



Town of Camp Verde Vision Statement

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

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, NOVEMBER 5, 2025 at 6:00 P.M.
ZOOM MEETING LINK:
<https://us02web.zoom.us/j/88432211081?pwd=V9CEhpRaeFRcbSc8r9eEqLHjSgeMbO.1>
one Tap Mobile: 1-253-215-8782 or 1-346-248-7799
Meeting ID: 884 3221 1081
Passcode: 121805**

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) – October 8, 2025 at 5:00 p.m. Pg. 5
 - 2) Special Session – October 8, 2025 at 6:00 p.m. Pg. 7
 - 3) Special Executive Session – October 23, 2025 at 6:00 p.m. Pg. 15
 - b) **Set Next Meeting, Date and Time:**
 - 1) Special Session – November 6, 2025 at 5:00 p.m.
 - 2) Work Session – November 12, 2025 at 5:00 p.m.
 - 3) Regular Session – November 19, 2025 at 6:00 p.m.
 - 4) Regular Session – December 3, 2025 at 6:00 p.m.
 - 5) Regular Session – December 17, 2025 at 6:00 p.m.
 - c) **Consideration and ratification of the Town Manager's authorization of additional work under the FY26 BRIC Roof Replacement Project, expanding the project scope to include reroofing of the historic jail facility, for a total project cost not to exceed \$25,000.00, to be completed by Harvey's Roofing.** Staff Resource: CIP Project Manager Martin Smith. Pg. 19
 - d) **Approval for the Town Finance Director to update the Town's Finance Operations Guide, per the attached updated document, raising the**

minimum amount required for comparative quotes under the Procurement section II-A-1 from the current \$10,000 to \$20,000. Staff Resource: Finance Director Michael Showers. Pg. 29

- e) Consideration and possible approval of Request for Qualifications #25-222 for Defense Attorney services.** Staff Resource: Town Manager Miranda Fisher. Pg. 103

- 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. 113
 - **Presentation on cesspools in Camp Verde and available abatement funding opportunities.** Staff Resource: Town Manager Miranda Fisher. Pg. 121
 - **Proclamation declaring November 1, 2025 as Extra Mile Day.** Staff Resource: Town Manager Miranda Fisher. Pg. 167
 - **Proclamation declaring the November 10, 2025 as the United States Marine Corps 250th Birthday.** Staff Resource: Town Clerk Leah Rhodes. Pg. 173
 - **Proclamation declaring the month of November 2025 as National Homeless Youth Awareness Month.** Staff Resource: Town Manager Miranda Fisher. Pg. 175

- **Update on the emergency purchase of a replacement zero-turn lawnmower for the Maintenance & Grounds Department exceeding approved budget line item.** Staff Resource: Maintenance Foreman Jeff Kobel. Pg. 177

8. **Discussion, consideration and possible approval to award Request for Qualifications #25-217 and authorize Town Manager Miranda Fisher to enter into a contract with Carrie Montavon to provide prosecutorial services for the Town.** Staff Resource: Town Manager Miranda Fisher. Pg. 181
9. **Discussion, consideration, and possible approval to award Request for Proposal #25-215 and authorize Town Manager Miranda Fisher to enter into a contract with Axis Culture Group to provide tourism and economic development marketing professional services not to exceed \$72,000.00.** Staff Resource: Economic Development Specialist Crisi Clark. Pg. 209
10. **Discussion, consideration and possible direction regarding claim filed by Tierra Verde Builders related to claims that sentiment in Town's water line damaged equipment at 3700 West Cherry Creek Road, which was denied by the Arizona Municipal Risk Retention Pool due to untimely filing, and for which the owners are requesting reconsideration.** Staff Resource: Town Manager Miranda Fisher. Pg. 253
11. **Public Hearing:** Discussion, consideration, and possible approval of Resolution 2025-1195 to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Use Permit #2025-0054 for the expansion of the Camp Verde Marshal's Office Evidence Impound Lot located at 646 South 1st Street, Camp Verde, AZ, 86322 Assessor's Parcel number (APN) 404-28-060B with conditions. Staff Resource: Special Initiatives Manager Cliff Bryson. Pg. 281
12. **Discussion and possible direction on the amended lease agreement negotiations between the Town and the Camp Verde Arena Association.** Staff Resource: Town Manager Miranda Fisher. Pg. 521

Staff Comments

Applicant Comments

Open Public Hearing

Close Public Hearing

Council Discussion

13. 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 October 30, 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, OCTOBER 8, 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 5:00 p.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 Water Attorney Steve Wene and Town Clerk Leah Rhodes.

3. Pledge of Allegiance

Councilor Bolton led the Pledge.

Mayor Moore read agenda items 4.

A **motion** was made to go into Executive Session for Item 4 at 5:03 p.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: absent

Councilor: Murdock: aye

Councilor Seybold: aye

Motion Carried 6-0.

4. An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with Town Water Attorney Steven Wene, PLC, Moyes, Sellers & Hendricks, regarding updates on the Town of Camp Verde's Water Resources. Resource: Town Water Attorney Steve Wene.

The Council reconvened the Special Session at 5:59 p.m.

Mayor Moore stated that no action was taken on Agenda Item 4.

5. Adjournment

Mayor Moore adjourned the meeting at 5:59 p.m.

Mayor Marie Moore

Attest: Town Clerk Leah Rhodes

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on October 8, 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
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, OCTOBER 8, 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, Vice Mayor Wendy Escoffier and Mayor Marie Moore.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan (participated remotely), and Town Clerk Leah Rhodes.

Mayor Marie Moore recessed the meeting for a break at 6:01 p.m. and resumed the meeting at 6:07 p.m.

3. Pledge of Allegiance

Councilor Seybold 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) Work Session – September 11, 2025 at 5:00 p.m.
- 2) Special Session (Public Portion) – September 24, 2025 at 5:00 p.m.
- 3) Special Session – September 24, 2025 at 6:00 p.m.

b) Set Next Meeting, Date and Time:

- 1) Regular Session – October 15, 2025 at 6:00 p.m. – Cancelled
- 2) Work Session – November 3, 2025 at 5:00 p.m.
- 3) Work Session – November 5, 2025 at 5:00 p.m.
- 4) Regular Session – November 5, 2025 at 6:00 p.m.
- 5) Special Session – November 6, 2025 at 5:00 p.m.

6) Regular Session – November 19, 2025 at 6:00 p.m.

- c) **Approval of budget adjustment BAFY26-04 allowing staff to utilize up to \$50,000 of grant reimbursements from the Northern Arizona Good Jobs Network Phase Three grant through Local First Arizona as assigned funds for workforce, business, tourism, and economic development expenses as listed in the budget adjustment within the Restricted Use Fund.** Staff Resource: Economic Development Director Molly Davies.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Seybold, the Council **moved to approve** the consent agenda, noting changes to the September 24, 2025 Special Session meeting minutes as requested by Vice Mayor Escoffier.

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))

There were no requests to speak.

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 and upcoming events.

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

- **Proclamation declaring the month of October 2025 as Domestic Violence Awareness Month.** Staff Resource: Town Clerk Leah Rhodes.

Mayor Marie Moore proclaimed the month of October 2025 as Domestic Violence Awareness Month and presented the proclamation to Verde Valley Sanctuary Board Secretary Holly Hulen.

- **Proclamation declaring the month of October 2025 as Fort Verde State Historic Park Month.** Staff Resource: Town Clerk Leah Rhodes.

Mayor Marie Moore proclaimed the month of October 2025 as Fort Verde State Historic Park Month and presented the proclamation to Park Manager Jennifer Steffan.

- **Proclamation declaring October 13, 2025 as the United States Navy's 250th Birthday.** Staff Resource: Town Clerk Leah Rhodes.

Mayor Marie Moore proclaimed October 13, 2025 as the United States Navy's 250th Birthday.

- **Presentation on retail recruitment efforts by Retail Coach, LLC.** Staff Resource: Economic Development Specialist Dave Meyers.

Economic Development Specialist Dave Meyers introduced National Project Director for Retail Coach, LLC, Aaron Farmer.

Mr. Farmer provided a comprehensive overview of the retail recruitment strategy conducted by The Retail Coach, LLC over the past four months. The presentation included an analysis of the Town's current retail market conditions and trade area, as well as an assessment of retail demand and development opportunities. Mr. Farmer also discussed strategies for marketing and branding as well as a retail recruitment update.

Mr. Farmer responded to questions from the Council.

- **Presentation of the draft 2026 General Plan.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated she was thrilled to bring the final draft of the 2026 General Plan that was compiled together by Town Staff, Commission Members, Council Members and Community Members.

Town Manager Fisher provided an overview of the timeline for Council and community input, outlined key dates for receiving feedback, and reviewed upcoming Town Council meeting dates for comments and consideration of the General Plan's final draft.

8. **Discussion, consideration, and possible action to approve staff to submit a Water Supply Development Revolving Fund Application to the Water Infrastructure Finance Authority of Arizona in an amount of \$2,050,000 in partnership with the Friends of the Verde River for the Bradshaw Haven Project.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated that the Town and Mr. Bradshaw are seeking to partner with Friends of the Verde River on a WIFA Water Supply Development Revolving Fund Loan. Town Manager Fisher stated since these loans are only available to municipalities, the Town is seeking to serve as a fiscal sponsor, and Friends of the Verde River will manage the grant loan. If the loan is approved, the Town would enter into a Memorandum of Understanding with Friends of the Verde River and John Bradshaw outlining roles and responsibilities specific to the loan.

Isaac Dudley, Friends of the Verde River, spoke on the collaborative efforts that Friends of the Verde River have been working with the Bradshaw Haven Project.

Town Manager Fisher responded to questions from the Council.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Murdock, the Council **moved to approve** staff to submit a Water Supply Development Revolving Fund Application to the Water Infrastructure Finance Authority of Arizona in the amount of \$2,050,000 for the Bradshaw Haven Project.

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. **Discussion, consideration, and possible approval of awarding the Request for Proposal #2025 – 213 for a Development Impact Fee Study to Willdan Financial Services, with a contract amount not to exceed \$100,000.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated that Request for Proposals for the Development Impact Fee Study were due on September 4, 2025, Town staff reviewed and scored the

proposals and are recommending Willdan Financial Services as the firm the Town would contract with.

Willdan Financial Services Principal Consultant Kevin Burnett introduced himself and stated he would be the leading consultant for the Development Impact Fee Study with the Town

Town Manager Fisher responded to questions from the Council.

On a **motion** made by Councilor Foreman, seconded by Vice Mayor Escoffier, the Council **moved to approve** awarding the Request for Proposal #2025 – 213 for a Development Impact Fee Study to Willdan Financial Services, with a contract amount not to exceed \$100,000.

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.

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. Staff Resource: Finance Director Michael Showers and Town Manager Miranda Fisher.

Finance Director Showers highlighted the additional language, omissions and changes that were included in the redline version of the Town's Finance Operations Guide.

Town Manager Fisher, Finance Director Michael Showers responded to questions and concerns from Council as well as the list of questions submitted by Vice Mayor Escoffier in advance of the meeting.

Councilor Godwin left the meeting at 8:24 p.m. and returned at 8:29 p.m.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Godwin, the Council **moved to approve** the Finance Director to make changes to the Town's Finance Operations Guide with the following two additional changes in the investment policy: Change that there will be a presentation of the investment policy at the time in which the fiscal year budget is reviewed with Council and the uniform allowance change that will state that the budgeted amount for the uniform will be incorporated into annual fiscal year budgets in their respective departments.

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 8:37 p.m. and reconvened the meeting at 8:46 p.m.

Mayor Moore recessed the Special Session at 8:47 p.m. to go into Executive Session for Item 10.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Foreman, the Council **moved** to convene into Executive Session.

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. An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body. The purpose of the executive session is to consider a complaint against Town Manager Miranda Fisher. Resource: Town Attorney Trish Stuhan.**

Mayor Moore reconvened the Special Session at 9:57 p.m.

Mayor Moore stated no direction was given on Item 10.

11. Adjournment

Mayor Moore adjourned the meeting at 9:58 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 Special Session of the Town Council of Camp Verde, Arizona, held on October 8, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2025.

Leah Rhodes, Town Clerk

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DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL EXECUTIVE SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, OCTOBER 23, 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 6:03 p.m.

Mayor Moore recessed the meeting due to technical issues at 6:03 p.m. and resumed the meeting at 6:09 p.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 and Town Clerk Leah Rhodes.

3. Pledge of Allegiance

Councilor Godwin 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) Authorization for the Town Manager to enter into a separation agreement with Debra Martin. Staff Resource: Town Manager Miranda Fisher.

On a **motion** made by Councilor Godwin, seconded by Councilor Foreman, the Council **moved to approve** the consent agenda as presented.

Roll Call Vote:

Councilor Bolton: aye
Councilor Seybold: aye
Councilor Foreman: aye
Councilor Murdock: aye
Councilor Godwin: aye

Vice Mayor Escoffier: nay
Mayor Moore: aye
Motion Carried 6-1.

5. **Discussion, consideration, and possible approval of the establishment of a Development Services Director position to integrate Community and Economic Development operations under a unified leadership structure.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher provided an overview of combining Community Development and Economic Development functions under one leadership role, to establish a more unified and strategic framework for how the Town manages growth, development and investment. Additionally, Town Manager Fisher shared the cost savings by replacing two director-level positions with one, thereby reducing overall salary and benefit expenditures.

Town Manager Fisher responded to questions and concerns from the Council.

On a **motion** made by Councilor Godwin, seconded by Councilor Foreman, the Council **moved to approve** the Development Services Director position.

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.

6. **Discussion, consideration, and possible approval of changes to the Town's Permanent Salary Table.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher provided an outline of the structural update and adjustments to the Town's Permanent Salary Table.

On a **motion** made by Councilor Seybold, seconded by Councilor Godwin, the Council **moved to approve** the amended Permanent Salary Table 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.

Mayor Moore recessed the Special Session at 6:43 p.m. to go into Executive Session for Item 7.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Foreman, the Council **moved** to convene into Executive Session.

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.

7. **An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration of employment of a public officer. The purpose of the executive session is to discuss Town Manager Miranda Fisher's upcoming six-month evaluation and allow for consideration of the process for the evaluation and goal setting for the Manager. Town Manager Fisher may also provide a self-evaluation to assist in her upcoming Council evaluation. Staff Resource: Town Manager Miranda Fisher.**

Mayor Moore reconvened the Special Session at 7:46 p.m.

Mayor Moore stated no action was taken on Item 7.

8. **Adjournment**

Mayor Moore adjourned the meeting at 7:46 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 Special Executive Session of the Town Council of Camp Verde, Arizona, held on October 23, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2025.

Leah Rhodes, Town Clerk

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Meeting Date: November 5, 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: Consideration and ratification of the Town Manager's authorization of additional work under the FY26 BRIC Roof Replacement Project, expanding the project scope to include reroofing of the historic jail facility, for a total project cost not to exceed \$25,000.00, to be completed by Harvey's Roofing.

Attached Documents:

- CIP Project Sheet
- Bid proposal from Harvey's Roofing

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: 03-420-20-751000
- Approved in the FY26 Budget? ☒ Yes ☐ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☒ Yes ☐ No ☐ N/A ☐ Other:

Background Information:

Several years ago, the roofing on the front half of the BRIC (Business Resource and Innovation Center – 385 Main Street) building was replaced. During that project, the roofing material was upgraded from traditional asphalt shingles to a standing seam metal roof, providing improved durability and a longer service life. At that time, the back half of the BRIC roof was determined to still be in good condition and did not warrant replacement.

Over time, the rear section of the roof has deteriorated and now reached the end of its useful life. Leaks and visible wear have made replacement necessary to preserve the integrity of the structure and prevent further damage to the facility.

Project and Budget:

The BRIC Roof Replacement Project was included in the approved and adopted FY2026 Capital Improvement Plan, with a total budget allocation of \$65,000. Staff solicited bids from multiple local roofing contractors to perform the following work:

- Removal and disposal of existing asphalt shingles;



Town Council Agenda Information Memorandum

- Inspection and repair of the underlying roof sheathing as needed; and
- Installation of a new standing seam metal roof to match the existing front section.

Following the solicitation process, Harvey's Roofing submitted the lowest responsive and responsible bid in the amount of \$16,412.44.

Opportunity for Additional Work:

Because the BRIC roof replacement bid came in significantly under budget, staff identified an opportunity to address another facility in close proximity—the historic jail located directly behind the BRIC building. Similar to the BRIC's rear roof, the jail's asphalt shingles are in deteriorating condition, with several missing due to recent storm activity.

Recognizing the importance of protecting this historic structure, staff requested an alternate bid from Harvey's Roofing to perform the following additional scope of work:

- Removal of existing asphalt shingles;
- Inspection of wood sheathing and replacement of damaged materials as necessary; and
- Installation of new asphalt shingles consistent with the building's historic character.

Harvey's Roofing provided a proposal for this additional work in the amount of \$4,473.09.

Fiscal Impact:

Combining the BRIC roof replacement and the historic jail roof replacement results in a total project cost of \$20,885.53, which remains well below the approved budget of \$65,000.

Recommendation:

Staff is advising Council that, with authorization from the Town Manager, the approved FY2026 BRIC Roof Replacement Project scope has been expanded to include the reroofing of the historic jail. This proactive approach ensures efficient use of budgeted funds while addressing maintenance needs on two key Town facilities.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

I move to approve and ratify the Town Manager's authorization of additional work under the FY26 BRIC Roof Replacement Project, expanding the project scope to include reroofing of the historic jail facility, for a total project cost not to exceed \$25,000.00, to be completed by Harvey's Roofing.

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *BRIC Roof Improvements*

FY26 Impact: \$65,000

5-Yr Project Cost: \$65,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works*

Contact: *M. Smith*

Requested by: *M. Smith*

Date Completed: *2/06/25*

Project Summary:

Remove and replace rear roof of building.

Location: 385 S. Main St.



Community Impact:

The rear portion of the roof on the BRIC is composed of asphalt shingles which have reached the end of their useful life. There has been an increase in required maintenance to repair leaks and damage from inclement weather. This project will install metal roofing to match the metal roofing found on the front half of the building.

Project Title: *BRIC Roof Improvements*

Operational Impact:

Impact on Staffing: No anticipated impact.

Impact on operational costs: Reduced maintenance costs and staff hours spent performing repairs.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Install new roof	FY25	\$ 65,000
	Total		\$ 65,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	N/A	
	Total	\$ 0

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
3.6	3.0	2.2	2.8	11.6

C O N T R A C T

Harvey's Roofing LLC
PO BOX 22,
873 E Howards Rd #7
Camp Verde, AZ 86322
(928) 301-9015
ROC# 318928

Sales Representative
Mike Harvey
(928) 301-9015
mike@harveysroofingllc.com



Town Of Camp Verde
Job #1366 - Economic Development Bldg
385 S Main St
Camp Verde, AZ 86322
martin.smith@campverde.az.gov

Estimate #	2637
Date	9/30/2025

Item	Description
ROOF REMOVAL	PROVIDE AND INSTALL PROTECTIVE TARPS AT ALL LANDSCAPING DURING EACH "PHASE " OF PROJECT. REMOVE EXISTING ROOFING TO DECKING AT REAR ROOF SECITON ONLY.
LABOR METAL ROOF	HARVEY'S ROOFING TO PROVIDE AND INSTALL THE FOLLOWING ON THE REAR SECTION OF THE BUILDING ONLY: TAYLOR METAL TUFF RIB EXPOSED FASTENER METAL ROOF PANEL. COLOR TO MATCH EXISTING GREEN METAL PANELS AS CLOSE AS POSSIBLE. PROVIDE AND INSTALL HIGH TEMP SYTHETIC UNDERLAYMENT. PROVIDE AND INSTALL CUSTOM MADE FLASHING PACKAGE FOR ALL DRIP EDGE, RIDGE, RAKE EDGE, SIDE WALL, ROOF TO WALL, CURBS, OR ANY ASSOCIATED POINTS TO RECEIVE FLASHING. FLASHING COLOR TO MATCH ROOF PANEL. PROVIDE AND INSTALL DEC-TITE RUBBER BOOT FLASHING AT ALL APPLICABLE PLUMBING PIPES ON ROOF. PROVIDE AND INSTALL (2) EACH ANGLE IRON STANDS FOR AC UNITS. PROVIDE MAINTENANCE FOR EXISTING METAL ROOF SECTION TO SECURE SCREWS AND WATERPROOF AS NEEDED. PROVIDE AND INSTALL ALL NECESSARY FASTENERS AND SEALANTS AS NEEDED FOR WATERPROOFING. WATERPROOF ALL ROOF VENTS AND ROOF OPENINGS. ALL MATERIAL TO BE INSTALLED PER MANUFACTURE INSTALL INSTRUCTIONS. HAUL AWAY ALL JOB DEBRIS UPON COMPLETION. USE MAGNET ON GROUNDS TO PICK UP AS MANY NAILS OR FASTENERS AS POSSIBLE AT THE END OF PROJECT.
ADDITIONAL CHARGES	THERE WILL BE AN ADDITIONAL CHARGE OF \$70.00 PER MAN HOUR PLUS MATERIAL FOR ANY ROTTEN OR DAMAGED LUMBER DISCOVERED. NO LUMBER WILL BE REPLACED WITHOUT PRIOR AGREEMENT OF THE HOMOWNER.
MATERIAL	
EXPOSED FASTENER PANEL	TAYLOR METALS TUFF RIB EXPOSED FASTENER METAL ROOF PANEL
FLATSTOCK	FLATSTOCK FOR CUSTOM MADE FLASHINGS FOR METAL ROOF SYSTEM COLOR TO MATCH ROOF PANEL
FT PLATINUM	HIGH TEMP SYNTHETIC UNDERLAYMENT
FASTENERS	1" PANEL SCREWS

Item	Description
GASKET SCREWS	1" GASKET SCREWS FOR FLASHING INSTALLATION
BUTYL TAPE	BUTYL TAPE PRE FORMED SEALANT
INNER & OUTER FOAM CLOSURES	INNER & OUTER FOAM CLOSURES FOR PANELS
NAILS-PLASTIC	PLASTIC CAP NAILS 1"
PIPEFLASH 2"	2" PIPE FLASHING GALV
PIPEFLASH 3"	3" PIPE FLASHING GALV
PIPEFLASH 3/4" SPLIT	3/4" SPLIT PIPE FLASHING
CAULK	CAULKING M1 OR CLEAR
MISC MATERIAL	MATCH PAINT,CLIPS,SCREW, SEALANTS, AND ADDITIONAL FLASHING AS NEEDED.
WARRANTY/PAYMENTS	
WARRANTY	5 YEAR WORKMANSHIP WARRANTY ON THE INSTALLATION. SEE MANUFACTURE FOR PRODUCT WARRANTY HARVEY'S ROOFING LLC WARRANTS THE INSTALLATION OF YOUR NEW ROOF FROM THE DATE OF COMPLETION. IF, DURING THE TERM OF YOUR WARRANTY (PROVIDED IN ABOVE DESCRIPTION) THE ROOF LEAKS DUE TO DEFECTIVE WORKMANSHIP, HARVEY'S ROOFING LLC WILL MAKE REPAIRS NECESSITATED BY THE DEFECTIVE WORKMANSHIP AND COVER ALL ASSOCIATED COSTS OF DEFECTIVE WORKMANSHIP . IT IS THE OWNERS OBLIGATION TO PROMPTLY NOTIFY HARVEY'S ROOFING LLC OF ANY LEAKS AS SOON AS THEY OCCUR. FAILURE OR NEGLECT OF PROMPT NOTIFICATION OF ROOF ISSUES WILL VOID WORKMANSHIP WARRANTY.
PAYMENT TERMS	50 % DOWN PAYMENT REQUIRED TO AWARD PROJECT AND BALANCE DUE UPON COMPLETION. COLLECTION COSTS AND LEGAL FEES WILL BE CHARGED IF NECESSARY ANY DELAY IN PAYMENT WITHOUT PRIOR AGREEMENT WITH HARVEY'S ROOFING LLC WILL RESULT IN 3% INTEREST PER WEEK.
COUPON - DISCOUNT	PRICE INCLUDES YOUR COUPON DEDUCTION
CANCELLATION	
CONTRACT CANCELLATION	20% RESTOCKING FEE ON ANY MATERIAL RETURNED IN THE EVENT OF A CANCELED CONTRACT BY A CUSTOMER ONLY. IN THE EVENT A CUSTOMER CANCELS A CONTRACT, REFUND ON CONTRACT DEPOSIT WILL TAKE 7-10 WORKING DAYS. EITHER PARTY MAY CANCEL CONTRACT AT ANY POINT WITH OUT NOTICE. IN THE RARE EVENT HARVEY'S ROOFING CANCELS A CONTRACT, CUSTOMER WILL RECEIVE A FULL DEPOSIT REFUND IMMEDIATELY. NOTE: OUR SUPPLIERS DO NOT ACCEPT RETURNS ON SPECIAL-ORDER MATERIALS SUCH AS LANDMARK PRO, METAL ROOFING, TILE, SKYLIGHTS, ETC. IN THE EVENT A CUSTOMER CANCELED CONTRACT OCCURS, SPECIAL-ORDER MATERIAL WILL BE DELIVERED TO THE PROJECT ADDRESS AND NO MATERIAL REFUND WILL BE GRANTED. HARVEY'S ROOFING WILL NOT STORE OR USE SPECIAL-ORDER MATERIAL AND WILL NOT ASSUME THE COST OF SAID MATERIALS. IF HARVEY'S ROOFING CANCELS A CONTRACT THAT INCLUDES SPECIAL-ORDER MATERIAL, THE CUSTOMER WILL RECEIVE 100% REFUND ON ANY DEPOSITS MADE.

Item	Description
COMPLAINT-COMSUMER PROTECTION	SIMILAR TO PROVIDING A CONTRACTOR LICENSE NUMBER ON COMPANY VEHICLES AND BUSINESS CARDS, THE ARIZONA REGISTRAR OF CONTRACTORS REQUIRE LICENSED CONTRACTORS PROVIDE THE FOLLOWING STATEMENT TO CONSUMERS FOR THEIR PROTECTION: YOU HAVE THE RIGHT TO FILE A WRITTEN COMPLAINT WITH THE REGISTRAR OF CONTRACTORS FOR ANY VIOLATION UNDER SECTION 32-1154, SUBSECTION A. YOU MAY FILE ONLINE: www.azroc.gov OR BY PHONE: 602-542-1525; TOLL-FREE# 877-692-9762. COMPLAINTS MUST BE MADE WITHIN THE APPLICABLE TIME PERIOD AS SET FORTH IN SECTION 32.1155, SUBSECTION A. PLEASE, CONTACT THE PROPER AUTHORITY WHEN YOU SUSPECT VIOLATIONS BY ANY CONTRACTOR.
PAYMENT/ACCEPTANCE	
PAYMENT METHOD	MAKE ALL CHECKS PAYABLE TO: HARVEY'S ROOFING LLC WE ACCEPT ALL MAJOR CREDIT CARDS. (NOTE: A FEE OF 3% WILL BE APPLIED TO ALL DEBIT OR CREDIT CARD TRANSACTIONS).
PROJECT SCHEDULE	UPON RECEIPT OF YOUR SIGNED CONTRACT AND DOWN PAYMENT, YOUR PROJECT WILL TENATIVELY BEGIN IN APPROXIMATELY 6 WEEKS. THIS PROJECTION IS CONDITIONAL DUE TO WEATHER AND OTHER UNFORESEEN CIRCUMSTANCES AND IS NOT A COMMITMENT. WE WILL CONTACT YOU AT LEAST ONE (1) TO TWO (2) DAYS PRIOR TO THE ACTUAL START DATE TO CONFIRM. PLEASE EMAIL OR CALL US IF YOU NEED US TO CONSIDER A PARTICULAR TIME FRAME FOR YOUR PROJECT. PLEASE REMEMBER, WHEN IT RAINS, THE CREW CANNOT WORK AND ANY WEATHER DELAYS FORCE ALL OUR PROJECT START DATES FURTHER OUT.
TIME SENSITIVE	THIS PRICE IS VALID FOR 15 DAYS FROM ESTIMATE DATE. THIS ESTIMATE MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 15 DAYS OF ISSUANCE. PLEASE CONTACT THE OFFICE AT 928-301-9015 AS SOON AS POSSIBLE FOR INSTRUCTIONS IF THIS PROJECT CANNOT BE APPROVED WITHIN 15 DAYS.
SIGNATURE-ACCEPTANCE	UPON SIGNING AND DATING THIS BECOMES A BINDING CONTRACT. UPON SIGNING TEMPORARY WATERPROOFING OF EXISTING ROOFING IS AVAILABLE AT NO CHARGE TO GET YOU THROUGH BAD WEATHER SITUATIONS UNTIL PROJECT START.

Signature: _____ Date: _____

Harvey's Roofing LLC: _____ Date: _____

Deposit: \$ _____ Ck# _____ Date: _____

Sub Total	\$16,412.44
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Total	\$16,412.44
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SPECIAL INSTRUCTIONS

C O N T R A C T

Harvey's Roofing LLC
PO BOX 22,
873 E Howards Rd #7
Camp Verde, AZ 86322
(928) 301-9015
ROC# 318928

Sales Representative
Mike Harvey
(928) 301-9015
mike@harveysroofingllc.com



Town Of Camp Verde
Job #1367 - Rock Jail Building
Camp Verde, AZ 86322
martin.smith@campverde.az.gov

Estimate #	2638
Date	9/30/2025

Item	Description
ROOF REMOVAL	PROVIDE AND INSTALL PROTECTIVE TARPS AT ALL LANDSCAPING DURING EACH "PHASE " OF PROJECT. REMOVE EXISTING ROOFING TO DECKING
LABOR - SHINGLE ROOF SYSTEM	PROVIDE AND INSTALL THE FOLLOWING: NEW GAF TIMBERLINE HDZ SHINGLE ROOF SYSTEM. COLOR CHOICE PROVIDE AND INSTALL SYNTHETIC UNDERLAYMENT. PROVIDE AND INSTALL GAF RIDGE AND STARTER SHINGLE. PROVIDE AND INSTALL NEW 2"X2" DRIP EDGE. PAINT ALL FLASHING TO MATCH ROOF AS CLOSE AS POSSIBLE. WATERPROOF ALL VENTS AND OPENINGS. ALL MATERIAL TO BE INSTALLED PER MANUFACTURE INSTALL INSTRUCTIONS. HAUL AWAY ALL JOB DEBRIS & USE MAGNET ON GROUNDS TO REMOVE AS MANY NAILS AS POSSIBLE AT THE END OF THE PROJECT.
ADDITIONAL CHARGES	THERE WILL BE AN ADDITIONAL CHARGE OF \$70.00 PER MAN HOUR PLUS MATERIAL FOR ANY ROTTEN OR DAMAGED LUMBER DISCOVERED. NO LUMBER WILL BE REPLACED WITHOUT PRIOR AGREEMENT OF THE HOMOWNER.
MATERIAL	
GAF HDZ LAMINATED SHINGLE	GAF TIMBERLINE HDZ LAMINATED, FIBERGLASS REINFORCED, ASPHALT SHINGLE.
GAF UNDERLAYMENT	GAF FELTBUSTER SYNTHETIC UNDERLAYMENT 10SQ ROLL
GAF PRO-START STARTER	GAF STARTER SHINGLE EVE/RAKE
GAF Z RIDGE	PROTECTIVE RIDGE/HIP CAP SHINGLE 33 LN FT/BD
DRIP 2X2	2" X 2" DRIP EDGE FLASHING - WHITE BLACK BROWN
NAILS-PLASTIC	PLASTIC CAP NAILS 1"
COILNAILS	COIL NAILS 1 1/4"
STAPLES	P10 5/8" STAPLES FOR OVERHANG ONLY
CAULK	CAULKING M1 OR CLEAR
ROOFING CEMENT	KARNAK PLASTIC CEMENT

Item	Description
MISC MATERIAL	MATCH PAINT, SEALANTS, AND ADDITIONAL FLASHING AS NEEDED.
WARRANTY/PAYMENTS	
WARRANTY	5 YEAR WORKMANSHIP WARRANTY ON THE INSTALLATION. MANUFACTURE SYSTEM PLUS LIMITED WARRANTY FEATURES REPLACEMENT MATERIALS, INSTALLATION LABOR, COST OF TEAR OFF (IF NECESSARY). 50 YEARS 100% COVERAGE. HARVEY'S ROOFING LLC WARRANTS THE INSTALLATION OF YOUR NEW ROOF FROM THE DATE OF COMPLETION. IF, DURING THE TERM OF YOUR WARRANTY (PROVIDED IN ABOVE DESCRIPTION) THE ROOF LEAKS DUE TO DEFECTIVE WORKMANSHIP, HARVEY'S ROOFING LLC WILL MAKE REPAIRS NECESSITATED BY THE DEFECTIVE WORKMANSHIP AND COVER ALL ASSOCIATED COSTS OF DEFECTIVE WORKMANSHIP . IT IS THE OWNERS OBLIGATION TO PROMPTLY NOTIFY HARVEY'S ROOFING LLC OF ANY LEAKS AS SOON AS THEY OCCUR. FAILURE OR NEGLECT OF PROMPT NOTIFICATION OF ROOF ISSUES WILL VOID WORKMANSHIP WARRANTY.
PAYMENT TERMS	50 % DOWN PAYMENT REQUIRED TO AWARD PROJECT AND BALANCE DUE UPON COMPLETION. COLLECTION COSTS AND LEGAL FEES WILL BE CHARGED IF NECESSARY ANY DELAY IN PAYMENT WITHOUT PRIOR AGREEMENT WITH HARVEY'S ROOFING LLC WILL RESULT IN 3% INTEREST PER WEEK.
COUPON - DISCOUNT	PRICE INCLUDES YOUR COUPON DEDUCTION
CANCELLATION	
CONTRACT CANCELLATION	20% RESTOCKING FEE ON ANY MATERIAL RETURNED IN THE EVENT OF A CANCELED CONTRACT BY A CUSTOMER ONLY. IN THE EVENT A CUSTOMER CANCELS A CONTRACT, REFUND ON CONTRACT DEPOSIT WILL TAKE 7-10 WORKING DAYS. EITHER PARTY MAY CANCEL CONTRACT AT ANY POINT WITH OUT NOTICE. IN THE RARE EVENT HARVEY'S ROOFING CANCELS A CONTRACT, CUSTOMER WILL RECEIVE A FULL DEPOSIT REFUND IMMEDIATELY. NOTE: OUR SUPPLIERS DO NOT ACCEPT RETURNS ON SPECIAL-ORDER MATERIALS SUCH AS LANDMARK PRO, METAL ROOFING, TILE, SKYLIGHTS, ETC. IN THE EVENT A CUSTOMER CANCELED CONTRACT OCCURS, SPECIAL-ORDER MATERIAL WILL BE DELIVERED TO THE PROJECT ADDRESS AND NO MATERIAL REFUND WILL BE GRANTED. HARVEY'S ROOFING WILL NOT STORE OR USE SPECIAL-ORDER MATERIAL AND WILL NOT ASSUME THE COST OF SAID MATERIALS. IF HARVEY'S ROOFING CANCELS A CONTRACT THAT INCLUDES SPECIAL-ORDER MATERIAL, THE CUSTOMER WILL RECEIVE 100% REFUND ON ANY DEPOSITS MADE.
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PAYMENT/ACCEPTANCE	

Item	Description
PAYMENT METHOD	MAKE ALL CHECKS PAYABLE TO: HARVEY'S ROOFING LLC WE ACCEPT ALL MAJOR CREDIT CARDS. (NOTE: A FEE OF 3% WILL BE APPLIED TO ALL DEBIT OR CREDIT CARD TRANSACTIONS).
PROJECT SCHEDULE	UPON RECEIPT OF YOUR SIGNED CONTRACT AND DOWN PAYMENT, YOUR PROJECT WILL TENTATIVELY BEGIN IN APPROXIMATELY 6 WEEKS. THIS PROJECTION IS CONDITIONAL DUE TO WEATHER AND OTHER UNFORESEEN CIRCUMSTANCES AND IS NOT A COMMITMENT. WE WILL CONTACT YOU AT LEAST ONE (1) TO TWO (2) DAYS PRIOR TO THE ACTUAL START DATE TO CONFIRM. PLEASE EMAIL OR CALL US IF YOU NEED US TO CONSIDER A PARTICULAR TIME FRAME FOR YOUR PROJECT. PLEASE REMEMBER, WHEN IT RAINS, THE CREW CANNOT WORK AND ANY WEATHER DELAYS FORCE ALL OUR PROJECT START DATES FURTHER OUT.
TIME SENSITIVE	THIS PRICE IS VALID FOR 15 DAYS FROM ESTIMATE DATE. THIS ESTIMATE MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 15 DAYS OF ISSUANCE. PLEASE CONTACT THE OFFICE AT 928-301-9015 AS SOON AS POSSIBLE FOR INSTRUCTIONS IF THIS PROJECT CANNOT BE APROVED WITHIN 15 DAYS.
SIGNATURE-ACCEPTANCE	UPON SIGNING AND DATING THIS BECOMES A BINDING CONTRACT.

Signature: _____ Date: _____

Harvey's Roofing LLC: _____ Date: _____

Deposit: \$ _____ Ck# _____ Date: _____

Sub Total	\$4,473.09
Total	\$4,473.09

S P E C I A L I N S T R U C T I O N S



Town Council

Agenda Information Memorandum

Meeting Date: November 5, 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

Agenda Title: Approval for the Town Finance Director to update the Town's Finance Operations Guide, per the attached updated document, raising the minimum amount required for comparative quotes under the Procurement section II-A-1 from the current \$10,000 to \$20,000.

Attached Documents: Financial Operations Guide with requested change

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: N/A
- Approved in the FY26 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

This update is a clerical correction that was inadvertently missed during the last review of the Financial Operations Guide. Staff had originally intended to include this adjustment, which simply aligns the document with current purchasing practices. The revision (see "Procurement" section) increases the lower threshold for obtaining comparative quotes from \$10,000 to \$20,000, bringing it into full alignment with the current purchase order process, which also begins at \$20,000. The previous \$10,000 requirement has resulted in unnecessary quotes for low-dollar projects, and this correction ensures that quoting requirements are consistent, practical, and reflective of the Town's standard procurement process.

Question(s) before the Council:

- Does Council approve changing the minimum level for comparative quotes from \$10,000 to \$20,000?

Proposed Motion: Approve the Town Finance Director to update the Town's Finance Operations Guide, per the attached updated document, raising the minimum amount required for comparative quotes under the Procurement section II-A-1 from the current \$10,000 to \$20,000.

Town of Camp Verde

Financial Operations Guide



Amended & Approved
October 8th, 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 Finance 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 initialed 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, two (2) Town employees shall transport the money to a secure location (e.g. safe or locked drawer) with each verifying the count of cash.
- 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~~-20,000 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.
 7. There is no smoking or alcohol allowed in Town vehicles.
 8. 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 1st.
- 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 approved 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 Divisions 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. The Investment Policy shall be reviewed with Council each year during the budget process.

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 Divisions where the normal course of business may put the employee in situations where normal clothing would be inappropriate or cost prohibitive.
- E. The uniform allowance limits will be set annually during the budget process.

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.

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Town Council

Agenda Information Memorandum

Meeting Date: November 5, 2025

Agenda Item Type:

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

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Consideration and possible approval of Request for Qualifications #25-222 for Defense Attorney Services.

Attached Documents:

- Request for Qualifications

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

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

Financial Review (if applicable): The annual fiscal budget includes funds for Prosecutorial services.

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

Background Information:

The Town of Camp Verde contracts with qualified attorneys to provide public defense representation for defendants in misdemeanor criminal cases before the Camp Verde Municipal Court. These services are required by law to ensure all individuals charged with a criminal offense have access to adequate legal counsel, as provided under the U.S. Constitution and Arizona Rules of Criminal Procedure.

The Town currently has contracted defense attorneys providing these services. However, consistent with the Town's standard procurement practices, staff are recommending that the Town release a Request for Qualifications (RFQ) to ensure continued compliance with competitive selection requirements and to confirm that the Town is receiving high-quality, cost-effective representation.

RFQ #25-222 will solicit statements of qualifications from interested attorneys or law firms with experience providing public defense services in municipal or justice courts. The intent is to establish a new professional services agreement to maintain continuous and reliable representation for eligible defendants.

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

This initiative is part of our ongoing commitment to fiscal responsibility and operational excellence.



Town Council Agenda Information Memorandum

Question(s) before the Council:

- Does the Council have any questions about the RFQ?

Proposed Motion:

I move to **APPROVE** publishing RFQ #2025-222 for Defense Attorney Services.



Request for Qualifications (RFQ)

Town of Camp Verde

Defense Attorney Services

RFP #25-222

Work Summary	The Town of Camp Verde is seeking Statements of Qualifications from qualified attorneys or law firms to provide municipal defense attorney services on a contractual basis. The selected attorney or firm will act as Town-appointed Public Defender for defendants in misdemeanor criminal cases filed in the Camp Verde Municipal Court, ensuring fair and effective representation consistent with constitutional and ethical standards.
Award Terms	The Town and successful Proposer shall prepare an Agreement to be executed by both parties incorporating the Terms and Conditions herein. The successful Proposal and other Town standard requirements are subject to approval by the Town Council.
Issue Date	Thursday, November 6, 2025
Due Date	Monday, December 8, 2025; 1:00 PM (AZ Time)
Inquiries	The deadline for inquiries is Monday, December 1, 2025 at 1:00 PM, Local Arizona Time. Questions and/or inquiries must be emailed to Town Manager Miranda Fisher at Miranda.Fisher@campverde.az.gov . Questions submitted after this date and time will not receive a response. The Town of Camp Verde reserves the right to issue RFP amendments after the question and answer period. It is each Proposer's responsibility to check the website www.publicpurchase.com for addenda to this RFP. This Request for Proposals may only be modified by a written Addendum.
Pre-Submittal Meeting	Wednesday, November 19, 2025; 1:00 PM (AZ Time). Microsoft Teams meeting Meeting Link Meeting ID: 226 689 743 472 0 Passcode: dZ6DT326
Submittal Process	Statements of Qualifications must be emailed to Town Manager Miranda Fisher on or before 1:00 PM (AZ TIME) Monday, December 8, 2025. The Statement of Qualifications shall be in pdf format and all required information must be included. Once your Statement of Qualifications is received, you will receive email confirmation from Town Manager Fisher.
Document Availability	Documents can be downloaded at www.PublicPurchase.com or by contacting Town Manager Miranda Fisher by emailing Miranda.Fisher@campverde.az.gov or calling (928) 451-3670.
Contact	Town Manager Miranda Fisher Miranda.Fisher@campverde.az.gov (928) 451-3670.
Equal Opportunity	Camp Verde is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals on this solicitation.

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1. Introduction

The Town of Camp Verde is seeking Statements of Qualifications from qualified attorneys or law firms to provide Public Defense Services for defendants in the Camp Verde Municipal Court. The selected attorney or firm will be appointed by the Court to represent defendants who are legally entitled to counsel and financially unable to obtain private representation.

This solicitation is issued under Town procurement policies. The Town intends to enter into a professional services agreement for an initial three-year term, with the possibility of renewal.

