	85132	6/30	10023141
Dollar General	7336	495 North Pinal Parkway	Florence	Pinal	AZ	85933	8/31	10113239
Dollar General	9853	2281 Highway 260	Overgaard	Navajo	AZ	85933	5/31	10093074
Dollar General	9937	11592 South Fortuna Road	Yuma	Yuma	AZ	85367	7/31	10143143
Dollar General	9943	945 North Highway 89	Chino Valley	Yavapai	AZ	86323	8/31	10133255
Dollar General	10196	2645 Huaiapai Mountain Road	Kingman	Mohave	AZ	86401	7/31	10083267
Dollar General	10200	400 West Ray Road	Chandler	Maricopa	AZ	85225	12/31	10076424
Dollar General	10201	1180 West Cleveland Street	St. Johns	Apache	AZ	85936-0040	5/31	10013017
Dollar General	10215	1701 East Duce of Clubs	Show Low	Navajo	AZ	85901	5/31	10093070
Dollar General	10257	10633 West Peoria Avenue	Sun City	Maricopa	AZ	85351	12/31	10076358
Dollar General	10333	2406 West American Avenue	Oracle	Pinal	AZ	85623	8/31	10113238
Dollar General	10351	9275 West Battaglia Drive	Arizona City	Pinal	AZ	85123	8/31	10113240
Dollar General	10369	802 North 2nd Avenue	Ajo	Pima	AZ	85321	10/31	10103683
Dollar General	10605	650 North Clark Road	Show Low	Navajo	AZ	85901	5/31	10093069
Dollar General	10996	18631 North 19th Avenue, Suite 138	Phoenix	Maricopa	AZ	85027	12/31	10076780
Dollar General	11090	10255 Harbor Avenue	Mohave Valley	Mohave	AZ	86440	7/31	10083282
Dollar General	11109	801 North Navajo	Page	Coconino	AZ	86040	5/31	10033187
Dollar General	11124	1166 South Naco Highway	Bisbee	Cochise	AZ	85603	6/30	10023177
Dollar General	11133	1100 North San Antonio Avenue	Douglas	Cochise	AZ	85607	6/30	10023144
Dollar General	11185	951 East Pina Street	Gila Bend	Maricopa	AZ	85337	12/31	10076593
Dollar General	12042	412 South Sunshine Boulevard	Eloy	Pinal	AZ	85131	8/31	10113235
Dollar General	12053	408 South Main Street	Cottonwood	Yavapai	AZ	86326	8/31	10133251
Dollar General	12136	3101 North Navajo Drive	Prescott Valley	Yavapai	AZ	86314	8/31	10133256
Dollar General	12366	5697 South Alvernon Way	Tucson	Pima	AZ	85706	10/31	10083278
Dollar General	12417	3573 Maricopa Avenue	Lake Havasu City	Mohave	AZ	86406	7/31	10083278
Dollar General	12457	7350 East Main Street	Mesa	Maricopa	AZ	85207-8304	12/31	10076383
Dollar General	13047	3150 Willow Creek Road	Prescott	Yavapai	AZ	86301	8/31	10133244
Dollar General	13351	740 West Roper Lake Road	Safford	Graham	AZ	85546	6/30	10053026

Dollar General	13380 415 South Higley Road #103	Mesa	Maricopa	AZ	85206-2146	12/31	10076382
Dollar General	13383 401 North Highway 77	Mammoth	Pinal	AZ	85618	8/31	10113237
Dollar General	13396 1797 South Arizona Boulevard	Coolidge	Pinal	AZ	85128	8/31	10113236
Dollar General	13482 2825 Kiowa Boulevard North	Lake Havasu City	Mohave	AZ	86404	7/31	10083277
Dollar General	13511 8550 South Central Avenue	Phoenix	Maricopa	AZ	85042	12/31	10076456
Dollar General	13529 3665 Highway 66	Kingman	Mohave	AZ	86409	7/31	10083280
Dollar General	13618 3255 East Beaver Creek Road	Rimrock	Yavapai	AZ	86335	8/31	10133253
Dollar General	13710 3130 South Kinney Road	Quartzsite	La Paz	AZ	85346	7/31	10153055
Dollar General	14055 1742 West Ruthrauff Road	Tucson	Pima	AZ	85713	10/31	10103712
Dollar General	14104 15440 West Ajo Highway	Tucson	Pima	AZ	85705	10/31	10103714
Dollar General	14129 12680 South Foothills Boulevard	Tucson	Pima	AZ	85735	10/31	10103713
Dollar General	14141 1855 West Buckeye Road	Tucson	Pima	AZ	85367	10/31	10143151
Dollar General	14146 401 North Grand Canyon Boulevard	Yuma	Yuma	AZ	85007-3522	7/31	10076783
Dollar General	14345 144 East US Highway 70	Phoenix	Maricopa	AZ	86046	12/31	10033195
Dollar General	14375 6600 West Van Buren	Williams	Cocoonino	AZ	85543	6/30	10053028
Dollar General	14416 3751 South Pantano Road	Pima	Graham	AZ	85043-5052	10/31	10076594
Dollar General	14509 330 East Brown Road	Phoenix	Maricopa	AZ	85201	12/31	1010003014
Dollar General	14667 12355 North Trico Road	Tucson	Pima	AZ	85730	10/31	10076455
Dollar General	14756 3436 North Country Club Road	Mesa	Maricopa	AZ	85653	10/31	10103803
Dollar General	14937 9950 South Nogales Highway	Marana	Pima	AZ	85716	10/31	1010003015
Dollar General	14973 16355 North Oracle Road	Tucson	Pima	AZ	85756	10/31	1010003016
Dollar General	15728 958 East Rodeo Road	Tucson	Pima	AZ	85739	10/31	10103820
Dollar General	15892 3409 Kachina Trail	Tucson	Pima	AZ	85122	8/31	10113292
Dollar General	16054 1191 State Road 89A	Casa Grande	Pinal	AZ	86005	8/31	10033237
Dollar General	16206 7156 South Highway 92	Flagstaff	Cocoonino	AZ	86324	6/30	10133322
Dollar General	16457 1060 South Central Street	Clarkdale	Yavapai	AZ	85615	7/31	10023178
Dollar General	16486 832 Landon Drive	Hereford	Cochise	AZ	86021	7/31	10083312
Dollar General	16559 540 Chase Creek Street	Colorado City	Mohave	AZ	86439	7/31	10083298
Dollar General	16629 22925 South State Route 89	Bulhead City	Mohave	AZ	85533	6/30	10063015
Dollar General	16995 143 East Tonto Creek Trail	Clifton	Greenlee	AZ	85362	8/31	10133321
Dollar General	17324 215 North Lake Havasu Avenue North	Yarnell	Yavapai	AZ	85553	6/30	10043084
Dollar General	17334 3163 Highway 83	Tonto Basin	Gila	AZ	86403-5659	7/31	10083311
Dollar General	17377 37930 West Salome Highway	Mesa	Maricopa	AZ	85637	6/30	10123073
Dollar General	17515 5 County Road 823 South	Sonoita	Santa Cruz	AZ	85354	12/31	10076936
Dollar General	17583 6780 North Sandario Road	Tonopah	Maricopa	AZ	85924	5/31	10013024
Dollar General	17749 2775 Verde Lakes Drive	Show Low	Apache	AZ	85743	10/31	10103830
Dollar General	17831 3661 Jamaica Boulevard North	Tucson	Pima	AZ	86322	8/31	10133320
Dollar General	17976 4002 West Frontier Street	Camp Verde	Yavapai	AZ	86404	7/31	10083310
Dollar General	18019 20 South Lee Street	Lake Havasu City	Mohave	AZ	85231	8/31	10113291
Dollar General	18114 525 West Beele Street	Eloy	Pinal	AZ	85630	6/30	10023179
Dollar General	18117 1323 East High Street	Saint David	Cochise	AZ	86401	7/31	10083309
Dollar General	18312 10541 William Street	Kingman	Mohave	AZ	85625	6/30	10023180
Dollar General		Sunites	Cochise	AZ	85356	7/31	10140002779
Dollar General		Wellton	Yuma	AZ			

Dollar General	18365 49191 West Papago Road	Maricopa	Pinal	AZ	85139	8/31	10110007061
Dollar General	18866 7440 South Wilmot Road	Tucson	Pima	AZ	85756	10/31	10100003017
Dollar General	18958 19615 East Stagecoach Trail	Cordes Lake	Yavapai	AZ	86333	8/31	10130002778
Dollar General	19017 215 North Lake Havasu Avenue North	Lake Havasu City	Mohave	AZ	86403	7/31	10083311
Dollar General	19349 17174 West Jomax Road	Surprise	Maricopa	AZ	85387	12/31	10070005540
Dollar General	19372 28890 South Nogales Highway	Amado	Pima	AZ	85645	10/31	10100006881
Dollar General	19422 67102 Salome Road	Salome	La Paz	AZ	85348	7/31	10150002871
Dollar General	19475 10920 South Tutthill Road	Buckeye	Maricopa	AZ	85326	12/31	10070006762
Dollar General	19476 520 North 35th Avenue	Phoenix	Maricopa	AZ	85307	12/31	10070002972
Dollar General	19554 13639 West Glendale Avenue	Glendale	Maricopa	AZ	85396	12/31	10070005418
Dollar General	19997 1807 North 195th Avenue	Buckeye	Maricopa	AZ	85041	12/31	10070010514
Dollar General	20071 1805 West Southern Avenue	Phoenix	Maricopa	AZ	85602	6/30	10020011613
Dollar General	20512 306 North Mescal Road	Benson	Cochise	AZ	85653	10/31	10100011109
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Dollar General	22613 9527 East Highway 92	Hereford	Cochise	AZ	85735	6/30	10100019328
Dollar General	22864 6450 South Sanderito Road	Tucson	Pima	AZ	85735	10/31	

Steven Deckard
Emily Taylor





Town Council

Agenda Information Memorandum

Meeting Date: September 24, 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 to Western Liner for the purchase of the proposed irrigation pond liner for the Sports Complex in the amount of \$89,906.29, rescinding the previous contract award to Western Liner in the amount of \$34,300.

Attached Documents:

- Price Quote from Western Liner
- Price Quote from COMANCO
- Price Quote from Field Lining Systems
- July 17, 2024 Meeting Minutes & Video can be accessed here: [Town Council-Regular Session | Public Meetings Calendar | Town of Camp Verde, AZ](#)

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: 04-800-20-804024 | | | |
| • Approved in the FY26 Budget? | ☒ Yes | ☐ No | ☐ N/A ☐ Other: |
| • Is this an approved CIP Project? | ☒ Yes | ☐ No | ☐ N/A ☐ Other: |

Background Information:

On July 17, 2024, Council approved the purchase of an irrigation pond liner for the Sports Complex from Western Liner in the amount of \$34,300. At that time, the project design called for the existing pond to be lined and for new permanent irrigation pumps to be installed in a subterranean vault. These pumps would draw reclaimed water from the existing pond and deliver it to the Sports Complex.

Since that approval, the irrigation improvement plans have been revised to enhance system efficiency and reduce overall project costs. The original design required the pumps to move water uphill to the Sports Complex, resulting in energy inefficiencies. The updated design relocates the reclaimed water storage to a new retention pond at the top of the hill. The new pumps will be installed just below the pond in a building that provides protection from the elements and vandalism.

This revised layout offers several advantages:



Town Council Agenda Information Memorandum

- **Improved Efficiency:** Gravity will now assist in delivering water to the Sports Complex, eliminating the need to pump it uphill.
- **Easier Maintenance:** The above-ground pump building allows for safer and more efficient access for maintenance, compared to the previous design which required confined-space entry into a vault.
- **Scalability:** The new pond can be sized to meet current and future irrigation demands as the park expands.

The updated irrigation improvement project is currently out for bid through the Town's JOC (Job Order Contracting) contractors.

Approval of this memorandum will rescind the previous contract award to Western Liner and authorize staff to purchase a revised pond liner compatible with the new design. This will ensure that the liner is on hand and ready for installation once pond excavation is complete.

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

This project complies with the "Community Infrastructure" area of the strategic plan.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

Move to rescind the previous contract award to Western Liner in the amount of \$34,300 and award a new the bid for purchase of the proposed irrigation pond liner to Western Liner in the amount of \$89,906.29.

Quotation

Town of Camp Verde

Camp Verde, AZ

September 4, 2025

Ref: Town of Camp Verde
Irrigation Pond

Site: Camp Verde, AZ

Quote No: Q018285-1

Attn:

Item	Description	Quantity	Unit Price	Total
Aqua 40 Coext	Aqua 40 Coext Prefabricated Geomembrane	1	\$69,033.60	\$69,033.60
Pipe Boots	Pipe Boots (To be provided later) OD & 45/90 degree configuration	2	\$125.00	\$250.00
Freight	Freight Cost	1	\$1,500.00	\$1,500.00
Installation Crew	Installation Crew	1	\$13,580.00	\$13,580.00
Freight	Arizona State Sales Tax 8%	1	\$5,542.69	\$5,542.69

Total	\$89,906.29
Total (Inc Discount)	\$89,906.29
Tax	\$0.00
Total (Inc Tax)	\$89,906.29

Scope of Work And General Terms and Conditions:

- Western Environmental Liner (WEL) will pre-fabricate geomembrane liner as sized above. This is based on customer provided dimensions. Price may change if material quantity and/or project details change. The customer is responsible for double checking that the liner size is sufficient to cover the surface area to be lined.
- Liner fabrication and delivery will be scheduled based on your requested deadline. Please provide your required delivery date, and we will confirm availability and production capacity accordingly.
- Customer is required to submit photos or videos taken within 3 days prior to crew mobilization.
- Customer will need equipment capable of unloading the liner upon delivery. It is the customer's responsibility to double check packaging weight and delivery specifics.
- Any delay that is out of our control may incur an additional daily cost at _____ per day and/or mobilization cost at _____ per mobilization.
- WEL will unroll the liner panels and will do all necessary field seaming.
- Customer will need to provide the following:
 - A crew to backfill the trench as the liner as liner installation goes;
 - Sand or clean dirt as a filler for the empty sandbags;
 - Dumpster or an area for trash disposal unless previously specified otherwise.
- The weather must be suitable for liner installation, preferably sunny with zero chance of rain. Rain, wind and snow may delay or prohibit liner installation. It is the customer's responsibility to double-check that the local weather is suitable for liner installation.
- WEL reserves the right to reschedule mobilizations based on, but not limited to, inclement weather to mitigate additional daily costs and/or additional mobilization costs due to potential delays.
- WEL does not do earthwork during installation. The project area has to be ready, trenched around the perimeter, dry, and free of rocks, rubble, roots, vegetation, debris, voids, protrusions, and any other objects that can possibly puncture the liner. This includes surface area to be lined and staging areas. WEL reserves the right to waive warranty if jobsite is not prepped as required. Required repair will be charged accordingly.
- WEL is not an engineering or geotechnical firm. We disclaim liability for any issues related to or resulting from structural integrity, concrete defects, design, earthwork preparation, compaction, aggregate suitability, outgassing and water-table issues and other issues not specified in our scope and the like.
- Any undisclosed site conditions do not imply WEL's acceptance of liability. WEL's warranty is limited to what is stated in its official warranty document. The customer is responsible for requesting the complete warranty. Failure to do so does not extend or alter WEL's liability.
- WEL is not responsible for expenses incurred while investigating the root cause of potential issues or leaks including but not limited to removal of obstructions that prohibits WEL to access the liner.

- This quote does not account for prevailing wages, liquidated damages, testing requirements, administrative requirements, bonding requirements and/or other subcontract-type items unless explicitly mentioned above and may change if applicable.
- This quote does not include applicable taxes unless cost is reflected in the quote above.
- This quote is confidential and is good for 30 days.
- Due to the volatile nature of material pricing, Western Liner reserves the right to review and adjust pricing if our supplier prices increase between when proposal is submitted and when material is purchased and/or construction begins.
- By proceeding with the project, the customer acknowledges and accepts these Scope of Work And General Terms and Conditions. For any questions regarding warranty details, installation procedures, or site requirements, please contact Western Environmental Liner prior to job commencement.

Prepared By : James Jessup

Contact via email : jjessup@westernliner.com Phone : (623) 414 4432 or Mobile :

This is to confirm acceptance and agreement of quote and scope of work specified above:

Accepted by: _____ Title: _____

Sign : _____ Date: _____



COMANCO Environmental Corporation
580 W. Main St
Elko, NV 89801
P: (775) 778-9577

Prepared By:

Estimator Ben Chitester
Quote Date: July 16, 2025
Quote Expiration: August 15, 2025

Town of Camp Verde

Bruce Connolly
395 S. Main St.
Camp Verde, AZ 86322
Phone: (928) 554-0000 Ext 0836
Fax:
E-mail: bruce.connolly@campverde.az.gov

Project Information:

Town of Camp Verde Reclaim Pond Liner
Camp Verde, AZ
Proposal Number: 052512964

COMANCO Environmental Corporation (CEC) is pleased to provide you with the following proposal for the supply and installation of the geosynthetic materials and appurtenances as indicated below:

Item	Item Description	Quantity	Unit	Unit Price	Total
1	Mobilization/Demobilization	1	LS	\$15,000.00	\$15,000.00
2	Supply/Install 40mil Textured HDPE Liner	98,753	SF	\$0.90	\$88,877.70
3	8" Pipe Boot	1	EA	\$500.00	\$500.00
4	12" Pipe Boot	1	EA	\$600.00	\$600.00
Total					\$104,977.70

- 1.) **Mobilization / Demobilization:** This proposal includes one (1) mobilization/demobilization. Any and each additional mobilizations/demobilizations, if necessary, shall be billed at the rate listed in this proposal.
- 2.) **Labor:** Our proposal is based on a six (6) day work week, ten (10) hours each day, utilizing non-union, non-prevailing wage labor.
- 3.) **Taxes:** Any applicable material and/or freight sales taxes are included in this proposal.
- 4.) Since no specs were provided, this proposal is contingent upon the provided material as being acceptable. The plans mentioned 40mil Reinforced Polyethylene, however the request was for HDPE. Any change in material is subject to additional cost.
- 5.) Bid Item 2 includes the supply and installation of 40mil Textured HDPE Liner for the 3.5-million-gallon pond and the emergency spillway. Due to the small size of the pond, this proposal is contingent upon it being ready for the installation of the HDPE Liner upon our arrival.
- 6.) Bid Items 3 – 5 includes the installation of various sized pipe boots. All pipe work (not including pipe boots) by others. Any additional required will be billed at the above rates.
- 7.) Alternate Bid Item A1 includes the supply and installation of 40mil Smooth HDPE Liner in place of the 40mil Textured HDPE Liner.



- 8.) Any demolition or disposal of an existing liner (if required) and re-grading of the pond is to be done by others prior to our arrival.
- 9.) This proposal does not include any kind of mechanical attachment (i.e., batten bar). If required, such work will be performed at additional cost to the Owner.
- 10.) Offloading, stockpiling, and protection of materials within close proximity (500') of the installation area by others.
- 11.) Any costs associated with 3rd party QC, conformance, laboratory testing, or Leak Location testing/survey by others (unless otherwise stated). COMANCO will conduct its standard of performing QC of onsite destructive and non-destructive tests.
- 12.) COMANCO will provide in-house GPS as-builts as part of our final QA/QC Submittal package. Any third-party survey by others.
- 13.) Port-o-lets and dumpsters, including maintenance and disposal, by others.
- 14.) All Earthwork by others. Excavation, maintenance, and backfilling of the anchor trench by others. Maintenance of the subgrade for the duration of the project is to be done by others.
- 15.) All dewatering by others.
- 16.) **Quote Validity:** This quotation shall remain open for Purchaser's acceptance until the above-referenced expiration date, after which time it shall be considered to be automatically revoked by both Purchaser and CEC. The purchaser must agree to take delivery of the product within thirty (30) days of signing this proposal. The pricing quoted is based upon the current price provided to CEC by suppliers. If the pricing of materials increases, this quotation shall be modified to reflect the increase in material pricing.
- 17.) **Delays:** CEC will not be held responsible for any delays due to rain, weather, or other unforeseen events beyond CEC's control. CEC will not be responsible for overtime costs incurred by the General Contractor, 3rd party inspectors or Owner's representatives.
- 18.) **Warranty:** This proposal is conditioned upon CEC providing its standard one (1) year installation warranty which is available upon request. Further warranty details are listed below in our standard terms and conditions.
- 19.) **Dewatering:** Protection of geosynthetics from surface run-off from areas outside of the geosynthetics installation work limits shall be done by others. The diversion and control of water within the cell during deployment of geosynthetics shall be done by others.
- 20.) **Site Access:** This proposal is based on CEC working unimpeded throughout the entire geosynthetics installation with complete access in and around the work area(s) with an Off-Road Forklift or similar.
- 21.) **Sandbags:** Purchaser to provide sand as specified in specifications to CEC for sandbag filling.

- 22.) **Stored Materials:** This proposal is subject to purchaser's agreement that all materials can be delivered to the site immediately and upon execution of a contract agreement, and all materials will be paid for once delivered, suitably stored and approved for use.
- 23.) **Measurement and Payment:** This proposal is based on payment of installed materials measured in three dimensions including anchor trench.
- 24.) **Terms and Conditions:** This offer is expressly made conditional on the Purchaser's acceptance of the following Terms and Conditions.

Terms and Conditions

1. **Work and Equipment Provided by COMANCO Environmental Corporation** (hereinafter referred to as CEC): This proposal specifically includes the furnishing and installation of the items as specified on Page 1 of this proposal. The work shall be performed in accordance with the plans and specifications specifically listed in sections 1.01 and 1.02 below, except as otherwise noted in section 1.03 below. CEC will provide all necessary supervisors, technicians, labor, materials, and equipment necessary to complete our work.

Unless otherwise stated in this proposal all CEC labor shall be non-union. If required by the contract specifications, CEC will provide destructive and/or non-destructive testing of field seams. After receipt of final payment and if requested by Purchaser, CEC shall provide field test results and record drawings. Upon request and within a reasonable time, CEC shall provide all necessary submittals and project management pertinent to our work.

- 1.01 Plans: Town of Camp Verde – Reclaim Irrigation Pump Station/Waterline Project May 14, 2024**
1.02 Specification Sections: None Provided
1.03 Addenda: None Provided

2. **Work and Equipment Provided by Purchaser:** This proposal is based upon the following items being provided by the Purchaser in a manner that ensures that the work to be provided by CEC will proceed without delay:
- 2.01 Subgrade preparation and maintenance: The subgrade to be lined shall be prepared to be smooth and free of all rocks, stones, sticks, roots, sharp objects or other debris. It is imperative that the subgrade is completely dry and properly compacted so as to provide an unyielding base without sudden, sharp or abrupt changes or breaks in the grade. The subgrade shall be maintained by others during the course of the liner installation, and it shall be the responsibility of the Purchaser to protect the subgrade from dislocation, flooding, and erosion. CEC does not accept responsibility for subgrade conditions which affect the functioning of the lining system, and acceptance by CEC of the subgrade to be lined does not constitute acceptance or knowledge of any subgrade conditions which adversely affect the lining. The efficacy of the lining system in relation to the subgrade and other conditions at the project location is the sole responsibility of the Purchaser. CEC recommends the installation of a gas venting system where gas may accumulate beneath the lining. However, it will be up to the engineer, owner and / or purchaser to determine if a gas venting system is required.
- 2.02 Material Unloading: Unless otherwise noted in this proposal, the purchaser shall unload and inspect all lining system materials delivered to the project, check the accuracy of all packing slips, bill of lading or other delivery documentation, and immediately forward said documentation to CEC. It shall be the responsibility of the Purchaser to store all lining system materials on an unyielding base free of sharp objects or protrusions to minimize the risk of damage.
- 2.03 Temporary Facilities: Purchaser shall provide temporary services to accommodate sanitary (portable toilets & wash stations) and waste disposal needs.
- 2.04 Anchor Trench: Unless otherwise noted in this proposal, the purchaser shall be responsible for excavation, backfilling, and compacting of anchor trench.
- 2.05 Earthwork, Concrete, Piping, and Dewatering: Unless otherwise noted in this proposal, all earthwork, concrete and piping materials and installation including any necessary dewatering shall be provided by others.
- 2.06 Independent Laboratory Testing: Unless otherwise noted in this proposal, all independent laboratory testing, Destructive Testing and/or monitoring shall be the sole responsibility of the owner or purchaser. No 3rd party laboratory testing is included in this proposal.
- 2.07 Survey: All necessary survey, staking, layouts, and asbuilts will be the responsibility of the Purchaser. It shall be the sole responsibility of the purchaser to secure proper horizontal and vertical controls such that the location of the items listed in this proposal conforms to the dimensions shown in the drawings.

- 2.08 **Safety:** It shall be the responsibility of the Purchaser to ensure adequate protection and safety devices and appropriate equipment to prevent death or injury to humans and animals at the project. If applicable, Purchaser shall be responsible for the creation and implementation of a *Confined Spaces Entry Program* as delineated by OSHA in 29 CFR parts 1910, Permit-Required Confined Spaces for General Industry, Final Rule.
- 2.09 **Pond Application:** CEC will not be responsible for the performance of the geosynthetic material within this application. Issues associated with lack of ballast material on the geomembrane, geomembrane “whales,” damage caused by aerator use, gas venting, underdrain collection, etc. will not be the responsibility of CEC.
3. **Pre-Installation Site Inspection:** CEC reserves the right to inspect the site prior to mobilizing to ensure that earthwork and subgrade preparation criteria have been met and the site is ready for liner installation. Any discrepancy will require a rescheduling of the installation and an adjustment in the contract price. If CEC elects not to make a site inspection, CEC will mobilize after receipt of written directive from Purchaser stating that subgrade is ready. If subgrade is not ready upon our arrival to the site, Purchaser shall be charged for an additional mobilization fee (listed on Page 1), or stand by time.
4. **Basis of Quotation:** This proposal is a Unit Price proposal. No bid item may be deleted without the approval of COMANCO. Any changes to or deviations from the contract plans and/or specifications that require additional work will result in an adjustment to the contract daily rate.
5. **Delays, Force Majeure, Standby:** If CEC is delayed at any time in the progress of the work by any act or neglect of Purchaser, Owner, Engineer, contractor, employee, or material supplier engaged or employed by Purchaser, Engineer or Owner, or by any changes ordered by Purchaser, by labor disputes, fires, floods, riots, hurricanes, tornados, tropical storms, heavy rains, excessive winds, Acts of God, or by any other cause beyond the control of CEC, CEC shall not be liable for any damages, including liquidated damages, and CEC shall be entitled to equitable time and contract price adjustments. If CEC is requested to standby at the job site for any of the above-referenced reasons which prevent the quality performance of our Service, Purchaser agrees to pay stand by per CEC’s time and material rates. Time and Material rates are available upon request.
6. **Warranty:** Unless otherwise noted above, this proposal is conditioned upon CEC providing its standard one (1) year installation warranty which is available upon request. The proposal is also conditioned upon the purchaser’s acceptance of the material suppliers’ standard limited warranty which is available upon request.
7. **Claims and Disputes:** Any claim, dispute or other matter in questions between the Contractor and the Subcontractor relating to the Subcontract shall be governed by the laws of the State of Florida. Any suit or action between Contractor and Subcontractor relating to or arising out of the Agreement shall be brought in the appropriate state or federal court in Hillsborough County, Florida.
8. **Indemnification, Insurance, Bonds:** CEC agrees to indemnify and hold harmless the Purchaser and its agents from losses or damages caused by any negligent act or omission of CEC. CEC shall provide its standard insurance coverage. No other insurances or additional insureds will be provided without additional cost to Purchaser. The price of performance and payment bonds has NOT been included in this proposal.
- 7.01 The liability of CEC and its employees, subcontractors and suppliers on all claims of any kind, including death or bodily injury, whether based on contract, indemnity, warranty, tort (including negligence), strict liability or otherwise, for all losses or damages arising out of, connected with, or resulting from this agreement, or from the performance or breach thereof, or from any equipment or services covered by or furnished under this Agreement or any extension or expansion thereof, including remedial warranty efforts, shall in no case exceed the contract price amount of CEC. In no event shall CEC, its subcontractors, suppliers or employees be liable to any party for any special, indirect, incidental, exemplary or consequential damages under any cause or form of action whatsoever. This provision shall prevail over any conflicting or inconsistent provision or a portion of the contract documents.
- 7.02 If CEC adds any party as an additional insured to any of its insurance policies, the indemnification provisions of this paragraph will apply to all claims submitted to CEC’s insurers.
9. **Work Schedule:** The contract price shall be adjusted if the liner installation is delayed by the Purchaser beyond thirty (30) days. Purchaser shall give CEC thirty (30) days written notice prior to liner installation. Purchaser shall provide CEC with a detailed schedule which indicates how CEC’s work will interrelate with the work of others. A fee (listed on Page 1) shall be charged to Purchaser for additional mobilizations. CEC will comply with additional mobilization requests to the greatest extent possible, but such requests may be adjusted to coordinate with other CEC commitments.
10. **Payment Terms:** This proposal is expressly based upon Purchaser paying all CEC invoices within thirty (30) days of invoice date. CEC shall not be required to continue to perform Work in the event of late payment by the Owner or General Contractor for a period in excess of 60 days. Purchaser hereby agrees to pay a late fee equal to one and one-half percent (1.5%) of invoice amount per month, prorated daily. Purchaser further agrees that payment to CEC shall not be contingent upon the receipt of payment by Purchaser from any other party. CEC will not be required to waive any lien or bond rights provided by statutory or common law prior to its actual receipt of payment. Full and final payment shall be due thirty (30) days following completion and acceptance of CEC’s Work, not pending completion of the entire project. If the Contract is terminated due to any reason beyond CEC’s control or for the convenience of the Owner or General Contractor in accordance with its terms, CEC shall be paid all costs incurred to the date of receipt of notice of termination plus an equitable termination amount.