2. Scope of Services

The selected **Defense Attorney** will perform duties including but not limited to:

- Representing defendants in misdemeanor criminal cases filed in the Camp Verde Municipal Court where court-appointed counsel is required.
- Conducting client interviews, reviewing discovery materials, advising clients regarding plea agreements, and representing clients at all stages of proceedings including arraignment, pretrial conferences, motion hearings, trial, and sentencing.
- Filing and arguing necessary motions, and representing clients in appeals or post-conviction matters as directed by the Court.
- Maintaining regular communication with clients and ensuring compliance with all court deadlines.
- Ensuring full compliance with the Arizona Rules of Criminal Procedure, ethical obligations, and standards for indigent defense.
- Coordinating with the Camp Verde Prosecutor, court staff, probation officers, and other stakeholders to ensure effective case management.
- Maintaining accurate and confidential client files consistent with professional standards.

3. Minimum Qualifications

- Must be an attorney in good standing licensed to practice law in the State of Arizona.
- Minimum three (3) years of criminal prosecution experience (municipal or county level preferred).
- Demonstrated knowledge of Arizona criminal law, rules of procedure, and applicable statutes.
- Ability to work independently as an outside consultant and not as a Town employee.
- Ability to maintain insurance coverages required by the Town (professional liability, general liability, auto, workers' compensation as applicable).

4. Contract Terms

The selected Defense Attorney will be engaged as an independent consultant, not as a Town employee. Key terms include but are not limited to:

- Compensation:** Flat fee of \$350/case.
- Insurance:** Professional liability, general liability, and other coverage.
- Term:** Three (3) years, subject to termination by either party with 60 days' notice.

- Compliance:** Must comply with A.R.S. §§ 41-4401 (immigration laws), 35-393 (Israel boycott prohibition), and 38-511 (contract cancellation).

5. Submittal Requirements

5.1. Statement of Qualifications

5.1.1 Interested firms/individuals shall submit one (1) digital PDF of their Statement of Qualifications including:

- Cover Letter – Introduce the proposer, summarize interest, and identify contact person.
- Qualifications – Demonstrate compliance with minimum qualifications.
- Relevant Experience – Provide examples of prosecution or related legal services performed for municipalities or other public entities.
- References – Provide at least three (3) references from public sector clients.

5.2. Submittal Instructions

5.2.1 *Format.*

Proposers shall email their statement of qualifications to Town Manager Miranda Fisher on or before 1:00pm (AZ TIME) Monday, December 8, 2025.

Any response received after the time specified will be returned rejected. It is the proposer's responsibility to ensure their statement of qualifications is received via email to Town Manager Miranda Fisher (Miranda.Fisher@campverde.az.gov) on or before the specified time. The email must be clearly marked with the Proposer's name and the title "Camp Verde Defense Attorney Services".

5.2.2 *No Modifications.*

Modifications shall not be permitted after a statement of qualification has been opened except as otherwise provided under applicable law.

5.3. Requirements for Proposers

3.3.1. ***Town's Right to Reject:*** The Town of Camp Verde reserves the right to reject any and all statements of qualifications and to waive technicalities in the procurement process.

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

3.3.3. ***Amendment or Withdrawal:*** A statement of qualification may be withdrawn any time before the due date and time. A statement of qualification may not be amended or withdrawn after the due date and time except as otherwise provided by applicable law.

3.3.4. ***Public Record:*** All documents submitted in response to this solicitation and all

evaluation related records shall become property of the Town of Camp Verde and shall become a matter of public record for review, subsequent to opening. Request for nondisclosure of data such as trade secrets and other proprietary data, must be made known in writing to the Town of Camp Verde, and the information sought to be protected clearly marked as proprietary. The Town of Camp Verde will not ensure confidentiality of any portion of documents that are submitted in the event that a public record request is made. The Town of Camp Verde will provide 48 hours' notice before releasing materials identified by the Proposal as confidential or proprietary in order for the Proposer to apply for a court order blocking the release of the information.

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

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

3.3.7. ***Acceptance Period:*** All Statements of Qualifications shall remain open for 180 days after the day of the opening, but the Town of Camp Verde may, at its sole discretion, release any candidate prior to that date.

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

3.3.9. ***Waiver and Rejection Rights.*** The Town of Camp Verde reserves the right to reject any or all Statements of Qualifications or to cancel the solicitation altogether, to waive any informality or irregularity in any submittal received, and to be the sole judge of the merits of the respective documents received.

3.3.10. ***Solicitation Addendum Acknowledgement.*** Each Solicitation Addendum shall be

acknowledged, which shall be submitted together with the Statements of Qualifications on the due date and time. Failure to note a Solicitation Addendum may result in rejection of the Proposer.

3.3.11. **Evidence of Intent to be Bound.** The Solicitation shall include a signature by a person authorized to sign the Statements of Qualifications. The signature shall signify the Proposer's intent to be bound to the terms of the Solicitation and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of intent to be bound, such as an original signature, shall result in rejection of the submittal.

3.3.12. **Non-Collusion and Non-Discrimination.** By signing and submitting the proposal, the Proposer certifies that: the Proposer did not engage in collusion or other anti-competitive practices in connection with the preparation or submittal of its submittal; and the Proposer certifies that it does not discriminate against any employee or applicant for employment based on race, color, age, sex, religious or political affiliation, sexual orientation, gender identity, family status, marital status, national or ethnic origin, or mental or physical disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.

3.3.13. **Inquiries**

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

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

6. **Evaluation and Award**

6.1. **Evaluation Criteria**

General Evaluation Standards

The Town of Camp Verde seeks to obtain defense attorney services as outlined in the Scope of Work. Statements of Qualifications will be evaluated on the selection criteria set forth below. The Town will be the sole judge of whether the services offered are acceptable. Solicitations from individuals or firms that have provided inadequate or unsatisfactory services to municipalities or other public entities in the past may be rejected and not considered.

The Town reserves the right to reject any or all candidates and to withhold the award and to waive or decline to waive irregularities when it determines that such action is in its best

interest.

A proposer (including its principals) who is lawfully prohibited from any public procurement activity may have its submittal rejected.

7.2 Evaluation Criteria

Proposals will be evaluated using the following weighted criteria:

- **Qualifications and Experience (50%)**
 - Relevant criminal defense and/or municipal court legal experience.
 - Years of practice in Arizona and familiarity with municipal court operations.
 - Experience representing defendants in municipal court or similar public-sector work.
- **Understanding of Scope of Work (35%)**
 - Demonstrated understanding of responsibilities outlined in the RFQ.
 - Quality of proposed approach to managing casework, workload balance, and communication with Town staff.
- **References (15%)**
 - Quality of references from municipal or public-sector clients.

7.3 Award

The Town of Camp Verde intends to award a contract to the proposer whose qualifications are most advantageous to the Town, taking into consideration the evaluation criteria set forth above. The Town reserves the right to conduct interviews with finalists prior to award.

5. Solicitation Terms and Conditions

GENERAL CONDITIONS

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

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

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

this policy shall be disqualified from participating in this Solicitation.



Town Council Agenda Information Memorandum

Meeting Date: November 5, 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, **ROBERT BROOKS**, 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 **GROUND MAINTENANCE WORKER** 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 5th day of November 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, **JOSHUA GRISSOM**, 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 **GROUND MAINTENANCE WORKER** 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 5th day of November 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, **JOSHUA HICKMAN**, 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 5th day of November 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, **MARAT SHKANDIN**, 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 **RECREATION LEADER II** 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 5th day of November 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, **ALLISON SINOSKY**, 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 **ACCOUNTANT** 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 5th day of November 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, **OSCAR ZAGOYA**, 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 **BUILDING MAINTENANCE WORKER** 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 5th day of November 2025.

Leah Rhodes, Town Clerk
Town of Camp Verde

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**Meeting Date:** November 5, 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 on cesspools in Camp Verde and available abatement funding opportunities**Attached Documents:**

- 2025 AEDQ Cesspool Report
- Cesspool Abatement Application

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 FY26 Budget? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |
| • Is this an approved CIP Project? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |

Background Information:

The Arizona Department of Environmental Quality (ADEQ), in partnership with Matrix New World Engineering, recently completed a cesspool assessment identifying properties across Arizona, including Camp Verde and Yavapai County, that still rely on cesspools for wastewater disposal. The report, presented to the Yavapai County Board of Supervisors on October 15, 2025, highlighted both the environmental and public health risks associated with these systems, including the potential contamination of groundwater sources.

A cesspool is an outdated form of wastewater disposal consisting of a pit lined with brick, stone, or concrete that allows liquid waste to seep into the ground while retaining solids. Unlike modern septic or sewer systems, cesspools do not treat wastewater, allowing contaminants, such as bacteria, viruses, and nitrates, to migrate directly into the soil and groundwater. As a result, cesspools pose a significant risk to drinking water quality and public health and are no longer permitted for new construction under current environmental regulations.

To address these concerns, ADEQ has made grant funding available through the Cesspool Abatement Program to help homeowners replace cesspools with approved wastewater treatment systems. These funds have been specifically earmarked to eliminate cesspools and protect groundwater quality throughout Yavapai County and beyond.



Town Council Agenda Information Memorandum

At the November 5th Council meeting, Dawn Capotosti, MS, RS, who is the Environmental Health Unit Manager for Yavapai County Development Services will review the application process.

PROGRAM DETAILS & QUALIFICATIONS

To qualify for the Cesspool Abatement Program, applicants must meet the following criteria:

1. Be a resident of Yavapai County and a legal U.S. resident.
2. Have occupied the home full-time for at least 12 months.
3. The property must be the primary residence now and for the next five years.
4. Property taxes must be current.
5. The home must be insured (limited assistance may be available for those unable to afford insurance).
6. The applicant must own the home and be listed on the title.

Applications can be submitted by email or by contacting the County to arrange for assistance with completing or submitting materials.

Importantly, property owners who apply but do not qualify will not face penalties or enforcement actions. There will be no follow-up compliance measures unless the cesspool is actively surfacing effluent, which poses an immediate health concern.

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

By promoting the replacement of outdated cesspools with compliant wastewater systems, the Town is advancing its commitment to protect groundwater resources, improve environmental health, and assist residents in accessing state-funded infrastructure programs that benefit both individual property owners and the broader community.

Question(s) before the Council:

- Does Council have any questions for staff or for Dawn Capotosti?

**STATEWIDE CESSPOOL IDENTIFICATION –
YAVAPAI COUNTY**

PREPARED FOR:

**Arizona Department of Environmental Quality
Groundwater Protection Unit
1110 W. Washington Street
Phoenix, AZ 85007**

PREPARED BY:



**Matrix New World Engineering, Land Surveying
and Landscape Architecture, PC
3033 North 44 Street, Ste 270
Phoenix, AZ 85018**

DATE:

June 30, 2025

MATRIX PROJECT NO.:

25-0178

STATEWIDE CESSPOOL IDENTIFICATION – YAVAPAI COUNTY

PREPARED FOR:

**Arizona Department of Environmental Quality
Groundwater Protection Unit**
1110 W. Washington Street
Phoenix, AZ 85007

DATE:

June 30, 2025



June 30, 2025

Jeremy Johnson, GISP
GIS Manager

Date



June 30, 2025

Trey Uphoff
GIS Analyst

Date



June 30, 2025

Samuel Kwas
Staff Hydrogeologist

Date

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1.0 INTRODUCTION

The Arizona Department of Environmental Quality (ADEQ) has engaged Matrix New World Engineering to identify possible cesspool locations throughout the state of Arizona. Authorized On-site Wastewater Treatment Facilities (OWTFs), also known as septic systems, are widespread throughout the State of Arizona (**Figure 1**). These are systems which have been properly permitted, designed, installed, and maintained. However, the use of a cesspool is prohibited (Arizona administrative Code R18-9-A309.A.4.) and are not grandfathered. In this report, the term cesspools will be defined as a pit or underground container that collects and stores untreated wastewater until it can be emptied and disposed of elsewhere. In addition to cesspools, this analysis can also help identify 1.09 General Permit Systems (*Sewage Treatment or On-site Wastewater Treatment Facility with flows less than 20,000 GPD and operating before January 1, 2001*), and "Wildcat Septic Systems" (*unpermitted system where wastewater is not properly treated or routed through a permitted systems or municipal sewer*). Data generated from this initiative will inform policy decisions and support efforts to secure funding for the statewide eradication of cesspools. This strategic project focuses on developing repeatable methodologies and processes to pinpoint high-confidence areas of concern where cesspools are likely located. The resulting data will enable ADEQ to deploy field staff to verify the precise locations of cesspools within these identified areas of concern.

ADEQ has indicated that areas of concern should be delineated at the county level. Due to variability in data availability and willingness to share data across counties and cities, Yavapai County has been selected as the initial focus for analysis. This decision is based on the county's vast data resources, including comprehensive parcel information and local infrastructure data (e.g., buildings, vacant land), all maintained within a GIS database.

To efficiently process large datasets at the county scale, the Matrix team employed a subtractive methodology—eliminating areas where cesspools are unlikely to exist. It is important to note that the exact geographic locations of cesspools will not be determined until field verification is conducted. For the purposes of this project, areas of concern will be identified at a "neighborhood" scale. Given project time constraints, this resolution level is deemed the most practical, unless high-resolution satellite imagery and parcel-level analysis are incorporated to refine the locations further.

2.0 DATA GATHERED

The methodology begins by compiling all relevant data provided by state, county, city, or otherwise publicly available. For the purposes of this report, the focus will be on Yavapai County, as it has already supplied a substantial dataset suitable for preliminary analysis. Yavapai County and participating local municipalities (**Figure 2**) provided the Matrix team with several key datasets to include a georeferenced sewer infrastructure map, which are critical for cross-referencing with state-level data sources, such as the statewide septic system database. As counties often maintain more current and detailed datasets than those available at the state level, the data provided by Yavapai County and local municipalities will significantly enhance the accuracy and resolution of the analysis. Datasets provided in multiple formats include:

- **Parcel Ownership with known Sanitary Districts** - Used to identify properties likely connected to centralized wastewater systems.
- **Buildings (2021)** – Used to understand vacant and occupied land and possible existence
- **Commercial Septic Permit List** - Helped pinpoint areas where septic systems are legally documented, reducing the likelihood of unregulated cesspools.
- **Notice of Septic System Transfer List** - Offered valuable insight into historical property transfers involving septic systems, which can help identify patterns of decentralized wastewater treatment.
- **Sewer Line Extension List** - Provided a record of where the sewer infrastructure has been extended, indicating likely service coverage.
- **Wastewater Permit Report** - Included detailed information on permitted wastewater treatment systems, helping to rule out regulated systems.
- **Sewer Lines in the form of shapefiles (Camp Verde, Clarkdale, Sedona)** - These spatial layers allowed precise mapping of sewer infrastructure in specific municipalities.
- **Manholes in the form of shapefiles (Camp Verde, Clarkdale, Sedona)** - Used to complement sewer line data and confirm the presence of active sewer networks.
- **Water Line Extension List** - Served as a proxy indicator for development density and possible utility expansion areas.
- **Georeferenced Sewer Infrastructure Map for City of Prescott** - Provided a detailed view of sewer infrastructure in one of the county's major urban centers.

All datasets were standardized to a consistent coordinate system to ensure spatial alignment and to support seamless cross-comparison during analysis. This standardization was critical given the diversity of data formats and sources. Once harmonized, these datasets were used to systematically eliminate

areas where cesspools are unlikely to exist, following a subtractive approach based on known sewer connectivity, permit activity, and utility extensions.

The development of a robust and repeatable methodology for identifying potential cesspool locations in Yavapai County was grounded in the careful integration and analysis of multiple datasets provided by state and local agencies. These datasets, each offering unique insights into existing wastewater infrastructure and property-level sanitation systems, served as the foundation for a comprehensive spatial analysis conducted within a GIS environment.

3.0 METHODOLOGY

To effectively identify potential cesspool locations across Yavapai County, a systematic and data-driven approach was developed using City of Prescott data, as the data we received for this city was robust and complete. The methodology is designed to be repeatable, scalable, and adaptable to other cities/counties across Arizona as additional data becomes available. This approach emphasizes the use of existing geospatial and tabular datasets to narrow down the search area by eliminating locations where cesspools are unlikely to exist, thereby focusing attention on high-confidence areas of concern. The final outputs are not intended to pinpoint individual cesspools but rather to identify neighborhoods or zones where field verification should be prioritized.

Central to this methodology is a subtractive analysis process conducted within a GIS framework. Using a suite of state and locally sourced datasets—including building locations, sewer infrastructure maps, wastewater permit records, and septic system transfer notices, each layer was standardized and analyzed to assess service coverage, development history, and the likelihood of decentralized sanitation systems. The datasets were carefully evaluated and overlaid to isolate gaps in sewer service and identify properties that may be utilizing unregulated or legacy wastewater systems (cesspools). These insights inform the delineation of target areas where cesspools may still be present and where ADEQ resources can be most effectively deployed for on-the-ground verification.

Each table includes parcel identification numbers, allowing seamless integration with the Yavapai County parcel dataset (see below). Relevant fields from these tables will be joined to the parcel attribute table using the parcel number as the unique identifier, with corresponding values added for use in analytical queries and the joining of external data, such as tables. These additions will support the classification of parcels into high- and low-confidence categories regarding potential cesspool presence.

PARCEL_ID	PARLABEL	PARNUMASR
1330634021011	306-34-021A	30634021A
1310704041002	107-04-041	10704041
1340217233003	402-17-233	40217233

The georeferenced sewer map (see below) served as a foundational layer in the analysis, being one of the first pieces of data provided by the City of Prescott. Sewer lines, which generally follow the centerlines of roadways, offer a clear indication of areas with municipal sewer access. To incorporate this information, a roads layer was overlaid on the georeferenced sewer map. Road segments which aligned with the

mapped sewer lines were selected and exported into a new feature layer representing sewer infrastructure.



To identify parcels with potential access to municipal sewage systems, a 75-foot buffer was applied to this new sewer line layer (see below). A 75-foot buffer was chosen due to varying right-of-way and street widths throughout the city, and varying locations of the sewer pipeline underneath the roadways. Alongside these reasons, some parcels were not able to be reached with a smaller buffer even though they are more than likely attached to the City's sewer system. Parcels intersecting this buffer zone would be flagged as having access to sewer infrastructure and thus categorized as unlikely to contain



cesspools. This approach ensures a methodical and spatially accurate assessment of sewer service coverage across the study area.

To support the identification of known areas and streamline the analysis, relevant fields were added to the attribute table within the Yavapai County parcel dataset. Incorporating these additional data fields enhanced the efficiency and accuracy of queries used to identify potential indicators of cesspool presence.

For example, a field labeled **"Parcel Has Septic"** was added to the dataset, with values of "Yes" or "Null" assigned to each parcel. ADEQ has provided Matrix with a statewide dataset of registered septic systems, accurate to the parcel level. "Septic" is defined as a parcel with a known septic system provided by ADEQ. This data was spatially joined to the Yavapai County parcel layer, allowing the team to identify parcels currently served by septic systems, which are therefore unlikely to contain cesspools. **(Figure 3)**

The field **"Vacant"** was used, also categorized as "Yes" or "Null." Yavapai County maintains a GIS layer identifying all vacant land parcels, defined as properties with no residents or built infrastructure (e.g., homes, buildings). These parcels were considered low risk for containing cesspools, and their exclusion from the analysis increases confidence in identifying true areas of concern. **(Figure 4)**

The field **"Government Owned Land"** determined what land is owned by a government entity (local, state, federal, etc.). This field will have the values "Yes" and "Null" which will streamline the query process. The Matrix team has a high confidence of no cesspools located in these parcels. The specific layer used was a land ownership layer managed by ADEQ. **(Figure 4)**

Yavapai County maintains another GIS layer that is named "Buildings". This dataset is only up to 2021, so developed land post 2021 will not be considered if this layer is used. This field will have the values "Yes" and "Null" shall it be used in the query process. This field is named **"Parcel Has Buildings (2021 dataset)"**.

The Matrix team has created a sewer centerline GIS layer which used the PDF provided by the City of Prescott to find sewer lines. Other municipalities such as Camp Verde, Sedona, and Clarkdale provided either a shapefile or geodatabase with the spatially referenced sewer lines that were brought into ArcGIS Pro. These layers were then used to create a 50-foot and 75-foot buffer for analysis. A 50-foot buffer was created first, but some of the nearby parcels were not reached by the buffer, so a 75-foot buffer was decided upon. All parcels that touch each buffer are given a "Yes" and "No" value in their respected fields. These fields are named **"Parcel Touches Buffer (50ft)"** and **"Parcel Touches Buffer (75ft)"**.

An excel file was given to the Matrix team by the City of Prescott that had a list of parcels that have received a sewer line extension. This field is named **"Parcel Has Sewer Line Extension"** which was

given the values "Yes" and "Null". Just because a parcel has a sewer line extension does not necessarily mean that it is without a 1.09 General Permit System, so it was given a lower value in the weighted ranking system. Also, this is only data for the City of Prescott, so it should not be used for other cities or counties unless they provide the appropriate data.

A list of parcels notifying the county of "Notice of Transfer" from a prior cesspool to sewer and/or septic system was given to the Matrix team. This field was named **"Prior Cesspool Parcel"** and given values "Yes" and "Null".

Inside of the Yavapai County parcel GIS layer, there is a field which contains the map plat year. Given regulations in the county, the Matrix team can assume that all parcels created or built post 2001 has a high confidence of no cesspools on the land. This field was named **"Parcel Plat Post 2001"** which was given values "Yes" and "Null".

The field **"Name"** is the current owner of the parcel which will help query results. Some parcels are listed with no name or left blank, so the Matrix team included the "Name" field in the query, only wanting the values that are "not null" to alleviate parcels that may not be taxable such as vacant, government owned, or open space.

Given the lack of data in some areas, the Matrix team created its own field called **"Assumed Sewer (Satellite)"** which are parcels with visible sewer in front of the parcel on the street using up-to-date satellite imagery. Manholes that were visible in front of homes in developed neighborhoods were used as vertices for created sewer lines. Knowing that a sanitary sewer is installed near a parcel is an indicator that a connection between them could be present. This criterion was given a low value but does indicate that a sanitary system is in place.

The query (using Structured Query Language [SQL]) that was used for the results is as follows:

Septic IS NULL And Vacant IS NULL And Government_Land IS NULL And Sewer_Buffer_75ft IS NULL And Sewer_Line_Extension IS NULL, Notice_of_Transfer IS NULL, Post_2001_Parcel IS NULL, And NAME IS NOT NULL And Assumed_Sewer IS NULL

4.0 PROOF OF CONCEPT

Due to the lack of data in other counties, Matrix was forced to focus on the development of the Methodology using City of Prescott data. In order to prove the concept methodology, Matrix used other communities in Yavapai County and the data provided to our team. In the section below, we show how each city was reviewed, and the data processed to test the methodology and develop a heat map depicting areas of high likelihood to contain cesspools.

Our concept methodology was developed to prove that cesspools could confidently be identified, in the State of Arizona, through desktop analysis. The analysis would generate areas of high-confidence, or hot-spots, where unauthorized cesspools are still in operation. The data used for analysis was classified, ranked and given weight to generate a percentage level of confidence for the possibility of an unauthorized cesspool or OWTF is on the property. The criteria and weighted values are listed below (Chart 1).

Chart 1 – Unauthorized OWTF Ranking System

Criteria	Yes (value)	No (value)	Assumption
Sewer Connection	0	25	If sanitary sewers are present in street, assumed connection
Not Vacant	0	20	Occupied property assumed to have waste system
Has Septic	0	15	ADEQ and County supplied data of known septic systems on property
Sewer Extension	0	10	City supplied known future sewer extensions
Government Owned	0	10	Government owned properties assumed to not have unauthorized system
Notice Of Transfer	0	5	No notice of transfer does not imply an unauthorized system, but could add confidence with other criteria
Post-2001	0	5	Properties platted pre-2001 do not imply an unauthorized system, but could add confidence with other criteria
Assumed Sewer*	0	5	Presence of manholes in street does not imply connection to a city sewer system, but could add confidence with other criteria
Possible Range of confidence	0	95	Notes: * = Manholes were located using high resolution aerial imagery, indicating a possible sanitary system

With the methodology developed on City of Prescott, Matrix used three other Yavapai communities (Town of Clarkdale, Town of Camp Verde, City of Sedona) to prove the concept methodology. Each community was ranked using the criteria listed above. In some cases, due to lack of available data, a certain criterion may not have been used. In those cases, Matrix assigned those criteria a zero, thus lowering the

confidence of a possible cesspool on the property. Each community used for proof of concept is listed below (**Charts 2-5**), with the criteria used marked with an "X", and where data point were missing highlighted in yellow.

Chart 2 – Prescott Criteria

Criteria	Prescott
Sewer Connection	X
Not Vacant	X
Has Septic	X
Sewer Extension	X
Government Owned	X
Notice Of Transfer	X
Post-2001	X
Assumed Sewer	X

Chart 3 – Camp Verde Criteria

Criteria	Camp Verde
Sewer Connection	X
Not Vacant	X
Has Septic	X
Sewer Extension	X
Government Owned	X
Notice Of Transfer	X
Post-2001	X
Assumed Sewer	

Chart 4 – Clarkdale Criteria

Criteria	Clarkdale
Sewer Connection	X
Not Vacant	X
Has Septic	X
Sewer Extension	X
Government Owned	X
Notice Of Transfer	X
Post-2001	X
Assumed Sewer	

Chart 5 – Sedona Criteria

Criteria	Sedona
Sewer Connection	X
Not Vacant	X
Has Septic	X
Sewer Extension	
Government Owned	X
Notice Of Transfer	X
Post-2001	X
Assumed Sewer	

For each community Matrix went through the subtractive process described in the Methodology section. We grouped some of the criteria together, described below, due to their relation to each other.

Figures 3, 8, 13, 18

These figures show the extent of sewer and septic infrastructure in each community.

Figures 4, 9, 14, 19

These figures start the subtractive process by removing all parcels where there are assumed septic locations based on ADEQ and County records and refined with City (where available) data.

Figures 5, 10, 15, 20

Continuing the process, any vacant property, land under government ownership, or where the parcels platted post-2001 are removed from the universe of properties.

Figures 6, 11, 16, 21

Finally, where Matrix received existing sanitary sewer infrastructure or sewer line extensions, a buffer of 75 feet (refer to **Section 3.0** for reasoning) from the center of the linework and parcels that intersected the buffer were removed. As described previously, we received a PDF map of some of the infrastructure that was able to be georeferenced and compared to existing road network to simulate location of sewer linework. This may not have caught as much of the area as we would have expected but erring on the conservative side of assumed parcels.

The remaining parcels (bolded outline) are properties with a high confidence of a possible cesspool.

Figures 7, 12, 17, 22

As a last visual, these "hot spot" figures represent a range of possible frequency of cesspools. For each city, the frequency range and lower limit varies to show only the areas of higher probability. Those ranges are shown below.

- **Sedona** – 40-226 cesspools per sq km
- **Camp Verde** – 10-59 cesspools per sq km
- **Clarkdale** – 10-53 cesspools per sq km
- **Prescott** – 30-134 cesspools per sq km

5.0 CONCLUSION

The objective of this Scope of Work was to *“establish a method to identify where cesspools are located, develop a proof of concept, and then apply the approach to develop a rigorous estimate of how many cesspools exist in Arizona and their locations.”* At the outset of the project, ADEQ and Matrix both stipulated that the timeline to complete this work was aggressive, but achievable. The one roadblock to completing the overall objective was stakeholder participation.

While there is a wealth of data publicly available, this is an effort that requires data sharing and cooperation from city, county, and state agencies. Matrix and ADEQ were lucky to get the data we did from Yavapai County and a few of the communities within the County. These datasets included, but not limited to, parcels, buildings, vacant lands, septic systems, and sanitary sewer locations. A data sharing agreement and multi-jurisdictional cooperation is key to an effort like this because certain datasets are maintained and controlled by various organizations.

At a minimum, to replicate the methodology, the data necessary would be parcels, buildings or identified vacant properties, and septic locations. These layers are available at the State and County level, but not for every county. With the data available to Matrix for the Yavapai County test case we feel we were able to develop a solid methodology which can be replicated for each county in Arizona, given availability of data.

Our methodology looks at the known variables (occupancy, sewer, authorized OWTS, etc.) and removes properties from the universe to get to a subset of properties with a range of confidence a cesspool could exist on the property. The methodology developed using Prescott data was able to be repeated across the other three communities with solid success. Matrix believes this methodology could be repeated across other Arizona counties, given availability of the necessary datasets, or at least the minimum needed.

6.0 DATA SOURCES

Yavapai County GIS REST Service, <https://gis.yavapaiaz.gov/arcgis/services>, Yavapai County, 2025

- Parcels
- Vacant Lands
- Buildings
- Roads

Town of Clarkdale Sewer Shapefiles, *Town of Clarkdale*, 2025

- Manholes
- Sewer Line
- Lift Station
- Parcel Data

Town of Camp Verde Sewer Shapefiles, *Town of Camp Verde*, 2025

- Cleanouts
- Force Mains
- Gravity Mains
- Laterals
- Manholes
- Service Lines
- Treatment Facilities

City of Sedona Sewer Geodatabase (GDB), *City of Sedona*, 2025

- Laterals
- Lift Stations
- Manholes
- Sewer Linework

City of Prescott Sewer Map, PDF, *City of Prescott*, 2025

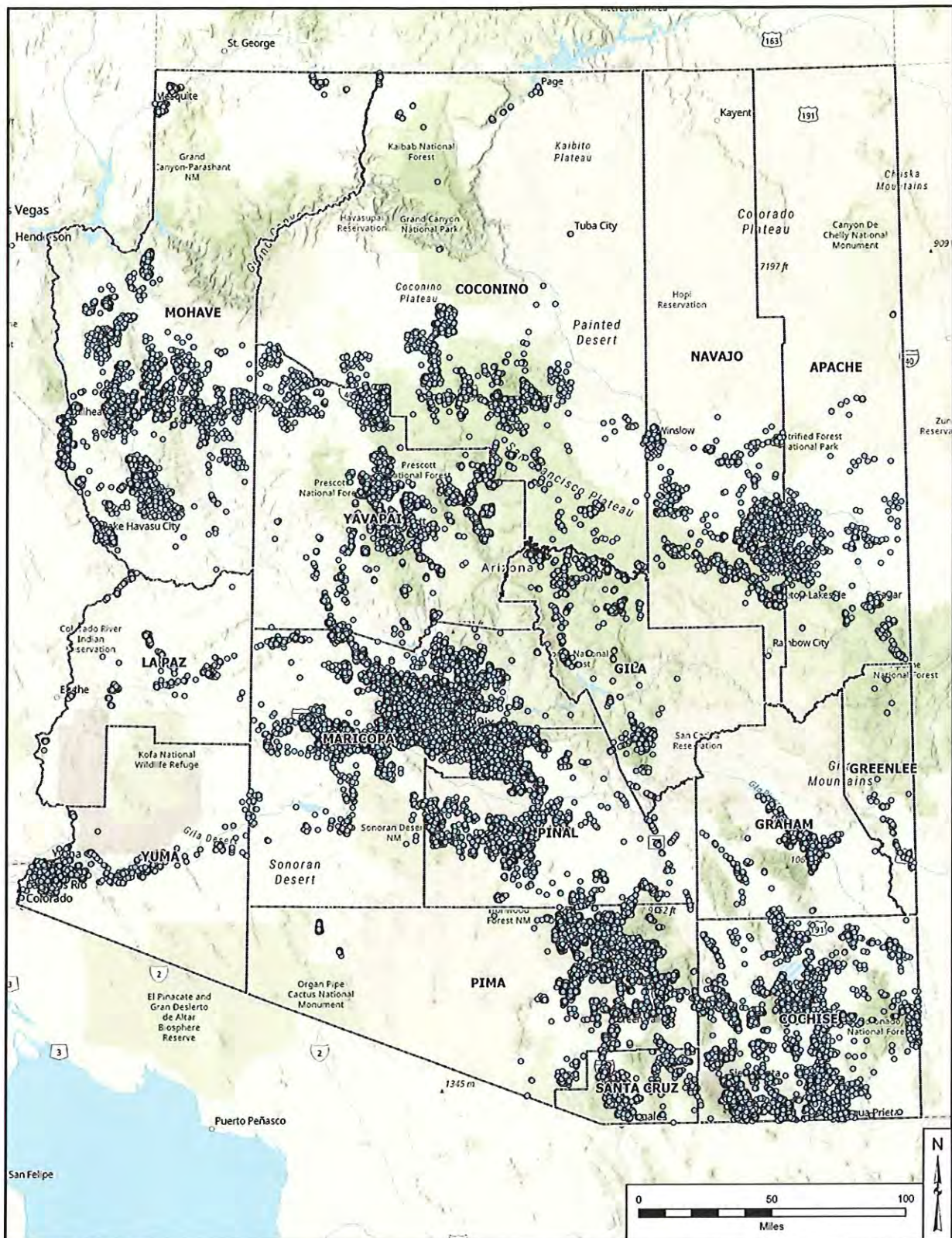
ADEQ Commercial Septic Permit List, Excel, ADEQ, 2025

ADEQ Notice of Transfer List, Excel, ADEQ, 2025

ADEQ Sewer Line Extension, Excel, ADEQ, 2025

ADEQ Wastewater Permit Report, Excel, ADEQ, 2025

FIGURES



EXPLANATION

- Potential Septic System Location (ADEQ)
- Arizona County Boundaries

Notes
 Service Layer Credits: World Topographic Map: Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS. (c) OpenStreetMap contributors, and the GIS User Community
 World Topographic Map: Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS. (c) OpenStreetMap contributors, and the GIS User Community
 World Hillshade: Esri, USGS
 World Hillshade: Esri, CGAIR, USGS, AZGS, ADWR

FIGURE NUMBER

1

STATEWIDE CESSPOOL IDENTIFICATION - ADEQ
YAVAPAI COUNTY, ARIZONA

MATRIXNEWORLD
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STATEWIDE SEPTIC SYSTEM LOCATIONS

DRAWN BY:

TJ

DATE:

07/01/2025

APPROVED BY:

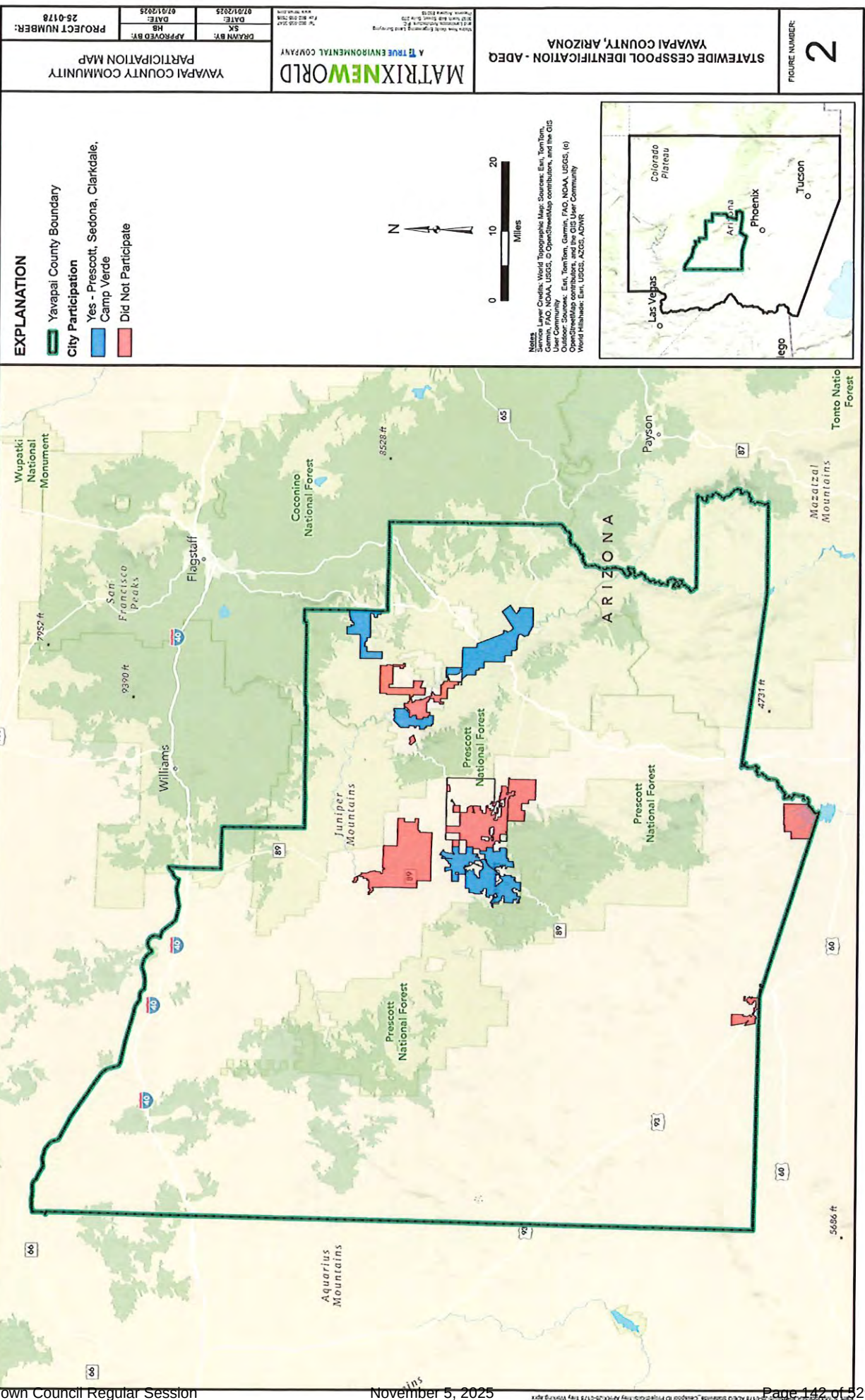
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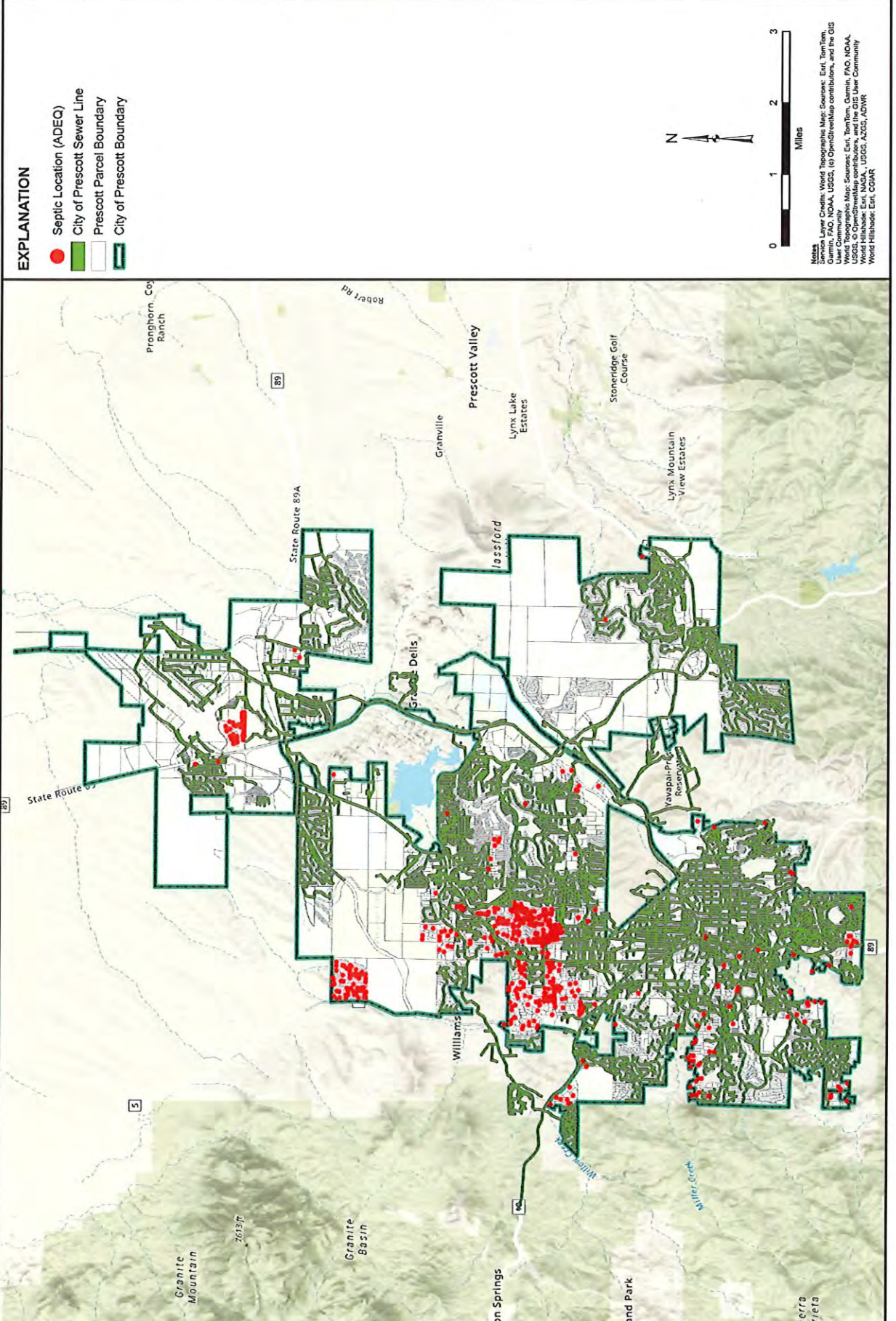
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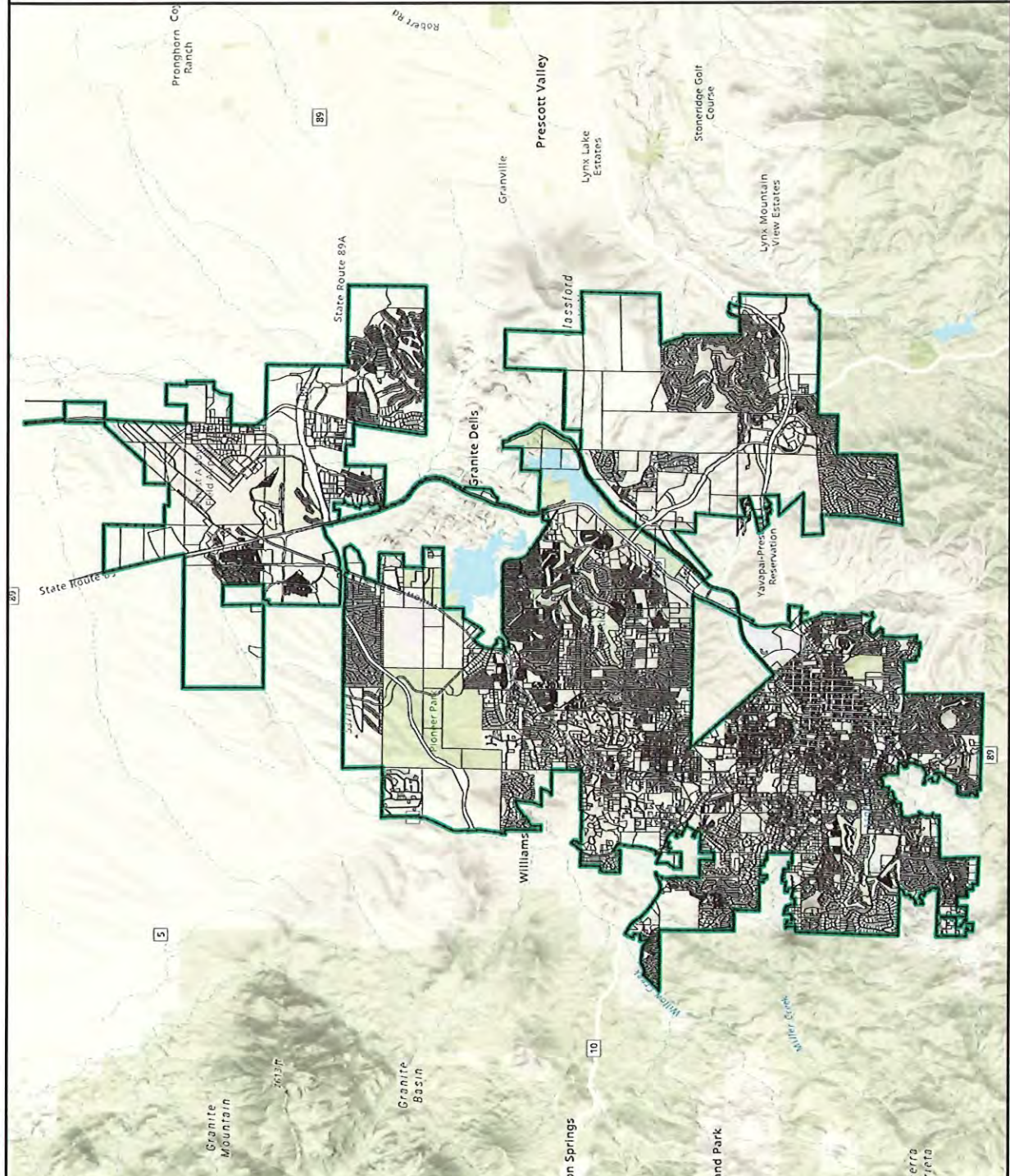
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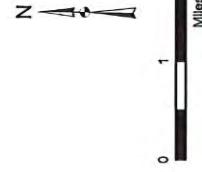
25-0178