Proposal for «F1»
COMANCO Environmental Corporation
Proposal No: «F3»«F4»«F5» Date: July 16, 2025

11. **Mutual Responsibility:** CEC represents that it has investigated and generally familiarized itself with the contract documents listed in sections 1.01, 1.02 and 1.03 above. If site, subgrade or otherwise latent conditions at the project location differ materially from what is represented in these contract documents, or which CEC should have been aware of, and such material difference results in increased costs or time to CEC, then CEC shall be entitled to an equitable adjustment to its contract price and/or time under the contract. CEC shall not be responsible for any liability arising out of pre-existing environmental site conditions whether or not such conditions are identified in the Contract Documents.

- End of Terms and Conditions -

ACCEPTANCE:

We hereby accept this proposal from COMANCO Environmental Corporation:

Signature

Print Name & Title

Date



Proposal:Q25217

Field Lining Systems, Inc.
439 South 3rd Avenue
Avondale, AZ 85323
(623) 842 - 1255
www.flsi.us

Quote Name: Town of Camp Verde Pond Lining
Date Sent: Aug 22, 2025
Expiration:

Quote Prepared By:

Joshua Ramos
joshua@flsi.us

Quote Prepared For:

Bruce Connolly
Town of Camp Verde
928-554-0000 ext. 0836
bruce.connolly@campverde.az.gov

Project Leadtimes

Current Material Lead Time	Current Construction Lead Time
3-4 weeks	TBD

Project Price & Scope Details

Item No.	Item(s) Description	Estimated Qty.	UOM	Unit Price	Total Amount
	40 mil HDPE Geomembrane - Pond Liner	1	LS	\$ 125,491.000	\$ 125,491.000
	Sales Tax - Materials only 8.8% Materials Only	1	LS	\$ 3,735.860	\$ 3,735.860

Scope:	Supply and Installation of 40 mil HDPE within the new proposed pond.
Job Location:	Camp Verde, AZ
Duration:	10 working days Mon-Fri
Quantity:	FLSI's takeoff quantity is approximately 105,167 SF for the pond.
Price:	Lumpsum
Labor Rate:	Standard - Non-Prevailing Wage
Payment Terms:	Net 30
Taxes:	Taxable
Bonding:	Not Included.
Labor:	7-9-man crew with onsite supervisor.
Mobilization(s):	One
Travel:	Travel to jobsite, lodging, and per diem for crew
Material(s) Used:	40 mil HDPE

Quote ID: Q25217

Installation Equipment:	Standard liner installation equipment including but not limited to; wedge welder, extrusion welder, hot-air welder, grinder, etc.
Rental Equipment:	Reach fork and skid-steer will be put on rent by FLSI for deployment and installation of materials.
Termination / Anchoring:	Standard 2'x2' anchor trench around the perimeter.
Boot(s):	2 boots included.
Vent(s):	Not Included.
Ballast(s):	Sandbags will be made to help prevent wind uplift.
Access Ladder(s):	Not Included.
Site Access:	Safe access around the pond for deployment.
Safety:	Standard liner installation QAQC testing and logging, per specs.
Quality Control:	Standard liner installation QAQC testing and logging, per specs.
Housekeeping:	Daily cleanup of worksite.
Warranty:	Standard 1-year workmanship warranty.

Project Clarifications

Bathroom & washroom provided to FLSI for use Construction dumpster
provided to FLSI for use Anchor trench excavation & backfill by others Subgrade
prep & maintenance by others Permits excluded Dust abatement by others Fill
dirt for sandbags by others

Subtotal: \$ 129,226.860
Tax: \$ 0.000
Adjustment (CC fee): \$ 0.000
Grand Total: \$ 129,226.860

Continued on next page

THE FOLLOWING NOTES AND EXCEPTIONS ARE APPLICABLE TO ALL FIELD LINING SYSTEMS, INC. (FLSI) BIDS/QUOTES AND PROJECTS. OUR SUBCONTRACT WILL INCLUDE THE QUOTE/BID/PROPOSAL, INCLUDING FLSI'S NOTES AND EXCEPTIONS, IN ITS ENTIRETY, AS AN ATTACHMENT TO OUR SUBCONTRACT AND WILL GOVERN OVER ANY CONFLICTS WITHIN THE SUBCONTRACT.

MINORITY FLSI is a Small, Woman Owned Business and Certified MBE Contractor.

EOE FLSI is an equal opportunity employer.

QUOTE VALIDITY Orders not placed prior to expiration date are subject to price escalation.

LICENSES

- o Our Arizona license # is: 090068
- o Our California license number is: 629049
- o Our New Mexico license number is: 32618
- o Our Nevada license number is: 37705
- o Our Washington license number is: FIELDLS088CL
- o Our Utah license number is: 7099749-0143

PRICES are based on estimated sizes as shown on drawings. Actual sizes will be computed from as-built survey of individual materials as installed, including materials in anchor trenches. Price of any deviation will be adjusted accordingly. Pricing does not include shipping unless otherwise stated. Freight rates for any and all orders will be updated at time of shipment. *Materials & Freight are subject to increase at any time due to current force majeure in marketplace.*

SALES TAX FLSI is required to collect sales tax if company is not tax exempt.

TERMS Typically, NET 30 days. Material delivered and stored on site will be billed upon delivery.

CREDIT CARD SALES Credit card purchases are subject to a 3.5% transaction fee plus \$0.10 .

FABRICATED ITEMS & MATERIAL ONLY SALES

- o Fabricated items must be approved by customer prior to fabrication.
- o Fabricated items are non-cancelable and non-returnable.
- o Non-fabricated/material sales are subject to a minimum of 25% restocking fee (including any possible required freight).
- o Fabricated items cannot be returned unless major defect is observed.
- o Fabrication lead time is subject to change based on time of acceptance/purchase order.

PROGRESS PAYMENTS will be billed monthly on the cutoff date and are due based on the terms FLSI establishes.

PAST DUE ACCOUNTS will be charged a service charge of 1½% per month, starting 30 calendar days past original due date.

RETENTION is due and payable within 30 days of completion of FLSI subcontract portion and scope of work. Retainage is to be held on LABOR only.

BONDING fee is varying depending on contract price, if required our bond rate will be added to the contract amount, FLSI will provide invoice(s) for bond amounts.

F.O.B. Jobsite, unless otherwise stated on FLSI bid/quote/proposal.

SCOPE: Should order placed and issued to FLSI not be placed in its entirety to what FLSI originally presented within the bid/quote/proposal, FLSI will review the new scope of work to determine the feasibility of its acceptance and adjust pricing accordingly.

THIRD PARTY TESTING Does not include any and all 3rd party testing, including but not limited to, Interface Shear Testing, Conformance Testing, Seam sample Testing and Water-Fill Testing.

WASTE & SANITARY Contractor / Client to provide waste dumpsters and toilet, cleaning services for duration of project unless specified otherwise on quote.

SAFETY REQUIREMENTS Does not include special safety or training requirements.

EXTRA WORK and out of scope work will only be performed after receipt of a written change order from the General Contractor and will be billed weekly. Standby time, extra and out of scope work will be billed at \$ 65.00 per man hour and equipment will be billed at scheduled rates.

RENTAL EQUIPMENT used on force account work will be billed at cost plus 15% handling with invoices to substantiate billing.

DRAWINGS will be required for detailing purposes. FLSI will determine the extent of details required for installation.

SCHEDULE Construction schedule will be established at time of pre-construction meeting. Delayed or changed schedules by others will be subject to crew and equipment availability.

MOVE-ON to be as needed with a minimum four-week advanced notice for procurement of labor and materials.

OVERTIME is not included in this quotation and will be performed at the expense of the General Contractor. Premium time will be recorded daily and billed weekly.

NIGHT WORK If daytime temperatures exceed FLSI's, material manufacturer and/or the project engineering's acceptable welding parameters, FLSI must work during night. Light plants will need to be supplied and maintained by General Contractor for FLSI to work safely during nighttime.

ACCESS Our quotation is based on having complete access to all the work with no delays or down time. On projects with multiple areas,

Quote ID: Q25217

the contractor will schedule each area to proceed until completed as to avoid lost time in production. Lost time will be charged at the force account rate.

WEATHER CONDITIONS If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time, could not have been reasonably anticipated and had an adverse effect on the scheduled construction. If FLSI is delayed at any time in the commencement or progress of the Work by any cause beyond the control of FLSI, FLSI shall be entitled to an equitable extension of the Contract Time. Examples of the causes beyond the control of FLSI include adverse weather conditions not reasonably anticipated such as rain, snow, wind, excessive heat, excessive cold and others. Encountering Hazardous Materials or working conditions.

MATERIAL to be applied per applicator and/or manufacturer specifications.

DATA SHEETS FLSI uses material references from third-party chemical testing agencies and manufacturers and assumes no responsibility on chemical compatibility under the specific conditions of customers application.

STORAGE General Contractor to receive and adequately store materials that arrive prior to FLSI arrival on jobsite.

STERILIZATION of subgrade is not included.

DISINFECTION of reservoir or structures by others.

DEWATERING and storm water drainage control by others.

PIPING supply and assembly by others.

BACKFILLING of anchor trenches to proceed as directed by a Field Lining Systems, Inc. Supervisor. All backfilling to be executed with liner in its contracted stage.

COVER SOILS to be safely and rapidly placed by General Contractor once liner has been installed and directed by FLSI supervisor area is good to cover.

TEMPORARY BALLASTING of liner is for construction process and only meant to prevent wind intrusion under the liner system during deployment. It is not intended to prevent wind damage from winds that could cause uplift and greater destruction. FLSI is not liable for any damages that occur during and/or after liner deployment.

EXCAVATION All excavation, subgrade preparation and maintenance, trenching, backfill, concrete work by others. Lining will not commence until surface preparation is acceptable.

SURFACE PREPARATION The surface to be lined must be prepared according to designers' specifications by contractor. The surface to be lined must be prepared and compacted to be free from irregularities, protrusions, vegetation, excessive water, loose soil, or abrupt changes in grade. The surface should not contain protrusions with the shape and size that may damage the liner. In areas where it is not practical to achieve a smooth surface, a layer of sand or geotextile may be required. The surface of the subgrade must be maintained in a firm, clean, dry, and smooth condition during liner installation.

o FLSI is not responsible for subsurface conditions such as compaction, groundwater, gas, contaminants, or unstable soils conditions that will adversely affect the performance of the liner systems.

HYDRO fill test for any leaks is not included in this proposal.

LIMITATION ON LIABILITY OF FLSI Notwithstanding any other provision herein to the contrary, FLSI will warrant the work has been performed pursuant to the plans and specification furnished to FLSI and that if there is any defect in the workmanship of FLSI, FLSI will undertake corrective actions at no additional cost. FLSI will assign to the owner all claims FLSI may have against the manufacturer for defects in material used by FLSI in performing the work. Except to the extent provided for herein, FLSI shall not be liability for consequential damages claimed to have been sustained as a result of the breach of the one-year limited warranty made herein by FLSI. Except as stated above, FLSI make no representations, warranties, or covenants, express or implied.

IDENMINIFICATION TO FLSI General Contractor, on behalf of itself and the Owner hereby agrees to indemnify and hold FLSI, its owners agents, successors, and assigns harmless from any liability loss or cost arising out of or relating to the violation of any federal, state, and local environmental laws or regulations relating to the work or the site whereon the work is being performed except and to the extent such liability is directly attributable to FLSI's failure to perform the work in a good and workmanlike manner.

FORCE MAJEURE In no event shall FLSI be responsible or liable for any failure or delay in the performance of its obligations hereunder arising out of or caused by, directly or indirectly, forces beyond its control, including, without limitation, strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, epidemics, nuclear or natural catastrophes or acts of God.

Order Acknowledgement

By signing this Order Acknowledgment, Customer hereby accepts the above quotation, general notes and all of FLSI's Terms and Conditions. Our Subcontract will include the Quote, including Notes and Exceptions, in its entirety, as an attachment to our Subcontract and will govern over any conflicts within the Subcontract. Payment will be made as indicated in our notes and exceptions. Field Lining Systems, Inc. reserves the right to file a preliminary lien notice as required by law.

Signature	Printed Name	Title	Date
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Quote ID: Q25217

**Meeting Date:** September 24, 2025**Agenda Item Type:**

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

Requesting Department: Utilities Department **Staff Resource:** Jeff Low, Utilities Director**Agenda Title:** Discussion, Consideration and Possible Approval of Professional Services Contracts for the attached list of consultants for on-call professional services as needed for Fiscal Years 2025 – 2030.**Attached Documents:**

- Town of Camp Verde FY25-30 On-Call Professional Services List
- Sample Professional Services Contract
- Request for Statement of Qualifications No. 25-212

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: Various Town budgets | | | | |
| • Approved in the FY26 Budget? ☒ Yes | ☐ No | ☐ N/A | ☐ Other: | |
| • Is this an approved CIP Project? ☒ Yes | ☐ No | ☐ N/A | ☐ Other: | |

Background Information:

The Town of Camp Verde professional service consultants on call list expired in 2018. The Town conducted a solicitation through a Request for Statement of Qualifications (RSOQ) for professional services design firms under 16 separate categories to provide professional services for the Town. The RSOQ was posted on the Public Purchase Site with advertisement in the local newspaper on June 11, 2025 with the submittal due date of July 10, 2025. The Town received solicitations from 38 separate professional services firms. The On-Call list for Professional Services serves to pre-qualify a list of firms that the Town can quickly utilize when issues arise in operations or there is a need for engineering services. The On-Call List saves valuable time in delivering projects without significant delays in individual RSOQ processes for each project. Staff will utilize the annual expenditure cap of \$5000,000 per firm and discipline as prescribed by the Arizona Revised Statutes.

In lieu of attaching separate contracts representing each firm, a sample On-Call Professional Services Contract is attached to the staff summary that will be used for each of the firms upon approval by the Town Council as professional service contracts are needed for specific work. The Professional Service On Call Contracts cover the following Service Areas:



Town Council Agenda Information Memorandum

• Archeological Services	• Public Relations
• Drainage/Stormwater	• Subsurface Utility Engineering
• Electrical Design and SCADA Programming	• Surveying
• Engineering Plan Review Services	• Transportation and Traffic Engineering
• Foundation and Structural Design	• Treatment Systems
• Geotechnical Engineering	• Water/Wastewater Systems
• Inspection Services	• Hydrogeological Engineering
• Landscape Architect	• Lighting Design Services

Committees of Town staff were formed to review the RSOQ's for each category and were ranked based off scores from each committee member. Some categories were limited due the lack of firm submittals (Archaeological Services, Lighting Design Services, and Public Relations) and some categories were limited by staff due to the lack of actual anticipated projects. Staff did not want to have too many Professional Services Firms in a category where we did not anticipate much work within the next 5 year.

If approved, the On-Call Professional Services Contracts will be in effect from FY25 – FY 29 with an option to renew the contract for one additional year up to FY 30.

Lastly, per the advertised RSOQ, Item IV, Part, e. Cooperative Use of Contract: "The contract may be extended for use by other municipalities, school districts, and government agencies in the State of Arizona with the approval of the contracting vendor. Any such usage by other entities must be in accordance with the statues, codes, ordinances, charter and/or procurement rules and regulations of the respective government agencies. "

This verbiage is also included in the City of Flagstaff and City of Prescott On-Call Lists for professional services, so the Town can utilize their vendors as well and these jurisdictions can utilize our vendors.

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

Establishing an On-Call Professional Services list directly supports the Town's goals of Organizational Sustainability and Operational Excellence by ensuring that professional expertise is readily available when needed, minimizing project delays, and streamlining procurement processes.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

Move to **APPROVE** for the Town of Camp Verde On-Call Professional Services Contracts for the attached list of consultants for on-call professional services as needed for Fiscal Years 2025 – 2030.

OR

Move to **DENY** the Town of Camp Verde On-Call Professional Services Contracts



TOWN OF CAMP VERDE

FY25-30 ON-CALL PROFESSIONAL SERVICES

Archaeological Services

Colliers Engineering & Design
Logan Simpson Design, Inc.
Wilson & Company, Inc.

Drainage and Stormwater Services

Ardurra Group, Inc.
JE Fuller Hydrology and Geomorphology
Lyon Engineering & Surveying, Inc.
Wilson & Company

Electrical Design & SCADA Programming Services

Civiltec Engineering, Inc.
NCS Engineers
Rottweiler Controls, Inc.
Waterworks Engineers

Engineering Plan Review Services

Ardurra Group, Inc.
Granite Basin Engineering
Kimley-Horn
Sustainable Energy Group, LLC

Foundation & Structural Design Services

Bureau Veritas
Civiltec Engineering, Inc.
Kimley-Horn

Geotechnical Engineering Services

Certerra/Western Technologies
Engineering & Testing Consultants, Inc.
Quality Testing, LLC

Hydrogeological Engineering Services

GHD Inc.
Matrix New World Engineers
Montgomery & Associates

Inspection Services

Ardurra Group, Inc.
Quality Testing, LLC
Remal Consulting Engineers

Landscape Architecture Services

Harrington Planning & Design
Huitt Zollers
J2 Design

Landscape Architecture Services

Harrington Planning & Design
Huitt Zollers
J2 Design

Lighting Design Services

Ardurra Group, Inc.
Kimley-Horn

Public Relations Services

Beta Public Relations
Kimley-Horn

Subsurface Utility Engineering Services

Remal Consulting Engineers
T2 Utility Engineers, Inc.
Surveying & Mapping, LLC

Surveying Services

Ardurra Group, Inc.
Civiltec Engineering, Inc.
Granite Basin Engineering
Lyon Engineering & Surveying, Inc.

Transportation & Traffic Engineering Services

Ardurra Group, Inc.
Kimley Horn
Lokahi, LLC
Southwest Traffic Engineering, LLC

Treatment System Services

Ardurra Group, Inc.
Conсор North American, Inc.
GHD, Inc.
Water Works Engineers

Water & Wastewater System Services

Conсор North American, Inc.
CVL Consultants
Lyon Engineering & Surveying, Inc.
Sustainable Energy Group, LLC
Waterworks Engineers



Town of Camp Verde Consultant Agreement

For Professional Services
For

Contract Number XXXX-XXX

Professional Design Services for the Town of Camp Verde for [Project Name]

Between the
Town of Camp Verde
Camp Verde, Arizona
And
[Consultant]

ON-CALL PROFESSIONAL SERVICES CONTRACT
CONTRACT No.: XXXX-XXX

THIS Agreement is between the Town of Camp Verde, Arizona, a municipal corporation, hereinafter referred to as the “Town” and **[INSERT CORPORATE NAME]**, hereinafter referred to as the “Consultant.”

FOR THE PURPOSE of providing _____ services for the Town of Camp Verde, the Town and Consultant do hereby mutually agree to the following:

1. SERVICES AND RESPONSIBILITIES

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

1.2 Scope of Services. The Consultant shall do, perform, and carry out in a satisfactory and proper manner, as determined by the Town, the services set forth in this Agreement, including all exhibits (“Services”). The specific scope of work is set forth in Exhibit A. If applicable, at a minimum, construction documents shall conform to the following standards: (i) all plans (of the same type) shall be drawn at the same scale, (ii) the correct information shall be shown the least number of times, (iii) all plans shall have the same orientation, (iv) consistent terminology shall be used between the plans and specifications, (v) vague notes (such as “see architectural” or “see structural”) shall be avoided and cross references shall be specific, (vi) match line locations shall be consistent in all descriptions, (vii) wall sections on the same sheet shall be shown at relative elevations to each other and (viii) references to “by others” shall be avoided and specific responsibilities shall be set forth. Construction documents shall satisfy all applicable standards of the industry for complete documents necessary to construct a fully operational and functional facility. Consultant shall take measures necessary to comply with this requirement prior to final submittal to the Town. Incomplete items shall be completed by the Consultant at its cost.

1.3 Responsibility of the Consultant.

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

1.3.2 Consultant shall notify Town of any constraints associated with the Services. The Town’s construction budget for these Services is \$ _____. Consultant shall tour the project site and become familiar with existing conditions, including utilities, prior to commencing the Services and notify Town of any constraints associated with the project site. During design, Consultant shall maintain cost controls to deliver the project within the construction budget. Consultant shall complete the Schematic, Design Development, and Construction Documents,

such that construction cost of the project designed by Consultant will not exceed the construction budget and shall not proceed from one phase to another unless the budget for the phase in is compliance with the construction budget or any approved revised construction budget. If at any time during the design of the project it appears the cost of construction may exceed the construction budget, Consultant shall immediately notify Town. If the construction budget is exceeded, Consultant shall value engineer the project at no additional cost to Town. As used herein, “cost of construction” shall mean the total cost or estimated cost to the Town of all elements of the project designed or specified by Consultant, but does not include the compensation of the Consultant and the Consultant’s subcontractor or consultants.

1.3.3 If the Town retains a Construction Manager for the project, Consultant shall cooperate with the construction manager during the design phase in the performance of constructability reviews and value engineering studies. Consultant shall incorporate construction manager’s comments into the construction documents at no additional cost to Town; provided however, that if Consultant believes such comments should not be incorporated, Consultant shall notify construction manager of the reason the comments were not incorporated. Nothing in this paragraph shall authorize construction manager to design the project and Consultant shall remain solely responsible for the design of the Project.

1.3.4 If offering Design services, Consultant shall perform the Services under this Agreement with the assistance of Computer Aided Design Drafting (CADD) Technology. Consultant shall deliver to Town, on request, the program and the name of the supplier of the software/hardware necessary to use the design file. In order to document exactly what CADD information was given to Town, Consultant and Town shall each sign a “hard” copy of reproducible documents that depict this information at that time. Town agrees to release Consultant from all liability, damages, and/or for claims that arise due to any changes made to this information subsequent to it being given to Town.

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

1.3.6 Consultant shall designate _____ as their Consultant Representative and all communications shall be directed to him. Key Consultant Personnel are set forth in Exhibit B. “Key Personnel” includes the Consultant’s employee who will place his license number and signature on key documents and those employees who have significant responsibilities regarding the Services and Project. Prior to changing such designation Consultant shall first obtain the approval of the Town.

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

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

1.3.9 Consultant shall coordinate its activities with the Town's Representative and submit its reports to the Town's Representative.

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

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

1.3.12 Consultant shall provide required reports on the progress of the Services and the design budget to the Town or, if a separate Construction Manager is retained by Town, then such reports shall be provided to the Construction Manager. Consultant shall coordinate its activities with the Town's representative and Construction Manager, if any.

1.4 Responsibility of the Town.

1.4.1 The Town shall cooperate with the Consultant by placing at his/her/their disposal all available information concerning the Services. Town agrees to obtain its own legal, insurance and financial advice Town may require for the Project. Town shall provide Consultant with any technical requirements of the Town, which shall be incorporated into the specifications and Contract Documents.

1.4.2 Town designates Miranda Fisher, Town Manager as its Town Representative. All communications to Town shall be through its Town Representative.

1.4.3 If applicable, Town shall provide Consultant with the budget for the project in order that preparation of the Contract Documents will be consistent with such budget.

1.4.4. Town shall provide Consultant with any technical requirements of the Town, which shall be incorporated into the specifications and Contract Documents.

1.5 Contract Term; Renewal.

1.5.1 Contract Term; Renewal. If funds for this Contract are not appropriated or budgeted by July 1, 20__, the Town may terminate this contract by giving written notice to Contractor. Otherwise, the Contract commences upon execution of the Contract and continues through December 30, 20__. The Contract may be renewed for up to one additional year upon mutual agreement of the parties. Any renewal shall be in writing and shall expressly state the prices for the services during the renewal term. Any renewal shall be contingent on funds being appropriated or budgeted for the renewal term.

1.5.2 Schedule of Services. The Schedule of Services and Contract Time, if applicable, is set forth in Exhibit C.

2. COMPENSATION AND METHOD OF PAYMENT

2.1 Compensation. All compensation for complete and satisfactory completion of services rendered by Consultant, including any Subcontractors, shall be set forth in Exhibit D and shall not exceed \$ _____.

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

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

4. INSURANCE REPRESENTATIONS AND REQUIREMENTS

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

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

4.3 Additional Insured. All insurance coverage and self-insured retention or deductible portions, except Workers Compensation insurance and Professional Liability insurance if

applicable, shall name, to the fullest extent permitted by law for claims arising out of the performance of this Agreement, Town, its agents, representative, officers, directors, officials, and employees as Additional Insured as specified under the respective coverage sections of this Agreement.

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

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

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

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

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

4.9 Use of Subcontractors. If any Services under this Agreement are subcontracted in any way, Consultant shall execute written agreement with Subcontractor containing the same Indemnification Clause and Insurance Requirements set forth herein protecting Town and Consultant. Consultant shall be responsible for executing the agreement with Subcontractor and obtaining Certificates of Insurance verifying the insurance requirements.

4.10 Evidence of Insurance. Prior to commencing any Services under this Agreement, Consultant shall furnish Town with Certificate(s) of Insurance, or formal endorsements as required by this Agreement, issued by Consultant's Insurer(s) as evidence that policies are placed with acceptable insurers as specified herein and provide the required coverage's, conditions, and limits of coverage specified in this Agreement and that such coverage and provisions are in full force and effect. Acceptance and reliance by the Town on a Certificate of Insurance shall not waive or alter in any way the insurance requirements or obligations of this Agreement. Such

Certificate(s) shall identify the Agreement and be sent to the Town Risk Manager. If any of the above cited policies expire during the life of this Agreement, it shall be Consultant's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the aforementioned insurance provisions. Certificates shall specifically cite the following provisions:

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

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

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

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

4.11 Required Coverage.

4.11.1 Commercial General Liability. Consultant shall maintain "occurrence" from Commercial Liability Insurance with a policy limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate, and a \$2,000,000 General Aggregate Limit. The policy shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, and advertising injury. Coverage under the policy will be at least as broad as Insurance Services Office, Inc. policy form CG 00 010 93 or equivalent thereof, including but not limited to, separation of insured clause. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, Town, its agents, representative, officers, directors, officials and employees shall be cited as an Additional Insured Endorsement form CG 20 10 11 85 or equivalent, which shall read "Who is an Insured (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you". If any Excess insurance is utilized to fulfill the requirements of this paragraph, such Excess insurance shall be "follow form" equal or broader in coverage scope than underlying insurance.

4.11.2 Professional Liability. Consultant shall maintain Professional Liability insurance covering errors and omissions arising out of the Services performed by Consultant, or anyone employed by Consultant, or anyone for whose acts, mistakes, errors, and omissions Consultant is legally liable, with a liability insurance policy limit of \$1,000,000 each claim and \$2,000,000 all

claims. Professional Liability coverage specifically shall contain contractual liability insurance covering the contractual obligations of this Agreement. In the event the Professional Liability insurance policy is written on a “claims made” basis, coverage shall extend for three (3) years past completion and acceptance of the Services, and Consultant shall be required to submit Certificates of Insurance evidencing proper coverage is in effect as required above.

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

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

5. INDEMNIFICATION

5.1 To the fullest extent permitted by law, the Consultant, its successors, assigns and guarantors, shall pay, defend, indemnify and hold harmless the town, its agents, officers, officials and employees from and against all demands, claims, proceedings, suits, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), and all claim adjustment and handling expenses, relating to, arising out of, or alleged to have resulted from acts, errors, mistakes, omissions, Services caused by the Consultant, its agents, employees or any tier of Consultant’s Subcontractors related to the Services in the performance of this Agreement. Consultant’s duty to defend, hold harmless and indemnify the town, its agents, officers, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use of resulting therefrom, caused by Consultant’s acts, errors, mistakes, omissions, Services in the performance of this Agreement including any employee of the Consultant, any tier of Consultant’s Subcontractor or any other person for whose acts, errors, mistakes, omissions, Services the Consultant may be legally liable including the Town. Such indemnity does not extend to the Town’s negligence.

5.2 If any claim, action or proceeding is brought against the Town by reason of any event that is the subject of this Agreement and or described herein, upon demand made by Town, Consultant, at its sole costs and expense, shall pay, resist or defend such claim or action on behalf of the Town by attorney of Consultant, or if covered by insurance, Consultants’ insurer,

all of which must be approved by the Town, which approval shall not be unreasonably withheld or delayed. The Town shall cooperate with all reasonable efforts in the handling and defense of such claim. Included in the foregoing, the Town may engage its own attorney to defend or assist in its defense. Any settlement of claims shall fully release and discharge the indemnified parties from any further liability for those claims. The release and discharge shall be in writing and shall be subject to approval by the Town, which approval shall not be unreasonably withheld or delayed. If Consultant neglects or refuses to defend the Town as provided by this Agreement, any recovery or judgment against the Town for a claim covered under this Agreement shall conclusively establish Consultant's liability to the Town in connection with such recovery or judgment, and if the Town desires to settle such dispute, the Town shall be entitled to settle such dispute in good faith and Consultant shall be liable for the amount of such settlements and all expenses connected to the defense, including reasonable attorney fees, and other investigative and claims adjusting expenses.

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

6. TERMINATION OF THIS AGREEMENT

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

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

7. ASSURANCES

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

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

7.3 Ownership of Documents and Other Data. Original documents and other data prepared or obtained under the terms of this Agreement, or any change order are and will remain the property of the Town unless otherwise agreed to by both parties. Town may use such documents for other purposes without further compensation to the Consultant; however, any reuse without written verification or adaptation by Consultant for the specific purpose intended will be at Town's sole risk and without liability or legal exposure to Consultant. Any verification or adaptation of the documents by Consultant for other purposes than contemplated herein will entitle Consultant to further compensation as agreed upon between the parties.

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

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

7.6 Immigration Law Compliance Warranty: As required by A.R.S. § 41-4401, Consultant hereby warrants its compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). Consultant further warrants that after hiring an employee, Consultant verifies the employment eligibility of the employee through the E-Verify program. If Consultant uses any Subcontractors in performance of the Work, Subcontractors shall warrant their compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A), and Subcontractors shall further warrant that after hiring an employee, such Subcontractor verifies the employment eligibility of the employee through the E-Verify program. Consultant shall not be deemed in material breach of this Contract if the Consultant and/or Subcontractors establish compliance with the employment verification provisions of Sections 274A and 274B of the federal Immigration and Nationality Act and the E-Verify

requirements contained in A.R.S. § 23-214(A). Town retains the legal right to inspect the papers of any Consultant or Subcontractor employee who works on the Contract to ensure compliance with the warranty. Any inspection will be conducted after reasonable notice and at reasonable times. If state law is amended, the parties may modify this paragraph consistent with state law.

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

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

7.9 Caption. Paragraph captions are for convenience only and are not to be construed as a part of this Agreement; and in no way do they define or limit the Agreement.

7.10 Time is of the Essence. The timely completion of the Project is of critical importance to the economic circumstances of the Town.

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

TOWN:

CONSULTANT:

Miranda Fisher, Town Manager
Town of Camp Verde
473 S Main Street
Camp Verde, Arizona 86322

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

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

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

7.14 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; or (iii) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. 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.

8. SUSPENSION OF WORK

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

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

9. INTERESTS AND BENEFITS

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

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

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

9.4 Non-Solicitation. Consultant agrees that it has not employed or retained any company or person, other than a bona fide employee working for Consultant, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this clause, the Town may terminate this Agreement without liability, or, in its discretion, deduct from the Contract Fee, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingency fee.

10. ASSIGNABILITY

The Consultant shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written consent of the Town thereto; provided, however, that claims for money due or to become due to the Consultant from the Town under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to Camp Verde.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date and year last set forth below.

“Town”
TOWN OF CAMP VERDE, ARIZONA,
a municipal corporation

By: _____
Its: _____
Date: _____

ATTEST:

By: _____
Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

By: _____
Trish Stuhan, Town Attorney
Pierce Coleman PLLC

“Consultant”

By: _____
Its: _____
Date: _____

EXHIBIT A
SCOPE OF WORK

EXHIBIT B
CONSULTANT'S KEY PERSONNEL AND SUBCONTRACTORS

KEY PERSONNEL:

SUBCONTRACTORS:

EXHIBIT C
SCHEDULE OF SERVICES

**EXHIBIT D
PAYMENT SCHEDULE**

A. Compensation

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

Description	Amount
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B. Method of Payment

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

C. Reimbursable Costs

Consultant will be reimbursed for expenses up to a maximum amount of \$ _____. The items allowable for reimbursement are as follows:

1. Cost of transportation. (Mileage associated with Project, but not to/from Project site at current Federal rate cents per mile. Any out of state travel must receive prior approval of Town.)
2. Costs of printing, as required by the contract.
3. Cost of long-distance telephone, postage, UPS, Federal Express, etc.
4. Costs of faxes at \$0 per page (no faxes anticipated).
5. Cost of other items as required, with prior approval from Town.

All reimbursable costs must be submitted with monthly bill.

EXHIBIT E CHANGE ORDER

CHANGE ORDER NO. _____

Distribution: TOWN []
CONSULTANT []
OTHER []

PROJECT: _____ DATE: _____
OWNER: Town of Camp Verde, Arizona.
CONSULTANT: _____
AGREEMENT DATED: _____

CHANGES: The Agreement is changed as follows:

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

The original compensation was _____

Net change by previously authorized Change Orders

The compensation prior to this Change Order was _____

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

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

The Contract Time will increase by _____

ACCEPTANCE STATUS:

Consultant

Town of Camp Verde

By: _____

By: _____

Date: _____

Date: _____

REQUEST FOR STATEMENT OF QUALIFICATIONS # 25-212

FY 25-29 PUBLIC WORKS/UTILITIES

**ENGINEERING ON-CALL FOR PROFESSIONAL
SERVICES**

MAYOR AND COUNCIL:

Mayor: Marie Moore
Vice Mayor: Wendy Escoffier
Council Member: Brian Bolton
Council Member: Robert Foreman
Council Member: Robin Godwin
Council Member: Jessie Murdock
Council Member: Patricia Seybold

TOWN CLERK:

Leah Rhodes

PUBLIC WORKS DIRECTOR:

Kenneth Krebbs

UTILITIES DIRECTOR:

Jeff Low



REQUEST FOR STATEMENT OF QUALIFICATIONS #25-212

FY 25-29 PUBLIC WORKS/UTILITIES

ENGINEERING ON-CALL FOR PROFESSIONAL SERVICES

DESCRIPTION: The Town of Camp Verde, Arizona, solicits interest from qualified persons or firms to provide FY25-29 Public Works/Utilities Engineering On-Call Professional Services. Only persons or firms capable of providing the requested discipline categories of professional services will receive consideration. Firms can submit for one or more categories in a single response. The category or categories that the firm wishes to be considered must be clearly identified in the cover letter of the Statement of Qualifications #25-212.

SOQ DUE DATE:	July 10th, 2025, by 2:00pm local Arizona time.
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In accordance with local and State law, sealed SOQ will be received by the Public Works Department at 395 South Main Street Camp Verde, AZ 86322, until 2:00 pm local Arizona time on the date specified above, for the services specified herein. Any submittals received at or after 2:00 pm local Arizona time, on the referenced date will be disqualified.

The Town of Camp Verde reserves the right to accept or reject any or all submittals, and waive any informality deemed in the best interest of the Town and to reject the submittals of any persons who have been delinquent or unfaithful in any contract with the Town.

Copies of the Request for Statement of Qualifications and Contract Documents are available free of charge on the Town's website www.campverde.az.gov and the Town's procurement website at the following link: www.publicpurchase.com [Public Purchase: Bid REQUEST FOR STATEMENT OF QUALIFICATIONS #25-212 - REQUEST FOR STATEMENT OF QUALIFICATIONS #25-212](#)

Any and all questions regarding this RFQ shall be submitted via the Public Purchase Web Site (only) for "FY25-29 Public Works/Utilities Engineering On-Call Professional Services" prior to June 30, 2025 at 12:00 pm local Arizona time.

FY 25-29 PUBLIC WORKS/UTILITIES

ENGINEERING ON-CALL FOR PROFESSIONAL SERVICES

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I. GENERAL INFORMATION

The Town of Camp Verde (hereinafter “Town”) invites interested and qualified persons or firms (hereinafter “firms”) to submit a written Statement of Qualifications (SOQ) for performing various on-call professional services beginning Fiscal Year (FY) 2025-2026. The requested categories of professional services are provided in the Description of Work.

Multiple contracts for on-call professional services may be awarded to multiple firms in a service area. Successful firms may be selected for one or more professional service category, as applied. Contracts shall be awarded on the basis of demonstrated competence and qualifications pursuant to A.R.S. § 34-604. All contracts will be for the term of four (4) years, with the consideration of one (1) one-year extension based on successful completion of work and mutual agreement. The value of these contracts will vary based on projected Town needs, available budget, and the selected categories. The award of a contract is not a guarantee of work. There is no specific list of projects at this time. A copy of the Town’s Five-Year Capital Improvements Plan is attached to this request as an example of the type of projects that could be assigned and is strictly for informational purposes only.

To be eligible for consideration, firms must submit a single SOQ demonstrating appropriate competence, qualifications, and relevant experience in the service categories for which they apply. The Town will not accept qualifications at this time for any categories not listed under this request.

The Town will apply a one-step process to select the successful firms under this procurement. The one-step process will involve review and evaluation of the SOQ to establish a final list. A separate final list will be determined for each category of professional services. If a firm submitted qualifications for more than one category of professional service, the firm may be on more than one final list. As project needs arise, firms from this list may be contacted to determine interest and availability for specific tasks. The final list will remain in effect for a period of up to five (5) years from the date of issuance by the Town.

a. DESCRIPTION OF WORK

Professional, technical and advisory services are periodically needed for projects as identified by the Town. Projects may include, but are not limited to, new construction, building and infrastructure renovations, planning and systems design. Tasks may include, but are not limited to, program review, cost estimating, schematic design, design development, specifications, document preparation, meeting participation, and other pre- and post-construction activities. The descriptions provided are an example of the type of work required in each category. The actual assignment of tasks may vary, and no guarantee is made as to the quantity of work to be awarded. The following categories of professional service are included in this request. The Town will not accept qualifications for any category of service not identified at this time.

1. Archaeological Services

Provide a broad range of cultural resource management services related to archaeological site analysis. Services may include but are not limited to consultations, field surveys, site testing and evaluation, literature searches, records reviews, data recovery excavations, laboratory analysis, mitigation planning, cultural resource survey, exploratory excavation, report writing, site mitigation and reporting, coordination with regulatory agencies, permitting, national site registration, and construction monitoring.

2. Drainage/Stormwater

Services may include analysis, calculations, reports, design, and plan preparation for a variety of stormwater drainage, flood control, and surface water quality related projects and infrastructure. Siting, permitting, and design of regional stormwater detention and aquifer recharge facilities.

3. Electrical Design and SCADA Programming:

Services may include design and inspection services for electric power supply, control systems and equipment specifications; electrical evaluation and design, troubleshooting/testing, and emergency call-out support for Town facilities. Services may also include the design and programming of local SCADA systems, PLC programming and telemetry, SCADA security design/planning, auditing/testing and implementation.

4. Engineering Plan Review Services

Services may include engineering plan review under the supervision of the Public Works or Utilities Director or Assignee. Services may include review of subdivision plats, residential and commercial developments,

technical reports and civil plans, construction plans for water, sewer, paving, grading, drainage, street and traffic lights using applicable Town and industry codes that have been adopted by the Town. Plan reviews may include both private development and capital improvement program projects. A workstation may be provided by the Town.

5. Foundation and Structural Design

Services may include conceptual designs, structural alternatives and estimates, structural assessment of existing walls, buildings, bridges, and other structures. Services may also include final designs, plans and estimates, final structural reports, load calculations and recommendations for construction of retaining walls, steel reinforced concrete structures, small buildings, and vehicular and pedestrian bridges.

6. Geotechnical Engineering

Services may include field instrumentation and monitoring; review of background information such as relevant geotechnical reports, project plans, relevant publications, and other pertinent data; conducting field studies in order to assess the nature of the on-site geotechnical conditions including the subsurface soil characteristics and depth to groundwater; laboratory testing to assess the nature and behavior of soils; engineering analyses to address slope stability, liquefaction, soil swell and settlement, site response, landslides and slope stability, including landslide geometry and geologic structure; retaining wall design and foundation design; ground shaking, liquefaction, lateral spreading, and settlement; groundwater seepage and moisture intrusion; pavement mix design, structural sections and percolation rates; evaluation of analysis of earth movement and other geotechnical problems such as cracked slabs and foundations, soil settlement, expansive soils, retaining wall failure, pipe corrosion and leakage, concrete corrosion, moisture intrusion, landslides/slope movement, pavement distress, and erosion; construction and changed conditions claims; contaminated soil, contaminated groundwater, remediation and cost estimating, waste handling and disposal, asbestos, lead, and mold; ground settlement associated with soil compaction and collapsible soils, and expansive soil distress; and project design and construction reports.

7. Inspection Services

Services may include construction inspection for the development of public or private facilities; conduct inspections of sewer, water and storm drain lines and laterals; schedule inspections, testing, walk-through, and sequence of work with outside contractors and Town staff. Inspect grading activities, asphalt, curb and gutter, sidewalk, bike trails, and landscaping; inspect all backfill operations; inspect signage and pavement markings; measure construction quantities and verify contractor applications for payment; issue field reports; work with field personnel to address construction issues/concerns and review as-built drawings for accuracy. Provide written daily reports of inspections performed.

8. Landscape Architect

Services may include design and review of master plans, conceptual planning, street tree master plans, tree inventory, trail design, river corridor and riparian studies, site designs, parks and public open spaces, streetscapes, bicycle and pedestrian pathway design, scenery planting and irrigation, green stormwater infrastructure siting and design.

9. Public Relations

Services may include media coordination, social media applications, mailings, brochures, and other graphics. Coordinate/host public meeting venues and events. Services may also include providing website, email, phone, and other communication links for the general public related to a variety of Public Works or other Town applications and projects.

10. Subsurface Utility Engineering

Services may include records research of existing subsurface and overhead utilities, field investigation, utility locating, designating, searching and tracing, utility depiction, utility coordination, electronic 3-D (e.g. Civil 3D) utility mapping of traceable and untraceable subsurface utilities in accordance with Quality Levels as defined by the CI/ASCE 38-02 Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data, utility relocation design and coordination, utility condition assessment, communication of utility data to concerned parties, utility relocation cost estimates, implementation of utility accommodation policies, and utility design.

11. Surveying

Services may include topographic, boundary control, as-built, ALTA surveys, aerial mapping (including drone mapping services), survey ground control, construction staking, limited pot-hole survey services, right-of-way and easement investigation, and preparation of legal descriptions and exhibits.

12. Transportation/Traffic Engineering

Studies and analysis may include speed, volume, classification, origin/destination, travel time, traffic signal warrant, traffic control, pedestrian and bicycle, crosswalk warrant, Safe Routes to School, crash/safety, and signal timing. Design could include Safe Routes to School, traffic signal, traffic calming, traffic control, signing and pavement marking and other safety improvements. Tasks may also include Intelligent Transportation Systems (ITS) design to include fiber network improvements, ITS equipment standards/specifications, and Traffic Management Center recommendations. Transportation related design may include roadway improvements, development infrastructure cost share calculations, master plan, transit, bicycle and pedestrian facilities and intersections, including roundabouts.

13. Treatment Systems

Services may include feasibility studies, well-head treatment optimization studies, power studies, distribution system water quality analysis, treatment equipment evaluation, and treatment process improvements.

14. Water/Wastewater Systems

Services may include engineering evaluations, professional recommendations, and completed designs for wastewater collection systems, interceptors, water distribution/transmission systems, gravity and force main piping, sewage lift stations, manholes, recharge and reuse conveyance, storage, pressure reducing stations, and pumping stations.

15. Hydrogeological Engineering

Services may include adequate impact and well feasibility studies; groundwater adequate supply study utilizing groundwater modeling; well abandonment services; well design and construction inspection/observation services during the drilling of new replacement wells; equipping existing wells with monitoring devices; constructing new ground water monitoring wells and equipping them with monitoring devices; and aquifer testing on existing wells.

16. Lighting Design Services

Services include photometric analysis and lighting design services. As a certified Dark Sky Community, the Town is committed to preserving the night sky by minimizing light pollution, reducing glare, and promoting the use of energy-efficient, fully shielded, and color appropriate lighting. All proposed lighting solutions must comply with International Dark Sky Association (IDA) guidelines, and applicable local and state codes. Projects could include field surveys, photometric modeling, lighting layout evaluations, and the preparation of plans and/or reports.

b. REQUESTS FOR INFORMATION

Firms who desire clarification of the procurement terms, selection criteria or submittal requirements shall restrict their inquiries to written communications only. All communications (other than delivery of the proposal as defined below) shall be submitted via the Public Purchase Web Site (only) for “FY25-29 Public Works/Utilities Engineering On-Call Professional Services” prior to June 30, 2025 at 12:00 pm local Arizona time.

Requests for information must be received by the project representative by June 30, 2025 at 12:00 pm local Arizona time. Responses, or addenda as required, will be issued no later than 3:00pm on July 3rd, 2025. Receipt of addenda must be acknowledged on the required form in the firm’s submission. It is the submitter’s sole responsibility to check the Town’s procurement website for periodic updates or addenda.

II. STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Responses to this request must be in the form of a Statement of Qualifications (SOQ), as outlined in this document.

a. GENERAL REQUIREMENTS

Interested firms are required to submit information related to their qualifications, experience, project delivery approach, ability to meet the project's goals and objectives, and other criteria as listed. All information must be provided as requested for all firm members and their key personnel to be assigned to this project.

The SOQ shall address the evaluation criteria and shall include the following:

- Cover letter indicating interest in providing services. The category or categories that the firm wishes to be considered must be clearly identified in the cover letter.
- Location of the firm
- Area(s) of interest
- Statement of the firm's understanding of the purpose and scope of the applied service category.
- Description of specific technical capabilities, qualifications, and years of prior experience for each applied service category
- Description of at least three (3) but no more than five (5) similar projects in which the firm participated for each applied service category. Describe the firm's role in the project and scope of work that demonstrates the firm's expertise. Provide the name and contact information for each project.
- Description of how the firm would approach, manage, and complete related projects for each applied service category
- List of applicable Arizona professional licenses held, including license numbers, and note whether licenses are held by firms or individuals
- List and provide a brief description of projects currently under contract with other government agencies

The Town reserves the right to cancel this request, reject in whole or in part any and all submittals, waive or decline to waive irregularities in any submittals, or determine not to enter into one or more of the multiple contracts as specified if determined by the Town to be in the Town's best interests. The Town assumes no liability for the cost of preparing a response to this request.

b. Proprietary Information

All materials submitted in response to the solicitation, including samples, shall become the property of the Town and are therefore subject to public release, upon request, after the Contract award. Firms shall clearly mark any proprietary information contained in its submittal with the words "Proprietary Information." Firms shall not mark any Solicitation Form as proprietary. Marking all or nearly all of a submittal as proprietary may result in rejection of the submittal.

Firms should be aware that the Town is required by law to make its records available for public inspection. All firms, by submission of materials marked proprietary, acknowledge, and agree that the Town will have no obligation to advocate for non-disclosure in any form nor will the Town assume any liability to the firms in the event that the Town must legally disclose these materials.

c. Submittal Requirements

Statements shall be submitted as one original (not stapled or bound) along with a flash drive with same submittal and must conform to this request.

The SOQ shall be limited to no more than ten (10) pages for each applied area of interest within a single response submittal. Pages shall be letter size (8½ x 11 inches), single-sided, with a minimum font size of 11. Combinations of text and graphic material may be used at the firm's discretion to appropriately communicate facts and qualifications. Tabbed divider pages are recommended to separate the applied areas of interest. Front and back covers, table of contents, and tabbed divider pages will not be counted if they do not contain submittal information.

The cover letter shall not exceed one (1) page and is exclusive of the page count limitation for the SOQ. The cover letter shall clearly identify the category or categories of service for which the firm wishes to be

considered. The letter shall be on the firm's company letterhead and shall be signed by an officer or principal of the firm with contracting authority.

Within the submittal package (preferably on the SOQ cover or within the cover letter), provide all contact information including the firm's name, address(es), email address(es), website address, phone, and name(s) of principals. This information will be utilized for all correspondence related to this request. Notification of the final list and assignment of contracts will be delivered to the contact information as provided in the SOQ.

Do not include any fees or pricing related to this project with the SOQ submittal. These materials will not be considered at this time and failure to comply with this provision may result in the rejection of the submittal.

d. **Delivery of Submittals**

Six (6) Copies of Sealed SOQs will be received before **2:00pm local Arizona time on Thursday, July 10th, 2025**, at the Camp Verde Public Works Office, 395 S Main Street, Camp Verde, Arizona 86322

Any submittals received at or after 2:00pm local Arizona time on the above-stated date will be returned unopened. Firms are solely responsible for the delivery of their submittals to the above location by the time and date specified. The Town is not responsible for lateness of mail, carrier, etc. The time and date stamp in the Public Works Office shall be the official time of receipt. Electronic or facsimile submittals will not be considered. Modifications to submittals will not be considered after the 2:00pm deadline.

The outside of the submittal envelope shall indicate the name and address of the respondent; shall be addressed to the Town of Camp Verde, at the above address; and shall be clearly marked:

**Statement of Qualifications #25-212:
FY25-29 Public Works/Utilities On-Call Professional Services
Due before 2:00pm local Arizona time on July 10th, 2025**

e. **Minimum Team Qualifications**

Firms shall possess the qualifications and Arizona licenses as required by law, in addition to having extensive knowledge, expertise and experience for the professional service categories for which they apply. Selected firms will be required to execute and meet the terms of the Town's Professional Services Agreement, including insurance requirements, in a form acceptable to the Town Attorney. Approval of the Town Council may also be required for the award of a contract.

III. EVALUATION CRITERIA

The SOQ shall clearly and accurately display the capability, knowledge, and experience of the firm to meet the technical requirements of the request. Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the firm's ability to meet the requirements of this request. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the Town's needs.

The SOQs will be evaluated by a Review Committee appointed by the Town according to the following criteria:

a. **GENERAL INFORMATION**

10 points possible

- Brief overview of the firm and legal organization of the company
- Applicable licenses held
- Submission requirements met

b. **EXPERIENCE AND QUALIFICATIONS OF FIRM AND KEY PERSONNEL**

40 points possible

- Demonstrated understanding of the purpose and scope of the applied service category
- Demonstrated years of experience, specific technical capabilities, and qualifications for the applied service category
- List of comparable projects for the applied service category with work performed and reference information
- Names and locations of the key personnel proposed for delivering services

- Brief bios for each key team member describing their experience, background, and notable projects

c. PROPOSED PROJECT APPROACH

10 points possible

A key element to successful partnerships is the availability and accessibility of selected firms to Town staff and local citizens. Firms must demonstrate that the necessary personnel are available within a reasonable time to attend meetings, conduct field investigations and complete other local services as may be required.

- Description of how the firm would approach, manage, and complete the required services. Identify and include a detailed discussion of specific areas that will require special attention and/or innovative approaches.
- Identify the location of the firm's principal office and local office (if applicable)

d. VALUE ADDED KNOWLEDGE AND EXPERIENCE

30 points possible

The firms hired by the Town must be familiar with local community needs, standards, historical challenges, local codes, and site conditions.

- Explain why your firm is particularly qualified to provide the required services in the Verde Valley area. Demonstrate the firm's knowledge of local geology, climate practices, rules, regulations, and procedures as they relate to the applied service categories.
- List of projects currently under contract with other government agencies
- Specific experience of the firm within Arizona
- Specific experience of the firm within the Verde Valley

e. OVERALL EVALUATION

10 points possible

This is to be determined by the Review Committee. No submittal response is required. Information obtained from the SOQ and from any other relevant source, in addition to past experience with the Town, may be used in the evaluation and scoring process for this item.

- Overall quality of the SOQ evidencing interest in providing services
- Overall evaluation of the firm and its perceived ability to provide the required services

IV. EVALUATION AND SELECTION PROCESS

To qualify for evaluation, the SOQ must be submitted on time and materially satisfy all requirements identified in this request. If, in the judgment of the Town, an SOQ does not conform to the format specified herein, or if any section is absent or significantly incomplete, the Town reserves the right to reject the submittal.

a. OVERVIEW

This is a qualifications-based selection process as authorized by A.R.S. § 34-604. The process will involve an evaluation and scoring of each firm's qualifications and relevant experience, as indicated in its SOQ. A Review Committee appointed by the Town for this procurement, will individually evaluate the SOQs according to the criteria and weighting as indicated for each category. Following evaluation of the SOQs, a final list of the highest ranked firms will be determined for each service area. The final list will remain in effect for a period of up to five (5) years from the date of issuance by the Town.

b. FINAL RANKING AND CONTRACT NEGOTIATION

Using the individual Review Committee member's scores from the SOQs, the committee shall rank the firms to generate a final list of at least three (3) but no more than five (5) firms for each professional service category. If a firm submitted qualifications for more than one type of professional service, the firm may be on more than one final list. The Town will then notify each of the candidate firms of the final rankings.

Multiple contracts will be awarded to the successful firms on each final list. Award of a contract is not a guarantee of work but is utilized to expedite the process of negotiating specific services as the needs arise. All contracts will be for a term of four (4) years, with the consideration of one (1) one-year extension based on successful completion of work and mutual agreement. The Town will determine the value of each contract based on projected Town needs, available budget and the selected professional service categories.

Selected firms will be required to execute and meet the terms of the Town's standard Professional Services Agreement, including insurance requirements, in a form acceptable to the Town Attorney. Approval of the Town Council may also be required for award of a contract.

As project needs arise, contracted firms may be contacted to determine interest and availability for specific tasks. Upon successful negotiation of a scope and fee for work, the Town will issue an authorization for performing the specified tasks.

c. TERM OF CONTRACT

The contract resulting from this request shall commence on August 1, 2025, for an initial period of four (4) years. The terms of the contract will be subject to an increase of not more than 3% annually and could be renewed automatically annually for up to one (1) consecutive year. The decision to renew shall be solely the Town's. Notice of intent to renew shall be made at least one (1) month prior to normal contract expiration. If renewal results in changes of the terms or conditions, such changes shall be in writing as an amendment to the contract and such amendment shall not become effective until fully executed by both parties.

d. TERMINATION OF CONTRACT

The Town reserves the right to terminate any part of or the entirety of any contract that may result from this proposal, without cause and at any time with thirty (30) calendar days written notice. In such case, the consultant shall be paid for services rendered through the date of the termination notice, and the results of all such work through that date shall become the property of the Town.

e. COOPERATIVE USE OF CONTRACT

This contract may be extended for use by other municipalities, school districts and government agencies in the State of Arizona with the approval of the contracted vendor. Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective government agency.

f. PROTEST POLICY

Any protest to the solicitation or award must be filed with the Public Works Department by 3:00 PM up to ten (10) days after the issuance of the final list. All such protests shall be in writing and contain the following: 1) Name, address, email address and telephone number of the interested party; 2) Signature of the interested party or its representative; 3) Identification of the purchasing department and Project name; 4) Detailed statement of the legal and factual grounds for protest including copies of relevant documents; and 5) Form of relief requested. Protesting parties must demonstrate as part of their protest that they made every reasonable effort within the schedule and procedures of this solicitation to resolve the basis or bases of their protest during the solicitation process, including asking questions, seeking clarifications, requesting addenda, and otherwise alerting the Town to perceived problems so that corrective action could be taken prior to the selection of the successful firms. The Town will not consider any protest based on items which could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the Town from executing an agreement with any other proposer.

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Town Council

Agenda Information Memorandum

Meeting Date: September 24, 2025

Agenda Item Type:

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

Requesting Department: Finance

Staff Resource: Finance Director Mike Showers & Town Manager Miranda Fisher

Agenda Title: Discussion, consideration and possible approval for the Town Finance Director to make changes to the Town's Finance Operations Guide, per the attached updated document.

Attached Documents: Financial Operations Guide with requested changes

Estimated Presentation Time: 5 mins

Estimated Discussion Time: 10 mins

Reviewed By:

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

Financial Review (if applicable):

- Funding Source / GL Account Number: N/A / See attached
- Approved in the FY26 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

The Town's Financial Operations Guide needs to be updated from time to time to keep up with certain changes. This is a significant re-vamp of the current guide to update numerous sections.