- EXPLANATION**
- Post-Query Parcel
 - Septic
 - Notice of Transfer
 - City Boundary



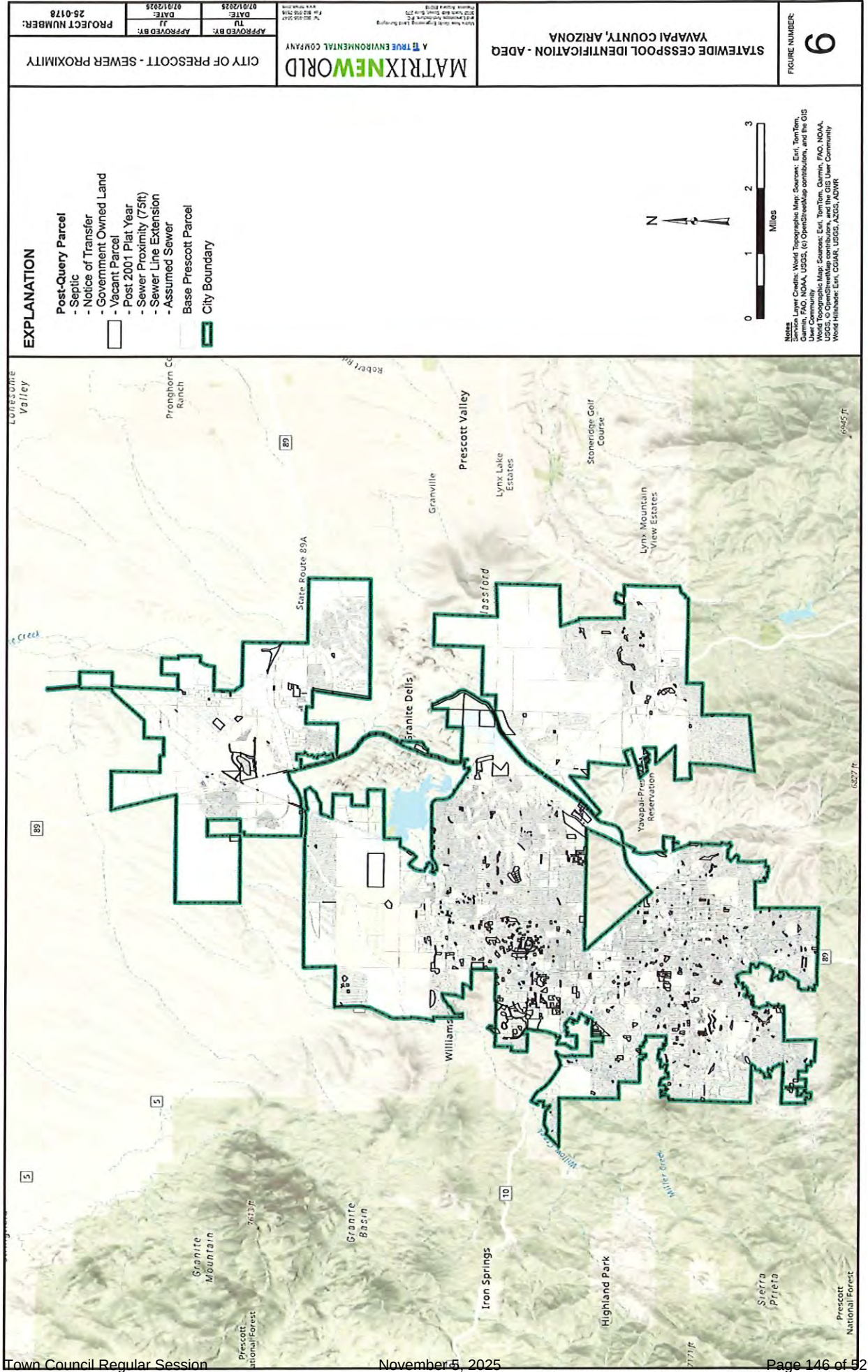
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STATEWIDE CESSPOOL IDENTIFICATION - ADEQ
YAVAPAI COUNTY, ARIZONA

FIGURE NUMBER:
4

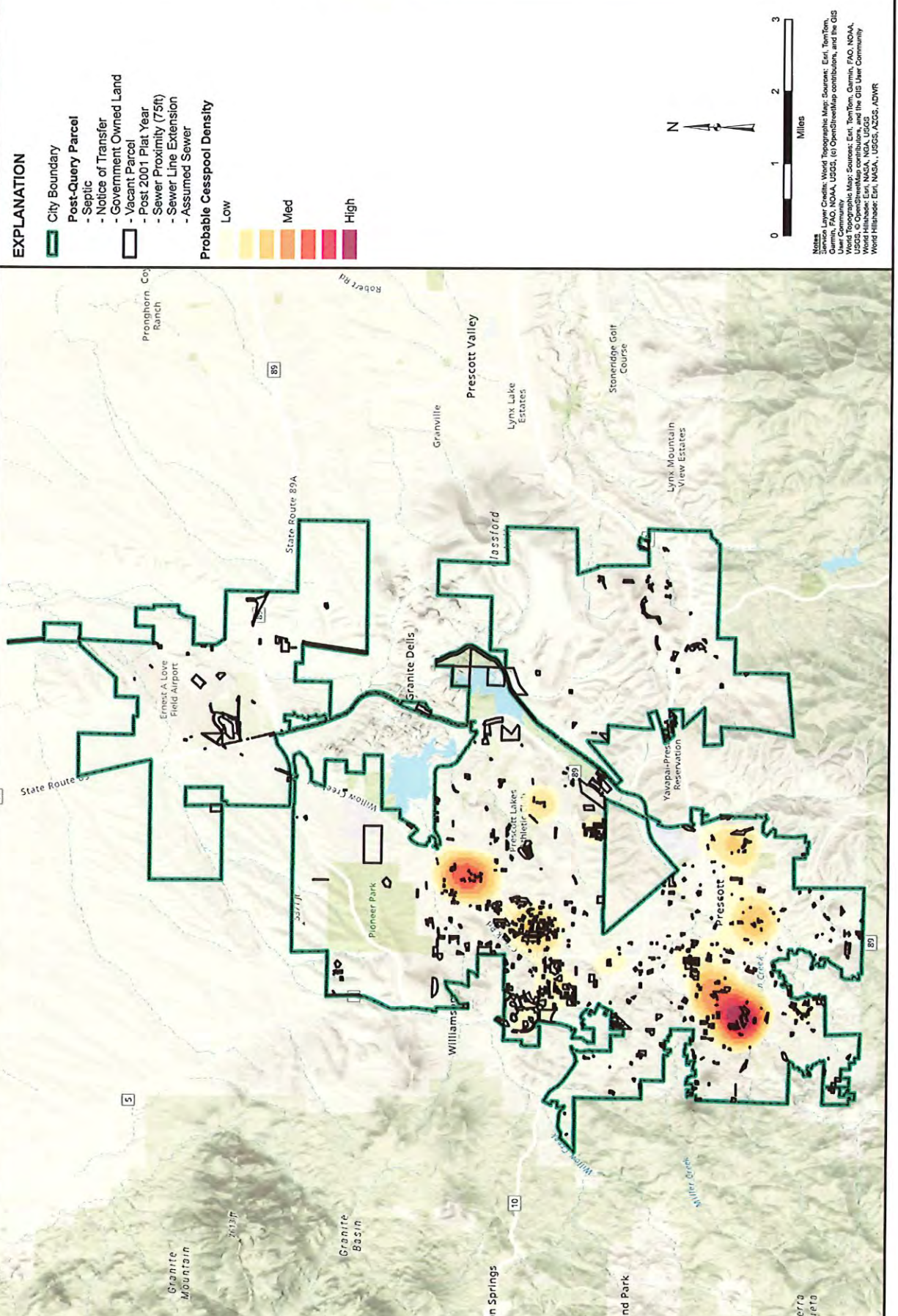
MATRIXNEWORLD
 A TRUE ENVIRONMENTAL COMPANY

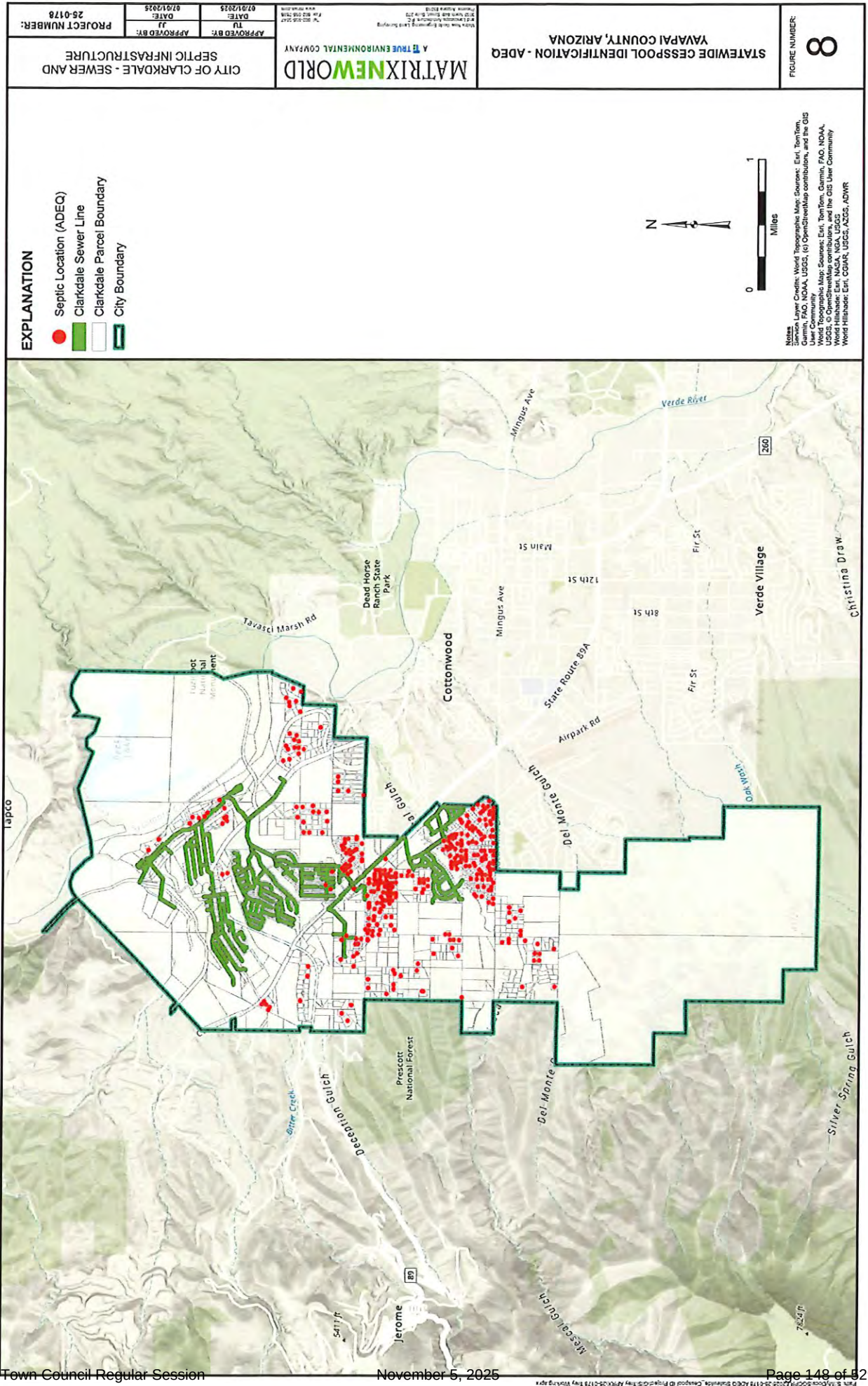
CITY OF PRESCOTT - SEPTIC
PROJECT NUMBER: 25-0178
APPROVED BY: TJ
DATE: 07/01/2025
APPROVED BY: JJ
DATE: 07/01/2025



- EXPLANATION**
- Post-Query Parcel
 - Septic
 - Notice of Transfer
 - Government Owned Land
 - Vacant Parcel
 - Post 2001 Plat Year
 - Sewer Proximity (75ft)
 - Sewer Line Extension
 - Assumed Sewer
 - Base Prescott Parcel
 - City Boundary

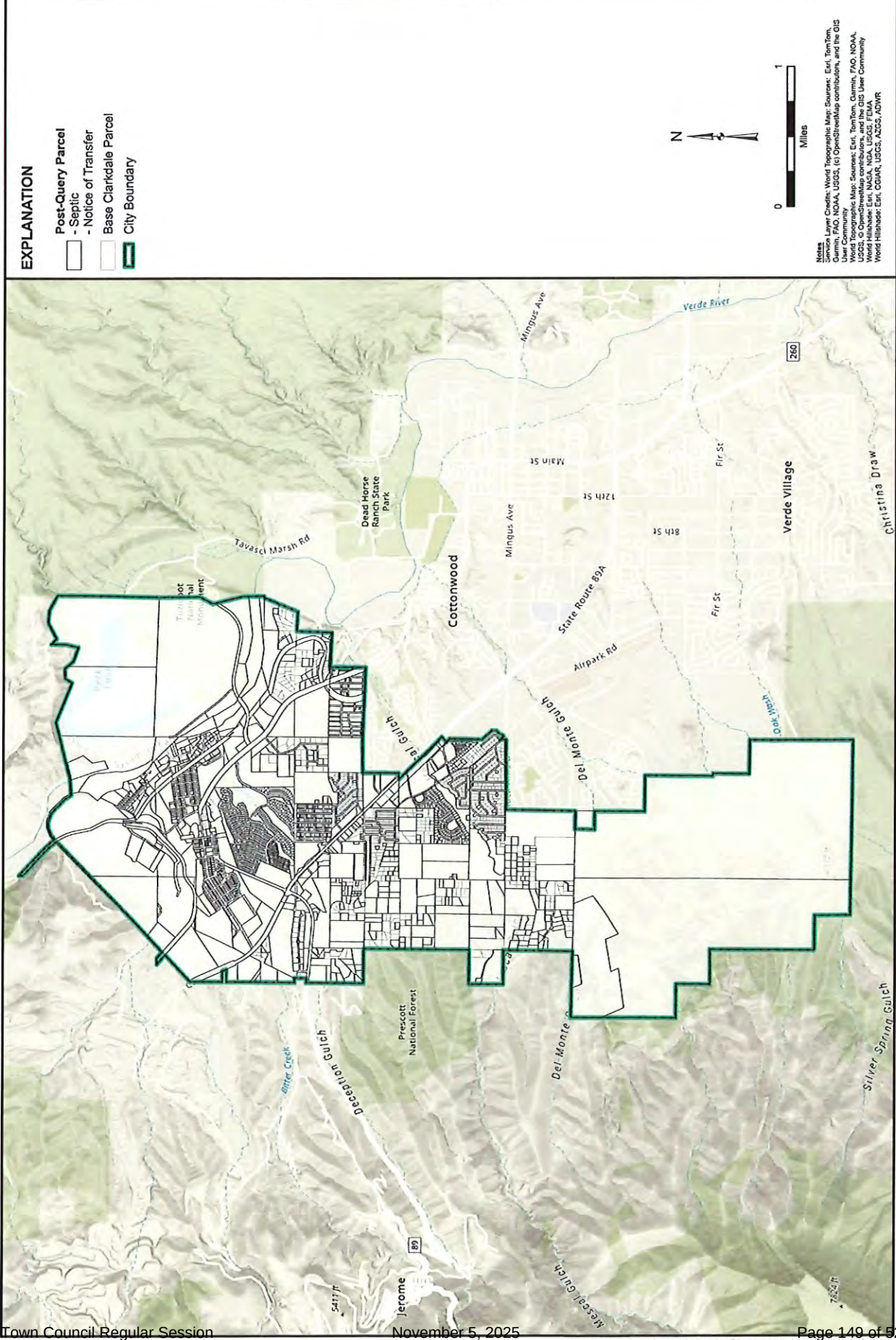
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MATRIXNEWORLD A TRUE ENVIRONMENTAL COMPANY	
CITY OF PRESCOTT - SEWER PROXIMITY	APPROVED BY: DATE: 07/21/2025 APPROVED BY: JJ
PROJECT NUMBER: 25-0178	DATE: 07/21/2025

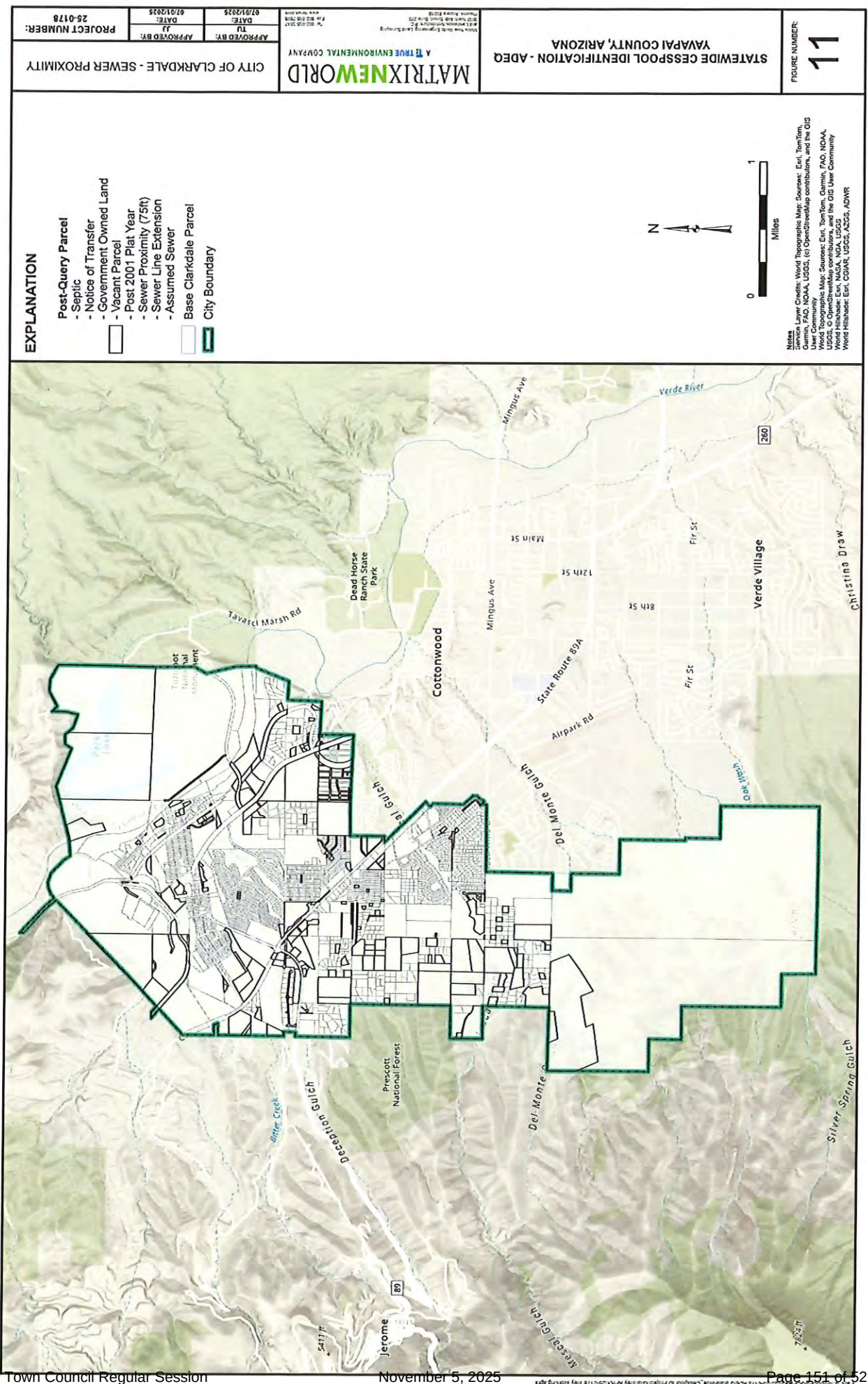


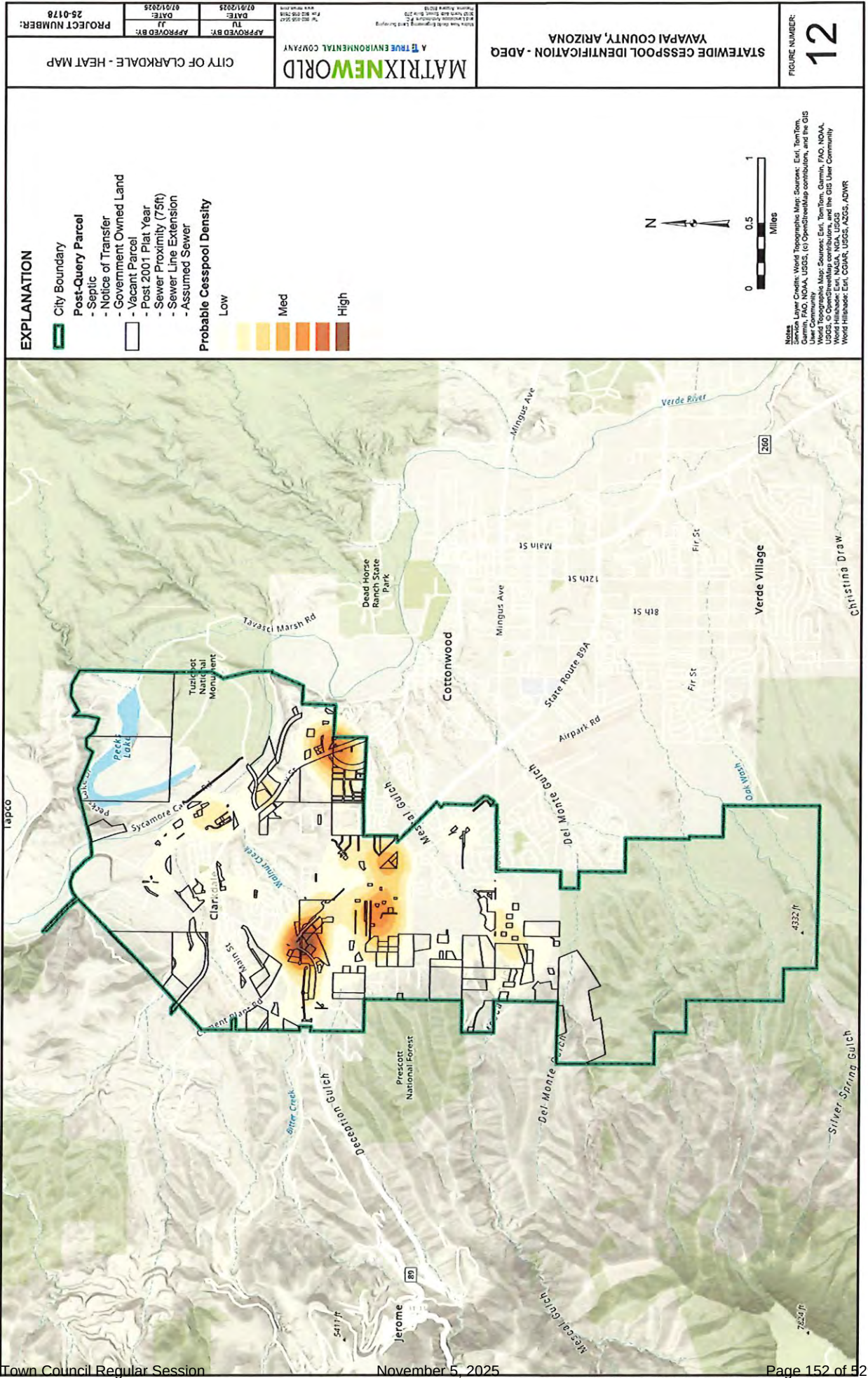


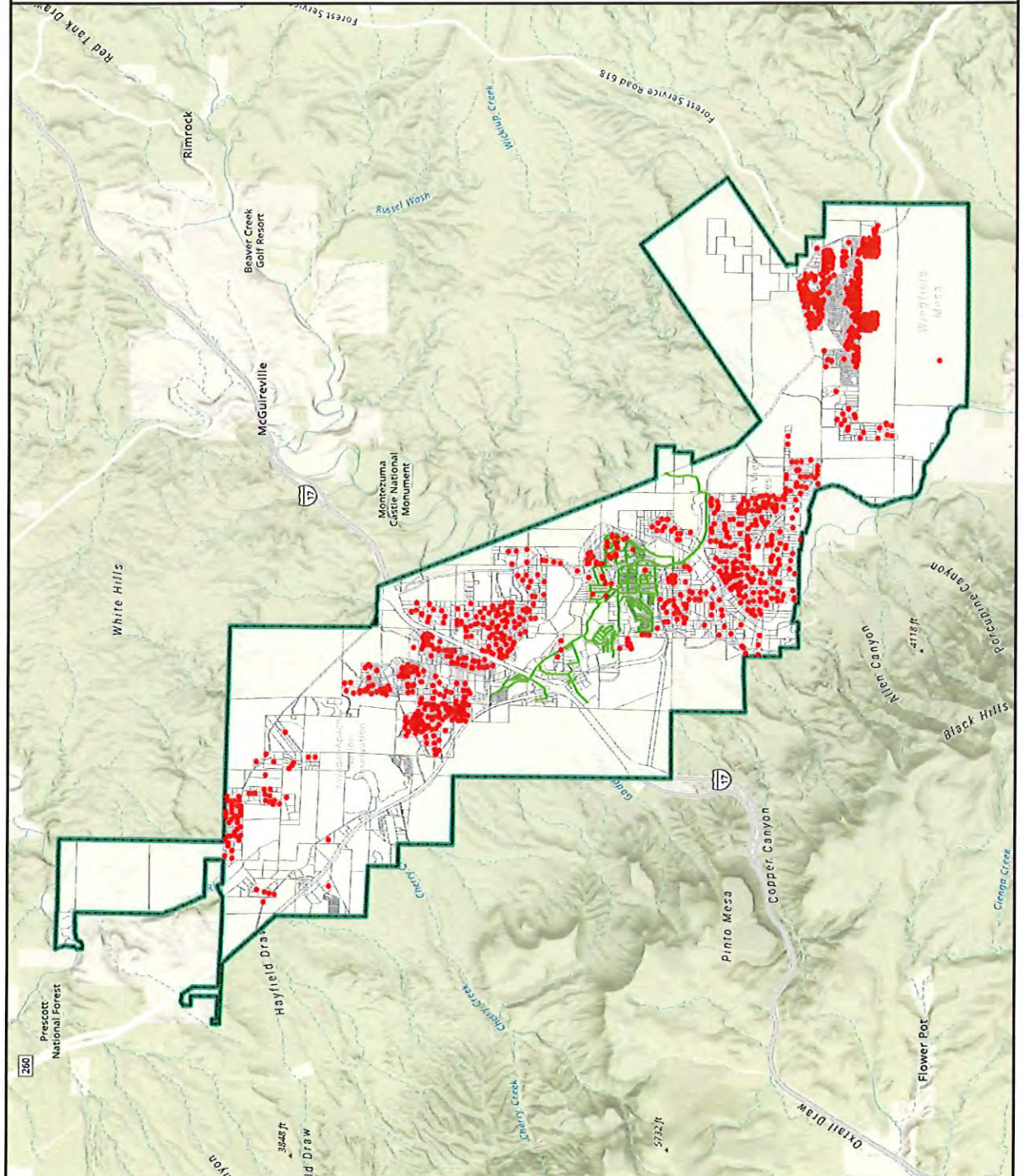
PROJECT NUMBER: 25-0178 CITY OF CLARKDALE - SEWER AND SEPTIC INFRASTRUCTURE	APPROVED BY: JJ DATE: 07/01/2025 APPROVED BY: JJ DATE: 07/01/2025	STATEWIDE CESSPOOL IDENTIFICATION - ADEQ YAVAPAI COUNTY, ARIZONA MATRIX NEWORLD A TRUE ENVIRONMENTAL COMPANY	FIGURE NUMBER: 8
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 Clarkdale Sewer Line, Sources: Esri, TerraStar, Garmin, FAO, NOAA, USGS, (G) OpenStreetMap contributors, and the GIS User Community
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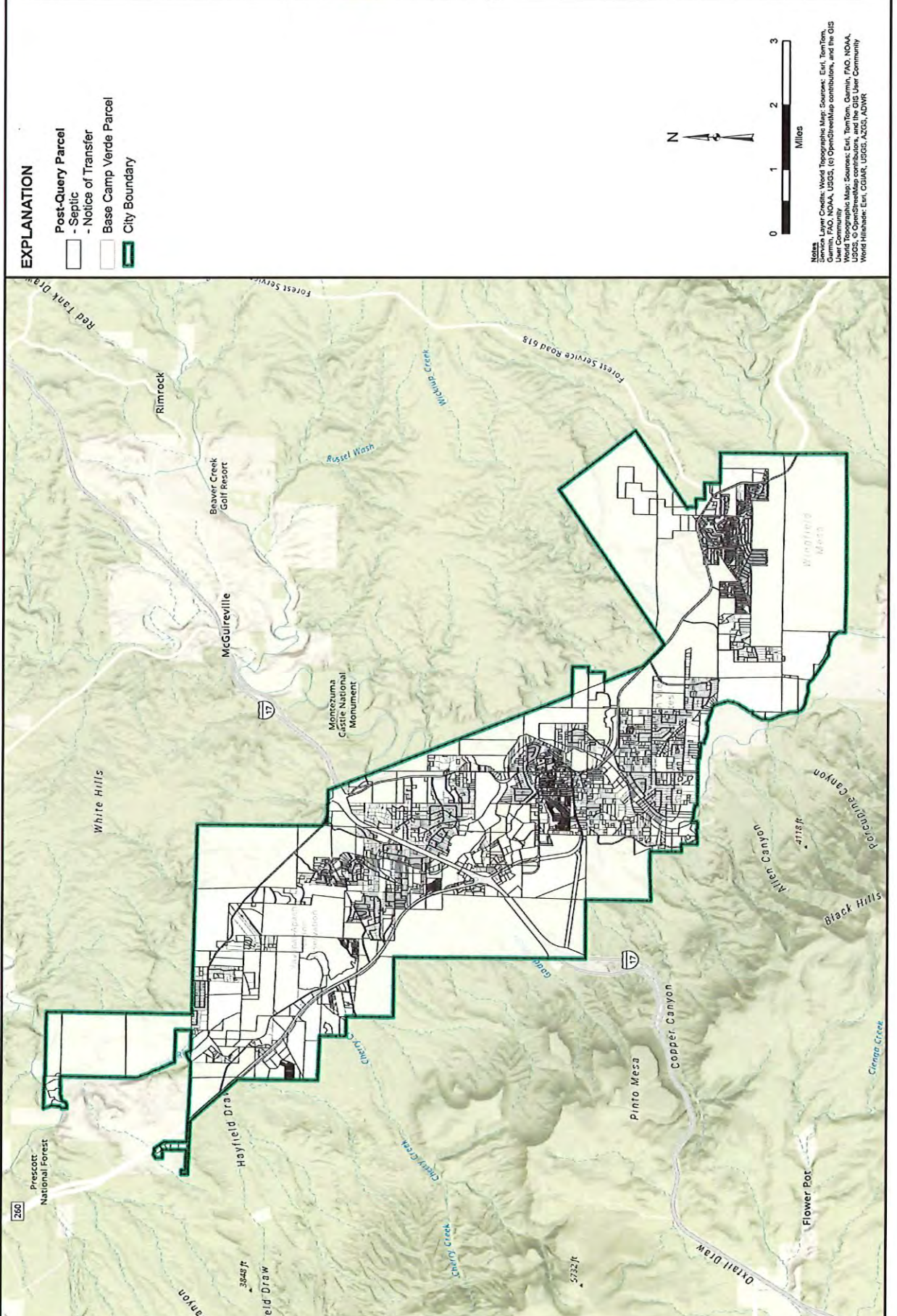


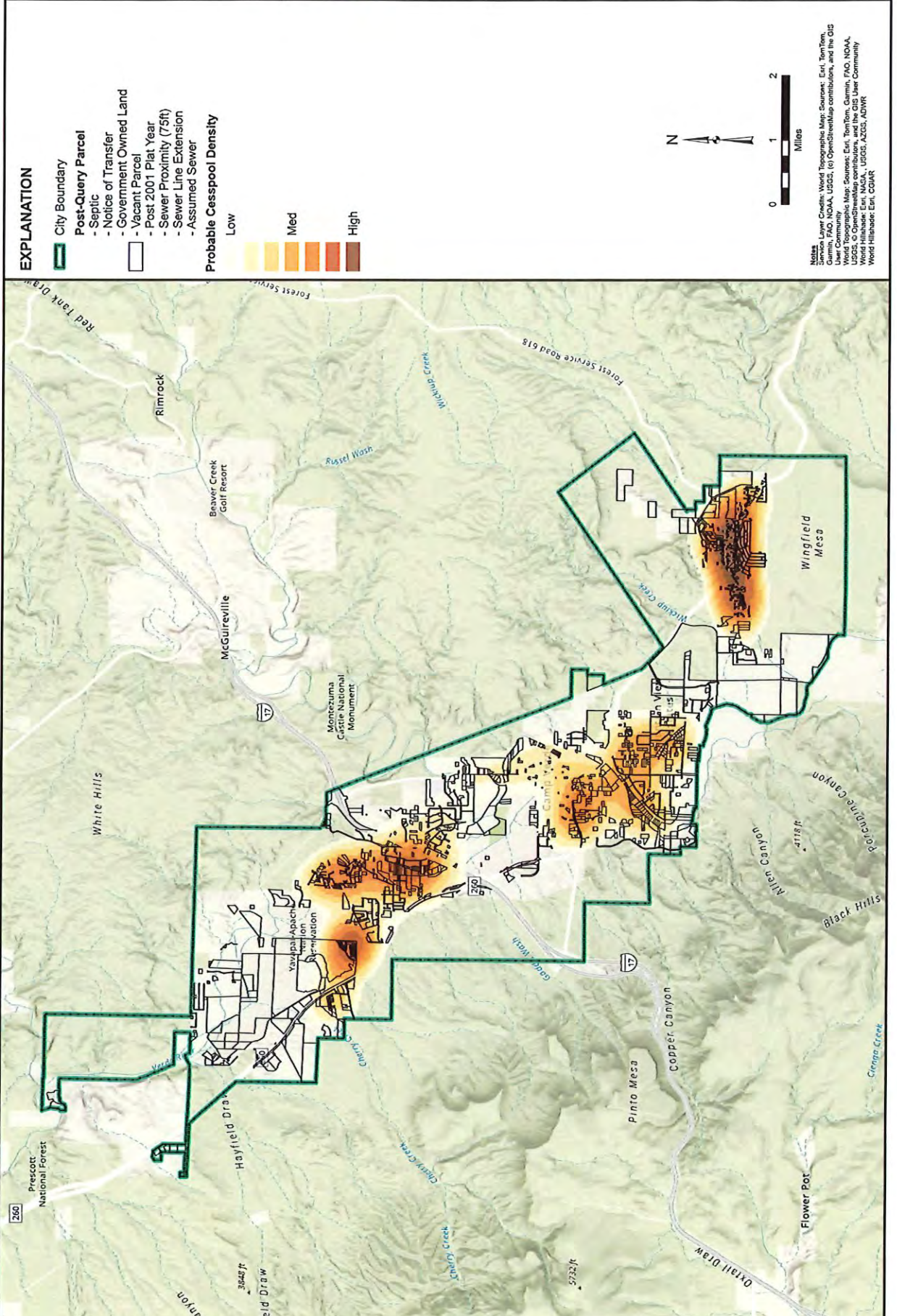


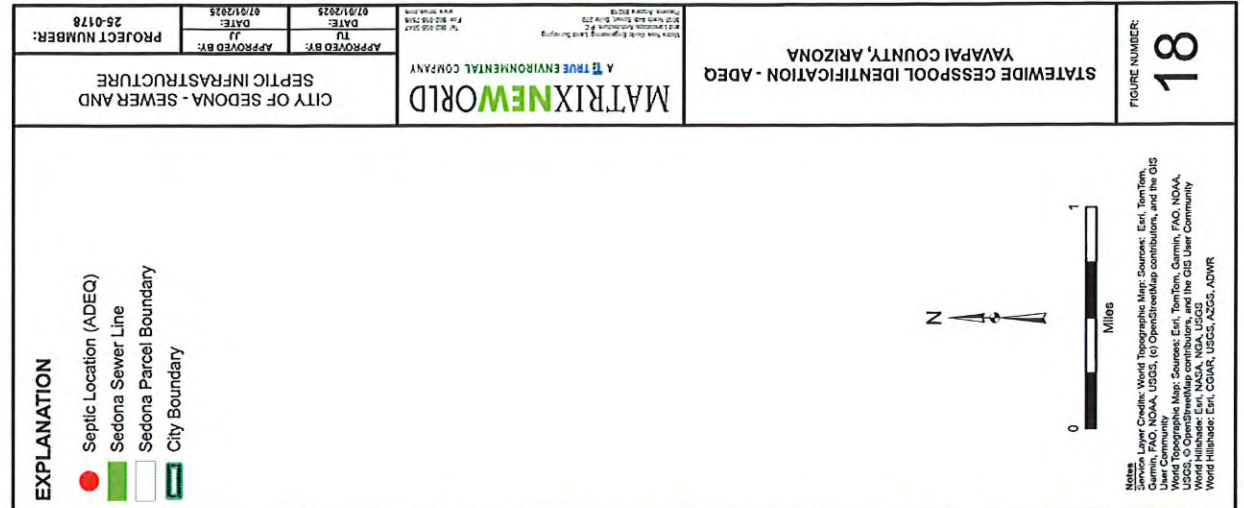
- EXPLANATION**
- Septic Location (ADEQ)
 - Camp Verde Sewer Line
 - Camp Verde Parcel Boundary
 - City Boundary

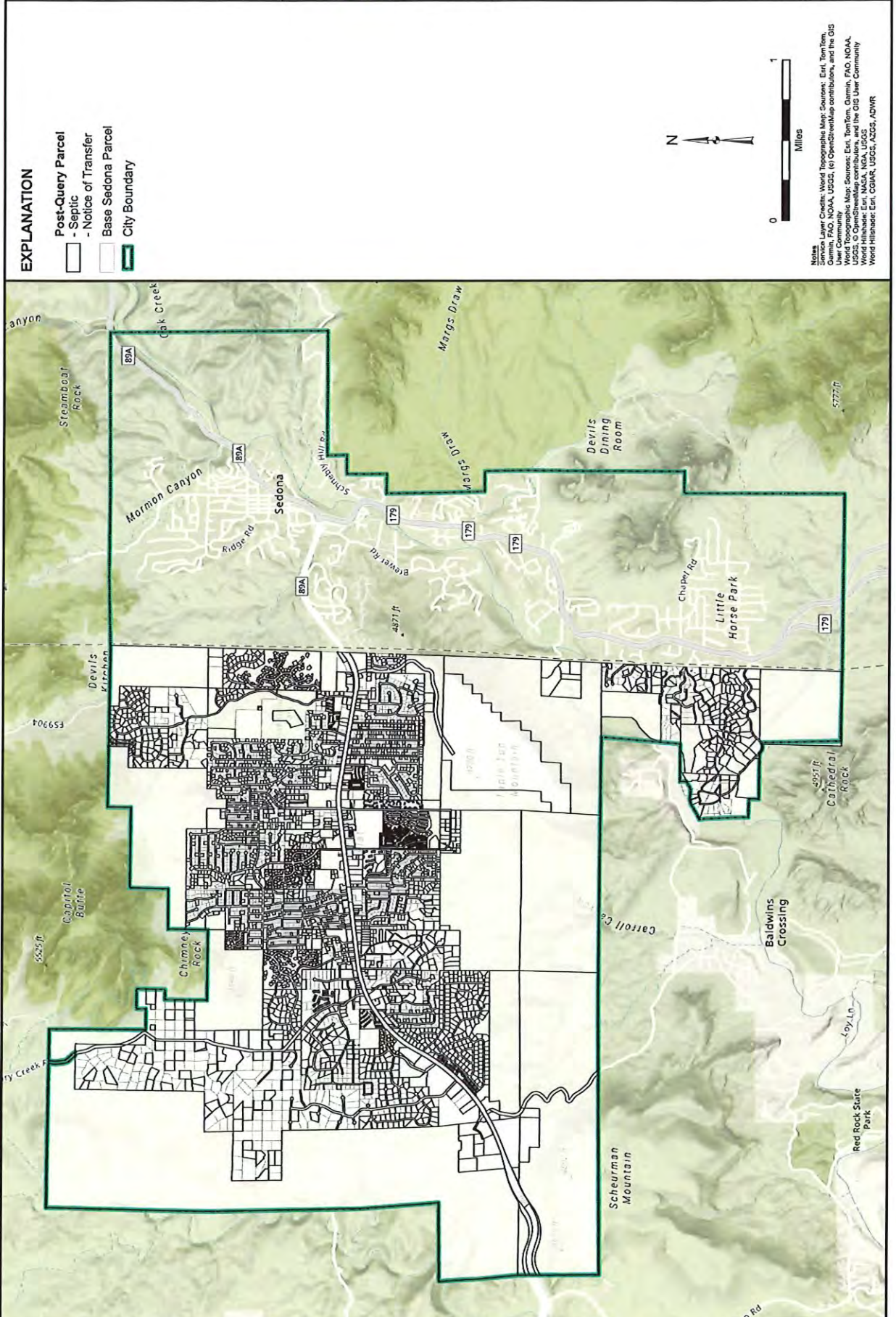
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MATRIXNEWORLD A TRUE ENVIRONMENTAL COMPANY		PROJECT NUMBER: 25-0178
APPROVED BY: TJ	DATE: 07/01/2025	APPROVED BY: JJ
CITY OF CAMP VERDE - SEWER AND SEPTIC INFRASTRUCTURE		DATE: 07/01/2025