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

Updating the Town's Financial Operations Guide supports the goal of Fiscal Responsibility and Transparency by ensuring that financial policies and procedures remain current, accurate, and aligned with best practices.

Question(s) before the Council:

- Does Council approve the requested changes to the Financial Operations Guide?

Proposed Motion:

Move to **APPROVE** the Finance Director to make changes to the Town's Finance Operations Guide as presented.

OR

Move to **APPROVE** the Finance Director to make changes to the Town's Finance Operations Guide with the following changes...

Town of Camp Verde

Financial Operations Guide



Amended & Approved
September 24th, 2025
PREPARED BY TOWN OF CAMP VERDE'S FINANCE DEPARTMENT

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INTRODUCTION

PURPOSE: The purpose of this manual is to set forth those policies and procedures established to govern and to implement all aspects of fiscal policy and financial management related to the Town of Camp Verde. The general purpose of this document is to provide a working guide to established financial policies and procedures.

I. RESPONSIBILITIES

Camp Verde's Town Code charges the Town Finance Director with implementing the financial policies of the Town Council. In the event that the Finance Director's position is vacant, the duties of the Finance Director will be performed by a designee appointed by the Town Manager. In the absence of the Town Manager, the Acting Manager shall appoint the designee with Council approval, if the assignment is to exceed 20 days.

The Finance Director is responsible for the assignment of duties to appropriate Staff members, as necessary, to ensure proper segregation of duties.

All matters discussed in this operations guide shall be carried out within applicable laws and regulations, and with generally recognized principles of good financial management and accounting. Town employees who do not follow the policies and procedures set forth in this manual may be subject to discipline, up to and including termination of employment.

II. COMMENTS/CLARIFICATION OF POLICY

All comments and requests for clarification of this guide shall be addressed to the Town's Finance Director.

**ACCOUNTING, AUDIT & GENERAL
FINANCIAL POLICIES
SECTION**

ACCOUNTING, AUDIT & GENERAL FINANCIAL

PURPOSE: To establish standard policies and procedures relating to the general overview and accountability of the Finance Department

POLICIES/PROCEDURES:

A. ACCOUNTING

1. The Town's accounting and financial reporting systems will be maintained in conformance with Generally Accepted Accounting Principles, which set the rules for financial reporting in the United States, and standards of the Government Accounting Standards Board.
2. A fixed asset system will be maintained to identify all Town assets, their condition, historical cost, and useful life.

B. AUDIT

1. An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Annual Comprehensive Financial Report, including an audit opinion.

C. FINANCIAL

1. STABILITY

- a. To maintain a financially viable Town that can preserve an adequate level of municipal services.
- b. To maintain financial flexibility in order to be able to continually adapt to local and regional economic changes.
- c. To maintain and enhance the sound fiscal condition of the Town.
- d. To maintain a positive municipal credit rating.

2. REPORTING

- a. Per Town Code Section 3-2-3B, the Finance Director shall make monthly reports to the Council of all receipts and disbursements, and the balance in each fund.
- b. Quarterly financial, Capital Improvement Program and Investment reports will be submitted to the Town Council as soon as practicable following the close of the quarter, and will be made available to the public.
- c. Full and continuing disclosure will be provided in the general financial statements and bond representations.

3. RESERVES

- a. Reserve balances shall not be utilized without Council approval.
- b. The Town will maintain General Fund reserves of unrestricted monies in the amount of \$2,000,000.
- c. The Town will maintain HURF Fund reserves in an amount equal to 25% of current annual budgeted HURF operational expenditures. .

CAPITAL ASSET POLICIES

SECTION

CAPITAL ASSETS

PURPOSE: To establish standard policies and procedures for the accurate tracking of capital assets.

POLICIES: Capital assets are described as any item (property, vehicle, equipment, etc.) that has a purchase price or valuation (for donated items) of \$5,000 or more. Stewardship assets are described as any item (property, vehicle, equipment, etc.) that has a purchase price or valuation (for donated items) of \$1,000 to \$4,999. Right-of-Use assets are described as leased assets, including subscription-based technology, that has a purchase price or calculated valuation of \$20,000 or more.

I. ACQUISITION

- A. Departments shall notify the Finance Department in writing when any item is acquired, disposed of, or transferred to another department when the item was purchased or valued at \$1,000 or more.
- B. For items valued at \$1,000 or more or lease/software agreements with total contractual payments of more than \$20,000, the department shall complete and submit an Asset Acquisition Form to the Finance Department for inclusion on either the Capital Asset Listing or the Stewardship Asset Listing.
- C. Capital assets are depreciated on a straight-line basis.
- D. In consultation with department heads, the Finance Director assigns useful lives to individual assets based on asset category.
- E. When equipment items are acquired, departments shall request property tags from the Finance Department to be affixed to the assets, if feasible. Property tags should not be affixed to any item if this would seriously impair the item's value or usefulness. Engraving or other means of identification of such items is recommended to facilitate their possible return if they are lost or stolen.

Departments indicate the property tag number assigned on the vendor invoice before forwarding to the Finance Department. Staff provides copies of such invoices to the Finance Department for updating the Capital Asset/Stewardship Listings.

- F. If an asset has been donated to the Town, the receiving department shall complete the "Asset Acquisition Form" and submit to the Finance Department at the time of receipt of assets. The Finance Department will issue a property tag as applicable, and staff will update the Capital Asset/Stewardship Listings.
- G. For capital projects (assets acquired through construction or assets acquired through similar multiple payments), a separate account code shall be created to track the costs to be capitalized. For existing assets, projects should be identified as to whether they are improvement projects or repair/maintenance projects. Improvement projects significantly extend the useful life of an asset or increase the value of an asset. Repair/maintenance projects generally maintain the condition of an asset so that the expected useful life is attained.

II. MAINTENANCE

- A. Each year staff must provide an updated Capital Asset Listing and Stewardship Listing to the HR Director for insurance purposes.

- B. Once a year, the Finance Department distributes current equipment listings for verification and physical inventory by department heads or designees, along with instructions regarding how physical inventories are to be performed. If there are any discrepancies, the proper corrections to the listing are indicated noting the date of the change and any other needed information (price, useful life, etc.). In addition, during the physical inventory process, the department heads or designees examine assets for possible impairments and designate surplus assets available for auction/disposal. The listings are returned to the Finance Department. The Finance Director researches and resolves any discrepancies between the physical inventory and the Capital Asset Listing. Each year, the Finance Department will physically sample a random selection of the Capital Asset Listing for verification that the items are still in the possession of the Town and are in working condition. During this review, staff will also search for items not listed on the Capital Asset Listing.
- C. Staff reviews and reconciles the Capital Asset Listing to the general ledger on an annual basis. The Finance Director reviews the reconciliation, initialing and dating as evidence of review.

III. DISPOSAL

- A. Departments shall complete a Request for Authorization to Dispose of/Transfer Equipment form and submit it to the Finance Department prior to the disposal or transfer of assets. The Finance Director reviews and approves all Requests for Authorization to Dispose of/Transfer Equipment forms.
- B. Departments shall report lost, stolen, or destroyed assets within ten working days of discovery to the HR Director and the Finance Department.
- C. The Town utilizes the Public Service website to dispose of surplus supplies and/or assets in compliance with A.R.S. Section 9-402. This website adheres to the specific procurement requirements that public agencies must follow in disposing surplus supplies and/or assets. The website address is <http://www.publicsurplus.com/sms/campverde.az>.
- D. For smaller dollar items under the stewardship and capital asset thresholds, disposals shall avoid any conflict with Article 9 section 7 of the Arizona Constitution, which prohibits “gifts of public funds” which includes government property. Therefore, surplus supplies and/or assets cannot be donated to non-governmental organizations. The law does allow for donation to other governmental entities. Town property may not be given or sold directly to Town employees. Items that are deemed inappropriate to sell, shall be disposed of in Town waste bins.
- E. The following steps shall be adhered to regarding the disposal of surplus supplies and/or assets:
 - 1. The disposition of surplus supplies and/or assets shall be authorized by the department head of that department.
 - 2. Send an email to “All Employees” describing the item (include a photo if available) available. Allow at least four (4) working days to allow requests for the item to be transferred to another Town department.
 - 3. If no requests to transfer the item to another Town department are received, prepare the item for submission to the Public Service website as follows:
 - a. Take a digital photo of the item.
 - b. Complete the Vehicle Property or General Property description form.
 - c. Email the description form, digital photo, and any suggestions for a start price or reserve (minimum amount for the item) if applicable to auctions@campverde.az.gov. Indicate whether the item has instruction manuals and/or accessories, as well as the working condition and general condition of the item. Provide as much information as possible.
 - d. Indicate in the email who should be contacted to pick-up the item when sold and when it will be available for pick-up.

4. At the end of the auction timeframe, if the item sells, a Closing Notification report is generated from the Public Surplus website detailing the item sold as well as the sales price and the purchaser. A copy of this report is to be given to the Finance Department. This report is used to update the assets listed on the Stewardship and Capital Asset listings.
5. When the purchaser pays for the item, an "Auction Receipt" report is generated. A copy of this report is to be given to the Finance Department. Payment from the purchaser is received by Public Surplus and transmitted to the Town.

CASH POLICIES

SECTION

BANK ACCOUNTS AND RECONCILIATION

PURPOSE: To ensure that all activity within the general ledger is complete and properly reconciled to the bank.

I. POLICIES

- A. The General Account serves as the general operating bank account of the Town and represents the pooled cash of all funds, except those amounts retained in separate bank accounts for legal or operational purposes.
- B. Each fund's share of the pooled cash is recorded on the general ledger as Equity in Pooled Cash.
- C. In accordance with Arizona Revised Statutes 35-1207, each bank account that the Town maintains over the FDIC insured amount shall be collateralized by the bank for the amount over the FDIC insured amount.
- D. All bank accounts and related activity shall be properly recorded in the general ledger.
- E. Prior to opening or closing any Town bank accounts, Council authorization shall be obtained.
- F. Only the Mayor, Vice Mayor, Finance Director, and Town Clerk are authorized check signers on the Town's accounts as established in Resolution 2008-744 and the individuals in all four positions shall be listed as signers on each Town checking account. Signature cards shall be updated when necessary to reflect any changes in those positions.
- G. Authorization is given by Council to the Finance Director to initiate and approve direct transfers of funds between Town bank accounts to provide for the payment of accounts payable, payroll transactions, debt payments and investments. Authorization is further given to the Finance Director to make transfers to outside agencies for the purposes of normal payroll functions and payments on Town approved debt.
- H. Each bank account shall be reconciled monthly and on a timely basis to resolve any discrepancy. Reconciliations shall be signed and dated by the preparer and forwarded to the designated person for review. Once reviewed and signed, the reconciliations are returned to the Finance Department.
- I. Once all bank accounts have been reconciled for the month, the Finance Director reviews and reconciles the Equity in Pooled Cash balances to ensure the amounts agree to the offsetting entries in the General Fund.

PETTY CASH ACCOUNTS

PURPOSE: To account for minor disbursements when immediate payment is required.

I. POLICIES

- A. Petty cash shall be properly safeguarded at all times.
- B. At a minimum, the Petty Cash Custodians shall request replenishment when the petty cash balances are more than 50% below the established beginning balance or an immediate need for replenishment is anticipated.
- C. All petty cash receipts shall be submitted for reimbursement no later than the fiscal year-end in which the purchase is made, to ensure all amounts are recorded correctly.
- D. Petty cash funds may not be used for personal services/items.

II. PROCEDURES

A. DISBURSEMENTS

- 1. The requesting employee shall obtain the department head approval before purchases are made.
- 2. The requesting employee completes the Petty Cash Withdrawal Request form and initials the actual receipt.
- 3. The Petty Cash Custodian receives all Petty Cash Withdrawal Request forms and vendor receipts and ensures receipts are initialed, the form is complete and properly approved before any disbursement is made from the Petty Cash Account.
- 4. The Petty Cash Custodian maintains a Petty Cash Disbursement/Replenishment Log for all disbursements and replenishments.
- 5. The Petty Cash Custodian checks the amount requested for mathematical accuracy and notes any discrepancy.
- 6. Upon disbursement of cash to the employee, the employee signs the Petty Cash Withdrawal Request form for acknowledgement of receipt of cash.
- 7. If there is change from the purchase, the employee signs the form acknowledging his/her return of any monies and the Petty Cash Custodian verifies the amount of the vendor receipt against the amount of the original disbursement.

B. RECONCILIATION

- 1. On a quarterly basis or as needed, using the Petty Cash Disbursement/Replenishment Log, the Petty Cash Custodian reconciles the disbursement and change returned amounts listed on the various Petty Cash Withdrawal Request forms.
- 2. The Petty Cash Custodian also reconciles the Petty Cash Fund comparing the established beginning balance to amounts disbursed and remaining cash.
- 3. The Petty Cash Custodian researches and resolves any discrepancies.
- 4. The department head reviews the reconciliation.
- 5. The Petty Cash Custodian prepares a check request to replenish petty cash funds, when necessary. All receipts and Petty Cash Withdrawal Request forms shall be attached to the check request.

6. The Petty Cash Custodian receives a petty cash fund reimbursement check made payable to the applicable petty cash custodian for the purposes of replenishing the petty cash fund.

CASH RECEIPTS

PURPOSE: To describe the policies and procedures for obtaining and receipting all revenues received by the Town of Camp Verde.

POLICIES/PROCEDURES

- A. All cash received must have a receipt generated either in a manual receipt book or the computer accounting system depending on the department setup. Any payments taken in person should be receipted with one copy going to the payer. All checks are stamped "For Deposit Only, Town of Camp Verde" immediately upon receipt. All receipts are immediately placed into a secure location (e.g. locked drawer or safe).
 - a. Each individual authorized, by their respective department, to accept cash payments shall maintain their own separate receipt book and enter those receipts into their own computer deposit batch.
 - b. One copy of each receipt shall be given to the customer. A second copy of each receipt shall be turned into the Finance Department with the applicable batch. Receipts not in consecutive order must be explained and documented.
- B. For departments that accept credit cards, a batch report for all credit cards processed for the day shall be generated at the end of each day and reconciled to applicable receipts.
- C. Receipts are entered into a weekly batch in the computer accounting system by the receiving department. The batches are posted and closed at the end of each week. If cash on hand accumulates to over \$2,000.00, the batch should be closed that day and taken to the Finance Department.
- D. Each batch report is initialed by the department director and taken to the Finance Department by Thursday of each week. The money is counted by the Accountant in front of the department representative. Any discrepancies are noted at that time and are dealt with appropriately. After verifying the cash balances with the report, the Accountant initials the correct cash balance and places the report in a holding file for the actual deposit and places the money in the Finance Department in a secure locked location. All cash reconciliation reports, receipts, and/or cash register tapes, should be attached to each batch report submitted to the Finance Department.
- E. The Finance Department prepares bank deposits from all received batches weekly or once actual cash on hand is greater than \$10,000. A summary deposit report of all batches is created by the Finance Director through the accounting system and balanced to actual cash on hand as counted by the Accountant. The deposit is then taken to the bank. The deposit receipt and deposit slip are attached to the combined batch reports and summary report and filed.
- F. Funds deposited directly to Town bank accounts are entered into the computer accounting system during the bank reconciliation process.
- G. The Town Pool facility maintains a cash register for the receipt of funds. The cash register is opened with a \$100.00 change fund. Daily receipts are closed out each day by the Head Life Guard and the Cashier. The daily receipts along with the daily reconciliation report are put into a sealed bag and placed into a locked drop box. Pool revenues are picked up weekly by authorized Parks & Rec personnel and entered into the weekly batch for the Parks and Recreation Department.

- H. All bank accounts are reconciled monthly by staff (initialing and dating upon completion), reviewed by a separate employee, (the Finance Director, the Town Manager or Clerk, initialing and dating as evidence of review), and filed. (See the Bank Reconciliations Section for further details.)
- I. Customer Complaints. Customer complaints regarding payments to the Town should not be handled by the same person who receives the monies in dispute. If the person receipting monies receives a customer complaint regarding such monies, the customer should be directed first to a supervisor. If the complaint is not resolved, it shall be forwarded as follows until resolution is achieved:
- Finance Director
 - Town Manager
 - Town Council

Note: For non-finance related complaints, please reference the Complaint Policy.

CREDIT CARD PAYMENTS RECEIVED

PURPOSE: To communicate the policies and procedures for accepting credit card payments.

I. POLICIES

- A. Any and all departments must have authorization from the Finance Department to accept credit cards for payment.
- B. General Town departments may not accept credit card payments in excess of \$10,000.00. The Water and Wastewater Funds may not accept credit card payments in excess of \$2,000.
- C. Credit card numbers shall never be stored or retained by the Town.

II. PROCEDURES

- A. Receipts from on-site payments shall be signed by the presenter at time of payment.
- B. Receipts shall be entered into their own batches, separate from cash and checks.
 - a. Receipt batches shall not cross months (e.g. January receipts shall not be included in a batch with February receipts).
 - b. The only exception to above are receipts from the last 2 days of any given month are to be entered in a batch for the next month (e.g., receipts from January 30th and 31st shall be entered with February receipts).
- C. Credit card batches should be turned in to the Finance Department weekly, but at a minimum monthly by the 5th of the following month.
- D. Batches are processed monthly in the Finance Department along with the Main Checking account bank reconciliation.
- E. Credit card payments over the internet shall be imported each month by the Finance Department and entered into their own batch.
- F. Discrepancies shall be referred to the initializing department for clarification or to correct errors.
- G. Credit card information taken over the phone shall be shredded immediately upon completion of the transaction.

ACCOUNTS RECEIVABLE

PURPOSE: To establish procedures for proper management of accounts receivable.

POLICIES/PROCEDURES

A. COURT RECEIVABLES

1. The Municipal Court maintains records of outstanding receivables.
2. On a monthly basis, the Court Administrator identifies delinquent accounts and forwards the accounts to the collection agency.
3. Each month, the Court Administrator forwards the Monthly Transmittal Report, Bond Report and Bank Reconciliation to the Finance Department.

B. MISCELLANEOUS RECEIVABLES

1. Following each fiscal year end, the Finance Director reviews July and August cash receipts to identify any unrecorded receivables.
2. Any amounts collected by the Town prior to June 30 and remitted to the bank after June 30 are recorded as cash on hand.
3. Any amounts collected after June 30 for services provided prior to June 30 are recorded as accounts receivable.

ALLOWANCE FOR DOUBTFUL ACCOUNTS

PURPOSE: To establish procedures regarding the amount of receivables that is annually estimated as “uncollectable” by the Finance Director. The establishment of an allowance account ensures that the Town’s receivables are not overstated for financial reporting purposes.

I. POLICIES/PROCEDURES

- A. The Finance Director shall establish an allowance for doubtful accounts.
- B. The estimated allowance should be based upon historical data or other pertinent information relative to the receivables in question.
- C. Generally Accepted Accounting Principles allows for the allowance to be based on a percentage of “net charges” on an annual basis or based on a percentage of aged receivables.
- D. The estimated Allowance for Doubtful Accounts shall be updated on an annual basis.

SPECIAL EVENT CASH HANDLING

PURPOSE: To describe the policies and procedures for collecting and reporting amounts received during special event functions.

POLICIES/PROCEDURES

- A. The responsible department shall turn in a check request for the required bank amount 10 business days before the event. The amount of the starting bank is entered on the Special Event Start Bank Form and initialed by the Finance Department.
- B. A cash box or register shall be used for all special events. Once the starting bank check is cashed, all money should be placed in the cash box or register, which must be stored in a locked and secure location
- C. Cash registers and central ticket areas shall be used for food, drink, and admission.
- D. Any overflow cash removed during the event must be documented and initialed on the Special Event Start Bank Form. The amount should be verified and initial by the person transporting the money. Removed cash shall immediately be moved to a locked and secure location. For transfers of \$2,000 or more, a Camp Verde Town employee shall accompany the transporter.
- E. When making change, the exact amount must be returned to the cash box that was taken from the cash box (e.g. four (4) fives for a twenty).
- F. At the end of the event, a two (2) Town employee shall transport the money to a secure location (e.g. safe or locked drawer) with each verifying the count of cash. No money is to be counted while at the event.
- G. The first work day following the special event, a minimum of two (2) Town employees shall count and receipt in the funds, and in another department, two (2) Town employees shall count tickets. Amounts are to be recorded on the Special Event Cash Count Sheet. Funds and ticket counts shall then be turned over to the Finance Department for verification.

DISHONORED CHECKS

PURPOSE: To describe the policies and procedures for recording and collecting amounts due from dishonored checks.

POLICIES/PROCEDURES

- A. Upon receipt of notice from the bank that a check has been dishonored, the Finance Department issues a letter to the Payer (the party that issued the check) demanding payment for the amount of the check plus a returned check fee as established by Council resolution. This notice allows the Payer five (5) days from the receipt of the letter to remit the total amount due to the Finance Department or face collection from the Yavapai County Attorney Bad Check Program. A copy of the letter, a copy of the notice from the bank, and the original dishonored check are placed in a file for follow up.
- B. The Finance Department notifies the original receiving department of the dishonored check.
- C. The original notice from the bank is attached to the corresponding bank reconciliation as backup.
- D. An entry through the bank reconciliation process is made to record the reduction from the Town's bank account as well as record the amount of the check as an accounts receivable in the proper fund (General Fund, HURF Fund, etc.). Upon payment of the total amount due, the amount of the check is coded to accounts receivable, the returned check fee is coded to Miscellaneous Revenues, and the total is coded to the Town's bank account.
- E. If the Payer has not made payment in full, or payment arrangements, within the allowed timeframe, the check is forwarded to the Yavapai County Attorney Bad Check Program for collection. A copy of the Yavapai County Attorney's form as well as all of the backup is retained in the file for future reference.
- F. Upon payment from the Yavapai County Attorney Bad Check Program, the backup from the file is attached to the receipt for reference.
- G. All payments on dishonored checks shall be forwarded to the Finance Department for entry. Only the Finance Director is authorized to setup payment arrangements for amounts due to the Town.

GRANTS

PURPOSE: To ensure grants are properly approved and accounted for.

I. POLICIES

- A. All grant applications shall be approved by the Town Manager prior to the application being submitted. The approval shall be made through email. The approved grant application shall be forwarded to the Finance Director in digital format along with a copy of the Town Managers approval either in writing or from email.
- B. Grants larger than \$50,000 or that require any amount of Town matching funds require approval from the Town Council prior to application. Approval by Council of a grant application can be done through ratification with Town Manager approval if the deadline for the grant is set before the next Council meeting and if the grant does not require any match funding.
- C. The department administering the grant must complete a Grant Summary Report that is submitted to the Finance Department at the time of grant submittal.
- D. The department administering the grant shall be responsible for the submission of any required financial reports at the frequency determined by the granting agencies and is also responsible for verifying that all expenditures are reviewed for reasonableness and for compliance with the grant requirements as well as all requirements laid out in Section C below.
- E. All Federal grants shall be received into the Federal Grants Fund. All other State, County, Non-profit grants of a formal nature shall be received into the Non-Federal Grants Fund. Finally, all non-formal grants or general donations that carry some type of restriction shall be received into the Restricted use Fund.

II. PROCEDURES

A. REIMBURSEMENT GRANTS

- 1. Monthly, quarterly or as required by the granting agency, the department representative shall obtain a listing of all applicable grant expenditures from the accounting system. Employee wages allocated to the grant must be documented and listed on a per day basis for allocated hours with relevant and allowable wage and ERE costs totaled.
- 2. After the reimbursement claim is prepared, it is forwarded to the Finance Department for approval before it is submitted. Any discrepancy between the expenditures incurred and the reimbursement claim prepared shall be documented and returned to the department representative for adjustment. Once approved by the Finance Director, the claim is submitted to the granting agency for reimbursement.
- 3. Finance staff prepares journal entries to record related receivables, transfer of monies for any matching requirements, or adjustment of expenditures as needed.
- 4. Upon receipt of grant monies, staff ensures that the reimbursement received reflects the amount requested. If not, staff researches and resolves the discrepancy.
- 5. Finance staff periodically reviews pending reimbursement claims to determine if any outstanding claims have not been received in a timely manner.

B. ADVANCE-TYPE GRANTS

1. Monthly or quarterly as required by the granting agency, the department representative shall obtain a total listing of all applicable grant expenditures along with the grant amounts advanced from the granting agency from the Finance Department.
2. All expenditures are reviewed for reasonableness and for compliance with the grant requirements by the department administering the grant.
3. Once expenses are verified, any required financial status reports shall be prepared and submitted to the granting agency. Copies of the reports are forwarded to the Finance Department. Any discrepancy between the expenditures incurred and the financial status reports prepared shall be documented by the department representative and submitted to the Finance Department with the copy of the reports.
4. The Finance Director prepares journal entries to transfer monies for any matching requirements, or adjustment of expenditures as needed.

C. OMB UNIVERSAL GUIDANCE

1. Financial Management
 - a. The applying department shall identify, document and forward to the Finance Department the following information for all federal grants: 1) CFDA title & number, 2) Federal award ID number and year, 3) Name of the federal agency and 4) Name of the pass-through entity, if any.
 - b. The Finance Department shall make sure accounting records adequately identify the source and application of funds and be able to show budget to actual comparisons.
 - c. The applying department shall make sure that assets acquired through a federal grant are adequately safeguarded and utilized only for authorized purposes.
 - d. The Finance Department shall make every reasonable effort to minimize the duration of time between the receipt and disbursement of grant funds.
2. Cost Principles
Expenditures under federal awards must:
 - a. Be necessary and reasonable for the performance of the federal award and be allocated to that use.
 - b. Conform to any limitations or exclusions regarding type or cost.
 - c. Be consistent with the policies and procedures the organization would apply to non-federally financed work.
 - d. Be treated consistently with other comparable costs. For example, a cost may not be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the federal award as an indirect cost.
 - e. Be determined in accordance with generally accepted accounting principles (GAAP), except as otherwise provided in 2 CFR 200.
 - f. Not be used to meet cost-sharing requirements or matching requirements of any other federally financed program.
 - g. Be adequately documented.
3. Conflict of Interest
 - a. No employee, officer, or agent may participate in the selection, award or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Conflict of interest extends beyond the person involved to include their spouse, family or other employers as well.
 - b. Individuals involved in the procurement process may not solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to sub-contractors unless the gift is of nominal value, unsolicited and inconsequential to the current federally funded project nor any in the foreseeable future.

- c. Disciplinary action for knowingly engaging in items a or b above regarding conflicts of interest or accepting gifts or gratuities may include termination of the employee, cancellation of any related procurement agreements and civil and criminal prosecution.
- 4. Procurement
 - a. Records detailing the entire procurement process, including relevant decisions along the way, for every federally funded procurement process shall be maintained for 3-years or longer if stipulated by the federal award agency.
 - b. The Town's procurement policy shall be followed for all federally funded projects unless the federal agency's guidelines dictate a stricter requirement, in which case, the stricter policies shall be followed (see the Procurement section within this document).

DONATIONS

PURPOSE: To ensure that donations received by the Town are properly reviewed, accepted, accounted for and reported.

POLICIES/PROCEDURES:

I. GENERAL DONATIONS

Donations without direct guidance from the donor will be received into the General Fund as unrestricted monies.

II. RESTRICTED DONATIONS

- A. Donations that are restricted in form by the donor as to use or timing of use or any further conditions open the use of such monies must be approved by the Finance Director. Restricted Donations may be returned if it is determined by the Finance Director to be in the Town's best interest to do so. Donations of a de minimis amount or value (less than \$100.00) and for established designated functions do not require the Finance Director's approval.
- B. Employees of the Town may not impose their own restrictions on received donations. Only direct communication from the donor may restrict the use of a donation.
- C. The Finance Director shall be notified as soon as any restricted donations are received, pledged or expected.
- D. Restricted donations are not officially received and accepted until they are deposited by the Town.
- E. Restricted donations must be received with the following information in writing:
 - 1. Donor's Name
 - 2. Donor contact information
 - 3. Conditions of useWithout the above information, restricted donations shall not be deposited until the information is received.
- F. Restricted donations shall be identified and tracked in the general ledger and reconciled on a quarterly basis.

PURCHASING POLICIES

SECTION

PROCUREMENT

PURPOSE: To establish standard policies and procedures for the procurement of goods and services for the Town of Camp Verde to ensure that all goods and services received are properly authorized.

POLICIES/PROCEDURES:

I. GENERAL REQUIREMENTS

- A. Department Head approval is required for all purchases. All invoices shall be initialed and dated showing the department head's knowledge and approval for those purchases.
- B. Normal recurring operating expenses, such as utility expenses, rental payments, payroll taxes, etc. do not require comparative quotes or requisitions for approval.

II. PROCUREMENT PROCESSES

A. Comparative Quotes

- 1. 3 comparative quotes are required for purchases over \$10,000 up to \$50,000 and all non-Bid purchases over \$50,000 except as stated in item B under General Requirements above.
- 2. Quotes or current pricing information shall be obtained from reasonable competitors. All competitor information must be printed and attached to the purchase request. Pricing comparisons shall be based on best available price information with only reasonable competitor prices used.
- 3. Where 3 quotes cannot be obtained, a vendor's refusal to quote or simply the lack of vendors shall be documented and submitted with the requisition to the Finance Department.
- 4. When only a sole-source vendor is available, that information shall be documented on the requisition.
- 5. The Town reserves the right to select a higher quote if circumstances can be documented that the more expensive choice is in the Town's best interest.
- 6. Comparative quotes are not required when purchasing from a vendor on any State approved State Procurement List.

B. Requisitions

- 1. The computerized requisition process shall be used for any purchases or projects that in total accumulate to more than \$20,000 for each individual vendor except as stated in item B under General Requirements above.
- 2. Approved requisitions show official approval for the procurement process to go forward. As such, no purchases shall be made nor agreements signed until the requisition is approved in full.
- 3. Requisitions require the following approvals:
 - a. Finance Director approval for all requisitions.
 - b. Town Manager approval for all requisitions of \$30,000 or more.
 - c. Formal Council approval for purchases of \$50,000 or more.

C. Sealed Bids

- 1. A formal sealed bid process is required for construction and materials related purchases of \$50,000 or more.
- 2. Obtain a project/bid number from the Town Clerk's Office.
- 3. Publication of a notice of solicitation. In accordance with A.R.S. Section 9-812, an invitation for bids shall be issued and shall include a purchase description and all contractual terms and conditions applicable to

the procurement. The notice shall include publication one or more times in a newspaper of general circulation in the Town within a reasonable time before bid opening. The publication shall be not less than two weeks before bid opening nor more than 90 days before bid opening and shall be circulated within the affected governmental jurisdiction. Notice should also be sent to the League of Arizona Cities and Towns, plan rooms and all vendors who have requested to be placed on the bid list.

4. A notice of solicitation for bids shall state the date, time and place of opening, and the place and time period within which bids shall be submitted. The time of bid opening shall be not more than 15 minutes after the deadline to submit bids.
5. The notice shall state with particularity the goods or services required and shall state the place where specifications may be examined.
6. Bids shall be submitted in a sealed envelope clearly identified as a bid on the front of the envelope. Any bid not received within the time period allowed shall be rejected.
7. All bids shall be date and time stamped upon receipt.
8. All bids shall be opened in public at the time and place specified, and a tabulation of all bids shall be posted at Town Hall for public inspection.
9. All bidders shall be notified in writing of the award or rejection of any and all bids.
10. Original bid documents are maintained on file in the Town Clerk's Office in accordance with the Town of Camp Verde Records Management Manual.
11. Unless the bids are rejected, the following shall be considered in determining the lowest responsible bidder:
 - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
 - b. Whether the bidder can perform the contract or provide the services promptly or within the specified period of time without delay or interference.
 - c. The quality of performance of previous contracts.
 - d. The previous and existing compliance by the bidder with the laws and ordinances of the Town.
 - e. The financial resources and ability of the bidder to perform the contract.
 - f. The quality, availability, and adaptability of the supplies or service.
 - g. The reasons for selecting other than the lowest bidder shall be documented and filed with the bid documents.
12. Following the sealed bid process, the Designed Project Manager or designee will complete the requisition process through the computer accounting system. The following documentation must be included with all requisitions:
 - Agenda Information Memorandum
 - Grant Summary Sheet (if applicable)
 - Approval of minutes (will need to be acquired from the Clerk's Department once available; draft minutes can be uploaded initially)
 - Signed contract agreement showing total project amount
 - Three quotes (if applicable) or sole source approval form
 - W9

D. Contracts & Agreements

1. Contracts & Agreements shall be reviewed and given a recommendation for approval by the purchasing Department Director.
2. Contracts & Agreements of less than \$50,000 shall be approved and signed by the Town Manager.
3. Contracts & Agreements of \$50,000 or more require Council approval and the Mayor's signature.
4. Amendments to any project's line item budget require Council approval and the Mayor's signature when the Amendment is more than 10% over a contracted amount of \$500,000 or more than 15% of a contracted amount under \$500,000.
5. Council shall be notified of any contract overages within 3 working days.

6. The Mayor, in consultation with the Town Manager, may sign change orders in excess of \$50,000 without Council approval, if the Mayor, exercising his/her discretion, determines that the change order is reasonably necessary for safety or emergency reasons or if the cost of the change order will increase based on the time delay incurred waiting for the next Council meeting. The Town Manager shall place any such authorization on the agenda of the next scheduled Council meeting for possible ratification by the Council.

E. Request for Quotes (RFQ) for Loans

1. A request for quotes (RFQ) process shall be required for obtaining loans greater than \$250,000.
2. RFQ's shall specify at a minimum, the amount of the desired loan and list the equipment desired or other specified use of the loan. They shall also specify a cut-off date of acceptance.
3. RFQ's shall be sent out to a minimum of 3 separate institutions.
4. RFQ's may be sent out and received by email.
5. RFQ's shall be reviewed by the Finance Director for the best suitability for the Town, which may include details beyond the interest rate.
6. Loan applications to WIFA or GADA do not require any comparative quotes to be obtained.

F. Other Items

1. Performance and Payment Bonds. The Public Works and/or Utilities Director shall have the authority to require a performance bond, in such amount as the Finance Director may deem sufficient for contracts other than contracts for construction, and the Finance Director shall require performance and payment bonds for contracts for construction as required by law (in excess of \$20,000). In all cases of construction to which state law applies, any requirement for a bond shall be incorporated into the contract.
2. Exclusive Service. In the event that there is only one person or entity capable of providing a particular commodity or service, the requirement of the Town Code concerning bidding procedures shall not be applicable. However, for auditing purposes, sole-source proof shall be maintained. Professional and Technical Services
 - i. The provisions of the Town Code shall not apply to professional or technical services.
 - ii. For Professional Services (e.g. legal, prosecutorial, auditing, etc.) that Town will issue Request for Proposals or Request for Qualifications. The individual/firm that Town contracts with for said services will be determined by a committee consisting of the Town Manager and applicable staff and approved by the Town Council. The Town will release RFPs/RFQs for any contracted professional services at least every five years.
 - iii. No person or firm practicing in a professional or technical field for which a license is required by state law shall be engaged by the Town unless possessing a current license in good standing.
 - iv. Upon engagement, the Town shall enter into a written agreement or memorandum of understanding for the performance of the services for which engaged, setting forth the scope of services and the unit or total price therefore.
3. Job Order Contract. Under ARS Section 34-601, the Public Works and/or Utilities Director may authorize the solicitation for Request of Qualifications (RFQ) and/or Request for Proposals (RFP), for the selection of a qualified firm/individual with whom the Town may enter into a Job Order Contract (JOC) in accordance with Title 34 of the Arizona Revised Statutes. The method of solicitation and selection may include the consideration of contractors approved under the Mohave Contract, Arizona State Purchasing Cooperative Agreement, or other appropriate Cooperative Purchasing Agreements. Multiple contracts for Job-Order-Contracting construction services may be awarded to separate persons or firms on a final list with whom the Town may negotiate fair and reasonable contract terms. Multiple year contracts shall be executed for three years, performance reviews and fixed or unit prices may be updated annually.
4. Cooperative Purchasing. Staff are not required to obtain bids and quotes for purchases made by, through or with the State of Arizona, its political subdivisions or established cooperative purchasing groups that require a formal bidding process for all available vendors on that contract. The Town may make purchases or award contracts for services without a formal bidding or proposal process whenever other governmental

units have done so for the same item or service, if, in the opinion of the Finance Director, a separate bidding process is not likely to result in a significantly lower price for such items or services.

5. Grants. The provisions set forth in the Town Code or the Town of Camp Verde Financial Operations Guide may be superseded by bidding, proposal, or qualification requirements in federal and state grants.
6. Purchases from Mayor or Council Members. Pursuant to ARS § 38-503(C), as may be amended, the Town, through its common Council, may purchase supplies, materials, and equipment not to exceed \$300 in cost in any single transaction or a total of \$1,000 annually, or as may be adjusted by law from the Mayor or any member of the common Council without using competitive public bidding procedures according to an annually adopted Town policy.
7. Contingency Budget Use
 - i. Town Manager approval shall be obtained in writing for use of the Contingency line item of up to \$10,000 per separate event.
 - ii. Council approval with Town Manager recommendation for use of the Contingency line item for amounts over \$10,000.

RECEIVING

PURPOSE: To establish standard policies and procedures for the accurate receipting of all purchases or services received by the Town of Camp Verde.

POLICIES/PROCEDURES

- A. All items purchased by the Town shall be accompanied by a written receipt of the items.
- B. A title or deed acts as the receiving document for the purchase of vehicles, land or buildings. The sales contract acts as the invoice.
- C. Items purchased with petty cash are documented by the purchaser as being received by the purchaser's signature on the detailed receipt or with a signed, written description of the items purchased if a detailed receipt is not available. It is then placed in the petty cash drawer and marked "PAID" as proof of the use of funds.
- D. Items purchased and paid for at the time of receipt with a Town check or a Town credit card must include an itemized receipt that is signed by the purchaser. The proper account code is identified, and the receipt is forwarded to the Finance Department for payment.
- E. All other items received are documented on a packing slip, bill of lading or a vendor invoice.
 - 1. Items received are signed for and dated by the department head or their designee upon inspection by that person that all items on the receiving document are indeed delivered to the Town in good condition.
 - 2. Receiving documents for items purchased with a Purchase Order include the Purchase Order number.
 - 3. Items received via a parcel shipping company are signed for at the time of receipt from the delivery company as receipt of a number of boxes or envelopes. Upon delivery of the parcel(s) to the appropriate department, the department head or his/her designee inspects the contents of the delivery, signs and dates the accompanying packing slip or invoice and note the amount and the condition (if necessary) of the items received.
 - 4. After completing the above procedure(s), all receiving documents are forwarded to the Finance Department and attached to the invoice.
 - 5. If any item purchased exceeds \$5,000, notification shall be made to the Finance Department to flag the item for potential entry on the Capital Asset Listing. See the "Capital Asset" policy in the Town of Camp Verde Financial Operations Guide for proper reporting procedures.

CONTRACTED SERVICES

PURPOSE: To establish standard policies and procedures for the accurate handling of contracted services.

POLICES/PROCEDURES:

- A. Definition – Contracted Services refers to all Vendors the town hires to perform a service-type activity while on Town property or working on Town equipment.
- B. Before a contract service provider is allowed to begin working, the department utilizing the contract service provider must verify the following:
 - 1. The vendor has completed a Form W-9. This form must be submitted to the Finance Department by the department that the vendor is contracted with. If payment is due and the required Form W-9 has not been received, the payment is subject to backup withholding of 28% pursuant to IRS requirements.
 - 2. The vendor has provided the HR Director with a copy of the required liability and worker's compensation insurance policies.
 - 3. The vendor has a current business license on file with the Town Clerk's Office.
 - 4. The vendor's trade licenses/certifications are current and valid.
 - 5. Budget appropriation exists to fund the transaction.
- C. The department utilizing the contract services provider, in conjunction with the Finance Department, is responsible for ensuring that the amounts paid do not exceed the total approved amount.

DISBURSEMENT POLICIES

SECTION

CASH DISBURSEMENTS

PURPOSE: To establish standard policies and procedures for the disbursement of funds to vendors for items or services purchased by the Town of Camp Verde, for ensuring that all services and items delivered were authorized and accounted for properly, and for maintaining accurate vendor files.

POLICIES/PROCEDURES

I. INVOICES

- A. The Cash Disbursement/AP process begins with the received invoice. Invoices shall be used for payment. Original invoices are preferred when possible.
- B. Each department is responsible for receiving and verifying each invoice along with entry into the computer accounting system. Exceptions to the actual computer entry includes bills paid by statement and a few other invoices as specified by the Finance Department. The Finance Department shall enter those invoices into the computer system.
- C. Each invoice shall be verified as: 1) not previously paid and 2) a valid expense, with materials received or services rendered by the receiving department. The Department Director shall initial each invoice as approved and include the proper coding on the invoice as well. Backup materials and the receiving document(s) shall be attached to the invoice.
- D. Staff enters the invoices into a bi-weekly batch file in the computer accounting system. When the batch is ready for payment, staff shall print a summary batch report that is to be verified and initialed by the Department Director as valid for payment. The summary report along with the invoice detail is then forwarded to the Finance Department.
- E. Batches are paid bi-weekly by the Finance Department. Received batches are reviewed by the Finance Department with any discrepancies noted and/or adjusted. All individual batches are compiled into a final batch in the computer software for payment by the Accountant. If an emergency check is required, the Finance Director may approve processing of a check outside the normal batch timelines.

II. CHECKS

- A. Blank check stock shall be kept in a locked storage cabinet in the Finance Department.
- B. Check signers include the Mayor, Vice Mayor, Finance Director, and Town Clerk (per Resolution 2008-744).
- C. Check signers may have a signature stamp. Signature stamps shall be placed in a secure location in the check signer's department, but not in the same location as the blank checks. Each check signer is responsible for the safekeeping and authorized usage of the stamp. Each department shall have a designated employee(s) authorized to use the signature stamp in the check signer's absence, and this authorization shall be made in writing.
- D. Signatures may be printed by the accounting software program as long as the signatory is reviewing each check run and approving such by initialing and dating each review.

- E. Printed checks and the check register shall be documented and reviewed against the invoice detail by the Finance Director. The checks, invoices and check register are then provided to the Mayor for review and signature. If the Mayor is not available, the Vice Mayor or Town Clerk is also approved to review and sign. The check register is to be initialed by both signatories verifying that all checks on the register have been reviewed.
- F. Check logs shall be maintained by the Finance Department to document the review of all normal AP disbursement processes. There shall be one check log for the Finance Director and one for the second signer of the disbursement request. This is generally completed by the Mayor but can be updated by the Vice-Mayor or the town Clerk as needed. The check log shall document the date reviewed/signed, the beginning and ending check numbers of each reviewed run and the name and initials of the person signing, stamping or reviewing. Any missing checks or ACH payments should be reviewed and documented as to the reason for the missing information on the check logs.
- G. Signed checks are returned to the Accountant for processing and mailing. Invoices are filed by Vendor name and fiscal year in the Finance Office.
- H. Any voided checks shall be marked void and filed in a reconciliation file after being reconciled with the bank reconciliation for the same period.
- I. Departments shall submit all prior year invoices to the Finance Department no later than August 31. Any invoices submitted after August 31st may be included in the next fiscal year.
- J. Each January, staff shall compile and reconcile a preliminary list of 1099s to be issued in accordance with IRS regulations. The Finance Director shall review and approve the preliminary determination of 1099s to be issued. Once approved, staff processes the final 1099s for distribution to vendors and the IRS.

CREDIT CARD / PURCHASING CARD (P-CARD) & BUSINESS CHARGE CARD POLICY

PURPOSE: To establish standard procedures for the use of Town credit cards and business charge cards. The purpose of the credit card is principally for use in making travel arrangements or other purchases directly from a vendor's website. Credit card may not be used to bypass the Purchase Order process or other established purchasing policies. Business charge cards are also available for certain frequently used vendors. For the purposes of this policy section, credit card, purchasing card and business charge card shall be understood to be one in the same.

I. GENERAL POLICIES

- A. The Finance Department shall track, maintain and periodically review all Purchasing card accounts.
- B. Credit card charges shall be turned in to Finance along with a corresponding P-Card Expense form for all purchases on a monthly basis.
- C. Any approved credit card or business charge card accounts shall be opened by the Finance Director, or his or her designee. No other individuals are authorized to open credit card or business charge card accounts.
- D. The Finance Director may raise or lower limits as appropriate within reason for each individual account. Any individual card limit above \$10,000 shall be requested by the Finance Director and approved by the Town Manager.

II. CARD GROUPS

- A. Gas cards: Gas cards are typically issued under specific departments and are only able to purchase fuel for vehicles. Cards are held/controlled by the authorized individual of each department. Cards shall be checked out for a specified use and returned. Gas cards should not be used locally in place of the County gas supply. Gas cards typically have a \$250 limit.
- B. Travel cards: Travel cards are issued under specific departments and can be utilized for all travel related expenses including fuel, lodging, parking fees, etc. They are generally also used for training registration. Cards are held/controlled by the authorized individual of each department. Cards are checked out for a specified use and returned. Travel cards typically have a \$1,000 limit.
- C. Department cards: Department cards have a much broader range of purchase options and are used for purchases within a single department typically of a smaller nature and generally through websites. Department cards typically have up to a \$2,000 limit.
- D. Individual cards: Individual cards are typically reserved for department heads or higher level administrative staff that typically make their own purchases or purchases specifically for their department. Individual cards typically have a limit of between \$500 and \$1,500. However, department heads that show a specific need can have a higher limit up to \$5,000.
- E. Finance cards: The Finance Department has Gas, Travel and Department cards that are available to all Town departments as needed. Cards shall be checked out from Finance and returned after use. Finance department cards have specific uses and limits as follows:

- a. Card #1 is for Finance use only, paying AP bills and all annual recurring billing arrangements. It is not used for any offsite purchases. It has a limit of \$50,000.
- b. Card #2 is used by all Town departments for large on-site purchases greater than \$1,000. It has a limit of \$50,000.
- c. Card #3 is used by all Town departments for smaller on-site purchases less than \$1,000. It has a limit of \$15,000.

III. USE OF CARD

- A. The credit card/business charge card shall be used for Town purchases only.
- B. No person other than the one who signed out the card is authorized to use it. Employees must not retain credit card information for future use. Card information shall never be saved to any website, with the exception of Finance Department cards which shall require Finance Director approval.
- C. The employee shall take all necessary precautions to keep cards and card numbers in a secure location. The Finance Department is to be notified immediately if a card is lost or stolen.

IV. DOCUMENTATION

- A. An invoice and any relevant backup information for all purchases shall be obtained any time a purchase is made using the card, including phone and internet purchases. Invoices shall be in detail to allow clear understanding of the purchased items or service. If the purchaser is unable to provide such documentation, the charges may be the responsibility of the purchaser.
- B. All purchases shall be recorded on the P-Card Expense form on a monthly basis. .
- C. For internet orders, employees shall print a copy of the receipt/order confirmation and attach to the P-Card Expense form. Any originals mailed after the purchase shall be attached as well or forwarded to the Finance Department if received at a later date.
- D. If, for any reason, the employee does not have documentation for a transaction, the employee must attach a detailed description of the purchase, including: a description of the item, vendor's name, reason for missing documentation, and the action that will be taken to ensure proper documentation in the future. In addition, the employee and the department head's signature shall be required on the form.

V. PROHIBITED CHARGES

- A. The following uses of a credit card are **prohibited**:
 1. Cash advances.
 2. Personal purchases. Employees may not charge any personal items on the Town credit cards.
 3. Employee meals for travel, off-site training, recognition and other similar type activities that focus on an individual or a single department or division.
 4. Alcoholic beverages.
 5. Purchases that do not follow Town established procurement policies (see the PROCUREMENT section).

Any prohibited use of cards shall be reported to the Finance Director and applicable department head and/or the Town Manager.

VI. RECONCILIATION AND PAYMENT

- A. All invoices shall be reconciled to the monthly statement by the Finance Office.
- B. Payment shall be made promptly and before the due date to avoid any service or finance charges.
- C. Any department not responding promptly to the request for information from the Finance Department or in any way delaying the timely monthly payment of the credit card account shall be assessed the finance charges imposed by the issuing financial institution.

VII. POLICY VIOLATIONS

Failure to follow this policy may result in loss of card privileges and, for employees, may result in disciplinary action, up to and including termination of employment.

TRAVEL AND TRAINING

PURPOSE: The policy of the Town of Camp Verde is to encourage training opportunities for employees so their services rendered to the Town can be made more effective, and that employees may become, at the same time, qualified for promotion to higher-level positions. The department head, consistent with the budget and this policy, may authorize attendance at conferences, seminars, meetings, conventions and other courses that directly benefit the Town of Camp Verde.

POLICIES/PROCEDURES:

I. ELIGIBLE INDIVIDUALS

- A. Current Town employees and necessary regular volunteers
- B. Members of boards, commissions, authorities, volunteers, council and committee members who are not employees of the Town yet serve the Town as members on these boards, commissions, authorities, councils and committees.

II. GENERAL PRINCIPLES

- A. All out-of-state travel shall be approved by the Town Manager prior to scheduling.
- B. Eligible individuals may attend educational or training seminars if funds for that purpose are available and such training is directly job related or beneficial to the Town.
- C. The most economical method of transportation shall be selected in terms of expense to the Town (or grantor agency) and the eligible individual's time away from the office. If the eligible individual chooses an alternate method of transportation, reimbursement shall be capped at the cost of the least expensive option.
- D. All travel, in-state and out-of-state, is conducted according to the Town Travel and Training Policy regardless of funding source (e.g. Grant requirements do not supersede the Town requirements; however, any grant requirements that are more restrictive must be followed).
- E. Any travel reimbursement claims shall be submitted to the Finance Department using the Training/Travel Reimbursement Form within five (5) business days after the end of the trip.
- F. Any expenses incurred for items such as alcohol, telephone calls (except when business related), in room movies, etc. shall not be covered by the Town and are the employee's responsibility. A Town issued credit card shall not be used to initially pay for these items even if the employee expected to reimburse the Town.
- G. It is appreciated by the Town when travelers are able to save the Town from certain expenses. However, this does not give the traveler the right to expect to receive financial gain for those savings (e.g. if you stay with family you do not have the right to claim per diem for meals provided at their house).

III. PROCEDURES

- A. Employees desiring to attend schools, conferences, conventions, seminars, and other official meetings shall complete a Training/Travel Expense Advance Form and submit to their department head for approval. If the travel is out-of-state, it shall first be approved by the Town Manager prior to scheduling.
- B. Upon approval of the training/travel request, the department designee makes the necessary travel arrangements and prepays lodging and other travel costs as appropriate. All travel/training arrangements are recorded on the Training/Travel Expense Advance Form.
- C. For advances of per diem allowances, employees shall submit a complete and approved Training/Travel Expense Advance Form to the Finance Department not less than ten (10) working days prior to the date that travel for such schooling or training is to commence.

IV. TRAVEL COMPENSATION GUIDELINES

- A. Tips and other gratuities for all meals are included in the per diem.
- B. The Town shall compensate expenses only when the expenses are incurred during the performance of official duties of the Town employee and for the Town's benefit.
- C. Subsistence shall not be permitted when the training received is for the direct benefit of the employee and not required by the job.
- D. An employee on Town travel status who extends the travel for his/her own convenience or enjoyment when such is not required by the Town, is not entitled to the allowance for that meal or if applicable, lodging. Any increase in travel costs (e.g. a larger room, extra bed, per person expenses, due to an accompanying family member) shall be borne by the employee.
- E. Employees shall be responsible for any fines or traffic violations incurred while traveling on Town business in either a Town vehicle or personal vehicle.

V. LODGING

A. Eligibility

- 1. Employee must be on authorized travel status.
- 2. For lodging to be covered by the Town, the intended location must be outside a 75-mile radius of the Town center located at 473 S. Main Street. Exemptions to the distance requirement are:
 - A. An early morning meeting that would require the employee to leave the Town prior to 6:00 am.
 - B. Late night travel that would present a potential danger or risk to the Town or individual after attending functions of the event.
 - C. A location where severe weather could reasonably prevent safe travel in either direction.
- 3. Events starting at or after 8:00 a.m. are not eligible for lodging and per diem for the day before the event begins unless the event is located in an area outside the traveling distance of the greater Phoenix, Flagstaff, Prescott or Payson areas.
- 4. Lodging must be at a commercial establishment to be eligible for reimbursement.
- 5. Lodging is covered at the single room rate unless sharing a room with another Town employee.

B. Documentation

- 1. The commercial establishment's original receipt is required.
- 2. Lodging receipts shall be itemized.
- 3. If original lodging receipt is lost or destroyed:

- a. A photocopy may be submitted with the statement. Treat as the Original.
- b. The employee and the department head shall sign the photocopy.
- c. If a photocopy is not available and cannot be obtained from the commercial establishment, then a canceled check or credit card receipt showing the payment of the lodging may be used. This situation may cause the employee to receive disciplinary action including the loss of authorized travel status.

VI. MEALS

- A. Meals shall only be reimbursed on a Per Diem basis.
 1. Per diem requires an overnight stay. Single day travel does not qualify for per diem.
 2. Meals shall be at a commercial establishment to be eligible for per diem.
 3. Receipts are not required to be submitted.
 4. Traveler is not entitled to a per diem allowance for meals that are included (free) at the conference, seminar or lodging site.
 5. Per diem requests shall be signed by the requesting payee.
 6. Town purchasing cards (credit cards) may not be used for meals.
- B. Per Diem Rates for Breakfast, Lunch and Dinner will be paid based on the Federal per diem Standard Rate only.
- C. Allowable Meal Times
 1. Breakfast - When travel commences on or before 6:00 a.m. or returns after 10:00 a.m.
 2. Lunch – When travel commences prior to 11:30 a.m. or returns after 1:30 p.m.
 3. Dinner - When travel commences prior to 6:00 p.m. or returns after 7:00 p.m.

Note: Travel times are determined WITHOUT considering a stop for meals.

VII. TRANSPORTATION

- A. Compensation shall be made only for the method of transportation, which is in the best interest of the Town considering travel expense, vehicle condition, as well as the employee's time. When more than one employee uses the same motor vehicle, only one claim for mileage compensation shall be allowed.
- B. Using Town Owned Vehicle
 1. The employee must obtain authorization from their department head prior to use of a Town owned vehicle.
 2. A valid driver's license is required if the employee is driving a Town, personal or rental unit on Town business.
 3. Each department shall reserve a general pool vehicle with the Town Clerk's Office at least one business day before needed.
 4. Pool vehicles require that all pertinent information be provided in the vehicle log, including name of user, beginning and ending mileage, total miles traveled, destination, purpose of travel, and fuel level. These forms are picked up from and returned to the Town Clerk's office.
 5. Pool vehicles should be returned with a full fuel level from an out-of-town trip and any problems or incidents with the vehicle shall be reported to the Maintenance Department Manager. The vehicle shall be returned in a clean state (all beverages, paper and trash shall be removed).
 6. General Pool vehicles shall never be returned with less than ½ tank of gas, regardless of the length of the trip. There is no smoking or alcohol allowed in Town vehicles.

Passengers & Drivers - No unauthorized passengers or drivers shall be allowed to either operate or ride in Town vehicles, including the transport of family members.

C. Requirements for using personal vehicle

1. Employee must obtain authorization from the department head prior to use of personal vehicle.
2. A valid Arizona driver's license is required if the employee is driving a Town, personal or rental unit and on Town business.
3. Employees are responsible for ensuring personal vehicles are safe for travel.
4. Employees shall carry liability insurance coverage with a minimum coverage of \$15,000 per person and \$30,000 per accident.
 - a. If a traveler using a privately owned vehicle is involved in an accident and found to be at fault, his/her liability insurance carrier is responsible to the limits of the policy, including any deductibles. If the amount exceeds that coverage, the Town's insurance, at the time, covers the amount over the policy limits if the traveler was acting within the course and scope of their employment.
 - b. If a traveler driving a privately owned vehicle on Town business is involved in an accident, regardless of fault, the Town shall not reimburse for any physical damage to the motor vehicle.
5. Compensation Basis
 - a. Compensation is based on map mileage using official state highway maps or mapping programs. Odometer mileage may be submitted for travel to dining or multiple event locations within reason (e.g.: traveling long distances to eat at a certain restaurant rather than those within close proximity to the event is excessive and shall not be reimbursed).
 - b. Beginning address and ending location address shall be submitted for compensation.
 - c. Compensation is based on using the most direct route.
 - d. Mileage compensation shall be at the lower of the Arizona Department of Administration approved rate or the IRS standard mileage rate. When the Arizona Department of Administration and/or the IRS standard mileage rate adjust, the Town automatically adjusts its mileage rate. The mileage rate includes all travel and maintenance expenses of the vehicle.

VIII. MISCELLANEOUS TRAVEL ISSUES

A. Communication Expense

1. Business communication charges, including faxes and copies, are reimbursable if documented by receipts.
2. Business calls are reimbursable and should be noted as such on the hotel receipt. The number called should be visible. No personal calls shall be reimbursed.

B. Extending Business Trips with Vacation Time

1. With the department head's approval, traveler may extend a business trip using vacation time.
2. The Town covers the lodging, map mileage and per-diem for the period that the traveler is conducting Town business. Additional costs to extend the trip shall be borne by the traveler.