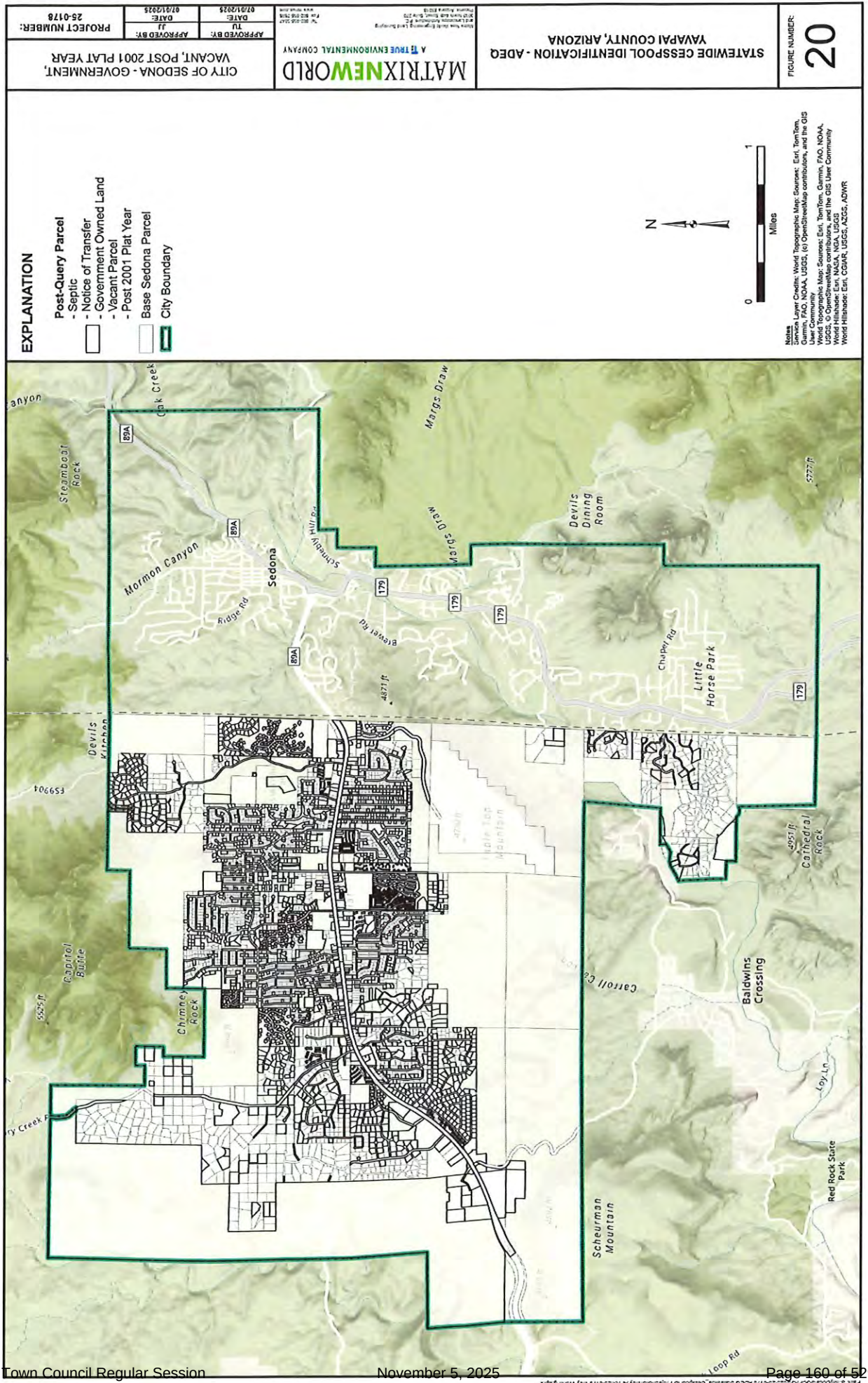
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 Camp Verde Topographic Map: Sources: Esri, TerraMetrics, Garmin, FAO, NOAA, USGS, (6) OpenStreetMap contributors, and the GIS User Community
 World Hillshade: Esri, COGART, USGS, ASTER, ADNR

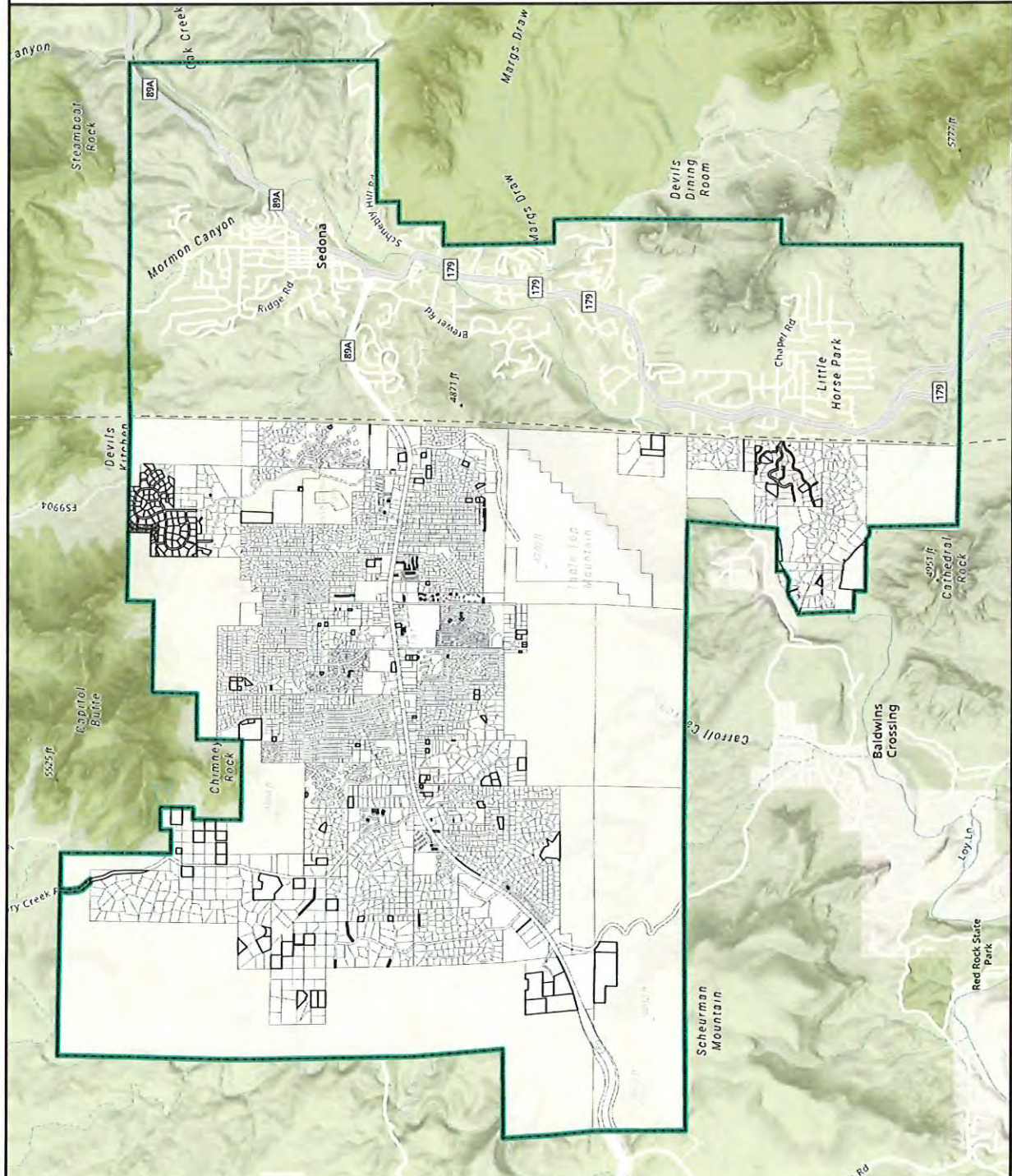












EXPLANATION

- Post-Query Parcel
- Septic
- Notice of Transfer
- Government Owned Land
- Vacant Parcel
- Post 2001 Plat Year
- Sewer Proximity (75ft)
- Sewer Line Extension
- Assumed Sewer
- Base Sedona Parcel
- City Boundary



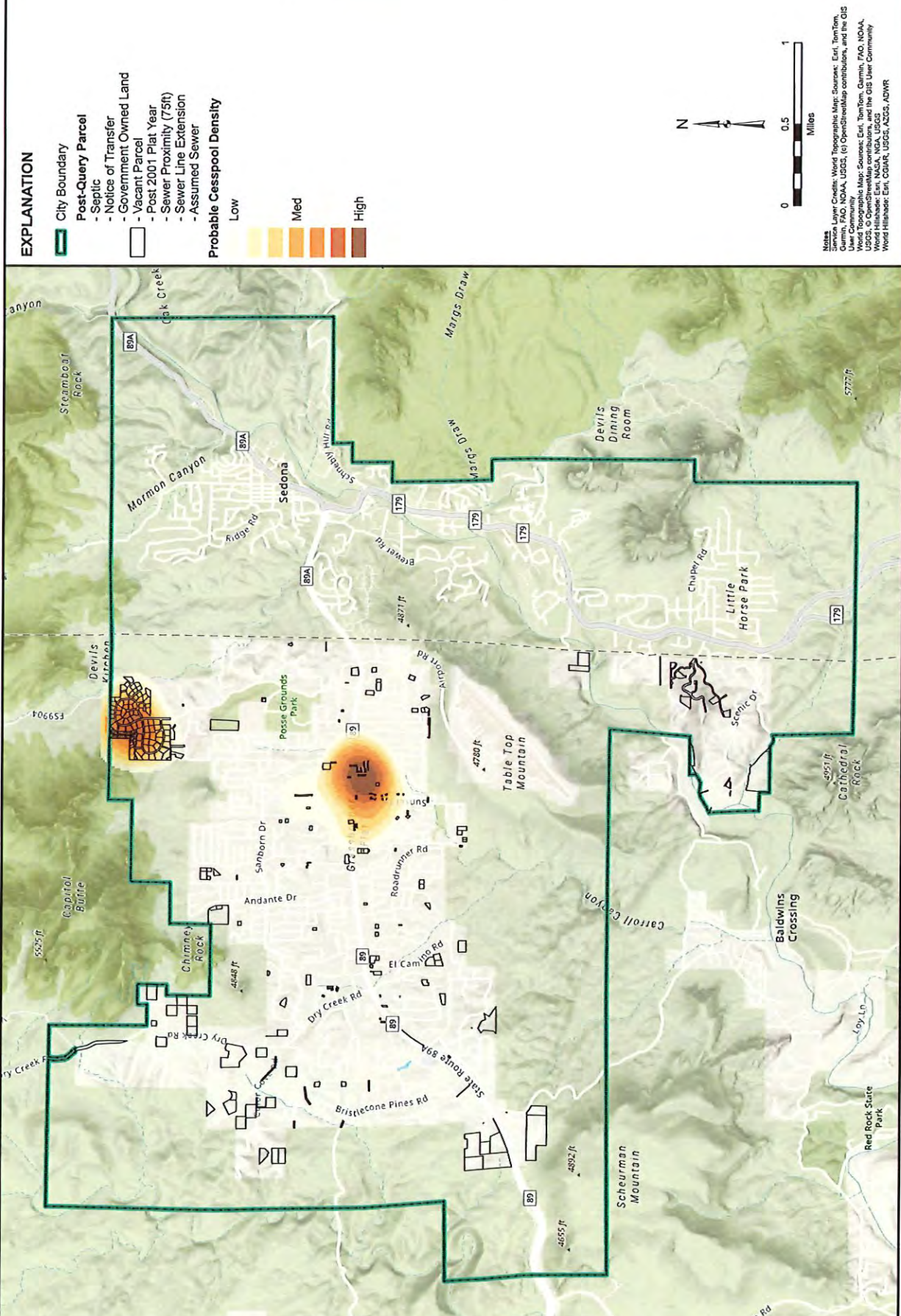
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 USGS, (c) OpenStreetMap contributors, and the GIS User Community
 World Hillshade: Esri, NOAA, NGA, USGS
 World Hillshade: Esri, NOAA, NGA, USGS, AGCS, AOWR

STATEWIDE CESSPOOL IDENTIFICATION - ADEQ
 YAVAPAI COUNTY, ARIZONA

FIGURE NUMBER:
21

MATRIXNEWORLD
 A TRUE ENVIRONMENTAL COMPANY

CITY OF SEDONA - SEWER PROXIMITY
 PROJECT NUMBER: 25-0178
 APPROVED BY: JJ
 DATE: 07/01/2025



YAVAPAI COUNTY HOME REPAIR PROGRAM
Yavapai County Environmental Unit
1120 Commerce Dr. Prescott, AZ. 86305.
(928) 771-3214; Enviro.Services@yavapaiaz.gov

APPLICATION

IMPORTANT! Please carefully read and complete this application. Incomplete or unclear information delays the processing of your application. Call (928) 771-3214 if you have any questions. All information on this application will remain confidential and will only be utilized as necessary to meet the requirements of the program and deliver services. Please return the completed application to the address or email listed above.

Date: _____

Name of Applicant Homeowner or if applicable, Name of Representative with Power of Attorney:

Street Address, City, State, Zip: _____

Mailing Address (if different): _____

Primary Phone: _____ Primary Email: _____

Alternate Contact Name (optional): _____

Alternate Phone: _____ Alternate Email: _____

THE FOLLOWING QUESTIONS WILL HELP US DETERMINE APPLICANT ELIGIBILITY:

- Are you a resident of Yavapai County and a legal resident of the U.S.? Yes ☐ No ☐
- Have you occupied the home full-time, year-round, for at least 12 months? Yes ☐ No ☐
- Do you certify that you plan to occupy property as your principal and only residence for at least five years? Yes ☐ No ☐
- Are all property taxes paid up to date? Yes ☐ No ☐
- Is the home currently insured/insurable? Yes ☐ No ☐
- Do you as homeowner have Fee Simple title to the property? Yes ☐ No ☐

1. HOUSEHOLD COMPOSITION & INCOME

- A. For each type of income that your household receives, give the source of the income and the amount of income received from that source during the past 12 months. Sources of income include but are not limited to wages, cash, unemployment, alimony payments, welfare assistance, social security pension, annuity, trust fund, royalty payments, property rental, property sale, military allotments, and interest of over \$50 per month from savings, stocks, bonds, and certificates of deposit.

HOUSEHOLD MEMBER*	SOURCE OF INCOME	AMOUNT OF MONTHLY INCOME	BIRTHDATE	SEX
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				

*Is the Head of Household a Single Parent? Yes ☐ No ☐

Race and ethnicity information is required by the funding agency and is used for statistical purposes only.

- B. Race of Head of Household (Please check one and only one):

SINGLE RACE CATEGORIES:

☐ White
☐ Black/African American
☐ Asian
☐ American Indian/Alaskan Native
☐ Native Hawaiian/Other Pac Islander

MULTI-RACE CATEGORIES:

☐ American Indian/Alaskan Native & White
☐ Asian & White
☐ Black/African American & White
☐ American Indian/Alaskan Native & Black/African American
☐ Other Multi-Racial

- C. Is the Head of Household of Hispanic Ethnicity? Yes ☐ No ☐

- D. Is anyone in the household disabled? Yes ☐ No ☐
of Disabled Residents in Home: _____

2. CONDITION OF HOME / REPAIR(S) NEEDED

- A. This federal grant requires Yavapai County, the Verde Valley Habitat for Humanity (VVHFH), and NACOG to prioritize issues that affect a home's code compliance, beginning with health and safety. What health or safety related repairs are needed on your home? **Please circle the items below that are a health/safety concern for the people in the home:**

~~Electrical hazards~~

Plumbing – **Yard Line Only**

Sewer / Septic / Cesspool

~~Roofing~~

~~Foundation~~

~~Furnace~~

~~Floors~~

~~Doors or windows~~

~~Vermin or rodent infestation~~

~~Water leaks~~

~~Porches/steps~~

~~Disabled accessibility~~

- B. Additional comments regarding condition of home and/or repairs needed:

***Note: A final determination of the severity of need for a repair will be made by a Yavapai County, VVHFH, or NACOG representative. These estimates help us understand the relative needs of the home.*

- C. Year the home was built: _____

3. CERTIFICATIONS

PRIVACY ACT NOTICE STATEMENT: This information is being collected to determine your eligibility for assistance through the US Department of Housing and Urban Development CDBG program. It may be released to appropriate Federal, State, and local agencies (or their agents) when relevant, to civil, criminal or regulatory investigators and prosecutors.

PRINCIPAL RESIDENCE: I/we certify that I/we own the property listed at the address in this application and that the property is occupied as my/our principal residence. I/we have lived at this address for _____ years.

PLAN TO OCCUPY: I/we certify that I/we plan to occupy the property as my/our principal and only residence for at least five years.

WARNING: By signing this form, you are indicating that you have read and understand the above Privacy Act Notice and the "Yavapai County Home Repair Program Eligibility Information" document and certify that the information provided in this application is true, accurate and complete.

Signature (Head of Household)

Date

Signature of person assisting with this form (if applicable)

Name/Phone # of person assisting with this form

Date

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Town Council

Agenda Information Memorandum

Meeting Date: November 5, 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: Proclamation declaring November 1, 2025 as Extra Mile Day.

Attached Documents: Proclamation

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

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

Background Information:

Each year, communities across the nation celebrate Extra Mile Day on November 1st to honor individuals and organizations who go “the extra mile” in service, kindness, and leadership. The Town of Camp Verde is proud to participate in this initiative and recognize those who make a meaningful difference in our community through their dedication and generosity.

To celebrate, the Town invited residents to share stories of neighbors, volunteers, businesses, and organizations that exemplify this spirit of service. Nominations were accepted via email and social media throughout October. The goal was to spotlight individuals and groups who go above and beyond to support others and strengthen our community’s sense of connection and care.

The following individuals have been shared as of October 28, 2025; however, there may be additional names to recognize by the time of the Council meeting as more nominations are received. *NOTE: The information provided was not changed and as a result, there may be some grammatical errors.*

William (Bill) Tippet

William Tippet is a dedicated volunteer for the Town of Camp Verde, making a significant impact through his work on multiple fronts. He has served as a committee member for the town’s General Plan, helping to shape its future, and is also an active member of the Camp Verde Planning and Zoning Commission. Beyond his roles in planning and development, William is a strong advocate for public works staff, organizing free training opportunities such as certified confined space operations. His



Town Council Agenda Information Memorandum

ongoing commitment to the town and his willingness to go the extra mile in service, kindness, and leadership make him a standout figure in the community.

Sheri Flowers

Sheri Flowers is for sure someone we need to recognize. As a local business owner she always supports our town. Once a month she has a community BBQ at her business for anyone that can come. Sheri also hosts an open mic night to anyone interested on Wednesday nights. We need more giving people in this town. Thank you.

Sheri Flowers she's a local that loves our town. Every month she hosts a community BBQ, open to everyone. There is also an open mic night for anyone that would like to come out to her local business Everything Must Goat

Jenny Langmack & Pam Burton

I am Hallie Reel, here to nominate Jenny Langmack and Pam Burton of Homes for New Beginnings for the recognition of going the extra mile in our community.

In our town, resources for homeless youth are severely limited. When children have nowhere to go and no family to take them in, they often end up at the local juvenile center. Sadly, this environment surrounds them with negative influences and makes it even harder for them to find stability or hope for a better future.

Jenny and Pam saw this problem and chose to take action. Through *Homes for New Beginnings*, they have gone above and beyond to create meaningful change. They've introduced programs that teach independence and essential life skills, empowering kids to take control of their futures. Their long-term dream is to build a safe, supportive home for displaced children — a place that offers stability, love, and a second chance that they would not normally get.

Beyond helping individual children, Jenny and Pam are working toward a larger vision: to make Camp Verde a more family-friendly community for everyone. Through initiatives like their *kids' garden* and *kids' cooking classes*, they're teaching children how to grow their own food, prepare healthy meals, and take pride in their accomplishments. These programs not only nurture life skills but also foster connection, confidence, and community pride — planting the seeds for a stronger, more well-rounded town.

Jenny and Pam's tireless efforts are creating real, lasting change. They embody what it means to go the extra mile — turning compassion into action and transforming challenges into opportunities for growth. Their vision, dedication, and heart make them truly deserving of this award.

Mary Phelps

As president of the Camp Verde Arena Association, she consistently goes above and beyond for our town. Mary always puts Camp Verde's best interests first, ensuring every event at the arena enhances our community's quality of life. Through her dedication and leadership, she helps make sure Camp Verde is both well respected and proudly represented at every event.

She will go out of her way to help anyone out. And makes sure everyone is safe at the Camp Verde Arena. She will go beyond and above making the town of Camp Verde safe, she won't give up going after



Town Council Agenda Information Memorandum

anything to keep the Town of Camp Verde a fun place to visit. She works hard to keep the Camp Verde Arena going. People from all over comes to camp Verde to participate in the rodeo. Even some people from out of town drives up to watch the rodeo. And visit more of the town. Mary Phelps always smiles and welcomes everyone she meets. Those that know her knows she is a fighter when it comes to the Town of Camp Verde.

Carson Ralston

He goes out of his way for the homeless population. He also is the go to guy at the library if you need help. He also coordinates the Lions club vision services every year at the library.

Montana Rekema

She has put on the Veterans Car Show & Veteran's Salute for several years. She sponsors many community events.

Another vote!! Such an amazing person that supports our community so much.

Another vote for Montana. And she's a great neighbor!!

Montana Rekema is a tremendous individual who is willing to assist physically, financially, and spiritually with multiple organizations in our community.

Montana Renkema deserves to be acknowledged. She goes above and beyond for people in the community and associations. She is Loved by all. We love you Montana

Kara Frank

Kara Frank is the most devoted person for helping lost dogs in our area as well as surrounding towns. She is so dedicated and loving.

Kara Frank is an angel.

Kara Frank goes above and beyond to help lost, and abandoned animals to make sure they get home and/or get to a safe place

Lea Olson

I would like to nominate my daughter, Lea Olson, for Extra Mile recognition. As her mom, I may be biased, so if you would like to hear from the others, I have cc'd on this email for confirmation of her work efforts, please feel free to ask them if they agree.

Lea Olson is a junior at Camp Verde High School. She has been a student of CVUSD since 4th grade, when our family moved to Camp Verde from Phoenix. As a middle schooler, Lea was not only a member of the Kiwanis Builders Club, but served as its President during both her 7th & 8th grade years. Lea has been a member of the CVHS TAG (Theater Arts Guild) since 7th grade. Through her involvement in TAG, Lea has developed many skills in technical theater. She continuously volunteers her time to work in the light & sound booth of the Philip England Center for events from Town Council meetings, the Grand Kyiv Ballet, and Yavapai College Performing Arts Department performances, just to name a few.



Town Council Agenda Information Memorandum

Lea is also active in the youth group at Calvary Chapel in Camp Verde, and assists with the sound for the choir and services there. Lea joined the JAG program at CVHS this year and has been doing community service with JAG including volunteering to help make Manzanita snack boxes.

Even though our family moved from Camp Verde to Dewey in 2021, we have stayed active in the Camp Verde community, and Lea wanted to stay in the Camp Verde school district rather than transfer to schools closer to home. Now that she has her driver's license, she spends a great deal of time driving back and forth to Camp Verde to be sure to continue doing all the activities and community service that she loves.

I would agree 100%. She is a thoughtful and kind young lady who has contributed a lot to help the elementary with their shows in the theatre. She does it voluntarily with a happy heart.

Brian & Tami Wattenbarger

I would love for you to recognize Brian and Tami Wattenbarger for going the extra mile. They are always serving the community in some way whether it be mentoring an at-risk youth or coming alongside an adult in need.

Sabrina Wilson

Sabrina Wilson is a Special Education Teacher here at Camp Verde Middle School. Sabrina is from Camp Verde and attended school here. She started at CVUSD as a paraprofessional in 2016 and worked her way through college and became a teacher for the District in January of 2020. Over the past 5 years, Sabrina has worked tirelessly, constantly improving her teaching practice and always putting students first. She has served as a special education teacher at the Elementary School and the Middle School, as well as a fifth grade ELA Teacher. You will often find Mrs. Wilson supporting students at their events during her "spare" time and will certainly find her working in her classroom most weekends. Mrs. Wilson is driven by doing right by the families and students of CVUSD, and is always attending professional development to learn the latest and best practices in education. She is always willing to lend a hand to her coworkers, tirelessly supports students and families, and truly lives out the vision of going the extra mile. Our community is a better place because of her dedication and love of our students.

If you've had the privilege of working with Sabrina Wilson at Camp Verde Middle School, you already know how truly incredible she is! Sabrina's dedication to her students and teammates goes above and beyond every single day. Calling her "dedicated" just doesn't do her justice — she's all heart, all in, all the time! Sabrina is the kind of teacher who's *always* willing to help, jumps in wherever she's needed, and never settles for excuses. She's a true leader who lifts others up and leads by example. Her creativity, student-centered focus, and evidence-based approach make learning engaging and meaningful for every student she teaches. She lives and breathes the belief that *all means all*, and her impact on students and staff alike is nothing short of inspiring.

Camp Verde Middle School is brighter, stronger, and more connected because of Sabrina Wilson. We are so lucky to have her on our team.



Town Council Agenda Information Memorandum

Andrea Freeman

Mrs. Andrea Freeman is one of the most generous people I've ever met. I have been teaching in Arizona public schools since 1995, and I have literally never had a more dedicated parent volunteer. Since her daughter Elsie (now a CVHS senior) began working with TAG (the drama club at the high school) and performing in music ensembles as a middle schooler, Andrea has been a constant support. As the years have progressed, she has become an assistant director, costume designer, and parent liaison to club families. She coordinates meals for our long rehearsals, is always bringing snacks, making sure students have a way to and from events, heading up club fundraisers, is "2nd mom" to many kids, and so, so much more. She puts in at least as many hours as I do, and is volunteering every second. All the while, she is an *incredibly* dedicated mom to her own family. She always has the total well-being of a person in mind in her interactions, her planning, and her execution of responsibilities. I deeply admire her, her tenacity, her amazing talent, creativity, generosity, and kindness. She never hesitates to go the extra mile for anyone she can.

I know *a lot* of really giving and groovy people in our community who continually go above and beyond for others, but I cannot think of another single individual that is more deserving of recognition than Andrea Freeman.

Willa Tillery

Willa is an amazing student. She is always at school on time, comes in with a smile on her face, and consistently tries her best. Willa is kind and caring toward others, and she shows a positive attitude in everything she does. She is a joy to have in class!

Zelliyah Begay

Zelliyah is an amazing student. She is always willing to help me whenever I need it and is consistently supportive of her classmates. She works hard every day and is always looking for ways to improve herself. Her effort and positive attitude stand out and make her a joy to have in class.

Gage Bleak

Gage is such a great helper. He often picks up trash around the school even when he isn't asked, showing how much he cares about our school community. He always checks in and asks how my day is going, and he gives the very best hugs. He brightens our world every day!

Richard West

Richard is new to our school, and he has made a wonderful impression. He is a great helper and is always willing to support those around him. Richard stands up for his classmates and treats everyone with respect. No matter how challenging something may be, he always tries his very best. We are so glad to have him in our school community!

Question(s) before the Council:

- Does Council have any questions for staff?



Town of Camp Verde Proclamation

WHEREAS, Camp Verde, Arizona is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

WHEREAS, Camp Verde, Arizona is a community which encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, Camp Verde, Arizona is a community which chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” in order to make a difference and lift up fellow members of their community; and

WHEREAS, Camp Verde, Arizona acknowledges the mission of Extra Mile America to create 500 Extra Mile cities in America and is proud to support “Extra Mile Day” on November 1, 2025.

NOW THEREFORE, I, Marie Moore, Mayor of the Town of Camp Verde, on behalf of the Town Council and the residents of Camp Verde, do hereby proclaim November 1, 2025 to be:

“EXTRA MILE DAY”

Extra Mile Day is a day that cities and towns encourage their citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the Town of Camp Verde on this 5th day of November 2025.

Marie Moore, Mayor

Attest:

Leah Rhodes, Town Clerk



Town Council Agenda Information Memorandum

Meeting Date: November 5, 2025

Agenda Item Type:

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

Requesting Department: Town Clerk **Staff Resource:** Town Clerk Leah Rhodes

Agenda Title: Proclamation declaring November 10, 2025 as the United States Marine Corps 250th Birthday.

Attached Documents: Proclamation

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable): N/A

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

Background Information:

The 250th anniversary of the Marine Corps provides a unique opportunity to honor the men and women of the Town of Camp Verde who have served and continue to serve, highlighting their contributions and the enduring spirit of service within the United States Marine Corps.

Question(s) before the Council:

- Does Council have any questions for staff?



Town of Camp Verde Proclamation

WHEREAS, on November 10, 1775, the United States Marine Corps was established by the Second Continental Congress, forming a proud and enduring branch of the United States Armed Forces dedicated to protecting our Nation and upholding its values; and

WHEREAS, for 250 years, the United States Marines have exemplified the highest standards of honor, courage, and commitment, faithfully serving our country in times of war and peace; and

WHEREAS, the Marine Corps has played a vital role in defending the freedoms of the United States, from its earliest battles in the Revolutionary War to missions around the world today; and

WHEREAS, the Town of Camp Verde proudly recognizes the bravery, discipline, and sacrifice of all United States Marines—past, present, and future—who have selflessly served our Nation and protected the liberties we cherish; and

WHEREAS, on this historic milestone, we honor the 250-year legacy of the United States Marine Corps and express our deepest gratitude to Marines and their families for their enduring service and dedication.

NOW THEREFORE, I, Marie Moore, Mayor of the Town of Camp Verde, on behalf of the Town Council and the residents of Camp Verde, do hereby proclaim November 10, 2025 as:

“The United States Marine Corps 250th Birthday”

In the Town of Camp Verde, and I encourage all citizens to join in recognizing and celebrating the proud heritage and continued service of the United States Marine Corps.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the Town of Camp Verde on this 5th day of November 2025.

Marie Moore, Mayor

Attest:

Leah Rhodes, Town Clerk



Town Council Agenda Information Memorandum

Meeting Date: November 5, 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: Proclamation declaring the month of November 2025 as National Homeless Youth Awareness Month.

Attached Documents: Proclamation

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

- 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:

Every young person deserves a safe and stable place to call home, yet thousands of youth across the United States experience homelessness each year. National Homeless Youth Awareness Month provides an opportunity to increase awareness, promote prevention, and support efforts that help youth find stable housing and achieve independence. The Town of Camp Verde encourages all residents to work together to support local programs and initiatives that provide resources, compassion, and hope to our youth experiencing homelessness.

Question(s) before the Council:

- Does Council have any questions for staff?



Town of Camp Verde Proclamation

WHEREAS, every young person deserves a safe and stable place to call home, yet thousands of youth across the United States experience homelessness each year; and

WHEREAS, youth homelessness can result from a variety of factors, including family conflict, abuse, neglect, poverty, and lack of access to affordable housing and supportive services; and

WHEREAS, the Town of Camp Verde recognizes that youth experiencing homelessness are often vulnerable to barriers in education, employment, healthcare, and overall well-being, and that they require community understanding and support to overcome these challenges; and

WHEREAS, National Homeless Youth Awareness Month provides an opportunity to increase awareness, promote prevention, and support efforts that help youth find stable housing and achieve independence; and

WHEREAS, the Town of Camp Verde joins organizations, advocates, schools, and community members in reaffirming our commitment to ensuring that all youth have access to safe shelter, guidance, and opportunities to thrive.

NOW THEREFORE, I, Marie Moore, Mayor of the Town of Camp Verde, on behalf of the Town Council and the residents of Camp Verde, do hereby proclaim the month of November 2025 as:

“National Homeless Youth Awareness Month”

In the Town of Camp Verde, and I encourage all residents to work together to support local programs and initiatives that provide resources, compassion, and hope to our youth experiencing homelessness.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the Town of Camp Verde on this 5th day of November 2025.

Marie Moore, Mayor

Attest:

Leah Rhodes, Town Clerk

**Meeting Date:** November 5, 2025**Agenda Item Type:**

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

Requesting Department: Public Works **Staff Resource:** Jeff Kobel, Maintenance Division Forman**Agenda Title:** Update on the emergency purchase of a replacement zero-turn lawnmower for the Maintenance & Grounds Department exceeding approved budget line item.**Attached Documents:**

- Cost proposal from Simpson Norton

Estimated Presentation Time: 5 minutes **Estimated Discussion Time:** 10 minutes**Reviewed By:**

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

Financial Review (if applicable): To be determined by Finance Director Mike Showers (See background info, below)

- 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:

The Town's Grounds Maintenance Department is currently facing significant mechanical challenges with its primary mowing equipment used for the care and upkeep of lawns, parks, and other landscaped areas throughout the community. The department's fleet consists of three commercial riding mowers that were purchased between eight and fifteen years ago. These units are heavily utilized for approximately nine months of the year for mowing, bagging, leaf collection, and mulching operations.

Due to the age and wear of the fleet, reliability has become a growing concern. The oldest mower has been relegated exclusively to weed remediation, as the rough terrain and demanding nature of this work are too strenuous for the newer equipment. This effectively leaves two operational mowers available to maintain all of the Town's green spaces. When one of these mowers is out of service for maintenance or repair, staff are forced to adjust schedules and prioritize areas, which impacts the department's ability to maintain consistent service levels across all parks and facilities.

During the three-month off-season, staff perform routine maintenance and repairs on the equipment to prepare for the next mowing cycle. Major repairs and specialized servicing are typically handled by the factory-authorized dealer, Turf Equipment Source, with whom the Town maintains a positive working relationship and receives priority scheduling.

The expected service life of a commercial mower is approximately 2,000 operating hours, which typically equates to 10–15 years of active use under normal conditions. The department has now reached that



Town Council Agenda Information Memorandum

threshold with one of its mowers, which recently suffered complete engine failure. Unfortunately, this unit's Kohler engine model has been discontinued, and no compatible replacement or rebuild kit is available due to significant design changes made by the manufacturer. As a result, the mower has reached the end of its usable life and cannot be repaired or returned to service.

To address this issue, staff have obtained pricing from Simpson Norton, the Town's authorized Toro dealer, for a replacement unit. The recommended replacement is a Toro 6000 Series Zero-Turn Riding Mower (Model No. 72968), which would be purchased through the Omnia Cooperative Purchasing Contract No. 2023261, qualifying this as a sole-source acquisition. The total cost is not to exceed \$26,000.

While this purchase was not included in the approved FY26 budget, staff consider it an essential operational expense necessary to maintain the Town's facilities and parks to expected standards. Staff are currently working with Finance Director Mike Showers to identify an appropriate funding source. Preliminary discussions suggest the mower purchase could be funded through savings realized from recent Capital Improvement Projects (CIPs).

For example, the Court Vestibule Addition Project was budgeted at \$400,000 but completed for approximately \$125,000, yielding savings of about \$275,000. Similarly, the BRIC Roof Replacement Project was budgeted at \$64,000 but is projected to cost only \$23,000, providing an additional \$40,000 in savings. Mr. Showers has indicated that reallocating a portion of these unspent funds toward the mower purchase would have no adverse effect on the FY26 budget.

The Town Manager has approved this expenditure since it is within her authority; however, Town Manager Miranda Fisher requested Public Works provide an update before Council for the sake of transparency since this is a significant unbudgeted expense.

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

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

Question(s) before the Council:

- Does Council have any questions for staff?



Quotation

October 22, 2025



Customer Information:

Town of Camp Verde

Jeff Kobel
 395 S Main St
 Camp Verde, AZ 86322
 928-300-9734
jeff.kobel@campverde.az.gov

Quote ID #
 Payment terms
 Delivery
 Quote Expire Date

N30
 120 days
 31-Oct

Special Note/Contract OMNIA 2023261

Qty	Model #	Product Name	Unit Award Price	Extended Award Price
1	72968	72" Z-Master 6000, 31hp Kaw FX	\$16,140.30	\$16,140.30
1	78554	Blower & Drive	\$1,581.18	\$1,581.18
1	78555	Triple-Soft Bagger	\$2,513.39	\$2,513.39
1	142-8775	Sunshade	\$283.96	\$283.96
1		Tariff Surcharge	\$1,025.94	\$1,025.94

**Toro annual price increase is Nov 1, 2025.
 estimated increase is 3-5%**

Subtotal	\$21,544.77
Freight Total	\$646.34
Tax Estimate	\$1,629.20
Total	\$23,820.31

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Town Council

Agenda Information Memorandum

Meeting Date: November 5, 2025

Agenda Item Type:

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

Requesting Department: Town Manager

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Discussion, consideration and possible approval to award Request for Qualifications #25-217 and authorize Town Manager Miranda Fisher to enter into a contract with Carrie Montavon to provide prosecutorial services for the Town.

Attached Documents:

- Attorney Montavon's proposal
- Draft Contract (*currently in draft form pending Attorney Montavon's review*)
- Town Prosecutor RFP

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable): The annual fiscal budget includes funds for Prosecutorial services.

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

Background Information:

The Town of Camp Verde contracts for municipal prosecutorial services to represent the Town in criminal misdemeanor cases before the Camp Verde Municipal Court. The Prosecutor is responsible for reviewing police reports, filing charges, managing cases through trial and appeal, representing the Town in all related proceedings, and providing legal guidance to the Camp Verde Marshal's Office.

On September 3, 2025, Town Council approved the release of Request for Qualifications #25-217 to solicit proposals from qualified attorneys or law firms to provide these services under a professional services agreement. The Town received one proposal by the deadline of October 2, 2025.

Following the solicitation process, staff recommends awarding the contract to Attorney Carrie Montavon, who has successfully served as the Town's prosecutor to date. Attorney Montavon has consistently demonstrated professionalism, expertise, and a strong understanding of the Town's judicial procedures and community standards. In addition, Attorney Montavon met and exceeded all evaluation criteria outlined in the RFQ, including qualifications, experience, responsiveness, and understanding of the Town's prosecutorial needs.

Staff express appreciation for Ms. Montavon's continued dedication and look forward to maintaining this productive collaboration.



Town Council Agenda Information Memorandum

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

This item ensures effective legal representation for the Town, promotes operational excellence, and maintains transparency and accountability in public processes.

Question(s) before the Council:

- Does the Council have any questions?

Proposed Motion:

I move to **APPROVE** awarding the Request for Qualifications #25-217 to Carrie Montavon and authorize Town Manager Miranda Fisher to enter into a contract to provide prosecutorial services for the Town.

OR

I move to **DENY** awarding the Request for Qualifications #25-217 to Carrie Montavon.

Carrie A. Montavon, P.L.L.C.

P.O. Box 13054

Prescott, AZ 86304

(928) 713-8284

carriemontavon@gmail.com

September 24, 2025

Town Council

Town of Camp Verde

473 S. Main Street, Suite 106

Camp Verde, AZ 86322

Re: Proposal for the Town of Camp Verde Prosecutorial Services – RFP #25-217

Dear Members of the Camp Verde Town Council,

I am pleased to submit my proposal for the Town of Camp Verde Prosecutorial Services. Since 2009, I have had the privilege of serving in this role, representing the Town with professionalism, integrity, and a steadfast commitment to public safety. Over the past 16 years, I have built my law practice around this position, making it the cornerstone of my professional career and allowing me to develop a deep understanding of Camp Verde's prosecutorial needs.

During my tenure, I have effectively managed a high-volume caseload encompassing misdemeanors, infractions, and violations of town ordinances. I collaborate closely with law enforcement, court personnel, and Town officials to ensure timely case resolution, consistent enforcement of criminal laws, and equitable treatment for all involved. My deep understanding of criminal law, Camp Verde's municipal code, and the operations of our local courts allows me to deliver prosecutorial services that are not only efficient and consistent, but also aligned with the values and expectations of our community. I am committed to fairness, public safety, and transparency in every case, and I take seriously the trust placed in me by the Town Council and the residents of Camp Verde.

Importantly, I have demonstrated the ability to work independently as an outside consultant, rather than as a Town employee, delivering the same level of dedication, accountability, and responsiveness expected of in-house counsel while maintaining the flexibility and efficiency of contracted legal services. This independence has allowed me to adapt quickly to the Town's evolving needs while ensuring continuity and stability in prosecution services.

I take pride in the stability and continuity I have brought to this position. My approach is proactive, collaborative, and grounded in a deep respect for the Town's mission. I strive to deliver thoughtful, ethical, and effective legal advocacy that reflects the values of our community.

I would be honored to continue serving the Town of Camp Verde in this capacity. Thank you for your consideration, and I welcome the opportunity to discuss my continued service further.

Sincerely,

Carrie A. Montavon

Proposal for Camp Verde Prosecutorial Services

Submitted by: Carrie A. Montavon, P.L.L.C.

P.O. Box 13054

Prescott, AZ 86304

(928) 713-8284

carriemontavon@gmail.com

1. Introduction

I respectfully submit my qualifications for reappointment as Town Prosecutor for Camp Verde, a role I've proudly held since 2009. Over the past 16 years, this position has been the foundation of my legal practice, allowing me to develop a deep familiarity with the Town's ordinances, court procedures, and public safety priorities. I've consistently delivered high-quality legal representation as an independent contractor—managing a diverse caseload, collaborating with law enforcement and Town officials, and ensuring fair, efficient resolution of misdemeanor matters. My commitment to professionalism, integrity, and responsive service continues to guide my work on behalf of Camp Verde.

2. Experience

Carrie A. (Kelly) Montavon, P.L.L.C.

Town Prosecutor – Town of Camp Verde (2009–Current)

- Manage all aspects of the prosecution contract, ensuring legal continuity and public trust.
- Conduct case preparation, charging decisions, plea negotiations, and trial strategy.
- Represent the Town in contested hearings, trials, and other court proceedings.
- Maintain strong working relationships with law enforcement, court personnel, and Town officials.
- Provide timely legal updates and guidance on enforcement and criminal procedure.

Town Prosecutor – Town of Dewey-Humboldt (2010–Current)

- Oversee prosecution services with a focus on community safety and legal compliance.
- Provide timely legal advisement to law enforcement regarding charge determination, ensuring consistency with statutory requirements and municipal priorities.
- Deliver courtroom advocacy and legal research across a diverse caseload.

City of Sedona

Interim City Prosecutor (Summer 2020)

- Provided seamless interim prosecutorial coverage, maintaining case flow and legal operations during a transitional period.

Thomas K. Kelly, P.C.

Associate Attorney (2001–2009)

- Managed prosecution contract for Camp Verde, handling misdemeanor and Town ordinance cases.
- Supported juvenile defense contract with Yavapai County.
- Served as conflict prosecutor for the Town of Payson.
- Represented private defense clients in multiple Arizona courts.
- Conducted legal research and writing for complex litigation, including death penalty cases.

3. Education

University of Wyoming College of Law – *Juris Doctor* (May 2001)

- Graduated in the **top 10%** of the class.
- Moot Court participant, honing oral advocacy and appellate skills.

Northern Arizona University – *Bachelor of Science* (May 1997)

- Graduated **Magna Cum Laude**.

4. Approach

My approach to prosecution services is grounded in three core principles: **professionalism, efficiency, and collaboration.**

- **Professionalism:** I represent the Town with integrity, ensuring that all cases are handled ethically, impartially, and in strict accordance with the law. I maintain the highest standards of conduct both in and out of the courtroom, treating all parties—defendants, victims, law enforcement, and court personnel—with respect and fairness. My work reflects a commitment to transparency, accountability, and the public trust, and I strive to uphold the dignity of the office through consistent, principled decision-making and clear communication with Town officials.
- **Efficiency:** I manage high-volume caseloads with precision, ensuring victim contact and timely resolution of matters while maintaining thorough preparation for hearings and trials. I utilize structured case management techniques—including timely docket reviews, case tracking, and coordinated scheduling with court personnel—to ensure efficient resolution and minimize delays.