C. Local Transportation, Tolls and Parking

1. Taxi, bus, and streetcar use is classified as local transportation and can be claimed with receipts. Whenever possible, hotel-provided shuttles should be used.
2. Claims for local transportation shall not be allowed where the Town provides for other transportation (Town, personal or rental vehicle) unless it can be documented that local transportation was necessary or reasonable.
3. Bridge and road tolls are reimbursable with receipts.
4. Travelers shall use the free or discounted parking, when available, when traveling on Town business. Valet parking expenses are not reimbursable unless required for direct Town business.
5. Receipts are required for reimbursement of allowable parking fees.

D. Rental Cars

1. If travel necessitates the use of a rental car, Department Head authorization shall be obtained prior to booking the rental car.
2. The rental car shall be a mid-size or smaller vehicle unless a group traveling together requires a larger vehicle or no other vehicle is available.
3. Insurance shall not be purchased from the rental car agency as the Town's insurance policy covers rental cars.

E. Airline Travel

1. Department Head authorization shall be obtained if airline travel is requested.
2. The Town shall only fund coach seating in airline traveling. If the employee wants to upgrade the seating type, the employee shall be responsible for the difference in cost.

UNCLAIMED PROPERTY

PURPOSE: To establish standard policies and procedures for recording and handling unclaimed property.

POLICIES/PROCEDURES

- A. On a monthly basis, review all checks that are still outstanding on all bank reconciliations.
- B. If checks have not cleared after 90 days, the Finance Department will attempt to contact the individual or vendor. Checks held for pickup shall be mailed after 14 days if not picked up.
- C. If the individual/vendor cannot be reached or a mailed check is returned, the Finance Department staff shall void and stop payment on the check
- D. and record the voided check amount in the Unclaimed Property liability account.
- E. If the vendor, or employee, contacts Finance after the check has been voided, the Town will reissue another check and remove the amount from the Unclaimed Property liability account.
- F. On an annual basis (on July 1), the Finance Department shall review all amounts in the Unclaimed Property liability account and identify those that have reached the period when payment must be turned over to the state. The dates used on the "Unclaimed Property Report" are July 1 through June 30. The report is due November 1.
- G. The Finance Department shall send the completed Unclaimed Property Report and payment to the State by the required date.

GENERAL LEDGER POLICIES

SECTION

JOURNAL ENTRIES

PURPOSE: To maintain balanced accounts and to make necessary adjustments to resolve unbalanced accounts.

I. POLICIES/PROCEDURES

- A. A Journal Entry form is completed detailing the adjustments needing to be made. Any supporting schedules or other documentation must be attached if applicable. The employee preparing the journal entry shall sign and date the Journal Entry form.
- B. Journal entries shall be approved by the Finance Director prior to entry into the accounting system.
- C. Approved journal entries are entered into the accounting system monthly. Only the Finance Director shall be able to post entries into the system.

II. AUDIT ADJUSTING JOURNAL ENTRIES

- A. The Finance Director shall review to determine the validity of any audit adjusting journal entry.
- B. Upon consensus, the audit adjusting journal entry is input into accounting system and posted by the Finance Director.

TOWN FUNDS

PURPOSE: To establish policies related to the operation of Town funds.

POLICIES/PROCEDURES

I. CREATING / REMOVING FUNDS

- A. All requests to add or remove funds shall be approved by the Town Council.
- B. New funds generally are requested and approved as part of the annual budget process; however, if the need arises during the year, a request for creation of a new fund must be submitted to the Town Council for approval. Funds shall only be considered for removal during the budgeting process each year.
- C. Once approved, the Finance Director will create the new fund or remove the old fund in the accounting system if applicable.
- D. The Finance Director will notify applicable employee(s) of the uses and non-uses of the new fund or of the disuse of the old fund if applicable.

II. OPERATING TRANSFERS

- A. Operating Transfers are authorized by the Town Council during the annual budget process.
- B. If an unbudgeted operating transfer becomes necessary or if the amount budgeted was insufficient by more than 5%, approval shall be obtained from the Town Council. Budgeted Operating Transfers needing to be increased by less than 5% can be authorized by the Finance Director.
- C. Operating transfers are recorded through a journal entry (refer to the Journal Entries Section).
- D. Operating transfers shall be recorded in a timely manner. Depending upon the nature and purpose, operating transfers shall be recorded at the very least quarterly.

PAYROLL POLICY

SECTION

PAYROLL

PURPOSE: To establish standard policies and procedures for the disbursement of funds to employees of the Town of Camp Verde to ensure that all work performed is authorized and accounted for properly and to maintain payroll files.

POLICIES/PROCEDURES:

I. INITIATION, STATUS CHANGES and PAYROLL WITHHOLDINGS

Original authority for placing an employee on the payroll, authority to execute any change of employee status, or authority to remove an employee from the payroll is recorded on a properly executed and approved Personnel Action Form. Personnel Action Forms shall be signed by duly authorized Town officials including the Town Manager, HR Director, Finance Director. Authority for initial federal and state income tax withholdings and subsequent changes is recorded on a properly executed W-4 form and A-4 form. The original authority for court ordered withholdings shall be a copy of the court order. Deductions from an employees' check shall be supported in writing by the employee.

II. RECORDS

A. Employee Payroll Files

An Employee Payroll File is maintained for each employee in the Finance Office which includes the following information: Personnel File Information Form, W-4, A-4, copies of Personnel Action Forms, copy of Retirement Enrollment Form, payroll deduction forms, court orders, and any miscellaneous payroll information regarding the employee.

B. Employee Personnel Files

The originals of the following forms are kept in the Employee's Personnel File located in the Human Resources Department: Employment Verification Form, I-9, Personnel Action Forms, Application and Evaluations, retirement information, Personnel Manual Acknowledgement forms, Oath of Office, disciplinary information, training certifications, and other personnel related documents.

C. Employee Time Records

Employee time and pay records are maintained electronically within the accounting system.

III. PAY PERIODS

All employees are paid bi-weekly, 26 times per year, on the Wednesday following the end of each pay period. Each bi-weekly pay period shall be defined as from 12:01 a.m. Sunday of one week through 12:00 a.m. Saturday of the following week. Shifts that start on a Saturday and continue through to the following Sunday are deemed as all worked in the previous week's payroll. Holiday Worked hours are only applied for the actual day worked, whether Saturday or Sunday if applicable.

IV. TIME ENTRY & APPROVAL

Time entry is completed electronically through the accounting system. Each employee has their own login name and individually selected password. Employees are responsible for entering their time for each pay period and to notify their supervisor immediately if there is a missed or inaccurate time entry. Once employee time is entered and

submitted, it shall be approved electronically by the authorized supervisor. Exempt employees are not required to enter time on a bi-weekly basis. Salaried employees are not required to enter in time worked into their timecard.

V. VACATION, SICK OR COMP TIME

Any employee requesting time off shall first get approval from their supervisor in advance for the requested time. Time-off requests for all employees (including exempt) are submitted electronically through the time entry system or by email and are then approved or denied by the employee's supervisor electronically as well. If an employee will be gone due to illness, injury or worker's compensation for 3 or more days, the Human Resources Department shall be notified promptly.

VI. CHECK RUN, SIGNING AND DISBURSEMENT

- A. Staff generates, from the computer, the payroll checks and check register.
- B. Manual checks are approved by the Finance Director and then forwarded to the Town Clerk (or Mayor or Vice Mayor if the Clerk is unavailable) for review and signature. The checks are then returned to the Finance office for distribution to employees.
- C. Check stubs and a copy of direct deposit checks along with all other relevant information used for the check run are placed in a folder for each separate pay run. Payroll checks are available for pickup on Wednesday morning. Department heads or their designated employee can pick up checks for their entire department. The employee picking up the checks shall sign the Payroll Check Sign-out Log.

VII. FISCAL YEAR END PROCEDURES

- A. When the final fiscal year end payroll crosses both fiscal years, the expenditures are allocated to each fiscal year based on the number of days in each period.
- B. Required reports are reconciled and filed each quarter and at year-end.

VIII. PAYROLL LIABILITY ACCOUNTS

The payroll liability accounts shall be reconciled by the Finance Department at least quarterly and any necessary adjustments shall be made. The Finance Director reviews these reconciliations.

BUDGET POLICY

SECTION

BUDGET POLICY

PURPOSE: To establish policies and procedures to carefully account for public funds, manage the finances wisely and plan for adequate funding of services that are desired by the public. The following budget policy provides guidance for preparing the Town of Camp Verde's annual budget (all funds) as well as adoption, implementation, and monitoring of the budget.

I. POLICIES

- A. **BUDGET PHILOSOPHY.** The Town of Camp Verde's budget philosophy includes funding the service delivery system using the resources provided through current revenue collection while planning for future needs through capital funding and maintenance.
- B. **BALANCED BUDGET.** Arizona law (Title 42 Arizona Revised Statutes) requires the Town Council to annually adopt a balanced budget. The Town of Camp Verde shall develop a balanced budget by June 30th each year, where projected revenues meet or exceed projected operational expenditures. In the event that projected revenues are not adequate to sustain the service delivery system desired by the Town's citizens, a draw on fund balance may be authorized by the Town Council in accordance with Town Code Section 3-4-5 Fund Balance Policy. In addition, the Town shall not use one-time (non-recurring) revenues to fund continuing (recurring) expenditures.
- C. **CONSERVATIVE PROJECTIONS.** Revenues and Expenditures will be determined through conservative projections. Current revenues will be sufficient to support current operating expenditures allowing the Town to maintain a positive operating position.
- D. **USER FEES.** User Fees will be adjusted as necessary to recover the full cost of services provided, except when the Town Council determines that a subsidy from the General Fund is in the public interest.

E. TOWN FEE SCHEDULE

- a. Annually, the Council approves a fee schedule which accompanies the fiscal year budget. The fee schedule outlines standard maximum fees or payment rates for specific services, goods, or activities provided by or under a Town program.
 - b. Once the fee schedule is set, it cannot be amended without Council approval and the proper noticing processes. However, the Town Manager is authorized to suspend the charging of fees for any particular fee listing within the current operating fiscal year, as deemed appropriate and only if doing so does not negatively impact the fiscal year's budget. Any fee suspension shall not remain active past the end of the current fiscal year.
- F. **DIVISIONS & DEPARTMENTS.** The Town is comprised of eight (8) separate Divisions. Each Division may have multiple Departments incorporated within that Division. These Divisions are recognized within the chart of accounts as follows: General Admin (1XX), Municipal Court (3XX), Public Works (4XX, but not 410), Community Development (5XX), Marshal's Office (6XX), Library (7XX), Parks & Rec (8XX) and Utilities (410, 490 and 495). Wastewater (490) and Water (495) are each Departments within the Utilities Division but are tracked separately within Enterprise Funds. Budget adjustments across Divisions must be approved by Council while budget adjustments between Departments within a single Division may be approved by the Town Manager.

- G. BUDGETARY LEVEL OF CONTROL. The Council's level of budgetary control in the General Fund is at the Division level (see item F above). The budgetary level of control for all other funds is at the Fund level.

II. PROCEDURES

A. BUDGET PROCESS

1. The Town Manager will meet with all Department Directors to discuss their outlook for the coming year and give staff direction as to the financial direction of the New Year's budget.
2. Department Heads will develop the budgets for their departments based on the recommended direction of the Town Manager.
3. Department Heads will enter their completed budget requests into the computer accounting system with appropriate notes for review by the Town Manager and Finance Director. Individual meetings are held with each of the Department Heads to discuss their budget requests and to assure that the Departments' narratives are complete.
4. The preliminary operational budgets are presented to Council Members in a budget work session to give Council an opportunity to understand the direction for the upcoming year and provide feedback to staff on the preliminary budget numbers. The Finance Department, with the Town Manager's direction, makes final adjustments to the operational budgets and completes all other fund budgets, verifying that all information is properly included in the proposed tentative budget document.
5. In June, the Tentative Budget is approved by Council and the budget is advertised in the local newspapers for two consecutive weeks.
6. In July, Public Hearings on the Tentative Budget are held. If no changes have been directed, the Final Budget is adopted and implemented.

B. BUDGET AMENDMENT POLICY

1. Once the tentative budget is adopted, the expenditure limitation amount is set for the fiscal year. The Town Council may not approve additional appropriations above that amount.
2. Throughout the fiscal year, amendments may be made to the adopted budget. All budget amendments across functional departments or various Funds shall be approved by the Town Council. Budget amendments include, but are not limited to: transfers of appropriations between departments, transfers of appropriations from the Contingency to departments and/or funds, and transfers of appropriations between funds.
3. The Town Manager may approve budget reallocations within Departments and Funds as referenced in the DEPARTMENTS & DIVISIONS section above without Council approval.
4. A budget adjustment is requested with the Budget Change/Re-Appropriation Form. The form is submitted to the Finance Director for review.
5. The Finance Director shall submit the completed Budget Change/Re-Appropriation Form to the Town Manager for amendments within a functional budget area or to the Town Council for amendments across functional department areas or Funds.
6. Approved changes to the budget shall be documented, signed and entered by the Finance Director and filed in an annual budget adjustment file.

C. BUDGET MONITORING

1. The Finance Department, along with each Department Head, monitors the budget continuously throughout the fiscal year. The Town focuses on the functional level (total salary expenditures, total operational expenditures, etc.) of tracking rather than focusing on the line item object level. This means that instead of tracking each line item to ensure that it remains within the budget appropriation, the focus is on whether the Department as a whole operates within its total budget appropriation.

2. Revenue projections are monitored monthly and statistically projected throughout the remainder of the fiscal year to determine the need to decrease expenditure appropriations in order to maintain a balanced budget.
3. Financial reports are given to the Town Council and Department Heads quarterly detailing the status of each department and the Town as a whole. Along with these reports, the Finance Department also presents a report to Council detailing the revenue projections through the end of the fiscal year and makes recommendations as needed to decrease appropriated expenditures, as a result of any shortfall in our revenue base, which may materialize.

D. BUDGET CALENDAR

1. By December of each year, the Finance Director shall obtain approval of the budget calendar for the following fiscal year.

E. CAPITAL PLAN

1. The Town will make all capital improvements in accordance with an adopted and funded Capital Plan. The Capital Plan will provide for adequate design, construction, maintenance and replacement of the Town's capital assets over a five-year period.
2. An annually updated 5-year Capital Plan will be brought before Council for approval during the annual budget process.
3. The 5-year Capital Plan should provide adequate detail on all proposed projects and suggested funding sources.
4. The 5-year Capital Plan should be developed with input from Department/Department heads.

F. FUND ACCOUNTING

1. The Town utilizes fund accounting, which is a method of tracking revenues and expenditures based on restrictions being placed on the revenues, requiring that they be used for specific purposes only. Each fund is considered a separate accounting entity. All funds except agency funds are included in the budget document. Agency funds are not required to be included in the budget document as they are monies belonging to separate entities, which the Town holds in trust for them. However, Agency funds may be included within the budget document if the Town has a compelling reason to do so. Agency funds will never be included within the totals of the Town's regular budgeted funds but instead will be reported separately.

G. GOVERNMENTAL FUNDS

1. General Fund - The General Fund is the main operating fund of the Town of Camp Verde; it accounts for the majority of the Departments and departments within the Town.
2. Special Revenue Funds - Special Revenue Funds are separate accounting records used to track revenues (and the related expenditures) that are legally restricted for specific purposes.
3. Debt Service Fund – The Debt Service Fund is used to account for the funding allocations and the payments of general long-term debt principal, interest and related costs.
4. Capital Project Funds - Capital Project Funds are used to track the financial resources to be used for the acquisition or construction of capital assets and for larger 1-time projects that may not ultimately be capitalized.
5. All Governmental Funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Measurable means that the amount of the

transaction can be determined. Available means that the funds are collectible within the current period or soon thereafter to pay liabilities of the current period. Expenditures are recognized when the related liability is incurred.

H. PROPRIETARY FUNDS

1. Enterprise Fund – Enterprise Funds are used to account for business-type activities where a fee is charged to external users for goods or services and use the full accrual basis of accounting for reporting but use the modified accrual basis of accounting for budgeting purposes.

I. FIDUCIARY FUNDS

1. Agency Fund - The Agency Fund is used to account for monies belonging to other agencies that the Town holds in a trustee capacity.
2. Fiduciary Funds - Fiduciary Funds are accounted for using the accrual basis of accounting. This method of accounting recognizes the financial effects of transactions and other events and circumstances that have cash consequences in the periods in which transactions, events, and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

J. BUDGET BASIS

1. The Town maintains its financial records in accordance with Generally Accepted Accounting Principles (GAAP) for government entities. The budgets of General Government Funds are prepared on a modified accrual basis. This includes all fund types managed by the Town of Camp Verde.

DEBT POLICY

SECTION

DEBT POLICY

PURPOSE: To establish policies and procedures to provide for the preservation and eventual enhancement of the Town's bond ratings, the maintenance of adequate debt service reserves, compliance with debt instrument covenants and provisions and required disclosures to investors, underwriters, and rating agencies. These policy guidelines will also be used when evaluating the purpose, necessity, and condition under which debt will be issued. These policies are meant to supplement the legal framework of public debt laws provided by the Arizona Constitution, State Statutes, City Charter, federal tax laws, and the Town's current bond resolutions and covenants.

The Town utilizes long-term debt to finance capital projects with long useful lives. Financing capital projects with debt provides for an "intergenerational equity", as the actual users of the capital asset pay for its cost over time, rather than one group of users paying in advance for the cost of the asset.

I. POLICIES/PROCEDURES

- A. The overall debt management policy of the Town is to ensure that financial resources of Town are adequate in any general economic situation to not preclude the Town's ability to pay its debt when due.
- B. The Town will not use long-term debt to fund annual operations.
- C. The Town does not intend to issue commercial paper (CP) or bond anticipation notes (BANs) for periods longer than two years or for the term of a construction project. If CP or a BAN is issued for a capital project, it will be converted to a long-term bond or redeemed at its maturity.
- D. Whenever the Town finds it necessary to issue revenue bonds, the following guidelines will be adhered to:
 - 1. Revenue Bonds are defined as bonds in which the debt service is payable from the revenue generated from the operation of the project being financed or a category of facilities, from other non-tax sources of the Town, or from other designated taxes such as Highway User's Revenues, excise tax, or special fees or taxes. For any bonds or lease-purchase obligations in which the debt service is paid from revenue generated by the project, that debt service is deemed to be revenue bonds and are excluded from the calculation of the annual debt service limitation.
 - 2. Revenue Bonds of the Town will be analyzed carefully by the Finance Department for fiscal soundness. The issuance of Revenue Bonds will be subject to the most careful review and shall be secured by covenants sufficient to protect the bondholders and the name of the Town.
 - 3. Revenue Bonds should be structured to provide level annual debt service over the life of the issue.
 - 4. Debt Service Reserve Funds should be provided when required by rating agencies, bond insurers, or existing bond covenants.
 - 5. Interest earnings on the reserve fund balances will be used to pay debt service on the bonds unless otherwise committed for other uses or purposes of the project.
 - 6. The term of any revenue bond or lease obligation issue will not exceed the useful life of the capital project, facility or equipment for which the borrowing is intended.
 - 7. The target for the term of Revenue Bonds will typically be between twenty and thirty years. The target for the "average weighted maturities" for Revenue Bonds of the Town (except for those issued through the Arizona Water Infrastructure Finance Authority) will be twelve and one half (12 1/2) years.

- E. Improvement District (ID) and Community Facility District (CFD) Bonds shall be issued only when the formation of the district demonstrates a clear and significant purpose for the Town. It is intended that Improvement District and Community Facility District Bonds will be primarily issued for neighborhoods and business districts desiring improvements to their property such as roads, water lines, sewer lines, streetlights, and drainage. The District must provide a specific benefit to the property owner(s). The Town will review each project through active involvement of Town staff and/or selected consultants to prepare projections, review pro-forma information and business plans, perform engineering studies, and analyze minimum debt coverage and value to debt ratios, and other analyses necessary to consider the proposal against specific criteria. Both ID and CFD Bonds will be utilized only when it is expected that they will be outstanding for their full term.
- F. Refunding Bonds will be measured against a standard of the net present value debt service savings exceeding 5% of the debt service amount of the bonds being refunded, or if savings exceed \$750,000, or for the purpose of modifying restrictive covenants or to modify the existing debt structure to the benefit of the Town.
- G. The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness.
- H. The Town shall comply with all requirements of Title 15.1 Arizona Revised Statutes and other legal requirements regarding the issuance of bonds and certificates of the Town or its debt issuing authority.
- I. The Town will maintain regular contact with rating agencies through meetings and visits on and off-site. The Town will secure ratings on all bonds issued if economically feasible.

II. SHORT-TERM DEBT

- A. The Town may use short-term debt to cover temporary or emergency cash flow shortages. All short-term borrowing will be subject to Council approval by ordinance or resolution.
- B. The Town may issue inter-fund loans, rather than outside debt instruments to meet short-term cash flow needs. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operations.

III. LONG-TERM DEBT

- A. The Town will confine long-term borrowing to capital improvements that cannot be funded from current revenues.
- B. Where possible, the Town will use special assessment revenue or other self-supporting bonds instead of general obligation bonds.
- C. Long-term borrowing shall be subject to Council approval by ordinance or resolution.

IV. LEASES

- A. When the acquisition of capital equipment may put a strain on current operations, lease arrangements may be utilized to finance the purchase of the equipment. These types of leases should be for 5 years or less and should be approved within the 5-year Capital Plan unless arising from an emergency situation.
- B. Leases of more than \$50,000 shall be brought to Council for approval.
- C. The Town Manager and/or the Finance Director shall have authority to approve and sign any and all lease documents once the purchase is approved by Council.

INVESTMENT POLICIES

SECTION

INVESTMENT POLICIES

PURPOSE: To establish policies and procedures to create a guide for the investment of Town funds. The Town also desires to take advantage of resources not available to the Town through the Local Government Investment Pool.

Therefore, it is the investment policy of the Town and its designee, the Finance Director, to maintain the safety of principal, maintain liquidity to meet cash flow needs and provide competitive investment returns as identified below. The Finance Director will strive to invest with the judgment and care that prudent individuals would exercise in their own affairs.

I. POLICIES/PROCEDURES

A. GOVERNING AUTHORITY

1. The investment program of the Town shall be operated in conformance with Federal, State and other legal requirements, primarily outlined in A.R.S. §35–323.

B. SCOPE

1. The Town will consolidate cash and reserve balances from all funds in order to maximize investment earnings and to increase efficiencies with regard to investment management pricing, safekeeping costs and administration costs, except for cash in certain restricted and/or special funds, which are exempted from this policy.
2. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
3. The Finance Director will follow A.R.S. §35–323 and other investment guidelines mandated by statute. Investments that need to restrict yield for purposes of the Internal Revenue Service's Arbitrage Bond Regulations (Treasury Regulation Section 1.148-1 *et seq.*) will be deposited into a separate account and invested in a manner that meets arbitrage guidelines permitted by the IRS.

C. INVESTMENT POLICY OBJECTIVES

1. The primary investment objectives of the Town in order of priority are:
 - a. Safety
 - b. Liquidity
 - c. Optimal yield
 - d. Collateralization
2. These objectives are defined below:
 - a. Safety - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to prudently mitigate credit risk and interest rate risk. It is understood by the Town that no investment is completely free of risk.
 - 1) Credit Risk - The Town will seek to mitigate credit risk, which is defined as the risk of loss due to the failure of the security issuer or backer. Mitigating credit risk is to be accomplished by:
 - a) Limiting investments in the portfolio to the asset classes designated as acceptable in A.R.S. §35-323;
 - b) Diversifying the investment portfolio so that the impact of potential losses from any one individual issuer held in the portfolio will be limited. Specific diversification parameters will be noted in Section VIII. Portfolio Criteria;
 - c) Utilizing external research and advice regarding the current global economic condition and its impact on the outlook for domestic corporate credit quality.

- 2) Interest Rate Risk - The Town will seek to mitigate interest rate risk, which is defined as the risk that the market value of securities held in the portfolio will decline due to increases in market interest rates subsequent to their purchase. This mitigation will be accomplished by:
 - a) Structuring the investment portfolio so that securities mature concurrent with the anticipated cash requirements for ongoing operations, thereby avoiding, as much as possible, the need to sell securities in an adverse market environment prior to maturity;
 - b) Investing funds primarily in shorter-term securities or similar investment pools and limiting the average maturity of the portfolio in accordance with the needs of the Town;
 - c) Utilizing external research and advice regarding the current interest rate outlook and global economic condition to optimize portfolio duration strategy.
- b. Liquidity - The investment portfolio shall remain sufficiently liquid to meet anticipated cash flow requirements. This is to be accomplished by structuring the portfolio so that securities mature concurrent with anticipated cash flow needs (static liquidity). Furthermore, because all possible cash demands cannot be anticipated, the portfolio should consist of securities for which there exist active secondary markets (dynamic liquidity). Alternately, a portion of the portfolio may be placed in money market mutual funds or the Local Government Investment Pool, which offers same-day liquidity for short-term funds.
- c. Optimal Yield - Return on investment is of lesser importance compared to the safety and liquidity objectives described above. The investment portfolio shall be designed to optimize the yield the Town obtains from the portfolio taking into account the criteria of the investment policy, the dynamic liquidity needs of the Town and the current interest rate outlook/economic condition.
- d. Collateralization – Securities will be registered in the name of the Town of Camp Verde.

D. INVESTMENT MANAGEMENT AUTHORITY

1. Authority to manage internally or to delegate the management of the investment program of the Town to an external manager is granted to the Finance Director. If authority to manage all or a part of the investment program of the Town is delegated to an external manager, the Finance Director is responsible for:
 - a. Periodic investment portfolio reporting;
 - b. Evaluating the performance of the externally managed portfolio;
 - c. Monitoring manager compliance with the investment policy;
 - d. Conveying the investment needs of the Town to the external manager;
 - e. Developing investment strategy with the external manager.

E. BROKERS/DEALERS

1. When the Town is investing directly with Brokers/Dealers, investment transactions shall only be conducted with financial institutions that are licensed, as may be required by law, to do business in Arizona. Primary government securities dealers or broker-dealers, engaged in the business of selling government securities, shall be registered in compliance with section 15 or 15C of the Securities Exchange Act of 1934 and registered pursuant to A.R.S. §44-3101, as amended. In addition, investment transactions shall be conducted only with those direct issuers who meet both credit and capital requirements established by the Finance Director. It shall be the responsibility of the broker-dealer to provide the following:
 - a. Audited, most recent annual financial statements within six months of the close of the fiscal year;
 - b. Unaudited, most recent quarterly financial statements;
 - c. Proof of National Association of Security Dealers certification;
 - d. Proof of Arizona registration (as needed);
 - e. A signed letter acknowledging that they have read and agree to abide by the investment policy.

F. PORTFOLIO CRITERIA

1. Acceptable Asset Classes
As of April 16, 2007, A.R.S. §35-323A defines the acceptable asset classes available for the Town to invest in as follows:
 - a. Certificates of deposit in eligible depositories.

- b. Certificates of deposit in one or more federally insured banks or savings and loan associations in accordance with the procedures prescribed in Section 35-323.01.
- c. Interest-bearing savings accounts in banks and savings and loan institutions doing business in this state whose accounts are insured by federal deposit insurance for their industry, but only if deposits in excess of the insured amount are secured by the eligible depository to the same extent and in the same manner as required under this article.
- d. Repurchase agreements with a maximum maturity of one hundred eighty days.
- e. The pooled investment funds established by the state treasurer pursuant to § 35-326.
- f. Obligations issued or guaranteed by the United States or any of the senior debt of its agencies, sponsored agencies, corporations, sponsored corporations or instrumentalities.
- g. Bonds or other evidences of indebtedness of this state or any of its counties, incorporated cities or towns or school districts.
- h. Bonds, notes or evidences of indebtedness of any county, municipal district, municipal utility or special taxing district within this state that are payable from revenues, earnings or a special tax specifically pledged for the payment of the principal and interest on the obligations, and for the payment of which a lawful sinking fund or reserve fund has been established and is being maintained, but only if no default in payment on principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if such obligations were issued less than five years before the date of investment, no default in payment of principal or interest has occurred on the obligations to be purchased nor any other obligations of the issuer within five years of the investment.
- i. Bonds, notes or evidences of indebtedness issued by any county improvement district or municipal improvement district in this state to finance local improvements authorized by law, if the principal and interest of the obligations are payable from assessments on real property within the improvement district. An investment shall not be made if:
 - 1) The face value of all such obligations, and similar obligations outstanding, exceeds fifty per cent of the market value of the real property, and if improvements on which the bonds or the assessments for the payment of principal and interest on the bonds are liens inferior only to the liens for general ad valorem taxes.
 - 2) A default in payment of principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if the obligations were issued less than five years before the date of investment, a default in the payment of principal or interest has occurred on the obligations to be purchased or on any other obligation of the issuer within five years of the investment.
- j. Commercial paper of prime quality that is rated "P1" by Moody's Investor Service or rated "A1" or better by Standard and Poor's rating service or their successors. All commercial paper shall be issued by corporations organized and doing business in the United States.
- k. Bonds, debentures and notes that are issued by corporations organized and doing business in the United States and that are rated "A" or better by Moody's Investor Service or Standard and Poor's rating service or their successors.
- l. All other investments are thereby prohibited from consideration for investment. Furthermore, the Town may desire to be more conservative in its investment portfolio and restrict or prohibit certain of the investments listed above.