- **Collaboration:** I also prioritize open communication with law enforcement, court staff, and Town officials, maintaining regular updates and being readily accessible to address questions, provide legal guidance, and adapt to emerging needs. Whether advising on charging decisions or representing the Town in court, I strive to deliver thoughtful, ethical, and effective legal advocacy that reflects the values of our community.

As an independent contractor, I provide the Town with the benefits of dedicated prosecutorial services without the overhead of a full-time employee. This model allows for flexibility, cost-effectiveness, and continuity of service.

5. Professional References

- **Honorable Judge Michael R. Bluff**
Yavapai County Superior Court, Division 7
Camp Verde Courthouse
Phone: (928) 567-7775
- **Honorable Judge Catherine Kelley**
Cottonwood Municipal Court
Justice of the Peace Pro Tempore, Yavapai County
Phone: (928) 634-7537
- **Honorable Judge Paul Schlegel (Ret.)**
Former Presiding Magistrate, Camp Verde Municipal Court
Former Presiding Magistrate, Sedona Magistrate Court
Phone: (623) 640-1638
- **Timothy W. Grier**
Town Attorney/Town Manager, The Town of Star Valley
Phone: (928) 978-4304
- **Municipal officials from the Town of Camp Verde**
- **Court personnel familiar with my prosecutorial work**

6. Fee Proposal – Town Prosecutor Services

Proposed Monthly Flat Fee: \$8,250

Scope of Services Included in Monthly Fee: The proposed flat monthly fee of \$8,250 is inclusive of all standard prosecution services required by the Town, including but not limited to:

- **Case Review** – Evaluation of police reports, evidence, and witness statements to determine prosecutorial merit.
- **Charging Decisions** – Preparation and filing of appropriate charges in accordance with applicable laws and Town ordinances.

- **Plea Negotiations** – Engagement with defense counsel to negotiate fair and lawful resolutions.
- **Trial Preparation** – Development of trial strategy, witness preparation, and evidence organization.
- **Court Appearances** – Representation of the Town in all scheduled hearings, pre-trial conferences, and trials.
- **Consultations with Town Staff** – Ongoing legal guidance to law enforcement, code enforcement, and other Town departments as needed.

Assumptions & Terms:

- The monthly fee covers all routine prosecution activities within the Town's jurisdiction, including all operating expenses and insurance requirements.
- Extraordinary matters outside the standard scope (e.g., appeals, special investigations) will be billed separately at a mutually agreed-upon rate, subject to prior written approval.
- Invoices will be submitted monthly and are payable within 30 days of receipt.

7. Statement of Commitment

I take pride in the stability and continuity I have brought to the position of Town Prosecutor. My approach is proactive, collaborative, and grounded in a deep respect for the Town's mission. Whether advising on misdemeanor law or representing the Town in court, I strive to deliver thoughtful, ethical, and effective prosecution that reflects the values of our community.

I would be honored to continue serving the Town of Camp Verde in this capacity. Thank you for your consideration, and I welcome the opportunity to discuss my continued service further.

8. Signature

I hereby submit this proposal and affirm my continued commitment to providing high-quality prosecutorial services to the Town of Camp Verde.

Respectfully submitted,

Carrie A. Montavon

Carrie A. Montavon, P.L.L.C.

Signature: Carrie A. Montavon
9/24/25

AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES

THIS Agreement is between the Town of Camp Verde, Arizona, a municipal corporation, hereinafter referred to as the “Town” and Attorney Carrie Montavon, hereinafter referred to as the “Consultant.”

FOR THE PURPOSE of providing Town Prosecutorial 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.

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.

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

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

1.3.5 Consultant shall coordinate its activities with the Town’s Representative and submit its reports to the Town’s Representative.

1.3.6 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.

1.3.7 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.

1.4 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.

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

1.5 Contract Term; Renewal.

1.5.1 Contract Term; Renewal. The Contract commences upon execution of the Contract and continues through November 5, 2028. The Contract may be renewed for up to three (3) additional one-year terms 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.

2. COMPENSATION AND METHOD OF PAYMENT

2.1 Compensation. All compensation for complete and satisfactory completion of services rendered by Consultant, shall not exceed \$8,250.00/month as a flat fee rate.

2.2 Method of Payment. 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. 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 Consultants, 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:
Miranda Fisher
Town Manager
Town of Camp Verde
473 S Main Street
Camp Verde, Arizona 86322

CONSULTANT:
Carrie Montavon
Town Prosecutor
Carrie A. Montavon, P.L.L.C.
P.O. Box 13054
Prescott, AZ 86304

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.

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

The Town Prosecutor will be expected to perform services including but not limited to:

- Representing the Town in all misdemeanor criminal prosecutions in the Camp Verde Municipal Court.
- Reviewing police reports, preparing charging documents, and prosecuting cases from filing through disposition, including appeals where applicable.
- Attending all hearings, trials, and other court proceedings.
- Providing legal advice and training to the Camp Verde Marshal's Office and Town staff regarding prosecution-related matters.
- Coordinating with defense counsel, judges, probation officers, and other stakeholders to ensure effective case management.
- Providing periodic written case status reports and quarterly summaries of prosecutorial activities.
- Attending Town Council meetings, as requested, on prosecution-related matters.
- Ensuring compliance with ethical standards, legal requirements, and recordkeeping obligations.
- Coordinating with outside counsel for conflict cases.



Request for Qualifications (RFQ)

Town of Camp Verde Prosecutorial Services RFP #25-217

Work Summary	The Town of Camp Verde is seeking Statements of Qualifications from qualified attorneys or law firms to provide municipal prosecution services on a contractual basis. The selected firm/individual will act as the Town Prosecutor for all criminal misdemeanor cases and related legal matters filed in the Camp Verde Municipal Court.
Award Terms	The Town and successful Proposer shall prepare an Agreement to be executed by both parties incorporating the Terms and Conditions herein. The successful Proposal and other Town standard requirements are subject to approval by the Town Council.
Issue Date	Thursday, September 4, 2025
Due Date	Thursday, October 2, 2025; 1:00 PM (AZ Time)
Inquiries	The deadline for inquiries is Thursday, September 25, 2025 at 1:00 PM, Local Arizona Time. Questions and/or inquiries must be emailed to Town Manager Miranda Fisher at Miranda.Fisher@campverde.az.gov . Questions submitted after this date and time will not receive a response. The Town of Camp Verde reserves the right to issue RFP amendments after the question and answer period. It is each Proposer's responsibility to check the website www.publicpurchase.com for addenda to this RFP. This Request for Proposals may only be modified by a written Addendum.
Pre-Submittal Meeting	Wednesday, September 17, 2025; 1:00 PM (AZ Time). Microsoft Teams meeting Meeting Link Meeting ID: 216 878 127 874 7 Passcode: TF35wn3m
Submittal Process	Proposals will be emailed Town Manager Miranda Fisher on or before 1:00 PM (AZ TIME) Thursday, October 2, 2025. The proposal shall be in pdf format and all required information must be included. Once your proposal is received you will receive email confirmation from Town Manager Fisher.
Document Availability	Documents can be downloaded at www.PublicPurchase.com or by contacting Town Manager Miranda Fisher by emailing Miranda.Fisher@campverde.az.gov or calling (928) 451-3670.
Contact	Town Manager Miranda Fisher Miranda.Fisher@campverde.az.gov (928) 451-3670.
Equal Opportunity	Camp Verde is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals on this solicitation.

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1. Introduction

The Town of Camp Verde is seeking Statements of Qualifications from qualified attorneys or law firms to provide municipal prosecution services on a contractual basis. The selected firm/individual will act as the Town Prosecutor for all criminal misdemeanor cases and related legal matters filed in the Camp Verde Municipal Court.

This solicitation is issued pursuant to A.R.S. Title 34 and Town procurement policies. The Town intends to enter into a professional services agreement for an initial three-year term, with the possibility of extensions.

2. Scope of Services

The selected Prosecutor will be expected to perform services including but not limited to:

- Representing the Town in all misdemeanor criminal prosecutions in the Camp Verde Municipal Court.
- Reviewing police reports, preparing charging documents, and prosecuting cases from filing through disposition, including appeals where applicable.
- Attending all hearings, trials, and other court proceedings.
- Providing legal advice and training to the Camp Verde Marshal's Office and Town staff regarding prosecution-related matters.
- Coordinating with defense counsel, judges, probation officers, and other stakeholders to ensure effective case management.
- Providing periodic written case status reports and quarterly summaries of prosecutorial activities.
- Attending Town Council meetings, as requested, on prosecution-related matters.
- Ensuring compliance with ethical standards, legal requirements, and recordkeeping obligations.
- Coordinating with outside counsel for conflict cases.

3. Minimum Qualifications

- Must be an attorney in good standing licensed to practice law in the State of Arizona.
- Minimum three (3) years of criminal prosecution experience (municipal or county level preferred).
- Demonstrated knowledge of Arizona criminal law, rules of procedure, and applicable statutes.
- Ability to work independently as an outside consultant and not as a Town employee.
- Ability to maintain insurance coverages required by the Town (professional liability, general liability, auto, workers' compensation as applicable).

4. Contract Terms

The selected Prosecutor will be engaged as an independent consultant, not as a Town employee. Key terms include but are not limited to:

- **Compensation:** Anticipated flat monthly fee with cost-of-living adjustments; extraordinary casework may be billed hourly upon pre-approval.
- **Insurance:** Professional liability, general liability, and other coverage.
- **Term:** Three (3) years, subject to termination by either party with 60 days' notice.

- **Compliance:** Must comply with A.R.S. §§ 41-4401 (immigration laws), 35-393 (Israel boycott prohibition), and 38-511 (contract cancellation).

5. Submittal Requirements

5.1. Statement of Qualifications

5.1.1 Interested firms/individuals shall submit one (1) digital PDF of their Statement of Qualifications including:

- Cover Letter – Introduce the proposer, summarize interest, and identify contact person.
- Qualifications – Demonstrate compliance with minimum qualifications.
- Relevant Experience – Provide examples of prosecution or related legal services performed for municipalities or other public entities.
- Approach – Brief description of how services will be provided, including availability and case management methods.
- References – Provide at least three (3) references from public sector clients.
- Fee Proposal – Provide proposed compensation structure (flat monthly fee, hourly rates for extraordinary work, etc.).

5.2. Submittal Instructions

5.2.1 *Format.*

Proposers shall email their proposal to Town Manager Miranda Fisher on or before 1:00pm (AZ TIME) Thursday, October 2, 2025.

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

5.2.2 *No Modifications.*

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

5.3. Requirements for Proposers

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

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

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

- 3.3.4. **Public Record:** All proposals submitted in response to this solicitation and all evaluation related records shall become property of the Town of Camp Verde and shall become a matter of public record for review, subsequent to proposal opening. Request for nondisclosure of data such as trade secrets and other proprietary data, must be made known in writing to the Town of Camp Verde in proposals submitted, and the information sought to be protected clearly marked as proprietary. The Town of Camp Verde will not ensure confidentiality of any portion of the proposal that is submitted in the event that a public record request is made. The Town of Camp Verde will provide 48 hours notice before releasing materials identified by the Proposal as confidential or proprietary in order for the Proposer to apply for a court order blocking the release of the information.
- 3.3.5. **Solicitation Transparency Policy:** Beginning on the date this Solicitation is issued and continuing until either the date a contract is awarded or this Solicitation is withdrawn by the Town of Camp Verde, all persons or entities who respond or intend to respond to this Solicitation, including without limitation their employees, agents, representatives, partners, subconsultants, consultants, joint venturers, members, lobbyists, or attorneys (collectively, “Proposers”), shall only discuss matters associated with this Solicitation with the Town Manager and shall not have any direct or indirect contact about this Solicitation with any other Town staff or Town official, including, without limitation, members of the evaluation panel, the Mayor, or any member of the Camp Verde Town Council. As long as the subject matter of the Solicitation is not discussed, Proposers may continue to conduct business with the Town of Camp Verde.
- 3.3.6. **Persons with Disabilities:** Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Town Manager Miranda Fisher. Requests shall be made as early as possible to allow time to arrange the accommodation.
- 3.3.7. **Proposal Acceptance Period:** All proposals shall remain open for 180 days after the day of the opening of proposals, but the Town of Camp Verde may, at its sole discretion, release any proposal and return the proposal security (as applicable) prior to that date. No Proposer may withdraw his/her proposal during this period without written permission from the Town of Camp Verde. Should any Proposer refuse to enter into an Agreement, under the terms and conditions of the procurement, the Town of Camp Verde may retain the security (as applicable), not as a penalty, but as liquidated damages.
- 3.3.8. **Clarifications.** The Town of Camp Verde reserves the right to obtain Proposer clarifications where necessary to arrive at full and complete understanding of Proposer’s product, service, and/or solicitation response. Clarification means a communication with a Proposer for the sole purpose of eliminating ambiguities in the proposal and does not give Proposer an opportunity to revise or modify its

proposal.

- 3.3.9. ***Waiver and Rejection Rights.*** The Town of Camp Verde reserves the right to reject any or all proposals or to cancel the solicitation altogether, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposals received.
- 3.3.10. ***Solicitation Addendum Acknowledgement.*** Each Solicitation Addendum shall be acknowledged in the Proposal Section, which shall be submitted together with the proposal on the proposal due date and time. Failure to note a Solicitation Addendum may result in rejection of the proposal.
- 3.3.11. ***Evidence of Intent to be Bound.*** The proposal form within the Solicitation shall be submitted with the proposal and shall include a signature by a person authorized to sign the proposal. The signature shall signify the Proposer's intent to be bound by its proposal and the terms of the Solicitation and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of intent to be bound, such as an original signature, shall result in rejection of the proposal.
- 3.3.12. ***Non-Collusion and Non-Discrimination.*** By signing and submitting the proposal, the Proposer certifies that: the Proposer did not engage in collusion or other anti-competitive practices in connection with the preparation or submittal of its proposal; and the Proposer certifies that it does not discriminate against any employee or applicant for employment based on race, color, age, sex, religious or political affiliation, sexual orientation, gender identity, family status, marital status, national or ethnic origin, or mental or physical disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.
- 3.3.13. ***Inquiries***
- 3.3.13.1. ***Duty to Examine.*** It is the responsibility of each Proposer to examine the entire Solicitation, seek clarification (inquiries), and examine its proposal for accuracy before submitting the proposal. Lack of care in preparing a proposal shall not be grounds for modifying or withdrawing the proposal after the proposal due date and time, nor shall it give rise to any Consultant claim.
- 3.3.13.2. ***No Right to Rely on Verbal Responses.*** A proposer shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the Solicitation.

6. Evaluation and Award

6.1. Evaluation Criteria

General Evaluation Standards

The Town of Camp Verde seeks to obtain prosecutorial services as outlined in the Scope of Work. Proposals will be evaluated on the selection criteria set forth below. The Town will

be the sole judge of whether the services offered are acceptable. Proposals from individuals or firms that have provided inadequate or unsatisfactory services to municipalities or other public entities in the past may be rejected and not considered.

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

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

7.2 Evaluation Criteria

Proposals will be evaluated using the following weighted criteria:

- **Qualifications and Experience (50%)**
 - Relevant prosecutorial and/or municipal legal experience.
 - Years of practice in Arizona and familiarity with municipal court operations.
 - Experience representing municipalities or similar public-sector clients.
- **Understanding of Scope of Work (25%)**
 - Demonstrated understanding of responsibilities outlined in the RFQ.
 - Quality of proposed approach to managing casework, workload balance, and communication with Town staff.
- **References (15%)**
 - Quality of references from municipal or public-sector clients.
- **Cost Proposal (10%)**
 - Competitiveness and clarity of proposed fee structure.
 - Flat monthly fee and proposed rates for extraordinary casework.

7.3 Award

The Town of Camp Verde intends to award a contract to the proposer whose qualifications are most advantageous to the Town, taking into consideration the evaluation criteria set forth above. The Town reserves the right to conduct interviews with finalists prior to award.

5. Solicitation Terms and Conditions

GENERAL CONDITIONS

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

Protests: An interested party may protest a solicitation by filing a protest in writing to the Town Manager not fewer than five (5) days before the closing date and time of the solicitation. An unsuccessful Proposer or Bidder may protest a determination of non-responsiveness or non-responsibility by the Town by filing a protest in writing with the Town Manager not more than five (5) days after issuance of notice of such determination by the Town. An unsuccessful

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

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

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Town Council

Agenda Information Memorandum

Meeting Date: November 5, 2025

Agenda Item Type:

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

Requesting Department: Economic Development

Staff Resource: Crisi Clark, Economic Development Specialist

Agenda Title: Discussion, consideration, and possible approval to award Request for Proposal #25-215 and authorize Town Manager Miranda Fisher to enter into a contract with Axis Culture Group to provide tourism and economic development marketing professional services not to exceed \$72,000.00.

Attached Documents:

- Draft Contract
- RFP #25-215

Estimated Presentation Time: 5 min

Estimated Discussion Time: 10 min

Reviewed By:

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

Financial Review (if applicable):

- Funding Source / GL Account Number: 01-170-20-741115
- 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 recently released a Request for Proposal (RFP) for a firm to provide professional tourism and economic development marketing services. The RFP was released on September 4, 2025, with a submission due date of October 2, 2025. On September 15, 2025, Town staff held a pre-submittal via Zoom for interested parties to ask questions. The Town received nine proposals, which were reviewed by a scoring committee. Below are the scores each firm received:

Summary of Scoring	
Advent Trinity Marketing Agency	204
Axis Culture Group	241
HAPI	209
Last WAAV	212
Mountain Mojo	203
PDDG	237
Searle Creative	204
Trove	159
Wander West	52



Town Council Agenda Information Memorandum

Town staff are seeking approval to contract with Axis Culture Group for the professional marketing services for \$6000 monthly not to exceed \$72,000 annually. The contract may be renewed for up to two successive one-year terms upon approval of both parties.

Representatives from Axis Culture Group are anticipated to attend the meeting virtually to answer any questions the Council may have regarding their proposal.

Scope of Services

The RFP reflects the recommendations of the Tourism Marketing Plan and includes a comprehensive set of marketing services to host, manage, and assist with the following: media development, branding assistance and management, digital advertising, campaigns, website, graphic design, search engine optimization, email marketing, other related strategies, and dedicated customer support.

Budget & Funding

The Tourism Marketing Plan recommends an annual investment of up to \$90,000 which includes the provision of these services as well as funding for purchasing strategic social media advertising. The FY26 Economic Development budget provides sufficient funding to support this effort. The FY26 budget was developed with the Tourism Marketing Plan's recommendations in mind, ensuring resources were allocated accordingly.

Connection to the FY25-FY30 Strategic Plan

This supports the Strategic Plan's Focus Area, "Resilient Economy and Community Infrastructure", and the goal to "Increase Tourism-Related Revenue". Further, it aligns with the Year 2 action item to begin implementation of the plan. Increased sales tax revenue from tourism will contribute to funding the Town's strategic priorities.

Question(s) before the Council:

- Does Council have any questions about the proposed contract with Axis Culture Group?

Proposed Motion:

I move to **APPROVE** contracting with Axis Culture Group for Tourism and Economic Development Marketing Professional Services not to exceed \$72,000.

OR

I move to **DENY** contracting with Axis Culture Group for Tourism and Economic Development Marketing Professional Services.



**Consultant Agreement - Professional Services
Tourism and Economic Development Marketing Services**

Between the

TOWN

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

CONSULTANT

Axis Culture Group
500 S Beeline HWY Unit A
Payson, AZ 85541
(the "Consultant")

This INDEPENDENT CONSULTANT AGREEMENT ("Agreement") is awarded pursuant to **Project #25-215**.

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

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

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

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

Section I. Period of Service

The term of this Agreement shall be effective through June 30, 2026 unless terminated sooner by the parties, pursuant to Section V below. This Agreement may be renewed for up to two (2) successive one-year terms upon approval of both parties.

Section II. Scope of Work

- A. Scope of Work. The Consultant agrees to perform certain professional consulting services for Town, as set forth in RFP 25-215 and Exhibit A “Scope of Work” attached hereto and incorporated by this reference. The services include any and all services reasonably contemplated, normally included, and necessary to complete the Scope of Work in a professional manner with due diligence and in a timely manner, including working closely with the Town and its designated employees. Consultant shall perform the services required by, and as outlined in, RFP 25-215 and Exhibit A to the satisfaction of the Town, exercising that degree of care, skill, diligence and judgment ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the services are provided.
- B. Change in Scope of Work. If deemed necessary by Town, the Consultant and Town will confer to further define specific tasks in the Scope of Work and estimate the amount of time to be spent on those tasks. Any work that is different from or in addition to the work specified shall constitute a change in the Scope of Work. No such change, including any additional compensation, shall be effective or paid unless authorized by written amendment executed by the Town Manager or and by Consultant. If Consultant proceeds without such written authorization, Consultant shall be deemed to have waived any claims of unjust enrichment, *quantum meruit* or implied contract. Except as expressly provided herein, no agent, employee or representative of Town shall have the authority to enter into any changes or modifications, either directly or implied by a course of action, relating to the terms and scope of this Agreement.
- C. Inspection; Acceptance. All work and Services performed by Town will be subject to inspection and acceptance by the Town at reasonable times during Consultant’s performance. If requested by the Town, Consultant will provide the Town with documentation at the completion of the project in such form and detail as the Town may require.
- D. Corrections. Consultant shall promptly provide, at no additional cost to the Town, any and all corrections, modifications, additional documents, or other items that may be necessary to correct any errors and/or omissions in the work, Services, documents, designs, specification, and/or drawings by Consultant.
- E. Key Personnel. Consultant shall utilize the key personnel, if any, listed in Exhibit A or in the proposal to the Town. Consultant shall not change key personnel, not utilize the listed key personnel, or utilize any other key personnel without the prior written approval of the Town. Any substituted personnel shall have the same or higher qualifications as the personnel being replaced.

Section III. Compensation

- 1. **Compensation**. The Town agrees to pay the Consultant the fixed price of \$6,000 per month for a total of \$72,000 annually per fiscal year for the performance of the Services.
- 2. **Payment**. Unless otherwise agreed to by the Town in writing, Consultant will submit monthly invoices to the Town. Town will process and remit payment within thirty (30) days and payment will be delinquent only thirty (30) days after the date received by Town. Each invoice shall set forth a general description of the work performed, in accordance with the Scope of Work, for the hours billed. Payment may be subject to or conditioned upon Town’s receipt of unconditional

waivers and releases on final payment from all subconsultants. If a dispute over payment arises, and during all claims resolution proceedings, Consultant shall continue to render the Services in a timely manner. Payment by the Town does not constitute acceptance by the Town of the Services or Consultant's performance, nor does payment constitute a waiver of any rights or claims by the Town. Invoices shall be emailed to the economic development department, at econdev@campverde.az.gov.

3. **Expenses.** Any fee required by any governmental agency in order for Consultant to accomplish a task hereunder shall be provided by Town and is not included in the hourly fee. No reimbursable expenses or costs of any kind shall be paid by the Town unless expressly approved by the Town in writing before they are incurred. Any approved reimbursable expenses will be paid at the actual cost without any markup and will be paid only after they are incurred.
4. **Taxes.** Consultant shall be solely responsible for any and all tax obligations which may result out of the Consultant's performance of this Agreement. The Town shall have no obligation to pay any amounts for taxes, of any type, incurred by the Consultant.

Section IV. Proprietary Rights

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

Section V. Termination

1. **For Town's Convenience.** This Agreement is for the convenience of the Town and, as such, may be terminated upon sixty (60) days of written notice. Upon termination for convenience, the Consultant shall be paid for all undisputed services performed to the termination date.
2. **For Cause.** This Agreement may be terminated by either party upon thirty (30) days written notice should the other party breach any of its terms or otherwise violate the law in connection with the performance of any duty imposed on the party by the terms of this Agreement. In the event of such termination, payment shall be made by the Town to the Consultant for the undisputed portion of its fee due as of the termination date.
3. **Due to Work Stoppage.** This Agreement may be terminated by the Town upon thirty (30) days written notice to the Consultant in the event that the Services are permanently abandoned. In the event of such termination due to work stoppage, payment shall be made by the Town to the Consultant for the undisputed portion of its fee due as of the termination date.
4. **Conflict of Interest.** This Agreement is subject to the provisions of A.R.S. § 38-511. The Town may cancel this Agreement without penalty or further obligations by the Town or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement on behalf of the Town or any of its departments or agencies is, at any time while the Agreement or any extension of the Agreement is in effect, an employee of any other party to the Agreement in any capacity or a Consultant to any other party of the Agreement with respect to the Agreement's subject.
5. **Gratuities.** The Town may, by written notice to the Consultant, cancel this Agreement if it is found by the Town that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Consultant or any agent or representative of the Consultant to any officer, agent, or employee of the Town for the purpose of securing this Agreement. In the event this Agreement is cancelled by the Town pursuant to this provision, the Town shall be entitled, in addition to any other

rights and remedies, to recover or withhold from the Consultant an amount equal to one hundred fifty percent (150%) of the gratuity.

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

Section VI. Successors and Assigns

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

Section VII. Waiver and Severability

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

Section VIII. Whole Agreement

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

- A. Comprehensive Commercial General Liability. Combined single limit against claims for Bodily Injury, Death and Property Damage, in connection with services provided and, in an amount, not less than:
- \$1,000,000 each occurrence
 - \$2,000,000 aggregate

Certificates of Liability Insurance shall include the following language in the description of operations box:

1. A description of operations
2. Names the Town of Camp Verde as an Additional Insured for General Liability and auto.

- B. Worker's Compensation and Employer's Liability.

1. Each Accident \$500,000
2. Each Employee \$500,000
3. Disease, Each \$500,000
4. Employment Practices Liability \$10,000

- C. Professional Liability. Certificate of Insurance for a Professional Liability Insurance Policy for Consultant (and its employees and agents, if any) for errors and omissions, and negligent acts related to the rendering of such professional with limits of:
- \$1,000,000 each occurrence
 - \$1,000,000 aggregate

When policies are renewed or replaced, any retroactive date must coincide with or precede commencement of services by Consultant under this Agreement. A claims-made policy that is replaced or not renewed must have an extended reporting period not less than two (2) years.

- D. With the execution of this Agreement, Consultant shall furnish any original Certificates of Insurance evidencing the required coverage to be in force on the date of this Agreement.
- E. Consultant shall furnish to the Town of Camp Verde any renewal Certificates of Insurance (if coverage has an expiration or renewal dates occurring during the term of this Agreement).
- F. The Consultant shall keep said policies in force for the duration of the Agreement and for any possible extension thereof. The policy shall not be suspended, voided canceled or reduced in coverage for the duration of the Agreement and for any possible extension thereof without at least thirty (30) days' notice of cancellation of material change in coverage. Such notice shall be sent directly to Town of Camp Verde, 473 S. Main Street, Ste. 102, Camp Verde, AZ 86322, Attn: Town Manager.
- G. The receipt of any Certificate of Insurance and endorsement does not constitute an agreement by the Town of Camp Verde that insurance requirements have been met.
- H. Failure of Consultant to obtain Certificates or other insurance evidence from other Consultants shall not be deemed a waiver by the Town of Camp Verde.
- I. The Consultant's liability under this Agreement is not in any way limited by the insurance required by this Agreement.
- J. Failure to comply with insurance requirements may be regarded as a breach of the Agreement terms.

Section XI. Standard of Care

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

Section XII. Indemnity

Consultant agrees, to the fullest extent permitted by law, to indemnify, defend, save and hold harmless the Town of Camp Verde, its departments, agencies, boards, commissions, and its officers, officials, agents, employees and volunteers (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Consultant or any of its owners, officers, directors, agents, employees or subconsultants. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Consultant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Consultant from and against any and all claims. It is agreed that Consultant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this Agreement, the Consultant agrees to waive all rights of subrogation against the Town of Camp Verde, its officers, officials, agents and employees for losses arising from the

work performed by the Consultant for the Town of Camp Verde. The obligations under this Section 10 shall survive termination of this Agreement.

Section XIII. Compliance with Federal and State Laws

The Consultant understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. Under the provisions of A.R.S. §41-4401, Consultant hereby warrants to the Town that the Consultant and each of its Subconsultants (“Subconsultants”) will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to their employees and A.R.S. §23-214(A) (hereinafter “Consultant Immigration Warranty”).

A breach of the Immigration Warranty shall constitute a material breach of the Agreement and shall subject the Consultant to penalties up to and including terminations of this Agreement at the sole discretion of the Town.

The Town retains the legal right to inspect the papers of any Consultant or Subconsultant’s employee who works on this Agreement to ensure that the Consultant or any Subconsultant is complying with the Consultant Immigration Warranty. Consultant agrees to assist the Town in regard to any such inspections.

The Town may, at its sole discretion, conduct random verification of the employment records of the Consultant and any of the Subconsultants to ensure compliance with Consultant’s Immigration Warranty. Consultant agrees to assist the Town in regard to any random verification performed. Neither the Consultant nor any of the Subconsultants shall be deemed to have materially breached the Consultant Immigration Warranty if the Consultant or Subconsultant establishes that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214, Subsection A.

Section XIV: No Israel Boycott

The Parties agree that they are not currently engaged in, and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. §35- 393.

Section XV. China

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

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate originals, this ____ day of _____, 2025

APPROVED AS TO FORM:

Town of Camp Verde:

Town Attorney/Date

By: _____
Mayor/Date

ATTEST:

Town Clerk

Consultant:

By: _____ Date _____
Joe Klein, Owner
Axis Culture Group

Date: _____

EXHIBIT A - Scope of Work

Purpose: The purpose is for the Consultant to assist the Town of Camp Verde with tourism and economic development marketing professional services as in RFP 25-215.

Key Personnel:

- Joe Klein, Leading Marketing Strategist
- Trevor Creighton, Trails/Outdoor Recreation & Communications Specialist, Client Lead
- Brittany Connolly, Project Manager
- Elly Schreur, Media Director
- Molly Ojeda, Media Director
- Rachel Fanizza, Visual Design Director
- Sadie Hazelo, Meta Advertising Specialist

Cost of Services: Costs will not exceed \$6000/monthly (a total of \$72,000/annually per fiscal year).

Location of Consultant Services: Consultant/s will work remotely from their own business locations.

Description of Consultant Services:

Media Development: Create, maintain, and share a content library to support all campaign goals and platforms.

Timeline Overview: Quarterly media collection. Smaller content sessions scheduled as needed.

- Professional photography
- Long-form promotional videos
- Short-form video content for reels and ads
- Drone footage
- Editing, music licensing, and voiceover work
- This includes tourism assets, key locations in the community, and events.

Advertisement Management: Reach and convert target audiences through optimized ad campaigns.

Timeline Overview: Ongoing ad campaigns tied to seasonal and campaign goals.

- Meta (Facebook/Instagram) and Google ad management
- Ad creative development (graphics + copy)

Manage Paid Advertising (Targeted Ad Spend within Platforms): Dedicated spending for targeted digital ads. Timeline Overview: Deployed in sync with campaigns and seasons.

- Meta (Facebook/Instagram) and Google
- Retargeting, seasonal boosts, and brand awareness
- Audience segmentation

Social Media Management: Manage and maintain the Visit Camp Verde social media platforms. Timeline Overview: Routinely

- Post and engage organically.
- Manage posts, clean up duplicate posts, respond to questions/comments within 24hrs, if applicable. Ensure the content is up to date and consistent on the various social media profiles.
- Share and promote community events and opportunities. Follow and/or engage with tourism-related business, partners, visitors.

- Share and promote other Town events from the Town Library and Parks & Recreation as they align with tourism goals.
- All posts must be approved by Town before posting.
- Utilize Town, AOT, and other related hashtags, assets, and materials in posts.

Campaign Management: Promote Camp Verde through strategic campaigns.

Timeline Overview: Multiple campaigns running throughout the year.

- Themed campaign development
- Landing page content, print collateral, and community partner toolkits
- Itinerary development and marketing tie-ins

Website Management and Design: Maintain and align the visitcampverde.com tourism website with tourism plan, campaign visuals, content, and messaging. Timeline Overview: Monthly site updates and performance checks.

- Homepage and landing page refreshes
- Content management and updates (events, blogs, visitor info)
- SEO and performance enhancements
- Technical maintenance and support
- Develop an itinerary builder
- Design may include adding online payment options, listing claims, and additional functionality options.
- Communicate all issues regarding the website's functionality, optimization, and ways to improve design.

Graphic Design: Support all promotional and campaign efforts with strong, cohesive visual design.

Timeline Overview: As needed throughout the year.

- Social media and digital graphics
- Print materials (flyers, maps, signage)
- Event promotions and merchandise design (shirts, stickers, etc.)
- Develop templates for local business marketing support

Analytics, Dashboards & Reporting: Provide comprehensive analytics, reporting, and performance insights across all digital platforms to inform data-driven decision making and optimize marketing efforts.

Timeline Overview Monthly (with real-time dashboard access for Town staff)

- Dashboarding: Develop and maintain a reporting dashboard accessible to Town staff with real-time and monthly data updates across Google, Meta, and website channels.
- Deliver monthly narrative reports summarizing key insights on social media, website, and campaign data. Include suggestions to improve tourism reach to target markets.
- Google Analytics & Tag Management: Ensure proper configuration of GA4, property settings, events, goals, and conversions tailored to tourism objectives. Maintain Google Tag Manager for cross-platform tracking.
- Google Ads Integration: Link GA4 to Google Ads and configure attribution reporting across campaigns. Provide keyword performance, CTR, and conversion analysis.
- Meta Business Suite & Ads Reporting: Deliver performance reporting for Facebook and Instagram, including impressions, reach, engagement, CTR, conversions, and retargeting effectiveness.
- Social Media Analytics: Track organic and paid performance across all active platforms, including engagement metrics, follower growth, top performing posts, and audience insights.
- Website Analytics: Provide reporting on performance: pageviews, sessions, bounce rates, SEO performance, referral traffic, and top-performing content.

- Monthly Visitor & Campaign Analysis: Traffic sources, audience profiles, visitor behavior flows, geographic reach, and campaign outcomes.
- Optimization Recommendations: Provide monthly actionable suggestions for improving targeting, creative, SEO, ad spend allocation, and retargeting strategies.
- Retargeting Readiness: Ensure tracking pixels and events are optimized for remarketing across Google and Meta platforms.

Other Marketing Assistance:

- Collaborate with Town partners, Arizona Office of Tourism (AOT), and other organizations.
- Develop written content such as ads, press releases, welcome emails, surveys, and other related content.
- Manage newsletters, including content development, design, distribution, and basic performance reporting.

Economic Development Marketing: Tourism marketing is the priority. Upwards of 20% of the marketing scope may be dedicated to Town business development marketing including:

- Website management and design of SelectCampVerde.com
- Management of ads and social media for the Business Resource & Innovation Center (BRIC).
- Shop and spend local campaign
- Collaboration and engagement with stakeholders and partners as necessary and directed by Town staff.

Contract Administration and Project Management:

Timeline Overview: Ongoing unless otherwise stated in the following bullets

- Kickoff and Work Plan: Meet at start of contract to confirm goals, roles, points of contacts, approval workflow, KPIs, content/information storage, and a detailed schedule with milestones and a content calendar.
- Content Calendar Management: Develop and monthly maintain a centralized content calendar covering campaigns, social media, website updates, email marketing, and paid ads. Ensure alignment with seasonal tourism priorities, Town events, and community partner initiatives.
- Meetings: Attend regular meetings with Town staff and additional sessions as needed. These are intended to occur twice a month for the purpose of discussing progress and issues with marketing efforts.
- Engagement: At the direction of Town staff, engage with key stakeholders such as the Town Manager's Tourism Working and Engagement Group, the Greater Verde Valley Chamber of Commerce, Arizona Office of Tourism (AOT) visitors, business owners, and community members to work on Tourism Marketing plan goals.
- Progress Updates: Provide monthly status updates summarizing work completed, performance highlights, data and analytics, next steps, and risks/mitigations.
- Communication: Be available to answer questions and consult with Town staff throughout the month on the marketing objectives and goals. Maintain routine communication with a standard 24-hour response window unless otherwise notified in advance.
- Approval: Seek approval from designated Town staff before releasing or posting content.
- Deadlines: Provide drafts of all scheduled monthly posts for the upcoming month no later than the 15th day of the current month. Provide opportunities for Town staff to review and revisions prior to campaign launches no later than two weeks before the launch.
- Arizona Office of Tourism (AOT) Coordination and Support: Ensure key events and information are on AOT websites for visitors and events; follow AOT on social media; leverage their resources such as the image library; and follow recommended best practices.
- Documentation & Storage: Place all content and source files in Town designated site.

- Invoicing & Notices: Submit monthly invoices; copy the Town's point of contact on all correspondence regarding Town marketing; and inform Town of changes to key personnel or subcontractors.
- Policy Compliance: Comply with the Town's Social Media Policy and coordinate with other Town marketing efforts as directed.
- In-Person Meetings: They may be up to five in-person meetings required which includes up to two Town Council meetings.
- Issue Tracking: Communicate all issues regarding campaign scope, design, and execution promptly to the Town point of contact.

Ownership, Access, and Transition Support:

- Ownership of Work Product – Provide Town staff with all content, graphics, designs, digital assets, source files, website files, social media accounts, and any other materials developed or produced under this agreement for it is the sole and exclusive property of the Town. The Consultant shall not claim any ownership or rights to such materials and shall promptly transfer or assign all rights upon request.
- Access and Credentials: Maintain and provide, upon request and/or at the conclusion of this agreement, a complete and up-to-date list of all usernames, passwords, administrative credentials, and access information for any tools, platforms, websites, hosting accounts, social media profiles, and software used on behalf of the Town.
- Hosting and Platform Access: Grant full administrative access and control to the Town. Assist in transferring hosting, domain registration, and/or platform control upon request to facilitate continued operation by another party.
- Transition and Handoff Support: Provide timely, complete, and cooperative assistance to ensure smooth transition of all services, materials, and accounts including:
 - Transferring full administrative rights for websites, platforms, and accounts;
 - Delivering all finalized and working files (including editable versions and source files);
 - Providing written documentation of processes, systems, or configurations as necessary for continuity.
- Answering reasonable follow-up questions and offering technical support during the transition period, not to exceed 30 days post-contract unless otherwise agreed.



Request for Proposals (RFP)

Town of Camp Verde

Tourism and Economic Development Marketing Services

RFP #25-215

Work Summary	The Town of Camp Verde is soliciting proposals for tourism and economic development marketing services.
Award Terms	The contract shall be effective through June 30, 2026, and may be renewed for up to two (2) successive one-year terms.
Issue Date	Thursday, September 4, 2025
Due Date	Thursday, October 2, 2025, 12:00 PM Local Arizona Time
Inquiries	The deadline for inquiries is Wednesday, September 24, 2025 at 12:00 PM, Local Arizona Time. Questions and/or inquiries must be emailed to Economic Development Director Molly Davies at Molly.Davies@campverde.az.gov. Questions submitted after this date and time will not receive a response. The Town of Camp Verde reserves the right to issue RFP amendments after the question-and-answer period. It is each Proposer's responsibility to check the website www.publicpurchase.com for addenda to this RFP. This Request for Proposals may only be modified by a written Addendum.
Pre-Submittal Meeting	Monday, September 15, 2025; 11:00 AM Local Arizona Time Zoom meeting Meeting Link Meeting ID: 990 7262 4305 Passcode: 205870
Submittal Process	Proposals will be emailed to Economic Development Director Molly Davies at Molly.Davies@campverde.az.gov on or before Thursday, 12:00 PM Local Arizona Time October 2, 2025. The proposal shall be in a pdf format, and all required information must be included. Once your proposal is received you will receive email confirmation from Molly Davies.
Document Availability	Documents can be downloaded at www.publicpurchase.com or by contacting Economic Development Director Molly Davies emailing Molly.Davies@campverde.az.gov calling (928) 554-0007.
Contact	Economic Development Director Molly Davies at Molly.Davies@campverde.az.gov
Equal Opportunity	Camp Verde is an equal opportunity employer. Minority and women's business enterprises are encouraged to submit proposals on this solicitation.

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1. Background

The Town of Camp Verde, Arizona, is seeking qualified firms to provide professional tourism and economic development marketing services.

The Town serves as the community's official Destination Marketing Organization (DMO). As outlined in its 2025 Tourism Marketing Plan, the Town is committed to positioning Camp Verde as a premier central Arizona destination and as a vibrant, welcoming community for visitors. By leveraging its unique location, access to outdoor recreation, and rich cultural and historical assets, the Town seeks to strengthen its reputation through strategic branding, media development, digital advertising, event promotion, and collaboration with local and regional partners. These efforts will position Camp Verde as the gateway to the Verde Valley and a must-visit destination for travelers.

Camp Verde truly is the "Center of it All." Its central location, at the crossroads of Interstate 17 and State Route 260, makes it an ideal year-round home base for exploring Arizona's diverse landscapes, from desert to mountains to the picturesque Verde Valley. As the gateway to the Verde Valley, Camp Verde offers visitors convenient access to outdoor adventures, historic landmarks, vineyards, cultural experiences, and scenic drives. The Town takes pride in preserving its history, values, and natural resources while providing a warm and welcoming environment for all who visit.

The tourism plan, with defined goals and identified target markets, is designed to increase tourism-related revenue through targeted, data-driven marketing campaigns that foster economic growth, support local businesses, and align with long-term community priorities. By focusing on key visitor segments and leveraging community-driven initiatives, the Town seeks to expand its exposure, attract more visitors, and grow tourism revenue in a way that benefits both residents and businesses.

In addition, the Town is committed to cultivating a strong, diverse economy through both business development and support of existing business. A central element of this effort is the Business Resource and Innovation Center (BRIC), which functions as a hub for small business support. The BRIC provides shared meeting space, training opportunities, and technical assistance that help entrepreneurs and small business owners strengthen operations, explore new markets, and build long-term sustainability.

2. Scope of Work

The Town of Camp Verde, Arizona, is seeking qualified professional services to provide comprehensive tourism and economic development marketing support. The scope of services includes media development, branding, digital advertising, campaign management, website oversight, graphic design, search engine optimization, email marketing, and related strategies, as well as responsive customer support.

Proposers should demonstrate experience in delivering successful tourism and economic development marketing solutions that have resulted in measurable increases in visitation and community engagement. Familiarity with Arizona markets, particularly rural communities, is strongly preferred. Experience managing and developing tourism platforms, strategies, and outreach that foster community engagement and enhance visitor awareness is also desirable. The selected proposer will be expected to provide these services with professionalism, timeliness, and adherence to industry best practices.

Ultimately, these efforts will support the Town's goals of strengthening the local economy, supporting small businesses, and enhancing the overall quality of life for residents and visitors.

Proposer Qualifications: Proposers must demonstrate the organizational capacity, technical expertise, and public-sector readiness to deliver the Scope of Work. Qualifications should be clearly documented and organized in the proposal.