G. BENCHMARK

- 1. The performance of an actively managed portfolio on behalf of the Town will be expected to at least match the performance of the Local Government Investment Pool during any one-year period.

2. Occasionally, based on the liquidity needs and the portfolio strategy of the Town it may be reasonable and desirable to measure portfolio performance against a total return benchmark. The Finance Director shall define such a benchmark after consultation with professionals in the field of financial management and the Town Council.

H. MATURITY PARAMETERS

Funds Maximum Maturity:	5 Years
Maximum Maturity for Repurchase Agreements:	180 Days
Portfolio Duration Target:	To be defined by the Finance Director in consultation with the Town Council.
Portfolio Duration Range:	+ / – 20% of the Portfolio Duration Target

I. CONCENTRATION AND DIVERSIFICATION

1. At the time of purchase a maximum of 5% of the market value of the portfolio may be invested in debt issued by any single entity. Debt backed by the United States Treasury or GSE's are exempt from this concentration criterion.

J. MINIMUM ACCEPTABLE CREDIT QUALITY

1. As indicated in the table below, all corporate portfolio holdings at the time of purchase shall have a minimum rating (*) by at least one of the Nationally Recognized Statistical Rating Organizations (NRSRO's).

	S & P	Moody's
Short Term Rating	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating * (see exhibit 1)	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating * (see exhibit 1)
Long Term Rating	One grade higher than the Town of Camp Verde current G.O. Bond Rating *	One grade higher than the Town of Camp Verde current G.O. Bond Rating *

*In no case shall the rating be lower than that required by A.R.S. §35-323, as amended.

K. SAFEKEEPING AND CUSTODY

1. Delivery vs. Payment - All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.
2. Safekeeping - Securities will be held by a custodian selected by the Town and evidenced by custodial reports. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

L. REPORTING

1. The Finance Director shall produce for the governing body of the Town or their designee a quarterly investment report.

M. CUSTODIAN RECONCILIATION

1. The report of investment holdings shall be reconciled within 30 days of the close of each month to the Finance Director's custodian bank. Discrepancies shall be reported to the Finance Director.

N. ETHICS AND CONFLICTS OF INTEREST

1. Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose, within ten (10) days, any material interests in financial institutions with which they conduct business. They shall

further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the Town.

O. POLICY CONSIDERATIONS

1. Exemption – Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy. Any deviation from the preceding policy shall require the prior specific written authority of the Town Council.

MISCELLANEOUS POLICIES

SECTION

FRAUD POLICY

PURPOSE: To establish policies and procedures to maintain an ethical environment is a top priority for the Town of Camp Verde. The Town's Fraud Policy formalizes the expectations of personal honesty and integrity required of Town officials and employees. The Town of Camp Verde is committed to protecting its revenue, property, information, and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries, or its own employees, to gain by deceit, financial or other benefits. This policy prohibits fraud or misuse of the Town of Camp Verde's assets and sets forth specific guidelines and responsibilities regarding appropriate actions that shall be followed for the investigation of fraud and other similar irregularities.

POLICIES/PROCEDURES

- A. The Town of Camp Verde recognizes the importance of protecting the organization, its taxpayers, its employees, and its assets against financial risks, operational breaches and unethical activities. Therefore, the management shall clearly communicate the fraud prevention policy to both internal and external customers, vendors and employees.
- B. The impact of misconduct and dishonesty may include:
 - 1. The actual financial loss incurred
 - 2. Damage to the reputation of the Town and our employees
 - 3. Negative publicity
 - 4. The cost of investigation
 - 5. Loss of employees
 - 6. Loss of public confidence
 - 7. Damaged relationships with our contractors and suppliers
 - 8. Litigation
 - 9. Damaged employee morale
- C. The Town of Camp Verde's goal is to establish and maintain an environment of fairness, ethics and honesty for our employees, our citizens, our suppliers and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee and manager every day.
- D. The Town of Camp Verde is committed to the deterrence, detection and correction of misconduct and dishonesty. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.
- E. **Definitions** - As used in this policy, the terms listed below shall have the following definitions:
 - 1) **Assets** – the entire property of the Town of Camp Verde. Assets include, but are not limited to, all Town vehicles, building properties, office equipment, software, cash receivables, wages and benefits, equipment, and tools.
 - 2) **Corruption** – the offering, giving, soliciting or accepting of an inducement or reward that may improperly influence the action of a person or entity.
 - 3) **Embezzlement** – any loss resulting from the misappropriation of the Town of Camp Verde's assets.
 - 4) **Employee(s)** – all Town of Camp Verde employees, independent contractors, consultants, temporary workers, and volunteers.

- 5) Fraud – the intentional deception, misappropriation of resources, or the manipulation of data to the advantage or disadvantage of a person or entity.
- 6) Loss – the Town of Camp Verde losing possession or control of any type of asset through fraudulent activities.
- 7) Misappropriate – to take or make use of any item without authority or right.
- 8) Misapplication – illegal or improper use of lawfully held funds or property.

F. Zero Tolerance Policy - The Town of Camp Verde has adopted a zero tolerance policy regarding fraud. No employee of the Town shall remove any Town of Camp Verde asset from the property, misuse any Town asset for one's personal gain, or willfully misappropriate any Town of Camp Verde asset. Any evidence supporting fraud, theft, or embezzlement of the Town of Camp Verde's assets and equipment may be subject to the following actions including, but not limited to: suspension, termination, restitution, and criminal charges. Any Town of Camp Verde employee who is aware of fraud being committed against the Town of Camp Verde by anyone shall report such activity to the Town Manager or the Ethics Hotline (aka Whistle-Blower Hotline).

G. Prohibited Acts

1. Fraud is defined as an intentional deception, misappropriation of resources, or the manipulation of data to the advantage or disadvantage of a person or entity. Some examples of fraud include:
 - a. Falsification of expenses and invoices.
 - b. Authorizing or receiving compensation for goods not received or services not performed.
 - c. Theft of cash or any assets.
 - d. Forgery, unauthorized alteration or falsification of records.
 - e. Improprieties in the handling or reporting of money transactions.
 - f. Knowingly providing false information on job applications.
 - g. Authorizing or receiving compensation for hours not worked.
 - h. Embezzlement, bribery or conspiracy.
 - i. Misappropriation, misapplication, destruction, removal, or concealment of Town of Camp Verde property.
 - j. Misrepresentation of fact.
 - k. Computer-related activity involving unauthorized alteration, destruction, forgery, or manipulation of data or misappropriation of Town-owned software.
 - l. Any apparent violation of Federal, State, or Local laws related to dishonest activities or fraud.

H. Deterring Fraud and Corruption

1. The Town has established internal controls and policies and procedures in an effort to deter, prevent, and detect fraud and corruption. All new full time employees are subject to background investigations including a criminal background check(s). All temporary, part-time, and seasonal employees may be subject to a criminal background check based on position and possible duration or employment. The Town may also verify all applicants' employment history, education and personal references prior to making an offer of employment.
2. All vendors, contractors, and suppliers shall be in good standing and be authorized to transact business in the Town of Camp Verde. Vendors, contractors, and suppliers may be subject to screening, including verification of the individual or company's status as a debarred party.
3. When necessary, contractual agreements with the Town may contain a provision prohibiting fraudulent or corruptive acts and will include information about reporting fraud and corruption.
4. New employees will receive this policy as part of their training at orientation. Employees will be required to sign an acknowledgement verifying that they received a copy of the fraud policy and attended the awareness training.

5. Each department is responsible for instituting and maintaining a system of internal control to provide reasonable assurance for the prevention and detection of fraud, misappropriations, and other irregularities. Management should be familiar with the types of improprieties that might occur within their area of responsibility and be alert for any indications of such conduct.

I. Reporting of Fraud or Corruption

1. Allegations and concerns about fraudulent or corrupt activity may come from various sources including employees, vendors, members of the public, results of internal and external audit reviews, or from any other interested parties.
2. All employees and officers have a duty to report concerns they have or information provided to them about the possible fraudulent or corrupt activity of any officer, employee, vendor, or any other party with any association with the Town. Any person who has a reasonable basis for believing fraudulent or corrupt acts have occurred has a responsibility to report the suspected act immediately.
3. Employees will be granted whistle-blower protection when acting in accordance with this policy. When informed of a suspected impropriety, neither the Town nor any person acting on behalf of the Town shall:
 - a. Dismiss or threaten to dismiss the employee,
 - b. Discipline, suspend, or threaten to discipline or suspend the employee,
 - c. Impose any penalty upon the employee, or
 - d. Intimidate or coerce the employee.Violations of the whistle-blower protection will result in discipline up to and including termination.
4. Concerns should be reported to any of the following:
 - a. Town Manager
 - b. Town Council
 - c. Human Resources Director
 - d. The employee's immediate supervisor
 - e. Anonymous Ethics Hotline (aka Whistle-Blower Hotline)

5. Reporting Procedures

a. Mayor and Town Council Responsibilities

- 1) If the Mayor or a Town Council Member has reason to suspect that a fraud has occurred, he or she shall immediately contact the Town Manager (or contact the Town Attorney or Human Resources Director if the Town Manager is involved).
- 2) The Mayor or Town Council Member shall not attempt to investigate the suspected fraud or discuss the matter with anyone other than the Town Manager (or Town Attorney or Human Resources Director if the Town Manager is involved).
- 3) The alleged fraud or audit investigation shall not be discussed with the media by any person other than through the Town Manager in consultation with the Town Attorney and the Human Resources Director.

b. Management Responsibilities

- 1) Management is responsible for being alert to, and reporting, fraudulent or related dishonest activities in their areas of responsibility.
- 2) Each manager should be familiar with the types of improprieties that might occur in his or her area and be alert for any indication that improper activity, misappropriation, or dishonest activity is, or was, in existence in his or her area.
- 3) When an improper activity is detected or suspected, management should determine whether an error or mistake has occurred or if there may be dishonest or fraudulent activity.
- 4) If management determines a suspected activity may involve fraud or related dishonest activity, they shall contact their immediate supervisor (or contact the Town Manager or Human Resources Director if the supervisor is involved).
- 5) Department Heads shall inform the Town Manager (or contact the Town Attorney or Human Resources Director if the Town Manager is involved).

- 6) Management should not attempt to conduct individual investigations, interviews, or interrogations. However, management is responsible for taking appropriate corrective actions to ensure adequate controls exist to prevent reoccurrence of improper actions.
 - 7) Management should support the Town's responsibilities and cooperate fully with the Human Resources Department, other involved departments, and law enforcement agencies in the detection, reporting, and investigation of criminal acts, including the prosecution of offenders.
 - 8) Management shall give full and unrestricted access to all necessary records and personnel. All Town furniture and contents, including desks and computers, are open to inspection at any time. There is no assumption of privacy.
 - 9) In dealing with suspected dishonest or fraudulent activities, great care shall be taken. Therefore, management should avoid the following:
 - a) Incorrect accusations.
 - b) Alerting suspected individuals that an investigation is underway.
 - c) Treating employees unfairly.
 - d) Making statements that could lead to claims of false accusations or other offenses.
 - 10) In handling dishonest or fraudulent activities, management has the responsibility to:
 - a) Make no contact (unless requested) with the suspected individual to determine facts or demand restitution. Under no circumstances should there be any reference to "what you did", "the crime", "the fraud", "the misappropriation", etc.
 - b) Avoid discussing the case, facts, suspicions, or allegations with anyone outside the Town, unless specifically directed to do so by the Town Attorney.
 - c) Avoid discussing the case with anyone inside the Town other than employees who have a need to know such as the Town Manager, Human Resources Director, Town Attorney, or law enforcement personnel.
 - d) Direct all inquiries from the suspected individual, or his or her representative, to the Town Manager or Town Attorney. All inquiries by an attorney of the suspected individual should be directed to the Town Attorney. All inquiries from the media should be directed to the Town Manager.
 - e) Take appropriate corrective and disciplinary action, up to and including dismissal, after consulting with the Human Resources Director, in conformance with the Town's Personnel Policies and Procedures or the appropriate bargaining document.
- c. Employee Responsibilities
- 1) A suspected fraudulent incident or practice observed by, or made known to, an employee shall be reported to the employee's supervisor for reporting to the proper management official.
 - 2) When the employee believes the supervisor may be involved in the inappropriate activity, the employee shall make the report directly to the next higher level of management and/or the Town Manager (or contact the Town Attorney or Human Resources Director if the next higher level of management and/or the Town Manager is involved).
 - 3) The reporting employees shall refrain from further investigation of the incident, confrontation with the alleged violator, or further discussion of the incident with anyone, unless requested by the Town Manager, Human Resources Director, Town Attorney, or law enforcement personnel.
- d. Human Resources Department Responsibilities
- 1) Upon assignment by the Town Manager, the Human Resources Director shall promptly investigate the fraud.
 - 2) In all circumstances where there appears to be reasonable grounds for suspecting that a fraud has taken place, the Human Resources Director, in consultation with the Town Attorney, shall contact the Marshal's Department.
 - 3) The Human Resources Director shall be available and receptive to receiving relevant, confidential information to the extent allowed by law.
 - 4) If evidence is uncovered showing possible dishonest or fraudulent activities, the Human Resources Director shall proceed as follows:
 - a) Discuss the findings with the appropriate management/supervisor and the department director.

- b) Advise management, if the case involves staff members, to meet with the Human Resources Director (or his/her designated representative) to determine if disciplinary actions should be taken. Any disciplinary action taken will be in accordance with the Town Personnel Rules and any applicable Memorandums of Understanding.
 - c) Report to the External Auditor such activities in order to assess the effort of the illegal activity on the Town's financial statements.
 - d) Coordinate with the Town's risk insurer regarding notifications to insurers and filing of insurance claims.
 - e) Take immediate action, in consultation with the Town Attorney, to prevent the theft, alteration, or destruction of evidentiary records. Such action shall include, but is not limited to:
 - i. Removing the records and placing them in a secure location, or limiting access to the location where the records currently exist.
 - ii. Preventing the individual suspected of committing the fraud from having access to the records.
- 5) In consultation with the Town Attorney and the Marshal's Department, the Human Resources Department may disclose particulars of the investigation with potential witnesses if such disclosure would further the investigation.
- 6) If the Human Resources Department is contacted by the media regarding an alleged fraud or audit investigation, the Human Resources Department will consult with the Town Manager and the Town Attorney, as appropriate, before responding to a media request for information or interview.
- 7) At the conclusion of the investigation, the Human Resources Department will document the results in a confidential memorandum report to the Town Manager and the Town Attorney. If the report concludes that the allegations are founded, the report will be forwarded to the Marshal's Department for subsequent transfer to the County Attorney for disposition.
- 8) Unless exceptional circumstances exist, a person under investigation for fraud is to be given notice in writing of essential particulars of the allegations following the conclusion of the audit. Where notice is given, the person against whom allegations are being made may submit a written explanation to the Human Resources Department no later than seven calendar days after notice is received.
- 9) The Human Resources Department will be required to make recommendations to the appropriate department for assistance in the prevention of future similar occurrences.
- 10) Upon completion of the investigation, including all legal and personnel actions, all records, documents, and other evidentiary material, obtained from the department under investigation will be returned by the Human Resources Department to that department.
- 6. False Allegations
 - a. False allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.
- 7. Corrective Action and Discipline
 - a. Final determination regarding action against an employee, vendor, recipient or other person found to have committed fraud or corruption will be made by the Town Manager (or Town Council if the Town Manager is involved).
 - b. Offenders at all levels of the Town will be treated equally regardless of their position or years of service with the Town. Determinations will be made based on a finding of facts in each case, actual or potential damage to the Town, cooperation by the offender and legal requirements.
 - c. Appropriate and timely action will be taken against those proven to have committed fraudulent acts. These remedial actions may include, but are not limited to:
 - 1) Disciplinary action (up to and including immediate termination of employment).
 - 2) Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
 - 3) Forwarding information to the appropriate authorities for criminal prosecution.
 - 4) Institution of civil action to recover losses.

- 5) Where the Town of Camp Verde elects to take corrective or disciplinary action, it will proceed under the procedures in place under policy or under any collective bargaining agreement for the respective employment classification.
 - 6) The Town of Camp Verde may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.
8. Confidentiality
- a. All investigations will be conducted in confidence insofar as reasonably possible. The names or names of those communicating information about a fraudulent act or the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunction with the investigation or legal action.
9. Questions or Clarifications Related To This Policy
- a. All questions or other clarifications of this policy and its related responsibilities should be addressed to the Town Manager, who shall be responsible for the administration, revision, interpretation, and application of this policy.

CELL PHONE POLICY

PURPOSE: The purpose of this policy is to provide guidance and procedures governing the use of Town owned cellular telephones. This administrative guideline will also help ensure consistency among Town departments using cellular phones.

I. POLICIES

- A. The Town of Camp Verde issues cellular phones to officials and employees who work in areas or on assignments where standard telephones or other forms of electronic communications equipment are not readily available and where such use will benefit the Town and its citizens.
- B. Cellular phones are intended for special applications such as safety purposes or to assist in the completion of an assigned task or official responsibility. They are not intended for personal convenience.

II. UNAUTHORIZED USES OF A TOWN OWNED CELLULAR TELEPHONE

- A. Any call which could suitably be made from a standard Town telephone or other electronic communications.
- B. Any call made in relation to an official's or employee's personal affairs or personal business enterprise.
- C. Any call for the purpose of entertainment, such as 900 numbers, movie links, etc.
- D. Any usage while driving or operating machinery.

III. PROCEDURES

- A. All requests for cellular telephones require completion of Request for Cellular Telephone Form, approved in advance by the department head and the Town Manager, and then forwarded to the Finance Department.
- B. The user of the cellular telephone shall be required to complete the Cellular Telephone User Agreement prior to being issued a cellular telephone.
- C. The Finance Department shall maintain a listing of all Town issued cell phones.
- D. All cellular telephone bills shall be sent to the Finance Department and not to a home or business address.

IV. POLICY VIOLATIONS

- A. Failure to follow this policy may result in loss of cellular phone privileges and, for employees may result in disciplinary action, including termination of employment.

V. TERMINATED EMPLOYEES

- A. Any employee issued a Town owned cellular telephone shall return it no later than the last day of employment. The employee shall be required to sign the Request for Cellular Telephone Form to indicate the phone was returned.
- B. Any employee not returning Town owned cellular telephone as of their last day of employment shall be billed for the cost of the phone and any minutes used subsequent to termination.

UNIFORM ALLOWANCE POLICY

PURPOSE: The purpose of this policy is to provide guidance and procedures governing uniform related purchases.

I. POLICIES

- A. The Town has determined that there are certain employee positions and Departments that would benefit from Town provided uniforms or may be required to wear a uniform adhering to specific guidelines.
- B. Required uniforms for Marshal's Office employees shall be covered by the Marshal's Office Uniform policy.
- C. Uniforms provided specifically for identification of Town employees shall be of de minimis value and purchased through the Department's operational budget. Uniforms of this type need to document the benefit provided to the Town for the provided uniform.
- D. A uniform allowance for safety-related issues shall be made in Departments and departments where the normal course of business may put the employee in situations where normal clothing would be inappropriate or cost prohibitive.
 - 1. An annual safety "boot" allowance shall be made for the following positions that are regularly required to in hazardous locations in the field:
 - a. Maintenance Department - \$160 annually
 - i. Includes: Building & Grounds Maintenance, Foreman and Janitor positions.
 - b. Streets Department - \$160 annually
 - i. Includes: Supervisor, Foreman, Equipment Operator and Streets Worker positions.
 - c. Community Development Department - \$100 annually
 - i. Includes: Chief Building Official, Inspector positions and Code Enforcement positions.
 - d. Community Development Department - \$900 annually
 - i. Includes: Animal Control Officer
 - e. Wastewater & Water Departments - \$160 annually
 - i. Includes: Manager, Foreman and Operator positions

II. PROCEDURES

- A. Employees who are approved for a boot allowance may purchase the approved footwear themselves and submit the detailed receipt for reimbursement. Purchases for an employee boot allowance may be made with Town funds directly, however, any amount over the maximum allowance listed above shall be paid for by the employee or reimbursed to the Town within 14 days.
- B. The Animal Control Officer uniform allowance shall be paid in July or August of each fiscal year through the normal payroll process.



Meeting Date: September 24, 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 Miranda Fisher and Town Attorney Trish Stuhan

Agenda Title: Discussion, consideration, and possible direction regarding House Bill 2447, a new state law requiring municipalities to allow administrative approvals of development applications and offering an optional self-certification program.

Attached Documents:

- Summaries of HB2447
- August 28, 2025 P&Z Meeting Video:

Estimated Presentation Time: 15 minutes

Estimated Discussion Time: 20 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 24th Council meeting, Council will review the legal and procedural implications of HB 2447 for the Town of Camp Verde. While the Planning & Zoning Commission expressed concern about certain approvals moving to an administrative process at their meeting on August 28, 2025, they supported the recommendations presented by staff and the Town Attorney.

What is HB2447?

During the 2025 legislative session, the Arizona Legislature adopted HB 2447 (sponsored by Representative Carbone). The bill was signed into law and requires municipalities to make the following changes by ordinance:

- Authorize administrative personnel to review and approve site plans, development plans, land divisions, lot line adjustments, lot ties, preliminary plats, final plats, and plat amendments without a public hearing.
- Allow at-risk submittals for certain on-site preliminary grading and drainage work or infrastructure.
- Provide applicants with a history of compliance with building codes and regulations eligibility for expedited permit review.



Town Council Agenda Information Memorandum

- Authorize administrative personnel to review and approve design review plans based on objective standards without a public hearing.

In addition, HB 2447 permits municipalities, notwithstanding any other law, to adopt by ordinance a self-certification program allowing registered architects and professional engineers to certify and assume responsibility for compliance with applicable ordinances and construction standards for qualified projects.

HB 2447 has a general effective date of December 31, 2025, and its provisions will be codified in A.R.S. § 9-500.49.

For reference, the full text of HB 2447 can be accessed [Chapter 0031 - 571R - H Ver of HB2447](#)

Staff Recommendations:

Staff and the Town Attorney recommend the following approach to implement HB 2447 locally:

- Do not adopt a self-certification program. Staff does not support shifting responsibility for compliance away from municipal review.
- Ensure transparency through public notification by publishing notices on the Town's website and in the local newspaper when applications are submitted, allowing the public to ask questions and engage directly with Community Development staff.
- Maintain regular oversight by Council and Commission through quarterly reports summarizing all administrative approvals issued in the prior quarter.

Next Steps:

Following the discussion before Council, Town staff will work with the Town Attorney to draft an ordinance incorporating the necessary and desired changes. The ordinance will be reviewed by Planning & Zoning Commission and presented to Council for adoption prior to the December 31, 2025 effective date.

Question(s) before the Commission:

- Does the Council have any questions about HB 2447?
- Does the Council support the recommendations by Town staff?

ARIZONA HOUSE OF REPRESENTATIVES

Fifty-seventh Legislature

First Regular Session

Signed by the Governor

HB 2447: self-certification program; administrative review

Sponsor: Representative Carbone, LD 25

Committee on Commerce

Overview

Requires, rather than allows, a municipality to authorize administrative personnel to perform specified duties.

History

Current statute requires each municipality's planning agency and governing body to prepare and adopt, in coordination with the Arizona State Land Department, a comprehensive, long-range general plan for the development of the municipality. The general plan must include a statement of community goals and development policies, including maps and plan proposals ([A.R.S. § 9-461.05](#)).

A municipality's legislative body must regulate the subdivision of all lands within its corporate limits and exercise its authority by ordinance to prescribe: 1) procedures to be followed in the preparation, submission, review and approval or rejection of all final plats; 2) standards governing the design of subdivision plats; and 3) minimum requirements and standards for installation of subdivision streets, sewer and water utilities and improvements as a condition of final plat approval ([A.R.S. § 9-463.01](#)).

Provisions

1. Requires, rather than allows, the legislative body of a city or town to authorize administrative personnel to review and approve without a public hearing:
 - a) site and development plans, land divisions, lot lines and ties and preliminary and final plats; and
 - b) design review plans based on objective standards. (Sec. 1)
2. Maintains the ability of the legislative body of a city or town to adopt a self-certification program allowing registered architects and professional engineers to certify and be responsible for compliance with all applicable ordinances and construction standards for projects that the ordinance identifies as being qualified for self-certification. (Sec. 1)
3. Provides a definition for *license*. (Sec. 1)
4. Contains a delayed effective date of January 1, 2026 (Sec. 2)

Will this zoning bill have a strong impact on local development process? Rose Law Group land use attorney Sam DeMoss breaks it down

By Samantha DeMoss, Madelaine Braggs | Rose Law Group Reporter

Signed by Governor Hobbs on March 31 of 2025, House Bill 2447 (HB2447) requires the legislative bodies of Arizona cities and towns to authorize administrative personnel to review design review, lot splits, and site planning without a public hearing. The motivations of the bill came from a place of desiring faster processes for those development reviews outside of zoning, but issues with the bill lie in what it does not contemplate rather than what it includes.

HB 2447 is to go in effect on January 1st of 2026.

Rose Law Group land use attorney Samantha DeMoss says, “I could see from an outsider’s perspective how the elimination of a public hearing would make these processes more efficient. However, that viewpoint does not consider the legal complexities of the differences in administrative decisions and legislative decisions. Administrative and legislative decisions have vastly different boundaries from both a constitutional purpose standpoint and a judicial precedent perspective.”

DeMoss explains while not all municipalities could feel a large impact from HB2447, for some it will likely result in cities increasing review depth at the zoning level of these processes, which is still legislative, forcing developers to make more detailed decisions on elements such as design and site planning long in advance of the construction is in process.

Guidance Not Included in the Bill

- Which administrative personnel are to process each review type. For example, hearings for design review tend to be guided by a council-appointed panel of architectural experts, and this will now have to be reviewed by internal staff, likely specializing in urban planning or civil engineering, but not architecture.
- How municipalities are to decommission existing commissions on these topics and respond to projects already submitted in these processes.
- How to handle the extent of overhaul this will require of existing ordinances. For cities that were requiring public hearing for any of these processes, the entirety of their development ordinances will need to be written. Additionally, ordinances will need to give a much greater amount of guidance to administrative reviewers if the review is to be objective.
- How much discretion a reviewer has. HB2447 essentially changes processes that once included a legislative component to being completely administrative. It is unclear whether these reviewers will be held completely to development standards or have a discretionary authority in approving these items.
- How this will affect existing case law, zoning stipulations, and development agreements. Stipulations on prior-approved developments may now be more stringent than future developments if amendment required a council hearing. This law may also be retroactive in its applications and invalidate prior terms and judicial oversight, it does not say.

- How neighborhood outreach will be conducted. Noticing may still be required, but if the decision is non-discretionary, public input may be of no effect.
- By narrowing review power to one reviewer or review department, approvals may be very individualized to the opinions of the employee reviewing if they are given discretion.
- The potential that applicants already in these processes with legislative components may withdraw and reapply when the standard is moved to administrative for a more likely approval.
- Impact on personnel workload. Reviewing personnel in cities will likely see an extreme uptick in correspondence now that they are making final decisions on major projects. Decision making will be based on internal hiring instead of elections, so development departments will have to take on a larger role in project management.
- What constitutes an “objective” in terms of design review. Despite the inclusion of a definition for objective decision making, design is innately subjective and will never be completely bounded by even detailed regulation.
- All administrative standards are still subject to the interpretation of the reviewer, giving them a near legislative decision-making power.



HOUSING WORKING GROUP

**HB2447 GUIDANCE FOR DEVELOPING
OBJECTIVE DESIGN STANDARDS**

July 2025

WHAT IS HB2447?

In 2025, the Arizona Legislature adopted HB2447 to *require*¹ a city/town council to implement the following by ordinance:

- Authorize administrative personnel to review and approve site plans, development plans, land divisions, lot line adjustments, lot ties, preliminary plats, final plats and plat amendments without a public hearing.
- Allow at-risk submittals for certain on-site preliminary grading and drainage work or infrastructure.
- Allow applicants with a history of compliance with building codes and regulations to be eligible for expedited permit review.
- **Authorize administrative personnel to review and approve design review plans based on objective standards without a public hearing.**²

HB2447 also provides that, notwithstanding any other law, the city or town council may *may* by ordinance adopt a self-certification program allowing registered architects and professional engineers to certify and be responsible for compliance with all applicable ordinances and construction standards for projects that the ordinance identifies as being qualified for self-certification.