- Demonstrated capability in media development, including professional photography, long- and short-form video production, drone footage, editing, and content management to support tourism campaigns.
- Documented experience managing paid advertising campaigns on Meta (Facebook/Instagram) and Google, with expertise in ad creative, audience segmentation, retargeting, seasonal promotions, and conversion optimization.
- Proficiency in social media management, including routine posting, monitoring, audience engagement, event promotion, and adherence to Town approval processes and policies.
- Ability to plan and implement strategic campaigns, including themed initiatives, itineraries, landing pages, collateral materials, and partner toolkits aligned with tourism goals.
- Experience in website management, including content updates, SEO optimization, technical support, homepage refreshes, and implementation of additional functionality (e.g., itinerary builder, online payments).
- Capacity to provide graphic design services for digital, print, event, and promotional materials, ensuring cohesive branding across all platforms.
- Established process for analytics and reporting, including configuration of GA4, integration with advertising platforms, real-time dashboards, monthly performance reports, visitor insights, and actionable recommendations.
- Strong project management experience, including development of content calendars, bi-monthly meetings with staff, progress reporting, approvals, and compliance with Town policies.
- Ability to provide additional marketing assistance, including newsletters, press releases, surveys, community outreach materials, and collaboration with community and state partners.

Description of Work Requested:

Media Development: Create, maintain, and share a content library to support all campaign goals and platforms.

Timeline Overview: Quarterly media collection. Smaller content sessions scheduled as needed.

- Professional photography
- Long-form promotional videos
- Short-form video content for reels and ads
- Drone footage
- Editing, music licensing, and voiceover work
- This includes tourism assets, key locations in the community, and events.

Advertisement Management: Reach and convert target audiences through optimized ad campaigns.

Timeline Overview: Ongoing ad campaigns tied to seasonal and campaign goals.

- Meta (Facebook/Instagram) and Google ad management
- Ad creative development (graphics + copy)

Manage Paid Advertising (Targeted Ad Spend within Platforms): Dedicated spending for targeted digital ads.

Timeline Overview: Deployed in sync with campaigns and seasons.

- Meta (Facebook/Instagram) and Google
- Retargeting, seasonal boosts, and brand awareness
- Audience segmentation

Social Media Management: Manage and maintain the Visit Camp Verde social media platforms.

Timeline Overview: Routinely

- Post and engage organically.
- Manage posts, clean up duplicate posts, respond to questions/comments within 24hrs, if applicable. Ensure the content is up to date and consistent on the various social media profiles.

- Share and promote community events and opportunities. Follow and/or engage with tourism-related business, partners, visitors.
- Share and promote other Town events from the Town Library and Parks & Recreation as they align with tourism goals.
- All posts must be approved by Town before posting.
- Utilize Town, AOT, and other related hashtags, assets, and materials in posts.

Campaign Management: Promote Camp Verde through strategic campaigns.

Timeline Overview: Multiple campaigns running throughout the year.

- Themed campaign development
- Landing page content, print collateral, and community partner toolkits
- Itinerary development and marketing tie-ins

Website Management and Design: Maintain and align the visitcampverde.com tourism website with tourism plan, campaign visuals, content, and messaging.

Timeline Overview: Monthly site updates and performance checks.

- Homepage and landing page refreshes
- Content management and updates (events, blogs, visitor info)
- SEO and performance enhancements
- Technical maintenance and support
- Develop an itinerary builder
- Design may include adding online payment options, listing claims, and additional functionality options.
- Communicate all issues regarding the website's functionality, optimization, and ways to improve design.

Graphic Design: Support all promotional and campaign efforts with strong, cohesive visual design.

Timeline Overview: As needed throughout the year.

- Social media and digital graphics
- Print materials (flyers, maps, signage)
- Event promotions and merchandise design (shirts, stickers, etc.)
- Develop templates for local business marketing support

Analytics, Dashboards & Reporting: Provide comprehensive analytics, reporting, and performance insights across all digital platforms to inform data-driven decision making and optimize marketing efforts.

Timeline Overview Monthly (with real-time dashboard access for Town staff)

- Dashboarding: Develop and maintain a reporting dashboard accessible to Town staff with real-time and monthly data updates across Google, Meta, and website channels.
- Deliver monthly narrative reports summarizing key insights on social media, website, and campaign data. Include suggestions to improve tourism reach to target markets.
- Google Analytics & Tag Management: Ensure proper configuration of GA4, property settings, events, goals, and conversions tailored to tourism objectives. Maintain Google Tag Manager for cross-platform tracking.
- Google Ads Integration: Link GA4 to Google Ads and configure attribution reporting across campaigns. Provide keyword performance, CTR, and conversion analysis.
- Meta Business Suite & Ads Reporting: Deliver performance reporting for Facebook and Instagram, including impressions, reach, engagement, CTR, conversions, and retargeting effectiveness.
- Social Media Analytics: Track organic and paid performance across all active platforms, including engagement metrics, follower growth, top performing posts, and audience insights.

- Website Analytics: Provide reporting on performance: pageviews, sessions, bounce rates, SEO performance, referral traffic, and top-performing content.
- Monthly Visitor & Campaign Analysis: Traffic sources, audience profiles, visitor behavior flows, geographic reach, and campaign outcomes.
- Optimization Recommendations: Provide monthly actionable suggestions for improving targeting, creative, SEO, ad spend allocation, and retargeting strategies.
- Retargeting Readiness: Ensure tracking pixels and events are optimized for remarketing across Google and Meta platforms.

Other Marketing Assistance:

- Collaborate with Town partners, Arizona Office of Tourism (AOT), and other organizations.
- Develop written content such as ads, press releases, welcome emails, surveys, and other related content.
- Manage newsletters, including content development, design, distribution, and basic performance reporting.

Economic Development Marketing: Tourism marketing is the priority. Upwards of 20% of the marketing scope may be dedicated to Town business development marketing including:

- Website management and design of SelectCampVerde.com
- Management of ads and social media for the Business Resource & Innovation Center (BRIC).
- Shop and spend local campaign
- Collaboration and engagement with stakeholders and partners as necessary and directed by Town staff.

Contract Administration and Project Management:

Timeline Overview: Ongoing unless otherwise stated in the following bullets

- Kickoff and Work Plan: Meet at start of contract to confirm goals, roles, points of contacts, approval workflow, KPIs, content/information storage, and a detailed schedule with milestones and a content calendar.
- Content Calendar Management: Develop and monthly maintain a centralized content calendar covering campaigns, social media, website updates, email marketing, and paid ads. Ensure alignment with seasonal tourism priorities, Town events, and community partner initiatives.
- Meetings: Attend regular meetings with Town staff and additional sessions as needed. These are intended to occur twice a month for the purpose of discussing progress and issues with marketing efforts.
- Engagement: At the direction of Town staff, engage with key stakeholders such as the Town Manager's Tourism Working and Engagement Group, the Greater Verde Valley Chamber of Commerce, Arizona Office of Tourism (AOT) visitors, business owners, and community members to work on Tourism Marketing plan goals.
- Progress Updates: Provide monthly status updates summarizing work completed, performance highlights, data and analytics, next steps, and risks/mitigations.
- Communication: Be available to answer questions and consult with Town staff throughout the month on the marketing objectives and goals. Maintain routine communication with a standard 24-hour response window unless otherwise notified in advance.
- Approval: Seek approval from designated Town staff before releasing or posting content.
- Deadlines: Provide drafts of all scheduled monthly posts for the upcoming month no later than the 15th day of the current month. Provide opportunities for Town staff to review and revisions prior to campaign launches no later than two weeks before the launch.
- Arizona Office of Tourism (AOT) Coordination and Support: Ensure key events and information are on AOT websites for visitors and events; follow AOT on social media; leverage their resources such as the image library; and follow recommended best practices.
- Documentation & Storage: Place all content and source files in Town designated site.

- Invoicing & Notices: Submit monthly invoices; copy the Town's point of contact on all correspondence regarding Town marketing; and inform Town of changes to key personnel or subcontractors.
- Policy Compliance: Comply with the Town's Social Media Policy and coordinate with other Town marketing efforts as directed.
- In-Person Meetings: They may be up to five in-person meetings required which includes up to two Town Council meetings.
- Issue Tracking: Communicate all issues regarding campaign scope, design, and execution promptly to the Town point of contact.

Ownership, Access, and Transition Support:

- Ownership of Work Product – Provide Town staff with all content, graphics, designs, digital assets, source files, website files, social media accounts, and any other materials developed or produced under this agreement for it is the sole and exclusive property of the Town. The Consultant shall not claim any ownership or rights to such materials and shall promptly transfer or assign all rights upon request.
- Access and Credentials: Maintain and provide, upon request and/or at the conclusion of this agreement, a complete and up-to-date list of all usernames, passwords, administrative credentials, and access information for any tools, platforms, websites, hosting accounts, social media profiles, and software used on behalf of the Town.
- Hosting and Platform Access: Grant full administrative access and control to the Town. Assist in transferring hosting, domain registration, and/or platform control upon request to facilitate continued operation by another party.
- Transition and Handoff Support: Provide timely, complete, and cooperative assistance to ensure smooth transition of all services, materials, and accounts including:
 - Transferring full administrative rights for websites, platforms, and accounts;
 - Delivering all finalized and working files (including editable versions and source files);
 - Providing written documentation of processes, systems, or configurations as necessary for continuity.
- Answering reasonable follow-up questions and offering technical support during the transition period, not to exceed 30 days post-contract unless otherwise agreed.

3. Proposal Content and Submittal

3.1.Submittal Checklist

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

Previous compliance document submittals and/or waivers do not apply. New forms must be completed and processed. The Town reserves the right to request additional information and/or clarification regarding submitted compliance documents during the evaluation process. Proposals **MUST** include the following components and compliance documents listed in the checklist.

1. **COVER LETTER:** Include a one-page cover letter that contains a general statement of the purpose for submission, and the following detailed company information:
 - a. **BUSINESS ORGANIZATION** State the full name and address of your organization, and if applicable, any branch office or other subordinate element that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership or corporation; if a corporation, indicate the state in which you are incorporated. Include email addresses and

- phone numbers for all key personnel.
- b. **AUTHORIZED NEGOTIATIONS** Include the names, email addresses and phone numbers of personnel of your organization authorized to negotiate the proposed contract with the Issuing Office.
2. **PROPOSAL NARRATIVE:** Include responses to all components outlined below in a proposal narrative. Proposers shall complete the fillable **“RESPONSE WORKBOOK”** (attached as an appendix to this solicitation) and submit as their proposal. Please supplement your WORKBOOK responses with designs and work samples in a separate attachment. Total RFP submission shall be limited to 50 pages.
 3. **COST PROPOSAL:** Complete the cost and staffing proposal found in the fillable **“RESPONSE WORKBOOK.”**
 4. **REQUIRED COMPLIANCE DOCUMENTS:** Complete the required compliance forms and documents listed in the checklist below and found in the fillable **“RESPONSE WORKBOOK.”**

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

PROPOSAL CHECKLIST	
Follow this sequence in presenting a proposal, with the checklist as the Table of Contents. Proposals must be ordered as indicated on this form. All of the Proposal Documents apply to and become a part of the terms and conditions of the proposal.	
Page #	
PROPOSAL SUBMITTAL	
The proposal prices offered have been reviewed.	
Proposal Package/Envelope has been identified with proposal number and title.	
The Agreement Time and/or schedules have been included.	
The proposal is submitted by the time specified above	
Any addendums have been included/noted in Offer Section.	
PROPOSAL DOCUMENTS	
One-page Cover Letter (on company letterhead)	Response workbook
Table of Contents/Proposal Checklist	Response workbook
Proposal Narrative- FIRM OVERVIEW	Response workbook
Proposal Narrative- FIRM EXPERIENCE	Response workbook
Proposal Narrative- PROJECT TEAM	Response workbook
Proposal Narrative- PROJECT APPROACH	Response workbook
Proposal Narrative- PRICE:	Response workbook
REQUIRED RFP COMPLIANCE DOCUMENTS	
Addendum Acknowledgement	Response workbook
Authorized Signature Form	Response workbook
Proposal Form (Proposals not signed in this section will not be considered)	Response workbook

3.2. Submittal Instructions

3.2.1 Format.

Proposers shall email their proposal to Economic Development Director Molly Davies on or before 12:00pm Local Arizona Time on October 2, 2025.

Any bid received after the time specified will be rejected. It is the bidder's responsibility to

assure proposal are received via email by Economic Development Director (Molly.Davies@campverde.az.gov) on or before the specified time. The email must be clearly marked with the bidder's name and the title "Camp Verde Development Targeting Marketing".

3.2.2 *No Modifications.*

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

3.3. Requirements for Proposers

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

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

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

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

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

3.3.6. ***Persons with Disabilities:*** Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Town of Camp Verde CIP Project Manager, Martin Smith. Requests shall be made as early as possible to allow time to arrange the accommodation.

- 3.3.7. **Proposal Acceptance Period:** All proposals shall remain open for 180 days after the day of the opening of proposals, but the Town of Camp Verde may, at its sole discretion, release any proposal and return the proposal security (as applicable) prior to that date. No Proposer may withdraw his/her proposal during this period without written permission from the Town of Camp Verde. Should any Proposer refuse to enter into an Agreement, under the terms and conditions of the procurement, the Town of Camp Verde may retain the security (as applicable), not as a penalty, but as liquidated damages.
- 3.3.8. **Clarifications.** The Town of Camp Verde reserves the right to obtain Proposer clarifications where necessary to arrive at full and complete understanding of Proposer's product, service, and/or solicitation response. Clarification means a communication with a Proposer for the sole purpose of eliminating ambiguities in the proposal and does not give Proposer an opportunity to revise or modify its proposal.
- 3.3.9. **Waiver and Rejection Rights.** The Town of Camp Verde reserves the right to reject any or all proposals or to cancel the solicitation altogether, to waive any informality or irregularity in any proposal received, and to be the sole judge of the merits of the respective proposals received.
- 3.3.10. **Solicitation Addendum Acknowledgement.** Each Solicitation Addendum shall be acknowledged in the Proposal Section, which shall be submitted together with the proposal on the proposal due date and time. Failure to note a Solicitation Addendum may result in rejection of the proposal.
- 3.3.11. **Evidence of Intent to be Bound.** The proposal form within the Solicitation shall be submitted with the proposal and shall include a signature by a person authorized to sign the proposal. The signature shall signify the Proposer's intent to be bound by its proposal and the terms of the Solicitation and that the information provided is true, accurate and complete. Failure to submit verifiable evidence of intent to be bound, such as an original signature, shall result in rejection of the proposal.
- 3.3.12. **Non-Collusion and Non-Discrimination.** By signing and submitting the proposal, the Proposer certifies that: the Proposer did not engage in collusion or other anti-competitive practices in connection with the preparation or submittal of its proposal; and the Proposer certifies that it does not discriminate against any employee or applicant for employment based on race, color, age, sex, religious or political affiliation, sexual orientation, gender identity, family status, marital status, national or ethnic origin, or mental or physical disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.
- 3.3.13. **Inquiries**
- 3.3.13.1. **Duty to Examine.** It is the responsibility of each Proposer to examine the entire Solicitation, seek clarification (inquiries), and examine its proposal for accuracy before submitting the proposal. Lack of care in preparing a proposal shall not be grounds for modifying or withdrawing the proposal after the proposal due date and time, nor shall it give rise to any Consultant claim.
- 3.3.13.2. **No Right to Rely on Verbal Responses.** A proposer shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the Solicitation.

4. Evaluation and Award

4.1. Evaluation Criteria

General Evaluation Standards

The Town of Camp Verde seeks to obtain the services described in the Scope of Work. The Town of Camp Verde will evaluate proposals on the selection criteria set forth below. The Town of Camp Verde will be the sole judge of whether the services offered are acceptable. Proposals from individuals who have provided inadequate services to municipalities in the past, or proposals offering services proven unsatisfactory in the Town's sole judgment may be rejected and not considered. The Town of Camp Verde reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so. A Proposer (including each of its principals) who is lawfully prohibited from any public procurement activity may have its proposal rejected.

Firm Overview (10%)

- Office location.
- Length of time in business.
- Total number of employees and number of local employees.
- Names of principals, their disciplines, and Arizona registration.
- Services provided by the firm.
- Experience in providing similar services within the last five (5) years.
- Three (3) references.
- Email and phone contact information for the person(s) submitting the proposal (preferably the designated project manager who will serve as the firm's primary contact).

Firm Experience (25%)

- Provide a minimum of three (3) relevant examples of marketing services completed by your team within the last five (5) years.
- For each example, include:
 - Project Name
 - Location
 - Client Name and Phone Number
 - Budget
 - Completion Date
 - Indicate whether the project was completed on schedule and within budget
 - Indicate any challenges encountered and the solutions implemented
 - Include a brief description of services provided by the project team that directly relate to this contract and community of Camp Verde.

Project Team (25%)

- List individuals who will complete the work for this project and provide team assignment, qualifications, and any project experience directly relevant to this contract while with this firm.
- Indicate workload and certify that no team members will be substituted without prior approval from the Town of Camp Verde.
- List any firms that will act as subconsultants; describe prior projects on which the proposed subconsultants have worked with your firm.

Project Approach (35%): The Town recognizes that there are different approaches that can lead to

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

- Demonstrate understanding of the services and outline the steps to accomplish the scope of work. The Town reserves the right to modify the scope during negotiations based on recommended approaches.
- Discuss the firm's unique ability, if any, to professionally provide tourism and economic development marketing services.
- Suggest any modifications to the responsibilities and items listed in the scope.
- Describe the approach to performing the work and include a timeline for major items to be completed.
- Describe your approach to working with the Town and Town staff.
- Explain methods to manage the project (communication, schedules, deliverables, quality control, continuous improvements, etc.).
- Explain how your firm will focus on the target markets for increased tourism.
- Explain how your firm communicates, engages, and collaborates with partners and stakeholders.
- Describe how data will be used to measure marketing efforts and engage target markets; include KPIs, dashboards, and optimization cycles.
- Identify potential risks and strategies to mitigate them.

Price (5%)

- Provide a detailed price proposal for the project. Break out costs by task or service, explain how the amounts were calculated (e.g., hourly rates, number of hours, materials, or other factors), and list any optional services with separate pricing.
- The Town is not required to accept the lowest bid; cost will be considered as part of the overall scoring.

4.2. Selection Process, Award, and Protest Procedures

4.2.1. Award

Consultant award shall be made to the offer deemed most advantageous to the Town, based upon the evaluation criteria listed above, and that meets the minimum requirements and criteria set forth in this RFP solicitation.

4.2.2. Evaluation of Competitive Sealed Offers

The Town will use its discretion in applying the following processes to this solicitation. Any ties in scoring will be resolved with a best and final price request and the lowest price will prevail.

Best and Final Offer (BAFO):

A BAFO is an option available for negotiations. Each Proposer in the Competitive Range, which is determined in the Town's sole discretion, may be afforded the opportunity to amend its Offer and make one BAFO.

If a Proposer's BAFO modifies its initial Offer, the modifications must be identified in the BAFO. The Town will evaluate BAFOs based on the same requirements and criteria applicable to initial Offers. The Town will adjust appropriately the initial scores for criteria that have been affected by Offer modifications made by a BAFO. Based on the criteria defined in the solicitation as weighted, the Town will then perform final scoring

and prepare final rankings.

The Evaluation Panel will recommend the Offer that is the best value and most advantageous to the Town based on the evaluation criteria.

The Town reserves the right to make an award to a Proposer whose Offer is the highest rated, best value, and most advantageous to the Town based on the evaluation criteria, without conducting written or oral discussions with any Proposer, without negotiations, and without soliciting BAFOs.

Detailed Evaluation of offers and determination of competitive range:

During deliberations, the Evaluation Panel will reach a consensus score for each evaluation criterion except price. The Procurement Officer will score the price, which will be added to the overall consensus score. The overall consensus scores will determine the Proposers' rankings and which Offers are within the Competitive Range, when appropriate.

4.2.3. Offers Not Within Competitive Range

The Town may notify Proposers of Offers that the Town determined are not in the Competitive Range.

Discussions with Proposers in the Competitive Range:

1. The Town will notify each Proposer whose Offer is in the Competitive Range or make the 'short list' and provide in writing any questions or requests for clarification to the Proposer. Each Proposer so notified may be interviewed by the Town and asked to discuss answers to written or oral questions or provide clarifications to any facet of its Offer. The Proposers in the competitive range may be required to provide a demonstration of their product.
2. Demonstrations - Proposers in the competitive range may be invited to construct a hands-on sample or presentation of their solution at the Town of Camp Verde. In addition, each finalist may prepare and deliver a presentation of their proposed solution based on the script developed by the evaluation panel. The Town may also require a hands-on lab demonstration designed specifically for the evaluation panel. The results of the surveys will be tabulated and delivered to the evaluation team for the final review and solution selection session(s).
3. If an Offer in the Competitive Range contains conditions, exceptions, reservations, or understandings to or about any Contract or Solicitation requirement, the Town may discuss or negotiate the conditions, exceptions, reservations or understandings during these meetings. But the Town in its sole discretion may reject any and all conditions, exceptions, reservations and understandings, and the Town may instruct any Proposer to remove the conditions, exceptions, reservations or understandings. If the Proposer fails to do so, the Town may determine the Offer is nonresponsive, and the Town may revoke its determination that the Offer is in the Competitive Range.
4. To the fullest extent permitted by law, the Town will not provide any information, financial or otherwise, to any Proposer about other Offers received in response to this solicitation. During discussions with Proposers in the Competitive Range, the Town will not give Proposers specific prices or specific financial requirements that Proposers must meet to qualify for further consideration. The Town may state that proposed prices are too high with respect to the marketplace or otherwise unacceptable. Proposers will not be told of their relative rankings before Contract award.

4.2.4. Disqualification

If the firm, business, or person submitting this proposal has been debarred, suspended, or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subconsultant with any federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Proposer shall fully explain the circumstances relating to the preclusion or proposed preclusion in the proposal. The Proposer shall include a letter with its proposal setting forth the name and address of the governmental entity, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided.

Any or all proposals will be rejected if there is any reason for believing that collusion exists among the Proposers, and participants in such collusion will not be considered in future proposals for the same work.

5. Solicitation Terms and Conditions

GENERAL CONDITIONS

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

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



**Consultant Agreement - Professional Services
Tourism and Economic Development Marketing Services**
Between the

TOWN
Town of Camp Verde
395 S. Main Street
Camp Verde, AZ 86322
(the "Town")

CONSULTANT

(the "Consultant")

This INDEPENDENT CONSULTANT AGREEMENT ("Agreement") is awarded pursuant to **Project #25-215**.

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

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

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

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

Section I. Period of Service

The term of this Agreement shall be effective through June 30, 2026 unless terminated sooner by the parties, pursuant to Section V below. This Agreement may be renewed for up to two (2) successive one-year terms upon approval of both parties.

Section II. Scope of Work

- A. Scope of Work. The Consultant agrees to perform certain professional consulting services for Town, as set forth in RFP #25-215 “Scope of Work” attached hereto and incorporated by this reference. The services include any and all services reasonably contemplated, normally included, and necessary to complete the Scope of Work in a professional manner with due diligence and in a timely manner, including working closely with the Town and its designated employees. Consultant shall perform the services required by, and as outlined in, RFP #25-215 to the satisfaction of the Town, exercising that degree of care, skill, diligence and judgment ordinarily exercised, under similar circumstances, by reputable members of its profession in the same locality at the time the services are provided.
- B. Change in Scope of Work. If deemed necessary by Town, the Consultant and Town will confer to further define specific tasks in the Scope of Work and estimate the amount of time to be spent on those tasks. Any work that is different from or in addition to the work specified shall constitute a change in the Scope of Work. No such change, including any additional compensation, shall be effective or paid unless authorized by written amendment executed by the Town Manager or and by Consultant. If Consultant proceeds without such written authorization, Consultant shall be deemed to have waived any claims of unjust enrichment, *quantum meruit* or implied contract. Except as expressly provided herein, no agent, employee or representative of Town shall have the authority to enter into any changes or modifications, either directly or implied by a course of action, relating to the terms and scope of this Agreement.
- C. Inspection; Acceptance. All work and Services performed by Town will be subject to inspection and acceptance by the Town at reasonable times during Consultant’s performance. If requested by the Town, Consultant will provide the Town with documentation at the completion of the project in such form and detail as the Town may require.
- D. Corrections. Consultant shall promptly provide, at no additional cost to the Town, any and all corrections, modifications, additional documents, or other items that may be necessary to correct any errors and/or omissions in the work, Services, documents, designs, specification, and/or drawings by Consultant.
- E. Key Personnel. Consultant shall utilize the key personnel, if any, listed in RFP #25-215 or in the proposal to the Town. Consultant shall not change key personnel, not utilize the listed key personnel, or utilize any other key personnel without the prior written approval of the Town. Any substituted personnel shall have the same or higher qualifications as the personnel being replaced.

Section III. Compensation

1. **Compensation.** The Town agrees to pay the Consultant the fixed price of \$_____ for the performance of the Services.
2. **Payment.** Unless otherwise agreed to by the Town in writing, Consultant will submit monthly invoices to the Town. Town will process and remit payment within thirty (30) days and payment will be delinquent only thirty (30) days after the date received by Town. Each invoice shall set forth a general description of the work performed, in accordance with the Scope of Work, for the hours billed. Payment may be subject to or conditioned upon Town’s receipt of unconditional waivers and releases on final payment from all subconsultants. If a dispute over payment arises, and during all claims resolution proceedings, Consultant shall continue to render the Services in a timely manner. Payment by the Town does not constitute acceptance by the Town of the Services or Consultant’s performance, nor does payment constitute a waiver of any rights or claims by the Town. Invoices shall be emailed to the economic development department, at econdev@campverde.az.gov.

3. **Expenses.** Any fee required by any governmental agency in order for Consultant to accomplish a task hereunder shall be provided by Town and is not included in the hourly fee. No reimbursable expenses or costs of any kind shall be paid by the Town unless expressly approved by the Town in writing before they are incurred. Any approved reimbursable expenses will be paid at the actual cost without any markup and will be paid only after they are incurred.
4. **Taxes.** Consultant shall be solely responsible for any and all tax obligations which may result out of the Consultant's performance of this Agreement. The Town shall have no obligation to pay any amounts for taxes, of any type, incurred by the Consultant.

Section IV. Proprietary Rights

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

Section V. Termination

1. **For Town's Convenience.** This Agreement is for the convenience of the Town and, as such, may be immediately terminated without cause after receipt by the Consultant of written notice by the Town. Upon termination for convenience, the Consultant shall be paid for all undisputed services performed to the termination date.
2. **For Cause.** This Agreement may be terminated by either party upon thirty (30) days written notice should the other party breach any of its terms or otherwise violate the law in connection with the performance of any duty imposed on the party by the terms of this Agreement. In the event of such termination, payment shall be made by the Town to the Consultant for the undisputed portion of its fee due as of the termination date.
3. **Due to Work Stoppage.** This Agreement may be terminated by the Town upon thirty (30) days written notice to the Consultant in the event that the Services are permanently abandoned. In the event of such termination due to work stoppage, payment shall be made by the Town to the Consultant for the undisputed portion of its fee due as of the termination date.
4. **Conflict of Interest.** This Agreement is subject to the provisions of A.R.S. § 38-511. The Town may cancel this Agreement without penalty or further obligations by the Town or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting, or creating this Agreement on behalf of the Town or any of its departments or agencies is, at any time while the Agreement or any extension of the Agreement is in effect, an employee of any other party to the Agreement in any capacity or a Consultant to any other party of the Agreement with respect to the Agreement's subject.
5. **Gratuities.** The Town may, by written notice to the Consultant, cancel this Agreement if it is found by the Town that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Consultant or any agent or representative of the Consultant to any officer, agent, or employee of the Town for the purpose of securing this Agreement. In the event this Agreement is cancelled by the Town pursuant to this provision, the Town shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Consultant an amount equal to one hundred fifty percent (150%) of the gratuity.
6. **Fund Appropriation Contingency.** The Consultant understands that the continuation of this Agreement after the close of any given fiscal year of the Town, which ends on June 30, shall be subject to the budget of the Town providing for the contract item as expenditure. The Town cannot

assure that the budget item for funding this Agreement will be approved in the future as such assurance would be a legislative and policy determination of the Town Council at the time of the adoption of the budget. Should the funding of the Agreement not be approved by Town Council, the Town may terminate this Agreement as of the close of its fiscal year.

Section VI. Successors and Assigns

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

Section VII. Waiver and Severability

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

Section VIII. Whole Agreement

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

- A. Comprehensive Commercial General Liability. Combined single limit against claims for Bodily Injury, Death and Property Damage, in connection with services provided and, in an amount, not less than:

- \$1,000,000 each occurrence
- \$2,000,000 aggregate

Certificates of Liability Insurance shall include the following language in the description of operations box:

1. A description of operations
2. Names the Town of Camp Verde as an Additional Insured for General Liability and auto.

- B. Worker's Compensation and Employer's Liability.

1. Each Accident \$500,000
2. Each Employee \$500,000
3. Disease, Each \$500,000
4. Employment Practices Liability \$10,000

- C. Professional Liability. Certificate of Insurance for a Professional Liability Insurance Policy for Consultant (and its employees and agents, if any) for errors and omissions, and negligent acts related to the rendering of such professional with limits of:

- \$1,000,000 each occurrence
- \$1,000,000 aggregate

When policies are renewed or replaced, any retroactive date must coincide with or precede commencement of services by Consultant under this Agreement. A claims-made policy that is replaced or not renewed must have an extended reporting period not less than two (2) years.

- D. With the execution of this Agreement, Consultant shall furnish any original Certificates of Insurance evidencing the required coverage to be in force on the date of this Agreement.
- E. Consultant shall furnish to the Town of Camp Verde any renewal Certificates of Insurance (if coverage has an expiration or renewal dates occurring during the term of this Agreement).

- F. The Consultant shall keep said policies in force for the duration of the Agreement and for any possible extension thereof. The policy shall not be suspended, voided canceled or reduced in coverage for the duration of the Agreement and for any possible extension thereof without at least thirty (30) days' notice of cancellation of material change in coverage. Such notice shall be sent directly to Town of Camp Verde, 473 S. Main Street, Ste. 102, Camp Verde, AZ 86322, Attn: Town Manager.
- G. The receipt of any Certificate of Insurance and endorsement does not constitute an agreement by the Town of Camp Verde that insurance requirements have been met.
- H. Failure of Consultant to obtain Certificates or other insurance evidence from other Consultants shall not be deemed a waiver by the Town of Camp Verde.
- I. The Consultant's liability under this Agreement is not in any way limited by the insurance required by this Agreement.
- J. Failure to comply with insurance requirements may be regarded as a breach of the Agreement terms.

Section XI. Standard of Care

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

Section XII. Indemnity

Consultant agrees, to the fullest extent permitted by law, to indemnify, defend, save and hold harmless the Town of Camp Verde, its departments, agencies, boards, commissions, and its officers, officials, agents, employees and volunteers (hereinafter referred to as "Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Consultant or any of its owners, officers, directors, agents, employees or subconsultants. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such Consultant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by Consultant from and against any and all claims. It is agreed that Consultant will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this Agreement, the Consultant agrees to waive all rights of subrogation against the Town of Camp Verde, its officers, officials, agents and employees for losses arising from the work performed by the Consultant for the Town of Camp Verde. The obligations under this Section 10 shall survive termination of this Agreement.

Section XIII. Compliance with Federal and State Laws

The Consultant understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. Under the provisions of A.R.S. §41-4401, Consultant hereby warrants to the Town that the Consultant and each of its Subconsultants ("Subconsultants") will comply with, and are contractually obligated to comply with, all Federal Immigration laws and regulations that relate to their employees and A.R.S. §23-214(A) (hereinafter "Consultant Immigration Warranty").

A breach of the Immigration Warranty shall constitute a material breach of the Agreement and shall subject the Consultant to penalties up to and including terminations of this Agreement at the sole discretion of the Town.

The Town retains the legal right to inspect the papers of any Consultant or Subconsultant's employee who works on this Agreement to ensure that the Consultant or any Subconsultant is complying with the Consultant Immigration Warranty. Consultant agrees to assist the Town in regard to any such inspections.

The Town may, at its sole discretion, conduct random verification of the employment records of the Consultant and any of the Subconsultants to ensure compliance with Consultant's Immigration Warranty. Consultant agrees to assist the Town in regard to any random verification performed. Neither the Consultant nor any of the Subconsultants shall be deemed to have materially breached the Consultant Immigration Warranty if the Consultant or Subconsultant establishes that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214, Subsection A.

Section XIV: No Israel Boycott

The Parties agree that they are not currently engaged in, and agree that for the duration of the Agreement they will not engage in, a boycott of Israel, as that term is defined in A.R.S. §35- 393.

Section XV. China

Pursuant to and in compliance with A.R.S. § 35-394, Consultant hereby agrees and certifies that it does not currently, and agrees for the duration of this Agreement that Consultant will not, use: (i) the forced labor of ethnic Uyghurs in the People's Republic of China; (ii) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. Consultant also hereby agrees to indemnify and hold harmless the Town, its officials, employees, and agents from any claims or causes of action relating to the Town's action based upon reliance upon this representation, including the payment of all costs and attorney fees incurred by the Town in defending such as action. **IN WITNESS WHEREOF**, the parties hereto have executed this Agreement in duplicate originals, this _____ day of _____, 2025

APPROVED AS TO FORM:

Town of Camp Verde:

Town Attorney/Date

By: _____
Mayor/Date

ATTEST:

Town Clerk

Consultant:

By: _____

Date: _____



Town of Camp Verde Tourism and Economic Development Marketing Response Workbook RFP #25-215

Proposer shall submit all information and respond to every requirement set forth in this RFP. Proposer may either complete the Response Workbook or submit a separately formatted proposal that addresses each item preferably in the same order and with the same section headings as the Response Workbook.

Proposer Name: (Proposer to include response here)

Proposer Address: (Proposer to include response here)

REQUIRED RESPONSES:

Proposer's answers to the following questions will comprise the Proposer's response to this RFP. It should be noted that all attachments or exhibits prepared by the Town and referenced herein are incorporated by reference into the Proposer's response and shall be included in a final contract with the successful Proposer. Information prepared by the Proposer and submitted with their proposal may be incorporated into a final contract (for example program offerings, curriculum, key personnel, or performance metrics).

1. Firm Overview (10%)

- Office location.
- Length of time in business.
- Total number of employees and number of local employees.
- Names of principals, their disciplines, and Arizona registration.
- Services provided by the firm.
- Experience in providing similar services within the last five (5) years.
- Three (3) references.
- Email and phone contact information for the person(s) submitting the proposal (preferably the designated project manager who will serve as the firm's primary contact).

(Proposer to include response here)

2. Firm Experience (25%)

- Provide a minimum of three (3) relevant examples of marketing services completed by your team within the last five (5) years.
- For each example, include:
 - Project Name
 - Location
 - Client Name and Phone Number
 - Budget
 - Completion Date
 - Indicate whether the project was completed on schedule and within budget
 - Indicate any challenges encountered and the solutions implemented
 - Include a brief description of services provided by the project team that directly relate to this contract and community of Camp Verde.

(Proposer to include response here)

3. Project Team (25%)

- List individuals who will complete the work for this project and provide team assignment, qualifications, and any project experience directly relevant to this contract while with this firm.
- Indicate workload and certify that no team members will be substituted without prior approval from the Town of Camp Verde.
- List any firms that will act as subconsultants; describe prior projects on which the proposed subconsultants have worked with your firm.

(Proposer to include response here)

4. Project Approach (35%): The Town recognizes that there are different approaches that can lead to the desired outcomes that have been noted in this RFP. Respondents shall demonstrate the understanding of the Services and the steps they will undertake to accomplish the scope of work. (Note, during contract negotiation, the Town reserves the right to modify the above-mentioned scope of services and tasks/task order based on project approaches that may be recommended by respondents).

- Demonstrate understanding of the services and outline the steps to accomplish the scope of work. The Town reserves the right to modify the scope during negotiations based on recommended approaches.
- Discuss the firm's unique ability, if any, to professionally provide tourism and economic development marketing services.
- Suggest any modifications to the responsibilities and items listed in the scope.
- Describe the approach to performing the work and include a timeline for major items to be completed.
- Describe your approach to working with the Town and Town staff.
- Explain methods to manage the project (communication, schedules, deliverables, quality control, continuous improvements, etc.).
- Explain how your firm will focus on the target markets for increased tourism.
- Explain how your firm communicates, engages, and collaborates with partners and stakeholders.
- Describe how data will be used to measure marketing efforts and engage target markets; include KPIs, dashboards, and optimization cycles.
- Identify potential risks and strategies to mitigate them.

(Proposer to include response here)

5. Price (5%)

- Provide a detailed price proposal for the project. Break out costs by task or service, explain how the amounts were calculated (e.g., hourly rates, number of hours, materials, or other factors), and list any optional services with separate pricing.
- The Town is not required to accept the lowest bid; cost will be considered as part of the overall scoring.

(Proposer to include response here)

ADDENDUM RESPONSES AND ACKNOWLEDGEMENT:

Attach addendum response(s) and acknowledgement(s) here.

(Proposer to include response here)

CONFLICT OF INTEREST STATEMENT:

If Proposer indicated they have a conflict of interest on the Offer Sheet, Proposer must provide details here.

(Proposer to include response here)

One-page Cover Letter (on company letterhead)

(Proposer to include response here)

REFERENCES FORM:

List a minimum of three (3) customers on the fillable form below, **excluding the Town of Camp Verde (if applicable)**, for whom your company has provided services of a similar size & scope as described in this Request for Proposal, during the past three (3) years. Include the length of any contracts listed.

Proposers may make multiple copies of this document as needed. These references may be used to assess the qualifications of Proposers under consideration for final award. This information may or may not be a determining factor in the award.

Reference 1:

(Enter Company Name)	(Enter Company Address) (Enter Company Street Address) (Enter City, State, Zipcode)
(Enter Contact Name)	(Enter Contact Phone Number)
(Enter Contact Email Address)	(Enter Date of Services)
Provide a brief summary of Services provided: (Describe Services Here:)	

Reference 2:

(Enter Company Name)	(Enter Company Address) (Enter Company Street Address) (Enter City, State, Zipcode)
(Enter Contact Name)	(Enter Contact Phone Number)
(Enter Contact Email Address)	(Enter Date of Services)
Provide a brief summary of Services provided: (Describe Services Here:)	

Reference 3:

(Enter Company Name)	(Enter Company Address) (Enter Company Street Address) (Enter City, State, Zipcode)
(Enter Contact Name)	(Enter Contact Phone Number)
(Enter Contact Email Address)	(Enter Date of Services)
Provide a brief summary of Services provided: (Describe Services Here:)	

Attachments and Required Forms

PROPOSAL FORM

Proposal Form: For the proposal issued September 4, 2025 for services.

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

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

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

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

The State of Arizona)
)
Yavapai County)

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

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

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

Name

Title

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____, 2025, by
_____.

Notary Public

My Commission Expires:

AUTHORIZED SIGNATURE FORM

Consultant Name: _____

NOW, THEREFORE, on behalf of the Consultant, I hereby declare that

is/are authorized to execute and sign on behalf of said Consultant the following documents:

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

Title

STATE OF _____)
) ss.
County of _____)

I, _____ of the _____
corporation, do hereby certify that the above is a true and correct copy of a resolution adopted by the Board of
Directors of said corporation, at a meeting of said Board held on the _____ day of
_____, 2025, and that the same is in full force and effect at this time.

(Officer of Corporation)

(Seal of Corporation)

STATE OF _____)
County of _____) ss.

This instrument was acknowledged before me this _____ day of _____, 2025 by _____, appearing before the undersigned Notary Public, and stated that he executed such instrument on behalf of said corporation for the purpose and consideration therein expressed.

Notary Public:

My Commission Expires:

[Page intentionally left blank]

**Meeting Date:** November 5, 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 claim filed by Tierra Verde Builders related to claims that sentiment in Town's water line damaged equipment at 3700 West Cherry Creek Road, which was denied by the Arizona Municipal Risk Retention Pool due to untimely filing, and for which the owners are requesting reconsideration.

Attached Documents:

- Notice of Claim
- AMRRP Denial Letter
- Tierra Verde Builders Invoice
- Cross Fire Protection Invoice
- Photos

Estimated Presentation Time: 10 minutes**Estimated Discussion Time:** 20 minutes**Reviewed By:**

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

Financial Review (if applicable): If Council elects to reimburse the claim, the cost would total \$26,583.68, which is unbudgeted and would require Town staff to determine where in the budget the expense would be covered from.

- | | | | | |
|---------------------------------------|------------------------------|-----------------------------|---|---------------------------------|
| • 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:

On July 17, 2025, Tierra Verde Builders submitted a claim to the Town of Camp Verde alleging that rocks or sediment in the Town's water line entered their system during a fire pump test, damaging their rotating assembly and impeller. The company stated the incident occurred in October 2024 and that it took approximately eight months to order, receive, and install replacement parts.

Tierra Verde Builders claimed damages totaling \$26,583.68 and submitted the claim to the Town, which subsequently was submitted to the Arizona Municipal Risk Retention Pool (AMRRP) for processing. AMRRP denied the claim on the basis that it was not filed within the required 180-day window, as stipulated under the Pool's policy and Arizona law. A copy of AMRRP's denial letter was provided to the claimant.



Town Council Agenda Information Memorandum

Following the denial, Mr. Ben Bassous, owner of Tierra Verde Builders, contacted the Town requesting reconsideration, citing delays in procurement and installation as reasons for the late filing. Mr. Bassous also stated that former Town staff advised him to file a claim but did not specify any filing timeframe for doing so.

Town Manager Miranda Fisher confirmed with former Water Division Manager Rick Tackitt that he advised Mr. Bassous that if he believed the damage was caused by the Town's infrastructure, filing a claim was the proper course of action. However, both Tackitt and former Utilities Director Jeff Low confirmed that no promise or guarantee of payment was ever made.

While the risk pool has denied the claim, Town Council retains discretion to consider whether the Town should pay the claim directly, independent of the insurance pool's determination. Staff notes, however, that there is insufficient evidence to confirm that the damage originated from the Town's system. Additionally, acting contrary to AMRRP's decision could establish a precedent for future claims that fall outside established filing deadlines or verification standards.

For these reasons, staff recommends that Town Council uphold the decision of the Arizona Municipal Risk Retention Pool and deny payment of the claim filed by Tierra Verde Builders.

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

This item supports the Strategic Plan priority area of Fiscal Responsibility and Transparent Governance, ensuring that financial decisions are consistent with established risk management policies, insurance procedures, and equitable treatment of claimants.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motions:

I move to APPROVE paying Tierra Verde Builders \$26,583.68 for claimed damages.

OR

I move to APPROVE a partial payout to Tierra Verde Builders in the amount of _____.

OR

I move to DENY Tierra Verde Builders claim.



NOTICE OF CLAIM FORM

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE COMPLETING THE NOTICE OF CLAIM FORM.

- (1) The Notice of Claim form must be completed in its entirety and returned to the Town of Camp Verde, Arizona.

The Notice of Claim Form must be served within 180 days of the Injury or Property Damage to:

**Town Clerk, Town of Camp Verde
473 S. Main Street, Suite 102
Camp Verde, AZ 86322**

- (2) Persons, bringing claims against the Town of Camp Verde, or one of its employees, must file a claim within 180 days after the cause of action accrues. The Town does not waive any requirement of formal service for the claim, and Arizona law requires that the claim contain sufficient facts for the Town to understand the basis upon which liability is alleged. The claim must also include a specific amount for which the case could be settled, and the specific facts which support that amount.
- (3) The Town of Camp Verde recommends consulting with an attorney of your choosing for the purpose of handling any significant claim.
- (4) The receipt of the Notice of Claim Form against the Town is not an admission by the Town of liability for the alleged damage or injury, nor is it a promise to pay for the injury or property damage. Once the claim form is received, it will be forwarded to the Town's Claims Adjuster, Southwest Risk, for review. A representative of Southwest Risk will contact you at the address and phone number listed on the Notice of Claim form. Effort will be made to make decisions about your claim as quickly as possible.
- (5) THE ARIZONA MUNICIPAL RISK RETENTION POOL AND SOUTHWEST RISK SERVICES ARE NOT AUTHORIZED AGENTS TO RECEIVE ANY NOTICE OF CLAIM UNDER A.R.S. §12-821.01. ALL NOTICES OF CLAIM MUST BE LEGALLY SERVED ON THE TOWN OR CITY AND, ON EACH INDIVIDUAL WHOM YOU CLAIM TO BE RESPONSIBLE FOR YOUR INJURIES OR DAMAGES. THIS FORM WAS CREATED FOR YOUR CONVENIENCE. HOWEVER, THE TOWN OR CITY THAT IS PARTY TO THIS MATTER DOES NOT WAIVE ANY OF ITS RIGHTS OR DEFENSES FOR YOUR FAILURE TO COMPLY WITH ALL NOTICE OF CLAIM REQUIREMENTS ESTABLISHED BY ARIZONA STATUTE AND LAW.
- (6) UNDER A.R.S. §12-821.01, YOU ARE REQUIRED TO STATE YOUR DAMAGES WITH A SPECIFIC DOLLAR AMOUNT FOR WHICH YOU WILL SETTLE YOUR CLAIM AND, TO SUPPORT THAT AMOUNT WITH EVIDENCE. YOUR NOTICE OF CLAIM WILL BE DEEMED DEFECTIVE WITHOUT THIS INFORMATION.
- (7) The receipt of proper documentation to substantiate your claim will allow the fastest handling of your claim. Types of documentation includes, but is not limited to:
- (a) Medical reports/medical statements;
 - (b) Fully itemized estimate of damages; and or repairs
 - (c) A complete description of damaged property including brand name, model/make, year serial number, date of purchase, purchase cost, etc.;
 - (d) Photographs (if available);
 - (e) Witness statements; and
 - (f) Police reports (if applicable).

Providing information listed above does not guarantee the payment of your claim. The Town's insurance carrier reviews all claims. Town staff does not determine claim eligibility.

- (8)** Your claim is not considered submitted, nor proper notice received, unless the Notice of Claim Form is properly completed and signed. Speaking to any Town employee or a letter without all of the requested information does not service as proper notice.
- (9)** Please fill in ALL INFORMATION requested below or your notice of claim may be deemed defective. All notices must be signed and dated.

NOTICE OF CLAIM AGAINST THE TOWN OF CAMP VERDE

The claim form must be filled out completely.

If you have any questions regarding this form or the claims process, please call the Town of Camp Verde Clerk's Office at 928 554 0000. The Town Clerk may NOT accept service of claims or lawsuits filed against individual employees or their spouses.

Claimant may wish to review applicable laws, such as the following:

1. Arizona Revised Statutes § 12-821
2. Arizona Rules of Civil Procedure [Volume 16, Rule 4.1(b)]
3. Camp Verde Town Code

FOR TOWN CLERK USE ONLY			
1.	☒ Notice of Claim ☐ Lawsuit	☐ Subpoena ☐ Duces Tecum	Log # _____ Date/Time Received <u>July 17, 2025</u> <u>11:52 a.m.</u>
2.	Received By – <u>Jadie Edwards/Laura Keesler</u> <u>Completed by Leah Rhodes</u>		
3.	Describe: <u>notice of Claim - Tierra Verde Builders</u> Received on Behalf of: _____ (Department Director or Code Official)		Authorization on File? ☐ Yes ☐ No
4.	Does this claim involve a minor? ☐ Yes ☒ No		
5.	Attachments Included: ☒ Yes ☐ No Number of Pages: <u>14</u> (Includes Notice of Claim Form and Information Sheet) Number of Photos: <u>8</u> ☐ Video BW ☒ Color <u>Hard copy / Flash Drive</u> Received: ☒ Yes ☐ No Photos Received by: <u>Flash Drive</u> <u>Leah Rhodes</u> Date: <u>7/17/25</u> <u>Jadie Edwards / Laura Keesler</u>		
6.	Method of Receiving Notice of Claim/Lawsuit: ☐ Process Server ☐ Messenger Server ☒ Personal Delivery ☐ Other _____ ☐ Regular Mail ☐ Certified Mail – Receipt # _____		
7.	Email Distribution of Notice of Claim (Courtesy Copies) ☒ HR ☒ Town Manager ☐ TPD ☐ _____ Date: <u>July 17, 2025</u> Date: <u>July 17, 2025</u> Date: _____ Date: _____ Received By: _____ Received By: _____ Received By: _____ Received By: _____		



NOTICE OF CLAIM AGAINST THE TOWN OF CAMP VERDE

Pursuant to A.R.S. Sections 12-821 and 12.821.01
(and other applicable laws listed on Page 1 --Filing Instructions)

Name				RECEIVED IN CLERK'S OFFICE	
Tierra Verde Builders					
Address		Apt#			
400 Finnie Flat Rd. Suite 1-C					
City	State	Zip Code	Contact #		
Camp Verde	AZ	86322	928-300-9443		
Email Address			Preferred Method of Contact		
bbassous@tierraverdebuilders.com			☒ Email	☐ Phone Call	☐ Mail

CLAIM FACTS

Occurrence Date	Time of Day	Event Location (Street Address/Intersection)	Police Report Number
10/12/2024	10:00 AM ☒ PM ☐	3700 W Cherry Creek Rd	

Description of what happened (specify the event, act, or direction of travel) **Attach additional pages, if necessary.**

Rocks in the town water pipe came through the fire pump during the test and damaged the impeller (rotating assembly) causing a replacement. A claim could not be made until the new parts and installation occurred which took 8 months to procure and schedule the installation. This is also due to the fact that the pump manufacturers require they do the start up and sign off on the fire pump and there are only two companies approved by the manufacturer to do their start-ups.

Property Damage? Describe the property and extent of damage(s) sustained. **Attach estimates, appraisals, and repair bills, if available.**

Yes, new fire pump rotating assembly required \$24,011.21 from supplier and Tierra Verde Builders invoice for Labor to help swap out the assembly of \$950.00 as well as sales tax for the whole amount \$1,622.47 for a grand total of \$26,583.68. This does not include rebuilding the back flow assembly twice to remove the rocks that were wedged in the body of the backflow causing other issues.

Bodily Injury? Describe the nature of the injury and when you first became aware of the injury. **Attach copies of bills/receipts, if available.**

No

Reasons why the Town is responsible for your damages and/or injuries:

Two previous fire pump tests had no rocks come through the pump and then the 34d test in October had all the rocks come through and damage the rotating assembly

List contact information of related parties involved. If auto accident involving a Town vehicle, please provide Town employee name and Unit number.

Name		Phone Number	
Employee Name		Unit Number	
Photographs Attached?	Yes ☒ No ☐	Bills, Records, Receipts, Estimates and/or Invoices Attached?	Yes ☒ No ☐

DAMAGES CLAIMED

Property Damage: Fire Pump Rotating Assembly	\$26,583.68
Bodily Injury:	\$0
Other - Please specify:	\$0
State the amount for which you are willing to settle this claim	
\$26,583.68	

WARNING: IT IS A CRIMINAL OFFENSE TO FILE A FALSE CLAIM. (Penal Code A.R.S. § 13-2311 – Insurance Code 44-1220)

I have read the Arizona Revised Statutes § 12-821 & § 821.01 and understand the instructions for filing a claim against the Town of Camp Verde.
I, the undersigned, do solemnly swear that all of the above statements are true to the best of my knowledge and belief.

7/16/2025

Date

Signature

Rev 7/1/2024

**Tierra Verde Builders**

PO Box 2898
Camp Verde, AZ 86322
Office/Fax (928) 567-2477

Phone # (928)567-2477 tvbbuilders@q.com
Fax # (926)567-2477 www.tierraverdebuilders.com

Date	Invoice #
7/16/2025	4217

Bill To
Town of Camp Verde

Ship To

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 15		7/16/2025			
Quantity	Item Code	Description	Price Each	Amount		
1	New Construction	Rotating assembly Invoice	24,011.21	24,011.21T		
1	New Construction	TVB Labor to replace rotating assembly	950.00	950.00T		
		Sales Tax	6.50%	1,622.47		

Cross Fire Protection, LLC
 19445 W. Indian School Rd. #102-207
 Litchfield Park, AZ 85340 USA
 4804500690
 shayne@azcrossfireprotection.com



BILL TO
 Nathan L Jackson
 AZ Fire Sprinklers Lic
 P.O. Box 3772
 Camp Verde, AZ 86322 US

INVOICE 6773

DATE 07/15/2025 TERMS Net 20

DUE DATE 08/04/2025

DATE	ACTIVITY	QTY	RATE	AMOUNT
07/08/2025	Services:Fire Pump Acceptance Test Frame Tech 3700 W. Cherry Creek Rd. Camp Verde, AZ 86322 Replacing the rotating assembly and conducting the acceptance test.			
07/08/2025	Services:labor:Fire Pump Labor Lead and helper tech labor	1	5,680.00	5,680.00
07/08/2025	Materials:Fire Pump materials Parts and materials for the SPP rotating assembly replacement.	1	15,106.10	15,106.10
07/08/2025	Diesel Fire Pump Alignment Diesel Fire Pump Alignment	1	1,525.00	1,525.00
07/08/2025	Services:Fire Pump Acceptance Test Conducting the fire pump acceptance test.	1	1,700.11	1,700.11

Replaced the damaged rotating assembly with a new SPP rotating assembly, aligned the diesel fire pump and conducted the 6th acceptance test.

The diesel fire pump appears to meet the 100% manufacturer recommended readings. With the city water supply at this time the diesel fire pump makes between 122% to 124% of the rated manufacturer recommended readings. The diesel fire pump is capable of making the manufacturer 150% recommended readings if the city water supply is able to supply enough pressure and PSI.

SUBTOTAL	24,011.21
TAX	0.00
TOTAL	24,011.21

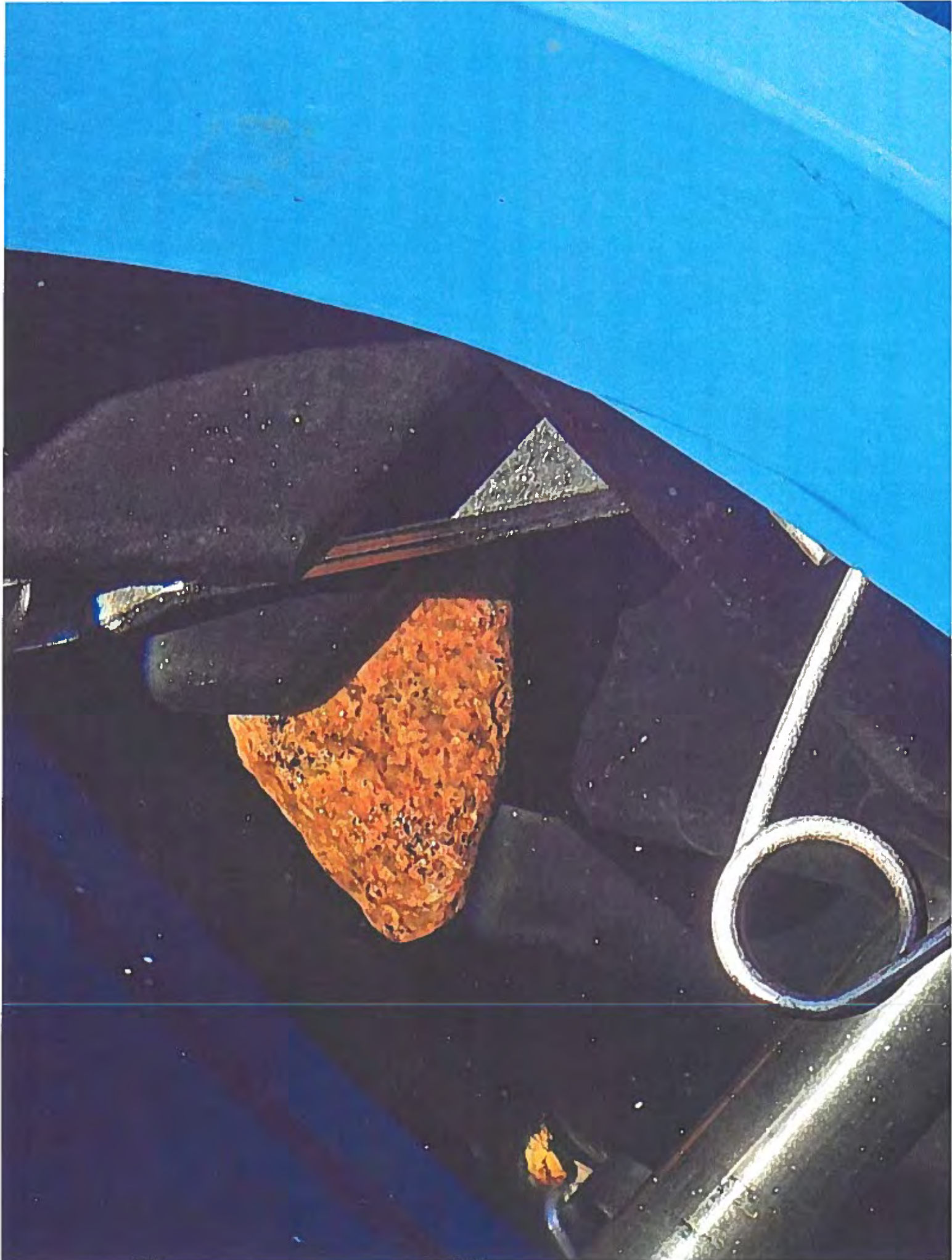
TOTAL DUE \$24,011.21

This is billed directly to the town for reimbursement due to their water system being full of rock

Thank you for the opportunity to service your fire protection needs. Please don't hesitate to call if you have any questions or concerns.

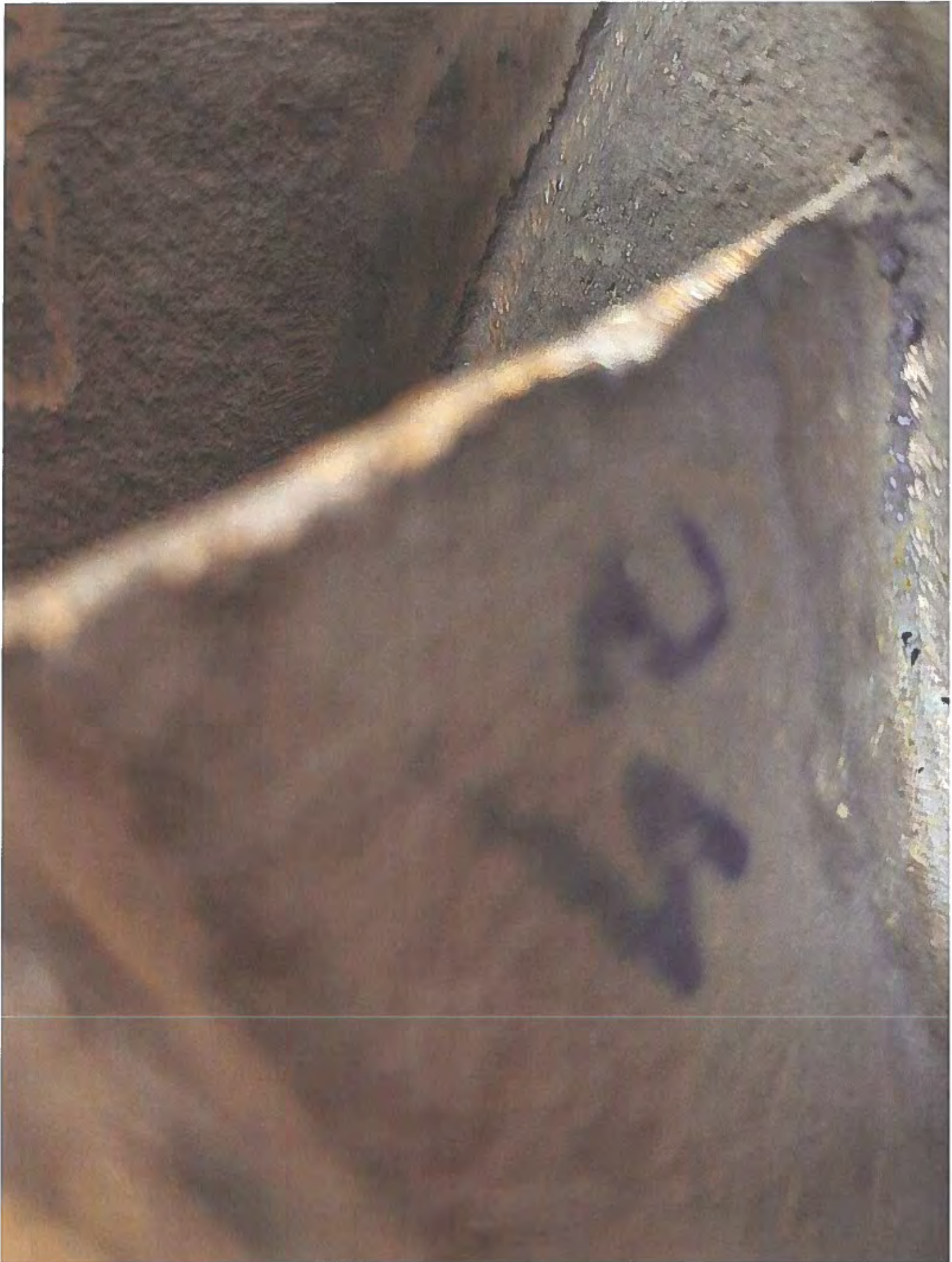
From our family business to you ~ have a safe day!
 Cross Fire Protection, LLC
 Shayne Castellani

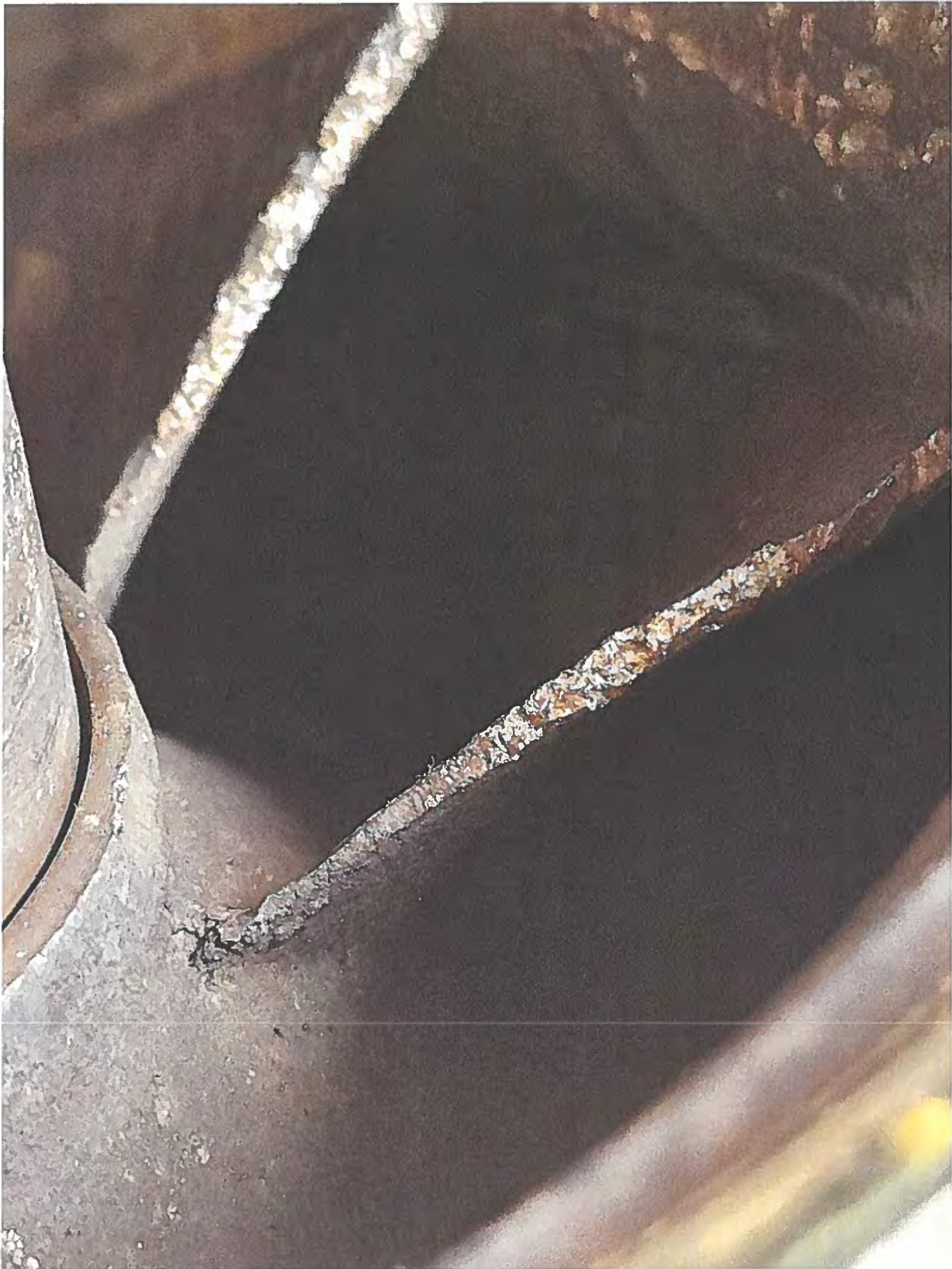


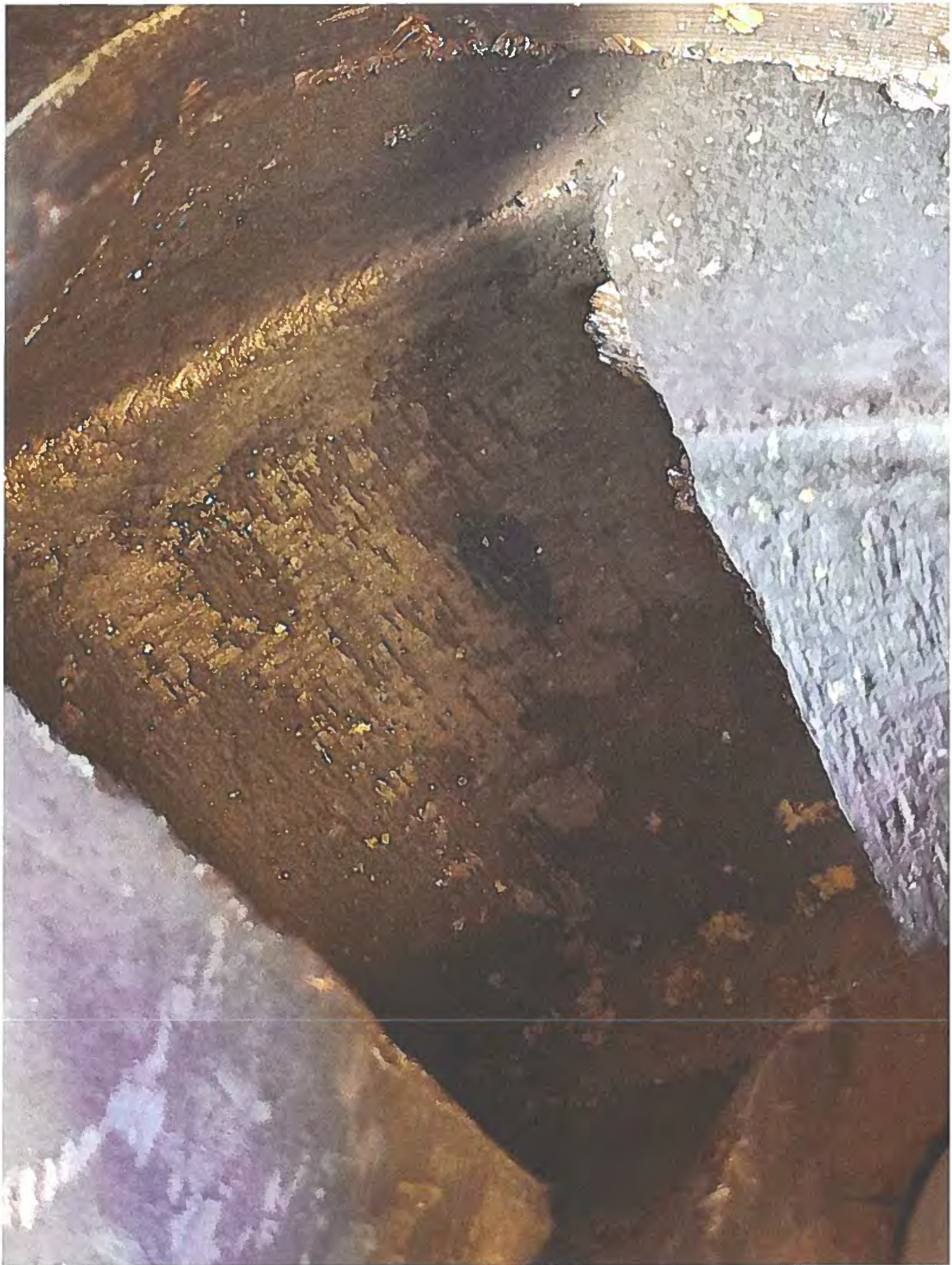


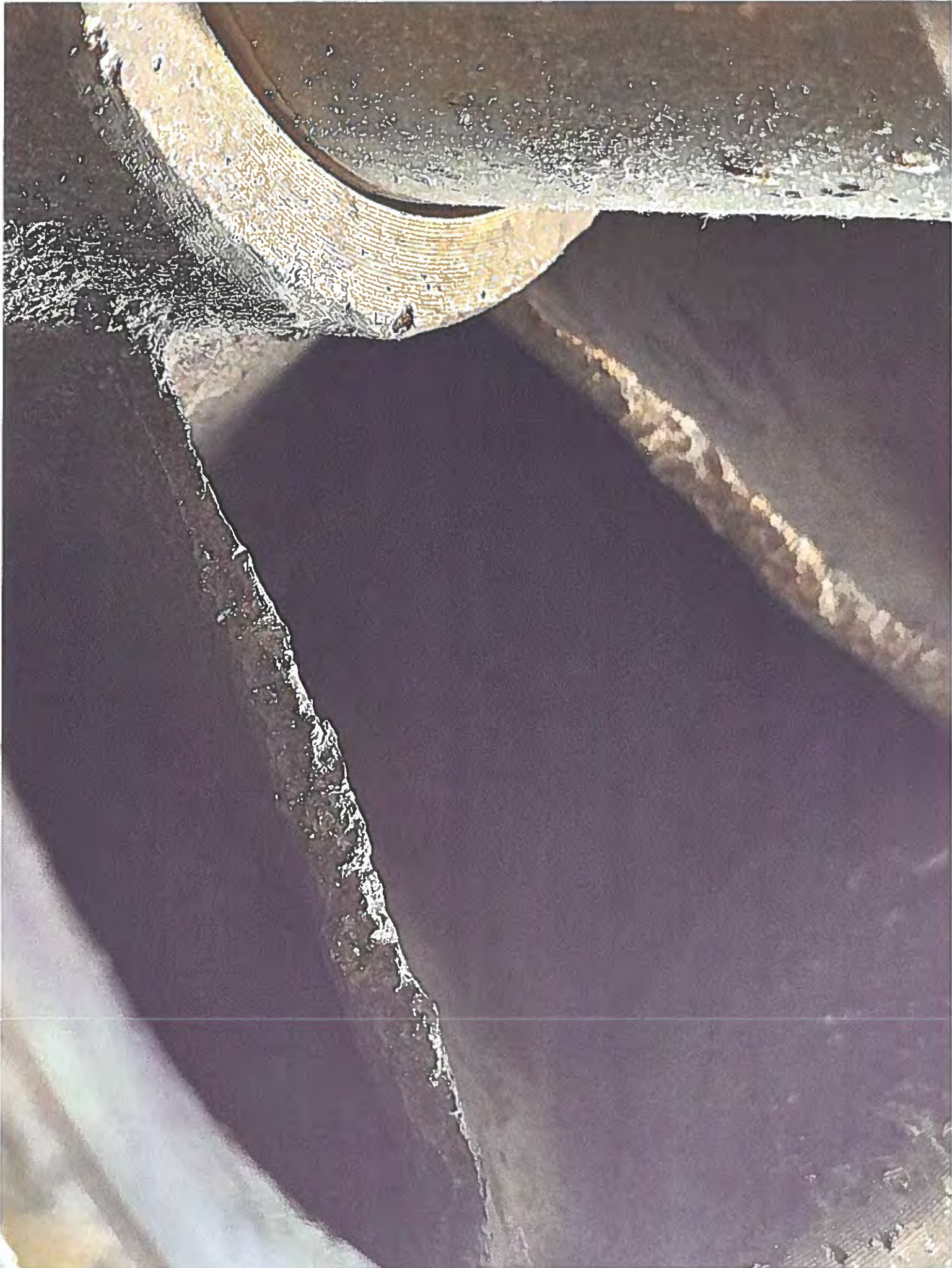














August 1, 2025

Tierra Verde Builders
400 Finnie Flat Rd. Suite 1-C
Camp Verde, AZ 86322

Sent via email:

bbassous@tierraverdebuilders.com

Re: Member: Town of Camp Verde
 Claim No.: GL 450199
 Date of Incident: 10/12/2024

Southwest Risk Services is the administrator for the Arizona Municipal Risk Retention Pool ("Pool"; "AMRRP"), of which the Town of Camp Verde is a member. We received your Notice of Claim filed with the Town of Camp Verde on July 17, 2025.

Your claim is barred by Arizona Revised Statute 12-821.01 which states in part:

A. Persons who have claims against a public entity or a public employee shall file claims with the person or persons authorized to accept service for the public entity or public employee as set forth in the Arizona rules of civil procedure within one hundred eighty days after the cause of action accrues. The claim shall contain facts sufficient to permit the public entity or public employee to understand the basis upon which liability is claimed. The claim shall also contain a specific amount for which the claim can be settled and the facts supporting that amount. Any claim which is not filed within one hundred eighty days after the cause of action accrues is barred and no action may be maintained thereon.

The statute cited above allows you 180 days to serve a statutorily compliant Notice of Claim. Your Notice of Claim did not meet the statutory requirements. Accordingly, your claim against the Town of Camp Verde is barred.

Regards,

Susanne Kuester

Susanne Kuester
P&C Litigation Specialist
Southwest Risk Services
602-368-6633
skuester@berkleyrisk.com

cc: Julia Kaiser – Town of Camp Verde

SOUTHWEST RISK SERVICES - ADMINISTRATOR

14902 NORTH 73RD STREET ♦ SCOTTSDALE, ARIZONA 85260
MAIN: 602.996.8810 ♦ TF: 888.309.4339 ♦ FAX: 602.996.9045
WWW.AMRRP.ORG



Tierra Verde Builders

PO Box 2898
Camp Verde, AZ 86322
Office/Fax (928) 567-2477

Phone # (928)567-2477 tvbuilders@q.com
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Invoice

Date	Invoice #
7/16/2025	4217

Bill To
Town of Camp Verde

Ship To

P.O. Number		Terms	Rep	Ship	Via	F.O.B.	Project
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BILL TO
 Nathan L Jackson
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SUBTOTAL	24,011.21
TAX	0.00
TOTAL	24,011.21

TOTAL DUE \$24,011.21

This is billed directly to the town for re-imbursement due to their water system being full of rock

Thank you for the opportunity to service your fire protection needs. Please don't hesitate to call if you have any questions or concerns.

From our family business to you ~ have a safe day!
 Cross Fire Protection, LLC
 Shayne Castellani
 Town Council Regular Session

November 5, 2025

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Meeting Date: November 5, 2025

Agenda Item Type:

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

Requesting Department: Community Development

Staff Resource: Special Initiatives Manager; Cliff Bryson

Agenda Title **Public Hearing:** Discussion, consideration, and possible approval of Resolution 2025-1195 to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Use Permit #2025-0054 for the expansion of the Camp Verde Marshal's Office Evidence Impound Lot located at 646 South 1st Street, Camp Verde, AZ, 86322 Assessor's Parcel number (APN) 404-28-060B with conditions.

Attached Documents:

- Use Permit #2025-0054 Record Application and Checklist
- Use Permit #2025-0054 Letter of Intent
- Use Permit #2025-0054 Area and Zoning Map
- Use Permit #2025-0054 Plans
- Use Permit #2025-0054 Copper Canyon Fire Review
- Use Permit #2025-0054 Neighborhood Meeting Documents and Public Notice Documents
- Relevant Zoning Ordinance Sections
- Relevant 2016 General Plan Section(s)
- Use Permit #2025-0054 Staff Recommend Conditions
- Resolution 2025-1195

Estimated Presentation Time: 10 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
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A

SUMMARY:

Cliff Bryson, Special Initiatives Manager for the Town of Camp Verde, on behalf of Darby Martin, Administrative Commander with the Camp Verde Marshal's Office, applied for a Use Permit #2025-0054 for the expansion of the Camp Verde Marshal's current evidence impound Lot on August 27, 2025. The applicant is seeking approval for this expansion on parcel 404-28-060B located at 646 S. Main Street, Camp Verde, AZ, 86322.



Town Council Agenda Information Memorandum

PROJECT INFORMATION:

- **Project Name**
 - Camp Verde Marshal's Office Evidence Impound Lot Expansion.
- **Site Location**
 - 646 South 1st Street, Camp Verde, AZ, 86322
- **Current Zoning**
 - Parcel 404-28-060B (C2-4: Commercial: General Sales and Services)
- **General Plan Designation**
 - Downtown Character Area
- **Surrounding Zoning Designations**
 - **North:** C2 DISTRICT (Commercial: General Sales and Services)
 - **East:** C2 (Commercial: General Sales and Services)
 - **South:** C3 DISTRICT (Commercial: Heavy Commercial)
 - **West:** C3 DISTRICT (Commercial: Heavy Commercial)
- **Acreage**
 - Parcel 404-28-060B = 1.69
- **Parking**
 - Not Applicable

1.69 Total Acreage

BACKGROUND INFORMATION:

The applicant, represented by staff member Darby Martin, Administrative Commander with the Camp Verde Marshal's Office, is requesting approval of a Use Permit to allow the expansion of the existing evidence impound lot. The subject site currently consists of a single, unsecured exterior storage area that does not provide adequate separation or containment of individual evidence items. This configuration presents challenges in meeting established standards for security, chain of custody, and evidence management. During the planning phase, staff evaluated multiple alternative sites, including a potential off-site location at the Town's Street Department yard. This location was determined to be infeasible due to operational inefficiencies, increased security risks, and logistical constraints.

Best practices in law enforcement facility management require that evidence, particularly vehicles and other large property, be stored in secure, designated areas that minimize the potential for cross-contamination and ensure compliance with chain-of-custody protocols. Expansion of the existing facility is the most practical and cost-effective option to achieve these objectives thereby improving security, operational efficiency, and compliance with evidence-handling standards, while continuing to serve the needs of the community.

The applicant is proposing to expand the evidence impound approximately nine (9) feet to the rear, installing eight (8) evidence bays separated by three new block walls (North and South), and eleven new chain-link fence gates (eight) 8 feet in height (East to West) with coil razor wire above.

SITE DESCRIPTION AND PRESENT USE:

The subject site, located at 646 South 1st Street, is a 1.69-acre developed parcel that contains an approximately 8,079-square-foot building. The building serves as the current location for sworn police officers and civilian staff of the Camp Verde Marshal's Office. There is a block wall towards the rear of the building with (2) gates (one on the North side and one on the South side) that secure the rear of the building.



Town Council

Agenda Information Memorandum

A secondary fence is located approximately 70 feet West of 1st Street, attached to the main structure, and secures a grassy area. There are two (2) two parking lots on the subject site, one to the North and one to the South of the main building, providing two entry and exit points. An 8x40 (320 Square feet) shipping container is to the North of the building and adjacent to a small section of the block wall. A 10x10 shed is located in the Northeast area of the current evidence impound lot. The current evidence impound lot is approximately 44 feet North of the main building. It is surrounded by a locked chain link fence to the front with a block wall on each side and the rear. The evidence impound lot is approximately 52 feet wide by 45 feet long (measured in person) and contains no separated evidence bays. A property pole light is at the exterior of the rear block wall with an APS power and electrical box approximately 13 feet from the Northeast exterior corner of the rear block wall.

SURROUNDING PROPERTIES AND NEIGHBORHOOD:

The surrounding area from the subject site comprises of current commercial development and commercial uses. To the North, is an .89 acre developed property zoned C2 (Commercial: General Sales and Services) with an approximate 1,800 square foot building, which is the Town of Camp Verde Finance Department. To the East of the subject site, there are (5) five commercially zoned (C2-4) properties in which (2) two are undeveloped vacant parcels, (1) one is an old mortuary building at approximately 1,910 square feet being converted to a residential structure, (1) one being used as an adjacent parking area with a fence, and (1) one motor vehicle repair shop at approximately 5,440 square feet (Express Automotive). To the South of the subject site, there is a .94 acre developed property consisting of several large storage units (Access Self-Storage).

The adjacent properties to the West of the subject site are privately owned commercial businesses (Camp Verde Car Wash, Solid Rock Tile and Countertop Store, and Valdez Manhole Services LLC) all of which have established principal structures on their respective properties. Each of these properties are zoned C3 (Heavy Commercial).

HISTORY:

- **August 27, 2025:** The applicant applied for a Use Permit.
- **August 27, 2025:** The applicant notified neighbors within 300 feet of the applicant's parcels by mailing the required neighborhood meeting notice.
- **August 27, 2025:** The neighborhood meeting public hearing notice was posted at the property per state law.
- **September 3, 2025:** Town staff sent a request for comments to other Town staff, which were received.
- **September 9, 2025:** The applicant submitted the request for the Planning & Zoning public hearing notice to be placed in the Verde Valley Independent & Camp Verde Bugle for September 16, 2025, and September 23rd, 2025.
- **September 11, 2025:** The applicant completed the neighborhood meeting per the Planning & Zoning Ordinance and Arizona Revised Statutes.
- **September 22, 2025:** The Town mailed a letter providing notice of the Planning & Zoning public hearing and proposed Use Permit to all parcels within 300 feet of the applicant's parcel.
- **September 24, 2025:** The Planning & Zoning public hearing notice was posted at the property per state law.
- **October 9, 2025:** The Planning & Zoning Commission meeting was held with commission in favor of recommending approval 7-0 to Town Council for Use Permit #2025-0054.
- **October 13, 2025:** The Town Council public hearing notice was posted at the property per state law.
- **October 13, 2025:** The applicant submitted the request for the Town Council public hearing notice to be placed in the Verde Valley Independent & Camp Verde Bugle for October 18th, 2025, and November 1st, 2025.



Town Council

Agenda Information Memorandum

- **October 13, 2025:** The Town mailed a letter providing notice of the Town Council public hearing and proposed Use Permit to all parcels within 300 feet of the applicant's parcel.

PUBLIC PARTICIPATION:

*NOTE: For the purpose of this AIM, Town staff comments will be addressed in **red**. The applicant's comments will be noted in **green**. All outside agency comments will be noted in **blue**.*

The applicant held a Neighborhood Meeting on September 11, 2025. The applicant had 1 member of the public in attendance. The applicant addressed concerns regarding the following items:

1. The community member stated that he recently moved to Camp Verde and was attending simply to learn more about the meeting. The community member provided no concerns or objections regarding the proposed project.
 - **Town Staff Comments:** "A brief introduction of the meeting purpose and details regarding the proposed evidence impound lot expansion was provided with printed illustrations being provided."
2. Outside Public Comments/Out Agency comments.
 - **Town Staff Comments:** "Town Staff received no additional comments for this proposed project."
3. Planning & Zoning Public Hearing.
 - **Town Staff Comments:** "Town answered questions for the commission on the fence height requirements and accessibility to each of the evidence bays."

USE PERMIT REVIEW:

According to Section 601.C; Use Permit Approvals, of the Zoning Ordinance, all Use Permits are provided to ensure the orderly use of land in conformance with the General Plan and applicable Town standards where uses are proposed that may require special limitations or conditions to provide compatibility with other uses.

Town Staff Comments: An application for Use Permit approval applies to those uses specifically listed as "Uses and Structures Subject to a Use Permit" in each Zoning Use District under subsection 203 (Districts) of the Planning and Zoning Ordinance. As this is a government facility, subsection 203G.2.a (Use and Structures Subject to Use Permit) applies to this project being proposed.

Under Section 601.C, Use permits may contain specific limitations on the scope, nature, and duration of the use, as deemed proper by the following criteria:

1. Any significant increase in vehicular or pedestrian traffic;
2. Nuisance arising from the emission of odor, dust, gas, noise, vibration, smoke, heat, or glare at a level exceeding that of ambient conditions;
3. Contribution to the deterioration of the neighborhood or to the downgrading of property values which, conflicts with goals, objectives, or policies of the General Plan;
4. Compatibility with existing surrounding structures and uses; and
5. Adequate control of disruptive behavior both inside or outside the premises, which may create a nuisance to the surrounding area or the general public.

The applicant shall bear the burden of proof to satisfy the above requirements. Refusing a Use Permit shall not be interpreted as denying a right, conditional or otherwise. The Use Permit is valid



Town Council Agenda Information Memorandum

and operable only for the specific use as granted and subject to any specified time limit. No use may be modified, changed, altered, or increased in intensity in any manner that conflicts with the Use Permit and/or required conditions of approval without approval of a new Use Permit.

ANALYSIS:

NOTE: For the purpose of this AIM, Town staff comments will be addressed in red. The applicant's comments will be noted in green. All outside agency comments will be noted in blue.

1. General Plan:

The proposed development's General Plan Land Use Designation is the Downtown Character Area, with a mix of different land uses. Housing densities include single and multi-family residences to include site built, modular and manufactured homes. Commercial land uses within this character area include small pockets of Residential Services (RS), C1 and C3, with majority of the commercial land use being C2.

The General Plan for the Downtown Character Area calls out public facilities as existing non-residential uses and as a preferred non-residential use to include a zoning district in this character area. The site development, as proposed, is in alignment with the General Plan Goals & Implementation Strategies.

2. Zoning and Town Code:

- Section 203G, (C2 District), Pages 46-49
 - The project site is zoned C2 (Commercial: General Sales and Services)
- Section 203G, Table 2-7 (Dimensional and Setback standards), Pages 49
 - The dimensional and setback standards apply to any structure(s) and/or building(s) the applicant is approved to erect on the property. All dimensional standards are verified through the permitting and review process through the Community Development if any permit application is submitted for the erection of any new approved structure(s) or building(s).
- Section 301B, (Height Limits)
 - This section applies to the maximum height of fences or freestanding walls that are built. The maximum height of a fence or freestanding wall is determined by measuring from the finished grade at the base of fence. On commercial and industrial zoned lots the maximum height of a fence is 8 feet unless otherwise specified under the exception subsections (301B.2.b6a, b6b and b7) of the Planning and Zoning Ordinance. The maximum height of the block wall as provided on the preliminary site plan is 8 feet.
- Section 400 (Development Standards), Pages 114-126
 - The requirement for the applicant to complete the Development Standards Review process is to ensure the proposed development follows the guidelines of the development standards, including but not limited to grading/drainage/detention, protection, and appearance, protective landscaping, lighting, etc. (Page 114-126)
- Section 404 (Signs), Pages 126-138
 - This section applies to the development of the proposed impound lot expansion. The sign provisions intend to improve the effectiveness of signs by preventing their over-concentration, improper placement, excessive height,



Town Council

Agenda Information Memorandum

area, and bulk, and limiting their illumination and animation while recognizing free speech rights by regulating signs in a content-neutral manner. Current sign provisions allow for some developments, alternative standards, and flexibility in the established standards, which may enhance the aesthetic qualities of the development and the community. Approval of a Comprehensive Sign Plan allows for a unified presentation of signage throughout a development site, provides flexibility to provide for unique environments, and preapproves designs and design elements, which helps make sign review more efficient and results in a cohesive design throughout a project. The applicant will be required to permit any/all signs requiring a permit.