HB2447 has a general effective date of December 31, 2025. The changes will be codified in [A.R.S. 9-500.49](#). HB2447 can be accessed here: <https://www.azleg.gov/legtext/57leg/1R/laws/0031.htm>.

¹ HB2447 amends the current version of [A.R.S. 9-500.49](#), which provides that a city/town council *may* implement this list by ordinance. To assist municipalities implement A.R.S. 9-500.49, four model ordinances and guidance documents were developed with the input of a Housing Working Group consisting of attorneys, planners, building officials, and other municipal staff. The model ordinances and documents can be accessed on the League's website: <https://www.azleague.org/35/Resources-and-Research>.

² "Public hearing" is not defined in HB2447 or state law. It typically refers to the part of a public meeting that is opened to the public for comment about an item on the agenda (e.g. public hearing for a rezoning).

WHAT ARE “DESIGN REVIEW PLANS” FOR THE PURPOSE OF HB2447?

“Design review plans” is not defined in [A.R.S. 9-500.49](#) or any other state law. As a result, we suggest creating a definition or referring to an existing definition in your local code.

WHAT MAKES A DESIGN STANDARD “OBJECTIVE”?

“Objective” is defined as:

- not influenced by personal interpretation, taste, or feelings of a municipal employee, and
- verifiable by reference to an adopted benchmark, standard, or criterion available and knowable by the applicant or proponent.

Design standards should be clear, measurable, predictable, and easy for all stakeholders to apply to minimize constraints on new development. While the standards should provide predictable outcomes for a wide range of projects, they should not result in monotonous development. They should also be adaptable to evolutions in technologies. Each municipality should aim to balance predictability with flexibility.

Objective standards typically use terms like *shall* and *must* or specific criteria (dimensions, numbers, percentages). Non-objective standards often include terms like *should*, *encourage*, *character*, *feel*, *adequate*, and *appropriate*.

HB2447 does not necessarily require every standard to be quantifiable with a numeric value. Different approaches can be used for objective standards, such as:

- Yes/No
- Counts and Measurements
- Ratios and Calculations
- Lists
- Scorecards
- Benchmarks and Performance Measures

There is no one-size-fits-all approach to developing these objective standards. The same definition of “objective” has been part of California law since 2017.³ As a result, design standards from California have proven useful in developing this Guidance.

Yes/No Standards

A yes/no standard can be useful to describe basic project requirements.

Example of Yes/No Objective Design Standards	Is the requirement met? (Yes/No)
Street-facing building facades shall have building entrances that front the street.	
Automobile and pedestrian access points shall not be gated or otherwise closed off to the public.	
Rooftop mechanical equipment shall be screened from public view by a parapet wall or decorative equipment screen.	
For ground-floor commercial uses in mixed-use buildings, exterior walls facing a street shall include windows, doors, or other openings for at least 75 percent of the building wall area.	
The landscaped area of single-family residential, multifamily residential, mixed-use, and institutional type projects shall be designed with no more than 20% of the landscaped area planted in turf or plants that are not water-wise plants. Water-wise plants are defined as plants that are evaluated as needing “low” (10–30% reference evapotranspiration [ET_o]) or “very low” (<10%ET_o) amounts of irrigation water as defined and listed by Water Use Classifications of Landscape Species (WUCOLS) at http://ucanr.edu/sites/WUCOLS or other sources of water-wise plant water use classifications as verified by a licensed landscape architect.	

³ See, e.g., “Affordable Housing Streamlined Approval Process” (California SB35, 2017); Housing Crisis Act (California SB330, 2019).

Parking:

1. Parking lots shall include shade elements, such as trees, vine-covered trellises, and overhead solar panels.
2. Parking lots shall be located at the rear or interior of the block and shall not be located between the sidewalk and the building frontage fronting the street.
3. Access to parking lots or structures shall be located along streets or alleys.

Trees shall be planted every 10 feet along streets to provide shade and a barrier to pedestrians.

Blank walls of more than 15 linear feet are prohibited along any street-facing façade.

Counts and Measurements

Count and measurement standards are useful when an objective design standard is based on a numeric value. Count standards represent the *number* of specified elements. Measurement standards represent the *size* of a design requirement (e.g., minimum, maximum, or an acceptable range of sizes). Many design standards are already built around measurements, such as those related to lot size, height, setbacks, and step-backs.

Example of Counts and Measurements as Objective Design Standards

Walls adjacent to streets shall not run in a continuous plane for more than 48 feet without incorporating at least 2 of the following design features:

1. A minimum 2-foot change in plane for at least 10 feet;
2. A minimum 18-inch raised planter for at least 10 feet;
3. A minimum 18-inch change in height for at least 10 feet;

4. Use of pilasters at 48-foot intervals and at changes in wall planes and height; or
5. A section of open grillwork a minimum 4 feet in height for at least 10 feet.

The paved section of sidewalks shall be at least 8 feet in width.⁴

A minimum one-foot offset is required for any wall plane that exceeds 30 feet in length.

The common open space area shall be at least 300 square feet or 25 square feet per dwelling unit, whichever is greater.

The common open space area shall have a minimum width of 10 feet on any side.

Building Articulation: At intervals of at least 100 feet of building length, there shall be a plane break along the facade composed of an offset of at least 5 feet in depth by 25 feet in length. The offset shall extend from grade to the highest story.⁵

Residential Frontages:

1. Multifamily building frontages shall include a terrace or porch.
2. Terraces or porches shall measure at least 6 feet in depth and 8 feet in width.
3. Terraces or porches shall be raised up 2–3 feet from the adjacent grade.
4. Fences or walls defining and/or retaining the front yard shall not exceed 3 feet in height from the adjacent sidewalk.

⁴ In comparison, a non-objective requirement would require sidewalks to “provide ample width and design for universal access along pathways and walk.”

⁵ In comparison, a non-objective building articulation requirement would require the project to “provide articulation to reduce the apparent mass and scale of the building and to be sensitive to the neighborhood.”

Block Size and Connectivity: Block sizes establish the scale and character of the community and can help create connected, pedestrian-oriented neighborhoods.

1. The maximum length of any side of a block shall measure no more than 350 feet.
2. When developing an area with a block length that exceeds the maximum dimension, the area shall be subdivided with new streets such that all resulting blocks are less than the maximum allowed size.
3. No building shall be greater than 200 feet in length.
 - a. Blocks greater than 400 feet in length shall be broken with a midblock connection, courtyard, or public paseo.
 - b. The minimum width of a midblock connection or paseo shall be 20 feet and consist at a minimum of a walking path, landscaping, and lighting.
4. Blocks and connections shall be designed to improve pedestrian linkages.
 - a. Where new streets are proposed, the ends of new streets shall align with existing streets or paseos in adjacent blocks.
 - b. Where cul-de-sacs exist, pedestrian linkages are required and shall provide direct connections to adjacent streets or public areas.
5. The following are prohibited:
 - a. Vacation of existing public street right-of-way.
 - b. Private development over public streets, courtyards, or paseos.

DO: Limit the maximum length of any side of a block to no more than 350 feet.

DO: Provide midblock connections to break up large developments.

DO: Where cul-de-sacs exist, pedestrian linkages shall be provided to create direct connections.

Residential Building Frontages

Purpose: Residential building frontages along a public street, public right-of-way, or common area provide an important transition between private development and the public realm.

Setback Treatment

1. To accommodate porches and patios, a setback at least 5 feet and no more than 10 feet from the right-of-way shall be incorporated between the public and private realm and create individual semiprivate landscape areas or garden spaces along the street.
2. The residential ground floor shall be located within 3 vertical feet of the ground level.
3. Fences between any private open space, common areas, or public spaces shall be limited to a maximum of 3 feet in height.

Activation

1. Residential buildings shall be designed with active frontages, with residential units facing the street, public right-of-way, or common open space, with overhangs, balconies, windows, and individual entries and porches to enliven the street edge and add “eyes” on the street.
 - a. All ground-level units shall include an individual entry, porch, patio, or terrace.
 - b. A minimum of 50% of upper-story units shall include a balcony or terrace.
2. Ground-floor windows shall not be opaque or tinted.
3. Rooms such as living rooms and dining rooms shall be oriented fronting toward the street and/or any adjacent common open space.
4. Where residential units are designed as townhomes or rowhomes, individual units shall be distinguished. This may be accomplished with at least 2 of the following:
 - a. Change in wall plane.
 - b. Change in color.

c. Change in roof form.

5. Blank walls without windows, doors, or other articulation are strongly discouraged. The maximum length of any blank wall shall be limited to 20 feet.

DO: Provide a landscape setback between the right-of-way and individual porches and entries.

DO: Design both street and courtyard frontages with overhangs, balconies, windows, and individual entries.

DON'T: Sideload units or create blank or facades without entries.

Ratios and Calculations

Ratios and calculations can be useful for standards that are linked to the scale of a project. Many existing standards already rely on ratios and calculations, such as density, floor area ratio (FAR), lot coverage percentages, parking, open space, and landscaping requirements. Ratios and calculations often require clarifications or examples on how to satisfy the required ratio.

Example of Ratios & Calculations as Objective Design Standards

The common open space area shall be at least 300 square feet or 25 square feet per dwelling unit, whichever is greater.

Common open space must have a minimum width of 10 feet on any side.

For ground-floor commercial uses in mixed-use buildings, exterior walls facing a street shall include windows, doors, or other openings for at least 75 percent of the building wall area.

Lists

Lists are useful when flexibility is needed. Lists can specify a range of acceptable options (“Any of the following...”), require compliance with a minimum number of elements (“At least one of the following...”), or require compliance with a maximum

number of elements (“No more than three of the following...”). Lists can also be useful to provide a palette of choices or allow for variations in a typical architectural element.

Example of Lists as Objective Design Standards

All primary entryways shall incorporate at least 4 of the following elements:

- a. The entryway shall be recessed at least 2 feet from the building facade to create a porch or landing area.
- b. The doorway shall be recessed at least 3 inches from the building facade.
- c. The entryway shall be designed with an overhead projection of at least 6 inches, such as an awning or other architectural design features, to distinguish the front door from the rest of the building facade.
- d. The entryway shall be clearly marked with a side light window panel, adjacent window, or a door with a window.
- e. The entryway shall be raised or sunken at least 1 stair step from the pedestrian pathway.
- f. The landing area shall be enhanced with a unique paving material, texture, pattern, or color that is differentiated.

Walls adjacent to streets shall not run in a continuous plane for more than 48 feet without incorporating at least 2 of the following design features:

1. A minimum 2-foot change in plane for at least 10 feet;
2. A minimum 18-inch raised planter for at least 10 feet;
3. A minimum 18-inch change in height for at least 10 feet;
4. Use of pilasters at 48-foot intervals and at changes in wall planes and height; or
5. A section of open grillwork a minimum 4 feet in height for at least 10 feet.

Scorecards

Scorecards are useful to provide a menu of options. Each option is assigned a point value, and the combined point total of the options selected by the applicant must meet or exceed a specified target. A scorecard can also be useful to incentivize exceptional design and features beyond the bare minimum.

Example of Scorecard as an Objective Design Standard		
Required Landscape Area: The required landscape area must provide the type of plants necessary to achieve a total of at least 35 points per square foot of landscape area according to the table below:		
Plant Type	Plant Container Size	Points
Shrub	1-gallon container	1.0
	5-gallon container	2.0
	15-gallon container or larger	10.0
Tree	5-gallon container	5.0
	15-gallon container	10.0
	24-inch box	20.0
	36-inch box	50.0
	48-inch box or larger	100.0

Benchmarks and Performance Measures

External benchmarks and performance measures are generally accepted standards that are verifiable and well documented. Trip generation, vehicle miles traveled calculations, parking ratios, and minimum design standards for roads and parking are often based on quantifiable benchmarks and performance measures.

WHAT ARE BEST PRACTICES FOR DEVELOPING OBJECTIVE DESIGN STANDARDS?

1. Use Simple, Clear Language.

Avoid using “terms of art” and technical terms that are not universally understood. When such terms are used, explain how the standard can be measured or verified. Examples of language to avoid:

- “Respond to adjacent residential uses with a sensitive transition in scale and massing.”
- “Design buildings to fit with the context of their surroundings.”
- “Use trees to delineate a public street.”
- “Produce high quality authentic design.”
- “Building must reflect the look and feel of the community.”
- “Address unmet need for senior housing.”
- “Special care shall be taken to avoid obstructing views to the surrounding hills.”

2. Group Similar Topics Together.

Group similar topics together to highlight that multiple objective design standards are related (e.g., parking, residential frontage, etc.)

3. Use Table and Lists.

Use tables or lists with bullets to organize more complex standards into individual components that can be interpreted and verified as unique standards.

4. Use Graphics to Illustrate Standards.

Graphics, photos, drawings, maps, and concept plan diagrams help illustrate application of the standards. The use of annotations and callouts should be used to further clarify the relationship between the standards and the graphics.

5. Define Key Terms.

Objective design standards rely on *clear definitions*. Definitions should be consistent throughout the zoning code and the building code, especially when they involve architectural terminology. In some cases, methodologies and procedures to perform calculations should be provided.

6. Use Purpose Statements.

Although a purpose statement is not essential to the regulatory aspect of objective design standards, it may help clarify the goal of a particular standard or the context of a group of standards. A purpose statement can also provide a basis for any variance from the standard.

7. Allow for Minor Variances or Deviations.

Allowing minor variances or deviations can provide the flexibility necessary to allow small adjustments based on site conditions or specific design details. The application process and requirements for a minor deviation should be clear.

Examples of Objective Design Standards:

City of Concord:

- [Development Code Chapter 18.152](#)
- [2023 City of Concord Objective Design Standards dated September 6, 2023](#)
- [Allowed building, roofing and fencing materials list](#)
- [Allowed native street trees list](#)

City of Carlsbad:

- [Objective Design Standards](#)
- [Corresponding amendments to the Carlsbad Municipal Code](#)
- [Citywide objective design standards virtual webinar](#)
- [Citywide objective design standards FAQs](#)
- [Citywide Objective Design Manual Checklist](#)
- [City Council action](#)
- [Website](#)

[City of Oakland Objective Design Standards](#)

[Mission Viejo Objective Design Standards](#)

[Association of Bay Area Governments \(ABAG\) Handbook on Preparing ODDS](#)

[Marin County Objective Design + Development Standards Toolkit](#)

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Meeting Date: September 24, 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 regarding requesting a transfer of the Clear Creek Cemetery and surrounding land from the Forest Service to the Town

Attached Documents:

- Small Tracts Act Language

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 20 minutes

Reviewed By:

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

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY26 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

Councilor Foreman has expressed interest in better understanding the process of possibly having the Town acquire the Clear Creek Cemetery as well as surrounding land so that the cemetery can be expanded. This AIM provides background information and outlines potential pathways for acquisition.

CLEAR CREEK CEMETERY

The historic Clear Creek Cemetery is located on a five-acre plot across from the Clear Creek Church. It is the final resting place for many of the area's most noted pioneers. [Wales Arnold](#), one of Camp Verde's earliest white settlers, Maggie Farrell, the tortured young woman who took her own life at age 17, and Clinton Wingfield and Mac Rodgers, two young businessmen who were murdered during a botched robbery in 1899, are all buried in the cemetery. [MAP](#)





Town Council

Agenda Information Memorandum

Background:

The Clear Creek Cemetery is located on the Coconino National Forest and is currently under a Special Use Permit (No. BEA404501) issued to the Clear Creek Cemetery Association. The permit has no expiration date, and land use fees have been waived under 36 CFR 251.57(b)(3).

During the Yavapai-Apache Nation land exchange process with the U.S. Forest Service (USFS), the Nation's cemetery and water storage facilities were addressed as part of clearing encumbrances on National Forest land. That process raised broader interest, including by Senator Kelly's office, in exploring legislation to transition cemeteries off National Forest land when there is a willing recipient entity. It is unclear if legislation is forthcoming in this Congressional session.

In the absence of federal legislation, the USFS has indicated that there are existing legal pathways the Town may pursue should it wish to acquire ownership and management of Clear Creek Cemetery.

Acquisition Options

Small Tracts Act

The primary pathway for the Town to pursue acquisition of Clear Creek Cemetery is through the Small Tracts Act (STA) (P.L. 97-465, as amended by the 2018 Farm Bill). This federal law allows for the conveyance of parcels of 40 acres or less that have "lost National Forest character," with cemeteries expressly recognized as qualifying properties. Under this option, the Town would be responsible for all associated costs, including survey work, appraisals, and administrative expenses. Approval authority for such transfers rests with the Regional Forester, currently Michiko Martin, who is based in Albuquerque.

If the Town were to move forward with the STA process, several steps would be required. First, a formal written application would need to be submitted to the District Ranger or Forest Supervisor with jurisdiction over the land. The application must include supporting documentation such as title history, affidavits, surveys, and boundary information. Once submitted, the Regional Forester would review the request, determine eligibility under the statute, evaluate whether the conveyance serves the public interest, and consider whether any conditions should be attached. If approved, the process would conclude with the issuance of a quitclaim deed transferring ownership of the cemetery to the Town.

Townsite Act

Another possible but less suitable option is the Townsite Act (P.L. 85-569). This law is typically reserved for larger tracts of land intended for municipal growth and expansion. Because of its design and purpose, it is less likely to be appropriate for a transfer involving an existing cemetery.

Special Legislation

A third option, though uncertain, would be special legislation enacted by Congress. Such legislation could authorize the transfer of cemeteries on a case-by-case basis. However, this option is dependent on congressional action, and the timing and feasibility of such an effort remain unclear.

Next Steps

If the Council is interested in pursuing acquisition of Clear Creek Cemetery, staff recommends doing so under the Small Tracts Act. Should Council choose this direction, staff will draft and submit the formal



Town Council Agenda Information Memorandum

application to the U.S. Forest Service, assemble all required documentation, coordinate with both the Coconino National Forest Supervisor and the Regional Forester, and provide regular updates to Council as the process advances.

Alternatively, if Council does not wish to pursue full ownership of the cemetery but would like to explore expansion of its boundaries, staff could engage with the Forest Service and legislative representatives to evaluate the feasibility of adjusting the permitted area without a transfer of ownership.

GIS Site Map



Google Earth Image





Town Council Agenda Information Memorandum

Question(s) before the Council:

- Does Council have any questions for staff?
- How would the Council like to proceed with regard to the Clear Creek Cemetery?

Public Law 97-465
97th Congress

An Act

To authorize the Secretary of Agriculture to convey certain National Forest System lands, and for other purposes.

Jan. 12, 1983

[S. 705]

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That for purposes of this Act—

National Forest System, land conveyance. 16 USC 521c. Definitions.

(1) the term "person" includes any State or any political subdivision or entity thereof;

(2) the term "interchange" means a land transfer in which the Secretary and another person exchange titles to lands or interests in lands of approximately equal value where the Secretary finds that such a value determination can be made without a formal appraisal and under such regulations as the Secretary may prescribe; and

(3) the term "Secretary" means the Secretary of Agriculture of the United States.

SEC. 2. The Secretary is authorized, when the Secretary determines it to be in the public interest—

16 USC 521d.

(1) to sell, exchange, or interchange by quitclaim deed, all right, title, and interest, including the mineral estate, of the United States in and to National Forest System lands described in section 3; and

(2) to accept as consideration for the lands sold, exchanged, or interchanged other lands, interests in lands, or cash payment, or any combination of such forms of consideration, which, in the case of conveyance by sale or exchange, is at least equal in value, including the mineral estate, or, in the case of conveyance by interchange, is of approximately equal value, including the mineral estate, to the lands being conveyed by the Secretary. The Secretary shall insert in any such quitclaim deed such terms, covenants, conditions, and reservations as the Secretary deems necessary to ensure protection of the public interest, including protection of the scenic, wildlife, and recreation values of the National Forest System and provision for appropriate public access to and use of lands within the System. The preceding sentence shall not be applicable to deeds issued by the Secretary to lands outside the boundary of units of the National Forest System.

SEC. 3. The National Forest System lands which may be sold, exchanged, or interchanged under this Act are those the sale or exchange of which is not practicable under any other authority of the Secretary, which have a value as determined by the Secretary of not more than \$150,000, and which are—

16 USC 521e.

(1) parcels of forty acres or less which are interspersed with or adjacent to lands which have been transferred out of Federal ownership under the mining laws and which are determined by the Secretary, because of location or size, not to be subject to efficient administration;

(2) parcels of ten acres or less which are encroached upon by improvements occupied or used under claim or color of title by persons to whom no advance notice was given that the improvements encroached or would encroach upon such parcels, and who in good faith relied upon an erroneous survey, title search, or other land description indicating that there was not such encroachment; or

(3) road rights-of-way, reserved or acquired, which are substantially surrounded by lands not owned by the United States and which are no longer needed by the United States, subject to the first right of abutting landowners to acquire such rights-of-way.

16 USC 521f.

SEC. 4. Any person to whom lands are conveyed under this Act shall bear all reasonable costs of administration, survey, and appraisal incidental to such conveyance, as determined by the Secretary. In determining the value of any lands or interest in lands to be conveyed under this Act, the Secretary may, in those cases in which the Secretary determines it would be in the public interest, exclude from such determination the value of any improvements to the lands made by any person other than the Government. In the case of road rights-of-way conveyed under this Act, the person to whom the right-of-way is conveyed shall reimburse the United States for the value of any improvements to such right-of-way which may have been made by the United States. The Secretary may, in those cases in which the Secretary determines that it would be in the public interest, waive payment by any person of costs incidental to any conveyance authorized by this Act or reimbursement by any person for the value of improvements to rights-of-way otherwise required by this section.

Right-of-way.

Waiver.

16 USC 521g.

SEC. 5. Conveyance of any road rights-of-way under this Act shall not be construed as permitting any designation, maintenance, or use of such rights-of-way for road or other purposes except to the extent permitted by State or local law and under conditions imposed by such law.

Regulations.

16 USC 521h.

SEC. 6. The Secretary shall issue regulations to carry out the provisions of this Act, including specification of—

(1) criteria which shall be used in making the determination as to what constitutes the public interest;

(2) the definition of and the procedure for determining "approximately equal value"; and

(3) factors relating to location or size which shall be considered in connection with determining the lands to be sold, exchanged, or interchanged under clause (1) of section 3.

Restrictions.

16 USC 521i.

SEC. 7. Nothing in this Act shall authorize conveyance of Federal lands within the National Wilderness Preservation System, National Wild and Scenic Rivers System, National Trails System, or National Monuments. Nothing in this Act shall authorize sale of Federal lands, within National Recreation Areas.

16 USC 484a.

SEC. 8. (a) The Act of December 4, 1967 (81 Stat. 531), is amended by inserting before the phrase "public school district" wherever it appears, and before the phrase "public school authority" the second time it appears, the words "State, county, or municipal government or".

(b) The Act of December 4, 1967 (81 Stat. 531), is further amended by adding the following at the end thereof: "Lands may be conveyed to any State, county, or municipal government pursuant to this Act only if the lands were being utilized by such entities on the date of enactment of this sentence. Lands so conveyed may be used only for the purposes for which they were being used prior to conveyance."

16 USC 484a.

Approved January 12, 1983.

Section 1. In furtherance of the purposes of the Wilderness Act, the following lands are hereby designated as wilderness, and these areas are components of the National Wilderness Preservation System—

(1) certain lands in the Monongahela National Forest, West Virginia, which comprise approximately thirty-five thousand six hundred acres as generally depicted on a map entitled "Monongahela Wilderness—Proposed", dated May 1981, and which shall be known as the Cranberry Wilderness. Provided, That for purposes of the Act of July 14, 1965 (89 Stat. 523) as amended, the Cranberry Wilderness may be redesignated only by Act of Congress enacted after the date of enactment of this Act.

(2) certain lands in the Monongahela National Forest, West Virginia, which comprise approximately six thousand one hundred acres as generally depicted on a map entitled "Lanum Fork North Wilderness—Proposed", dated November 1981, and which shall be known as the Lanum Fork North Wilderness; and

(3) certain lands in the Monongahela National Forest, West Virginia, which comprise approximately six thousand one hundred acres as generally depicted on a map entitled "Lanum Fork South Wilderness—Proposed", dated November 1981, and which shall be known as the Lanum Fork South Wilderness.

MAPS AND DESCRIPTIONS

Sec. 2. As soon as practicable after the provisions of this Act take effect, the Secretary of Agriculture shall the maps and legal descriptions of each wilderness area designated by this Act with the Committee on Interior and Insular Affairs and the Committee on Agriculture of the House of Representatives and the Committee on Energy and Natural Resources and Agriculture, Nutrition, and Forestry of the United States Senate, and each such map and legal description shall have the same force and effect as if included in this Act. Provided, however, That correction of clerical and typographical errors in such legal descriptions and maps may be made. Each such map and legal description shall be on file and available for public inspection in the office of the

LEGISLATIVE HISTORY—S. 705 (H.R. 3021):

HOUSE REPORT No. 97-492, pt. 1 accompanying H.R. 3021 (Comm. on Agriculture).

SENATE REPORTS: No. 97-332 (Comm. on Agriculture, Nutrition, and Forestry) and No. 97-490 (Comm. on Energy and Natural Resources).

CONGRESSIONAL RECORD, Vol. 128 (1982):

Aug. 19, considered and passed Senate.

Dec. 21, considered and passed House.

**PART II—MISCELLANEOUS FOREST
MANAGEMENT ACTIVITIES**

**SEC. 8621. ADDITIONAL AUTHORITY FOR SALE OR EXCHANGE OF
SMALL PARCELS OF NATIONAL FOREST SYSTEM LAND.**

(a) INCREASE IN MAXIMUM VALUE OF SMALL PARCELS.—Section 3 of Public Law 97-465 (commonly known as the “Small Tract Act of 1983”) (16 U.S.C. 521e) is amended in the matter preceding paragraph (1) by striking “\$150,000” and inserting “\$500,000”.

(b) ADDITIONAL CONVEYANCE PURPOSES.—Section 3 of Public Law 97-465 (16 U.S.C. 521e) (as amended by subsection (a)) is amended—

(1) in paragraph (2), by striking “; or” and inserting a semicolon;

(2) in paragraph (3), by striking the period at the end and inserting a semicolon; and

(3) by adding at the end the following:

“(4) parcels of 40 acres or less that are determined by the Secretary—

“(A) to be physically isolated from other Federal land;

“(B) to be inaccessible; or

“(C) to have lost National Forest character;

“(5) parcels of 10 acres or less that are not eligible for conveyance under paragraph (2) but are encroached on by a permanent habitable improvement for which there is no evidence that the encroachment was intentional or negligent; or

“(6) parcels used as a cemetery (including a parcel of not more than 1 acre adjacent to the parcel used as a cemetery), a landfill, or a sewage treatment plant under a special use authorization issued or otherwise authorized by the Secretary.”.

(c) DISPOSITION OF PROCEEDS.—Section 2 of Public Law 97-465 (16 U.S.C. 521d) is amended—

(1) in the matter preceding paragraph (1), by striking “The Secretary is authorized” and inserting the following:

“(a) CONVEYANCE AUTHORITY; CONSIDERATION.—The Secretary is authorized”;

(2) in paragraph (2), in the second sentence, by striking “The Secretary shall insert” and inserting the following:

“(b) INCLUSION OF TERMS, COVENANTS, CONDITIONS, AND
RESERVATIONS.—

“(1) IN GENERAL.—The Secretary shall insert”;

(3) in subsection (b) (as so designated)—

(A) by striking “covenants” and inserting “covenants”;
and

(B) in the second sentence by striking “The preceding
sentence shall not” and inserting the following:

“(2) LIMITATION.—Paragraph (1) shall not”; and

(4) by adding at the end the following:

“(c) DISPOSITION OF PROCEEDS.—

“(1) DEPOSIT IN SISK FUND.—The net proceeds derived from
any sale or exchange conducted under paragraph (4), (5), or
(6) of section 3 shall be deposited in the fund established
under Public Law 90-171 (commonly known as the ‘Sisk Act’)
(16 U.S.C. 484a).

“(2) USE.—Amounts deposited under paragraph (1) shall
be available to the Secretary until expended for—

“(A) the acquisition of land or interests in land for
administrative sites for the National Forest System in the
State from which the amounts were derived;

“(B) the acquisition of land or interests in land for
inclusion in the National Forest System in that State,
including land or interests in land that enhance opportunities
for recreational access; or

“(C) the reimbursement of the Secretary for costs
incurred in preparing a sale conducted under the authority
of section 3 if the sale is a competitive sale.”.