- Section 405 (Outdoor Lighting), Pages 139-147
 - This section applies to the applicant's request for a Use Permit if any new lighting is to be installed. The applicant will be required to submit a preliminary lighting plan. The preliminary lighting plan will need to show that the proposed lighting will comply with this section, with a final lighting plan (lumen calculation sheet, manufacturer and lighting specifications, fixture design, light bulb color temperature) showing that the proposed development will remain compliant with the current outdoor lighting provisions. This final lighting site plan will need to be submitted for final review during the Development Standards Technical review and/or the permitting process.
 - Section 601 (Zoning Decisions), Pages 192-193
 - The applicant has satisfied the requirements for a Use Permit.
 - All applicable mechanical, electrical, plumbing, building codes, and engineering standards.
 - The Development Standards Review and permitting process will address additional grading/drainage/detention and building construction requirements.
3. **Flood Zone:**
- The project site is not within the 100-year or 500-year flood zone.
4. **Parking:**
- The property contains existing parking, and no additional parking is required for this proposed development.
5. **Building Elevations/Building Construction:**
- The applicant is not proposing any new structures or buildings for evidence impound expansion project. Per the Building Department, the proposed work will require a commercial tenant improvement permit.
6. **Ingress/Egress Access:**
- The site already has the required (2) two entry and exit points per subsection 306.B.3 of the Zoning Ordinance located off of South 1st First Street.
7. **Engineering, Utilities, Wastewater and Stormwater Review:**
- The Engineering Division reviewed the proposed project and had the following comments:



Town Council

Agenda Information Memorandum

- o Reviewing the attached survey from Heritage, it is evident the northern property boundary is further south than as appears on the Yavapai County GIS site.
- o The assumed combined lot length, as measured from north to south of 67'-8", is reduced to 54'-3".
- o Instead of each evidence storage length of 33'-10", the length of each storage lot will be about 27'.
- o The Town Engineer stated the existing plans are good to go otherwise and construction can proceed using the plans submitted.
- The Wastewater Division had no issues with the proposed project and stated the proposed project has no sewer work.
- The Stormwater Division provided no review comments.
- The Utilities Division provided no comments and approved of the proposed development.

8. Copper Canyon Fire District Review:

- The proposed project was reviewed by the Copper Canyon Fire District and review comments are attached to this AIM.

STAFF RECOMMENDATION:

The Use Permit application for the proposed expansion of the evidence impound lot on parcel 404-28-060B has been reviewed for compliance with the Camp Verde Zoning Ordinance, Town Code, and General Plan.

According to Section 601.C of the Zoning Ordinance, Use Permits are intended to ensure the orderly use of land in accordance with the General Plan and applicable Town standards, particularly for uses that may require special conditions for compatibility with surrounding areas. The criteria outlined in the ordinance provide an objective framework for evaluating Use Permit applications for a Public Facility, ensuring that approvals are based on compliance with established standards rather than subjective opinion.

Upon review, Town staff has determined that the applicant **has met the required criteria** for a Use Permit, as follows:

- The proposed use is consistent with the General Plan, specifically the Downtown Character Area, which recognizes public facilities as an existing land use.
- The proposed site demonstrates compliance with ingress/egress, road standards, and fire safety requirements.
- The proposed development is not located in a flood zone and meets the traffic and nuisance control criteria outlined in the Use Permit approval standards.
- The proposed use is compatible with surrounding uses, provided mitigation measures are implemented.
- The proposed development provides needed security and safeguard measures to protect evidentiary items.

PLANNING & ZONING COMMISSION RECOMMENDATION:



Town Council Agenda Information Memorandum

The Planning & Zoning Commission met on October 9, 2025 and unanimously voted in favor of recommending approval to Town Council for Use Permit #2025-0054.

QUESTION(S) BEFORE THE TOWN COUNCIL:

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

PROPOSED MOTION(S):

Motion to **recommended approval** of Resolution 2025-1195 to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Use Permit #2025-0054 to expand the Evidence Impound Lot for the Camp Verde Marshal's Office located at 646 South 1st Street, Camp Verde, Arizona parcel 404-28-060B **with the conditions as presented.**

OR

Motion to **recommended approval** of Resolution 2025-1195 to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Use Permit #2025-0054 to expand the Evidence Impound Lot for the Camp Verde Marshal's Office located at 646 South 1st Street, Camp Verde, Arizona parcel 404-28-060B **with the following changes to the conditions....**

OR

Motion to **recommended denial** of Resolution 2025-1195 to the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, for Use Permit #2025-0054 to expand the Evidence Impound Lot for the Camp Verde Marshal's Office located at 646 S. 1st Street, Camp Verde, Arizona parcel 404-28-060B.



Record Report for Use Permit Application #USE-25-0054

Record Overview

Record Number: USE-25-0054

Record Type: Use Permit Application

Record Status: In Progress

Record Submitted At: Wednesday August 27, 2025

Record Address: 646 S 1ST ST, CAMP VERDE 86322

Record Owner: Chris Biggs

Record Applicant: darby Martin

Form Submission

Have you had a Technical Review Committee Meeting? : Yes

Pre-Application or Technical Review Committee Meeting Date: 5/05/25

Technical Review Committee Meeting (TRMC) Record Number: TRCM-25-0012 | darby Martin | 4/15/25

Development/Project Name: CVMO Impound Lot

Address or Location: 646 S 1ST ST, CAMP VERDE 86322

Property owner information:

TOWN OF CAMP VERDE

646 S 1ST ST, CAMP VERDE 86322

Assessor's Parcel No.: 404-28-060B

Gross Area (Acre/Sq Ft): 1.69

Current Zoning District: C2

Existing Use: Commercial

Are you proposing a Zoning Change?: No

Are you proposing a change of use?: No

Proposed Use: Evidence Impound

Indicate the type of Use Permit: Commerical

Current General Plan Designation / Character Area: DT

Property Owner:

Town of Camp Verde Town of Camp Verde

473 S. Main Street

Suite 102

Camp Verde , AZ 86322

Miranda.fisher@campverde.az.gov, (928) 554-0811

Applicant:

Darby Martin

646 S. 1st Street

Camp Verde, AZ 86322

darby.martin@campverde.az.gov, (928) 554-8308

Applicant Signature:



Generated Documents

No documents generated



Town of Camp Verde
Community Development Department
473 South Main Street, Suite 108
Camp Verde, AZ 86322
(928) 554-0050

USE PERMIT/CONDITIONAL USE PERMIT APPLICATION

USE PERMIT/CONDITIONAL USE PERMIT SUBMITTAL CHECKLIST

PLEASE RETURN THIS CHECKLIST FORM WITH THE SUBMITTAL OF YOUR APPLICATION. SUBMITTALS WITHOUT THE INFORMATION BELOW ARE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED.

- ☒ **Technical Review Committee Meeting (Required).** Date: 5-6-25
- ☒ **Technical Review Committee Meeting Comment Response Letter (Staff).**
- ☒ **Completed Use Permit/Conditional Use Permit Application.**
- ☒ **Letter of Intent / Project Narrative.**
 - ☒ Describe the purpose for the use and/or change of use, the reasoning for the change of use or proposed use, specific plan application, and any other important information such as but limited to access to the site, on-site parking/existing, fiscal impact analysis, land use analysis, etc.
 - ☒ Describe how the proposed use(s) aligns with the Town's current General Plan objectives, policies and goals.
 - ☒ Describe how the proposed use(s) will be deemed proper under the Planning & Zoning Ordinance, Building Codes, and per the following criteria:
 - ☐ Any significant increase in vehicular or pedestrian traffic;
 - ☐ Nuisance arising from the emission of odor, dust, gas, noise, vibration, smoke, heat, or glare at a level exceeding that of ambient conditions;
 - ☐ Contribution to the deterioration of the neighborhood or to the downgrading of property values which is in conflict with goals, objectives or policies of the General Plan;
 - ☐ Compatibility with existing surrounding structures and uses; and
 - ☐ Adequate control of disruptive behavior inside and outside the premises, which may create a nuisance to the surrounding area or the general public.
- ☒ **Written Legal Description with an exhibit for each parcel.**
- ☒ **Written Legal Description with an exhibit showing ownership information.**
- ☒ **ALTA Survey / Site Plan (1 Electronic PDF version scaled drawing at 1' = 100 or 1" = 200.)**

Please refer to subsection 400.D.1 of the Planning & Zoning Ordinance for additional guidance.

 - ☒ Showing north arrow.
 - ☒ Showing Date of preparation.
 - ☒ Showing Assessor's Parcel Number (APN).
 - ☒ Showing parcel's number physical address (if applicable).
 - ☒ Showing acreage and/or square footage contained within the subject site proposed for use.
 - ☒ Showing company or entity that prepared the ALTA/Land Survey.
 - ☒ Showing zoning designations and existing or proposed land uses for the subject site and all sites adjacent to the subject site.
 - ☒ Showing location and dimensions for all existing or proposed roadways, easements, alleys, and right-of-way within and adjacent to the subject site.
 - ☒ Showing locations and boundaries, including dimensions, of the subject site(s) proposed for use.
 - ☒ Showing the location of any existing or proposed structures with front, side, and rear setback measurements.
 - ☒ Showing existing or proposed utility connections (Water, Sewage, Power).
 - ☐ Showing FEMA flood plains. *n/a*
- ☒ **Topo or Contour Map of the subject site.**
- ☐ **Floor Plans or Building/Structure Information with building evaluations.** *n/a*
- ☐ **Preliminary Drainage / Grading Plan. (if applicable)** *n/a*
- ☐ **Preliminary Landscaping Plans. (if applicable)** *n/a*
- ☐ **Preliminary on-site or off-site parking plans. (if applicable)** *n/a*
- ☐ **Preliminary Lighting Plans. (if applicable)** *n/a*
- ☐ **Town Engineer or ADOT approval of site access. (if applicable)** *n/a*
- ☐ **Designated of Agent (DOA) Form if applicable (If not property owner and acting on property owner's behalf).** *n/a*
- ☒ **Permission to Enter Form.** *n/a*
- ☒ **Sign and notarized Waiver of Diminution of Value (Prop 207) by the property owner(s).** *n/a*



☒ **Neighborhood Meeting Preparation and Document Requirements**

- ☒ Provide Community Development staff with self-addressed and stamped envelopes for all property owners within 300 feet of the subject site who must be notified of the neighborhood meeting. **(At least 20 calendar days before the neighborhood meeting)**
- ☒ Provide Community Development staff with a draft of the neighborhood meeting letter for review and approval to ensure the proper date, time, location, an option to provide comments, and representation/description of proposed use are being provided. **(At least 20 calendar days before the neighborhood meeting)**
- ☒ Mail approved neighborhood meeting letter by first class mail to all property owners within 300' of the subject site. **(At least fifteen (15) calendar days before the neighborhood meeting)**
- ☒ Post sign(s) visible from one hundred feet with the word "Use Permit Proposal," including permit number, site location/address, current usage and proposed usage, neighborhood meeting location, date, and time, and location to send comments. **(At least fifteen (15) calendar days before the neighborhood meeting)**
- ☒ Take a date-stamped photo of the installed neighborhood meeting sign(s) placed on the subject site. **(At least 15 days before the public meeting).**
- ☒ Complete the affidavit to be notarized, and prepare a written summary of the completed neighborhood meeting with any questions and answers discussed and the completed attendee sign-in sheet. Please include the meeting's location, start time, and end time in the written summary.
- ☒ Provide a copy of all notices, date-stamped photo of installed sign(s), all written comments that were received from the public or agencies, written summary of the meeting, sign-in sheet, notarized affidavit, and all other required documentation on this checklist submittal form. **(within (5) calendar days after completion of the neighborhood meeting)**

NOTE(S):

- Use Permits are provided to ensure the orderly use of land in conformance with the General Plan and applicable Town standards where uses are proposed that may require special limitations or conditions to provide compatibility with other uses.
- Use Permits will be granted only upon a finding by the Council that the use covered by the permit, the manner of its conduct, and any structure which is involved, will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public welfare in general, and that the use will be in conformity with any conditions, requirements, or standards prescribed by the Town Code or Council.
- Use Permits may contain specific limitations on the scope, nature and duration of the use, as deemed proper in accordance with the following criteria:
 - Any significant increase in vehicular or pedestrian traffic;
 - Nuisance arising from the emission of odor, dust, gas, noise, vibration, smoke, heat, or glare at a level exceeding that of ambient conditions;
 - Contribution to the deterioration of the neighborhood or to the downgrading of property values which, is in conflict with goals, objectives or policies of the General Plan;
 - Compatibility with existing surrounding structures and uses; and
 - Adequate control of disruptive behavior both inside or outside the premises, which may create a nuisance to the surrounding area or general public.
- The burden of proof for satisfying the above requirements shall rest with the applicant. A refusal of a Use Permit shall not be interpreted as the denial of right, conditional or otherwise.
- A Use Permit is valid and operable only for the specific use as granted and subject to any specified time limit. No use may be modified, changed, altered or increased in intensity, in any manner that conflicts with the Use Permit and/or required conditions of approval, without approval of a new Use Permit.
- Within 30 days of any change, the applicant shall notify the Community Development Department of any changes.
- Use Permits may be for a fixed time period, and a Use Permit does not grant a vested right beyond the term of the permit.



CAMP VERDE MARSHAL'S OFFICE

646 S. 1st STREET
CAMP VERDE, AZ. 86322
PHONE: (928) 554-8300
Campverde.az.gov



To Whom It May Concern,

This letter serves as the formal Letter of Intent to expand the existing Evidence Impound Lot located at 646 South 1st Street, Camp Verde, Arizona.

The current impound lot is comprised of one large, unsecured area without the ability to adequately separate individual evidence items. Best practices in evidence management, as well as maintaining the integrity of the chain of custody, require that evidence items — particularly vehicles and large property items — be secured in a manner that prevents cross-contamination and ensures proper segregation.

The proposed expansion of the impound lot will allow for the installation of secure, designated spaces for individual evidence items, thereby enhancing our ability to comply with evidence handling standards and maintain evidentiary integrity for criminal investigations and court proceedings.

Several locations were evaluated during the planning phase of this project, including a potential off-site location at the Town's Street Department yard. After careful consideration, this off-site location was determined to be unfeasible due to logistical challenges, security concerns, and operational inefficiencies.

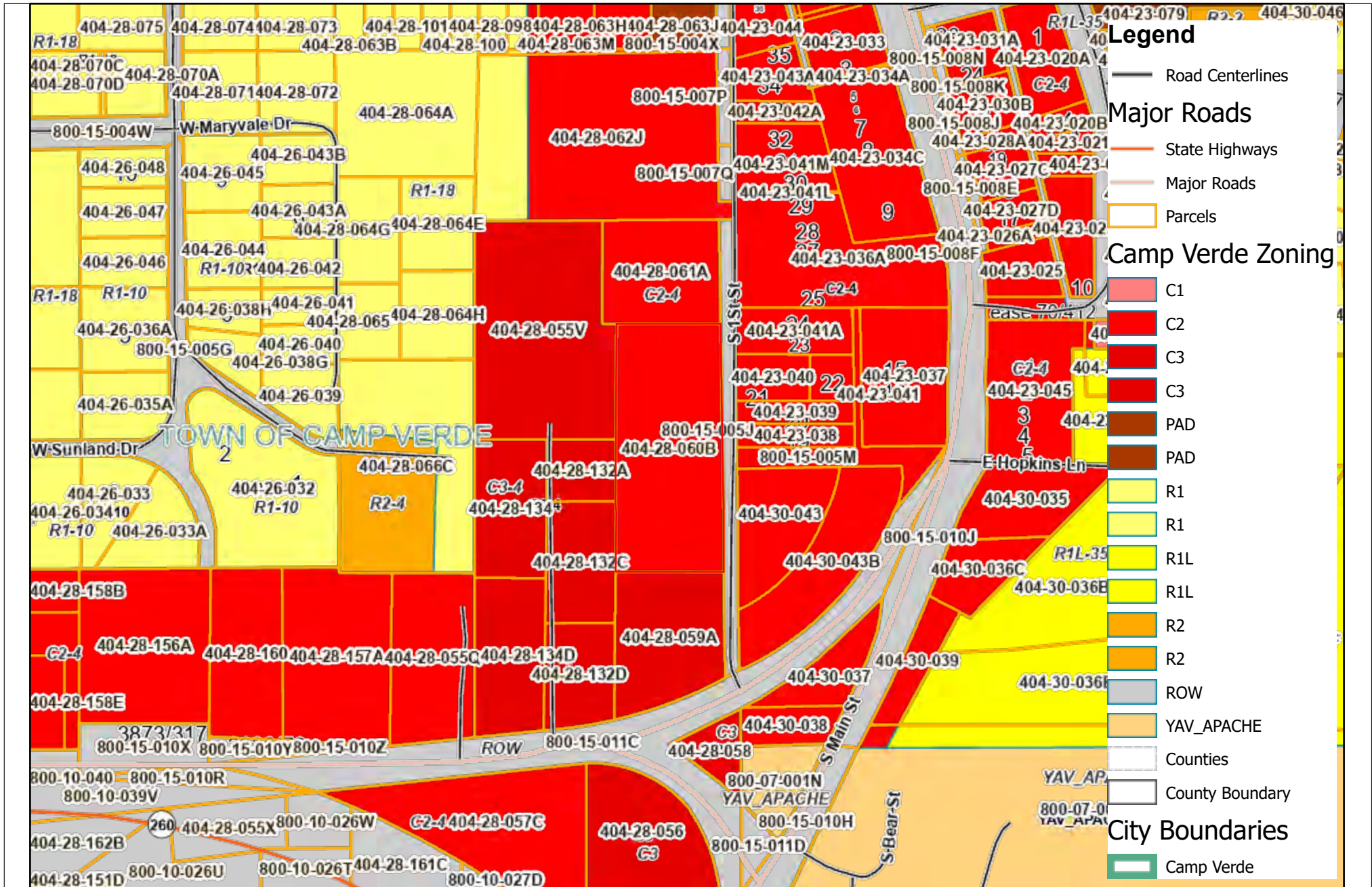
The most practical and cost-effective solution is to expand the current impound lot footprint to better serve the needs of the Camp Verde Marshal's Office and the community. The expansion will improve operational efficiency, support proper evidence management, and ensure compliance with accreditation standards and legal requirements.

Thank you for your consideration of this request.

Respectfully,

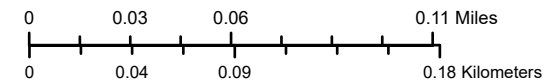
Darby J. Martin
Administrative Commander
Camp Verde Marshal's Office

CVMO Impound Lot (Zoning)



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

November 5, 2025



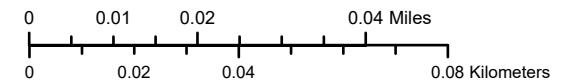
Page 294 of 529:3,317

Area Map



Disclaimer:
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November 5, 2025

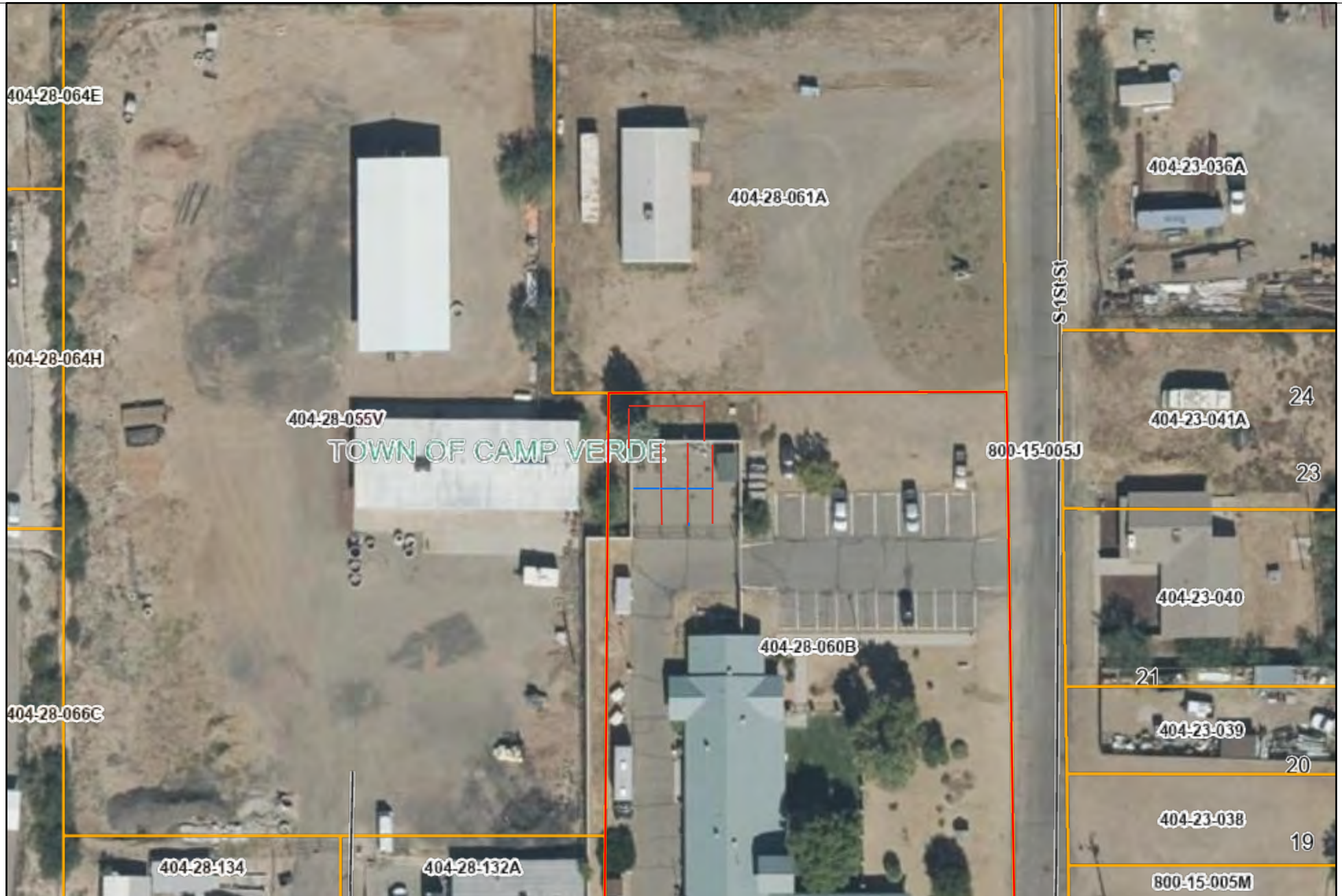


Page 295 of 529:1,754

Map Created 9/25/2025

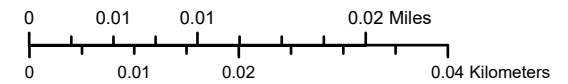
Yavapai County assumes no responsibility for errors, omissions, and/or inaccuracies in this mapping product.

Impound Lot



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

November 5, 2025



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Map Created 9/25/2025

Yavapai County assumes no responsibility for errors, omissions, and/or inaccuracies in this mapping product.



Basemap

Quick Measure

Sq Feet (US)

Measurement Result

2,215 Sq Feet (US)

Layers Search Results Print

Back

Information for Parcel 404-28-060B:

Owner

Ownership Information ? ?

Town of Camp Verde
473 S Main St Ste 102
Camp Verde, AZ 86322-7246

Recorded Documents & Sales (2) ?

Date	Book/Page	Type	Cost
12/16/2004	4216-368	Warranty Deed	\$600,0
12/16/2004	4216-368	Other - Sale	\$0

Parcel

Physical Address ?

646 S 1st St , Camp Verde, 86322

Check Digit ?

1

Assessor Acres ?

1.69

Subdivision ?

N/A

Map Type ?

N/A

Local Zoning ? ?

Town Of Camp Verde
C2-4

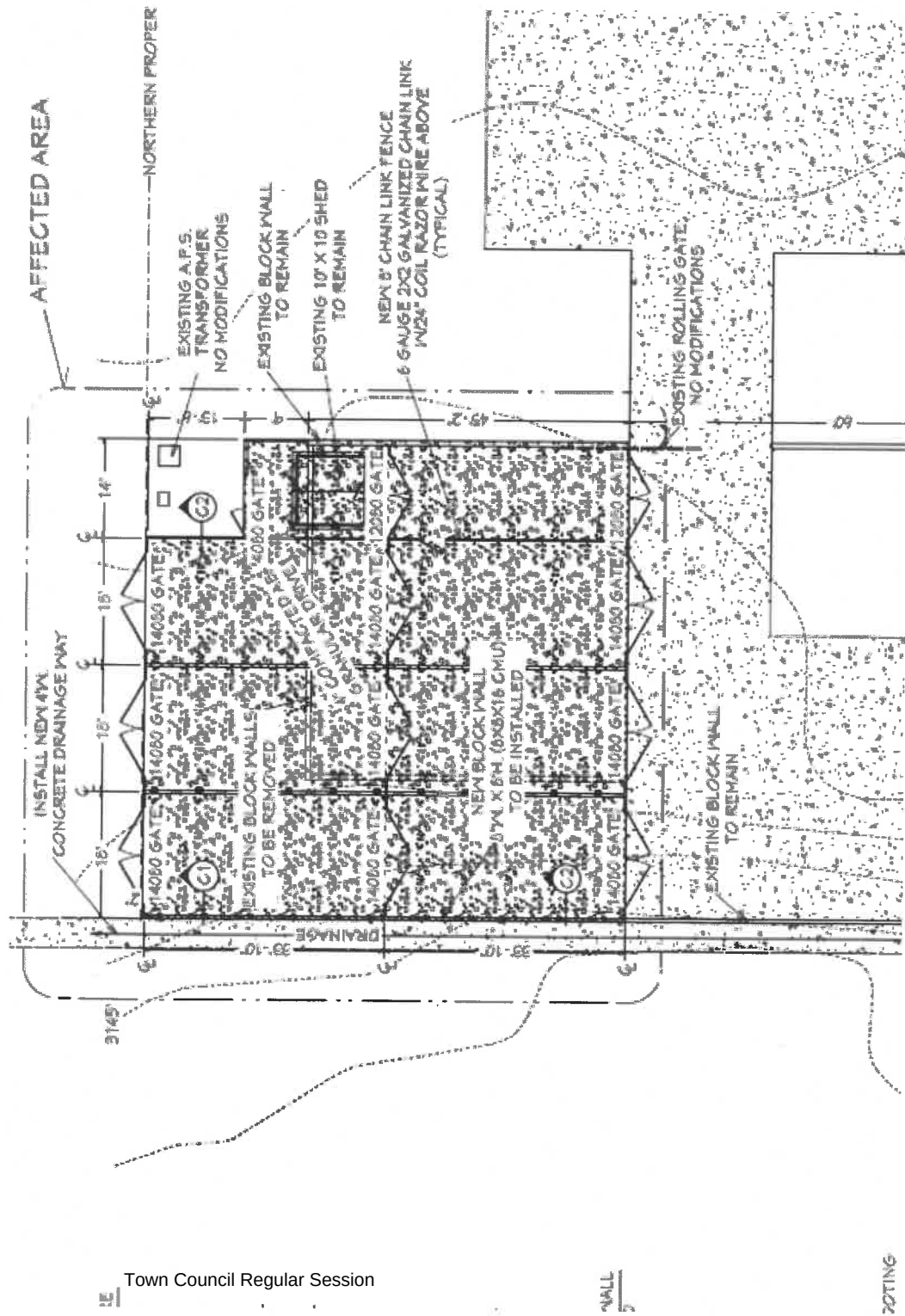
Area

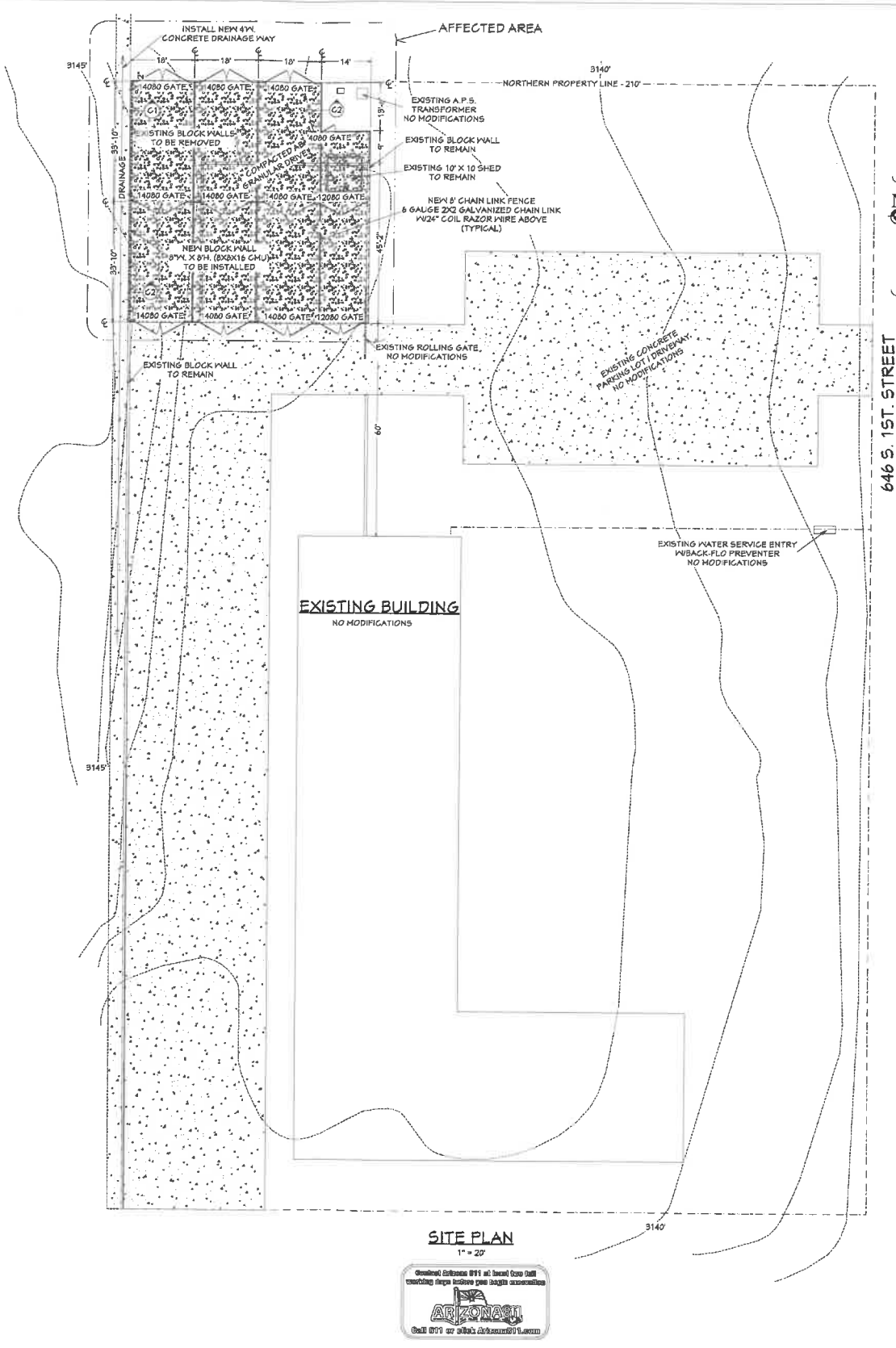
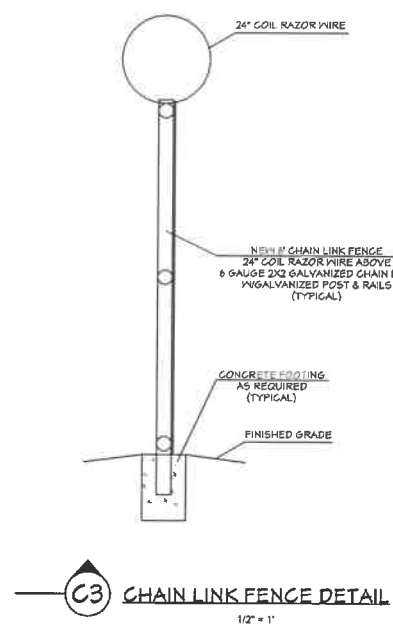
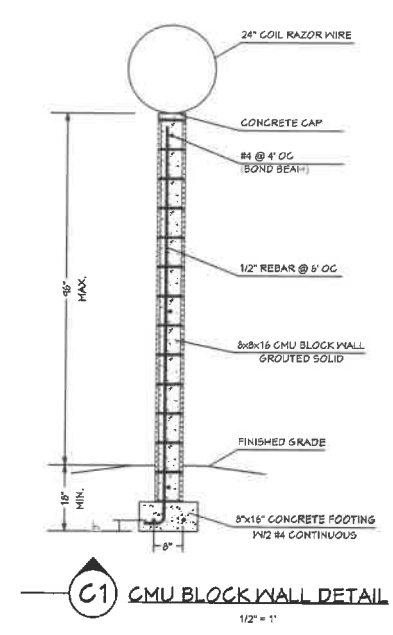
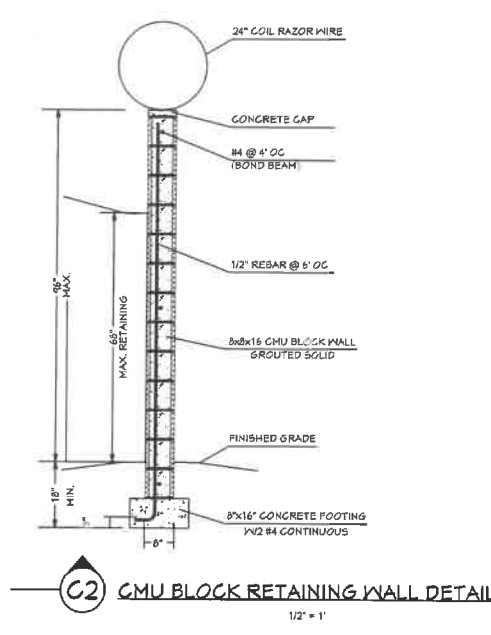
Improvements

Assessment

Taxes

Page 297 of 529





CAMP VERDE DESIGN REQUIREMENTS						
WIND SHEAR	EXPOSURE	SEISMIC DESIGN CATEGORY	WINTER DESIGN TEMPERATURE	ROOF SNOW LOAD	LIVE LOAD	DEAD LOAD
115 MPH	G	G	20° F	20 PSF	40 PSF	40 PSF
SUBJECT TO DAMAGE FROM						
WEATHERING	FROST DEPTH	TERMITE	DRAINAGE	AIR FREEZING INDEX	MEAN ANNUAL TEMP	I.E.C.G.
MODERATE	12"	MODERATE TO HEAVY	4 INCHES PER HOUR	194	53° F	ZONE 2

PLANS PROVIDED BY:
 404-255-1734
 dms@campverde.com
 Real Slag Construction
 404-255-1734

REVISION TABLE	DATE	REVISION

ANY CONTRACTOR ACCEPTING THESE PLANS AGREES TO RESOLVE ANY DIFFICULTY IN THE FIELD BY FOLLOWING CURRENT BUILDING CODE PRACTICES.

IT IS UNDERSTOOD THAT THE DRAINING OF THESE PLANS IS NOT A SUBSTITUTE FOR PROPER ENGINEERING OF TRUSSES OR JOISTS BY MANUFACTURERS.

ANY USE OF THESE DRAWINGS WILL PLACE FULL & COMPLETE LEGAL LIABILITY FOR THE ENTIRE PROJECT ON THE CONTRACTOR OR OTHER BUILDER.

ALL MEASUREMENTS, DIMENSIONS, MATERIAL SIZES, ELEVATIONS, ETC. AND SITE CONDITIONS TO BE VERIFIED BY CONTRACTOR ON SITE PRIOR TO ANY ORDER FOR MATERIALS ARE PLACED.

ALL DIMENSIONS, DIMENSIONS, DISTANCES AND SUCH OTHERS CONTAINED IN THIS PLAN SET AND CONSTRUCTION DOCUMENTS ARE PROTECTED BY COPYRIGHT LAW.

PERMISSION FOR ANY REPRODUCTION OR USE MUST BE GRANTED BY DMG CHARTING INC.

Impound / Holding Lot Improvements
 for Camp Verde Marshals Department
 646 S. 1st. Street
 Camp Verde, AZ 86322
 A.P.N. 404-28-060B

LOT IMPROVEMENTS
 SITE PLAN / DETAILS

DATE:
 3/12/2025

SCALE:
 AS NOTED

SHEET:
 1

APPLICABLE BUILDING CODES:

- 2018 INTERNATIONAL CODE COUNCIL CODES (ICCC)
- 2018 INTERNATIONAL BUILDING CODE (IBC)
- 2018 INTERNATIONAL ENERGY CONSERVATION CODE (IECC)
- 2018 EXISTING BUILDING CODE (EBC)
- 2018 INTERNATIONAL FIRE CODE (IFC)
- 2018 INTERNATIONAL FUEL GAS CODE (IFGC)
- 2018 INTERNATIONAL MECHANICAL CODE (IMC)
- 2017 INTERNATIONAL ELECTRICAL CODE (NEC)
- 2018 INTERNATIONAL PLUMBING CODE (IPC)
- 2018 INTERNATIONAL RESIDENTIAL CODE (IRC)
- 2018 INTERNATIONAL SWIMMING POOL AND SPA CODE (ISPSG)
- TOWN OF CAMP VERDE ADMINISTRATIVE BUILDING CODE AND AMENDMENTS
- 2018 INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC)
- 2018 INTERNATIONAL SOLAR ENERGY PROVISIONS (ISEP)

NOTE: ALL MEASUREMENTS / DIMENSIONS & DISTANCES ARE TO BE VERIFIED BY CONTRACTOR ON SITE PRIOR TO PLACING ANY ORDER FOR MATERIALS.



Copper Canyon Fire & Medical District

26B Salt Mine Road, Camp Verde, AZ 86322
www.ccfmd.az.gov Phone (928) 567-9401

September 8th, 2025

Ms. Roxanne Jasman
Chief Building Official
Town of Camp Verde
Community Development
473 South Main Street
Camp Verde, AZ 86322

BPR@campverde.az.gov

Dear Ms. Jasman

The Review for the Use Permit below has been completed.

Description: Town Of Camp Verde- CVMO
Address: 646 S. 1st St, Camp Verde, AZ 86322
Permit #: USE-25-0054
APN: 404-28-060B
Proposal: Outdoor Impound Yard

Based on the submitted information the following fire code requirements shall be applicable.

A preconstruction conference is required for this projection after the building permit has been issued by Town of Camp Verde and prior to any commencement of any work.

The occupancy classification of this proposed project is S-2

1. Section 106.2: A fire and life safety inspection by the Copper Canyon Fire and Medical District is required, prior to occupying the building(s). Inspections are available 8 am – 4 pm, Monday – Thursday, with at least 24-hour notice. Call (928) 567-9401, extension 8005 to schedule an appointment for an inspection.
2. Section 304.3: Waste containers. Storage of combustible rubbish and waste material stored in containers exceeding 1.5 cubic yards or more shall not be stored in buildings or placed within 5 feet of combustible walls, openings, or combustible roof eave lines.
3. Section 503: Access. Fire department access roadways shall be provided. Roadways shall meet the listed requirements:
 - a. Roadways shall be at least 20 feet wide, except as modified in Appendix D.
 - b. Fire apparatus access road grades and surface treatments shall be as follows:

- i. Road grades from 0% up to and including 6% shall have a minimum surface of 4" of compacted 95% AB, or equivalent.
- ii. Road grades over 6% up to and including 12% shall have asphalt or equivalent surface or equivalent.
- iii. Road grades over 12% up to and including 15% shall have a concrete or equivalent surface.
- iv. Road grades exceeding 15% shall not be permitted unless approved by the Fire Marshal.
- c. Intersections and turnarounds shall be level (maximum 5%) except for crowning for water run-off.
- d. Overhead obstructions shall not be lower than 13 feet 6 inches.
- e. The angle of approach and angle of departure shall not be greater than 8 degrees. The angle is formed between the ground and the front or rear point of ground contact of the apparatus. This prevents the front bumper or the tailboard from scrapping the ground at sharp angles.
- f. Turning radii shall be no less than 28 feet inside, 50 outside.
- g. Dead ends longer than 150 feet shall be equipped with turn-a-rounds.
- h. Bridges or culverts shall be designed to carry the imposed loads of 75,000 lbs. gross vehicle weight of fire apparatus.
- i. Vehicles shall not park in a fashion to obstruct fire lanes. No parking signs shall be installed where parking presents such obstructions if required by the fire official.

NOTE: Roadways for emergency access shall be made available through the site during the construction process.

- 4. Section 503.6: Security gates across fire apparatus access roads shall always have an approved means of emergency operation.

Plans and specifications shall be submitted for review and approval prior to any installation. This is a deferred submittal.

NOTE: Gated access controls shall be mounted on a dual gooseneck anchor post at each gate, DoorKing model 1200-049 or equivalent. Operation at either gate shall control both gates.

- 5. Section 506.1: Key Boxes. Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary, the installation of a key box is required. This key box is available from Knoxbox.com, follow the red BUY button on the website. The fire agency listed is Copper Canyon Fire and Medical District. The minimum requirement is a 3200 series key box.
- 6. Section 906.1: Fire Extinguishers. All buildings shall be provided with UL-listed or equivalent portable fire extinguishers. Fire extinguishers shall be installed in accordance with the National Fire Protection Association's pamphlet #10, "**Standard for Portable Fire Extinguishers**", 2018 edition. The travel distance to any fire extinguisher shall not exceed 75 feet from any point in a building. Extinguishers shall be classified at least 2A10BC or greater, containing at least 5 pounds of dry chemical agent. Units shall be serviced and tagged by a reputable fire extinguisher company prior to the unit being displayed for use. Provide a unit near each exit.

Fees and Permits: The Copper Canyon Fire and Medical District adopted a revised service/permit fee schedule, which includes construction plan reviews.

This project shall comply with ALL fire code requirements. These comments shall not be meant to exclude any applicable fire code requirements adopted by the Copper Canyon Fire and Medical District or other regulatory agencies. The adopted fire code is based on the 2018 edition of the International Fire Code with amendments as approved by the Arizona State Fire Marshal. The omission of a particular code requirement from the comments above shall not be construed as permission to violate the code.

If you have any questions concerning these comments, please feel free to contact me.

Nate Bailey

Nate Bailey
Fire Marshal

(928) 567-9401 Ext 8005
nbailey@ccfmd.az.gov

Parcel, Owner, Address, City, State, Zip

- ✓ 404-28-055V, VALDEZ MANHOLE SERVICES LLC, 215 W HEREFORD DR, CAMP VERDE, AZ, 863227328
- ✓ 404-28-064E, KUKUCZKA JAMES M, 565 S 3RD ST, CAMP VERDE, AZ, 863227651
- ✓ 404-28-064H, SCHABATKA FREDRICK A & GLYNNAH K RS (BD), 597 S 3RD ST, CAMP VERDE, AZ, 863227651
- ✓ 404-28-066C, 132 GENERAL CROOK TRAIL LLC, 1460 S HORNE, MESA, AZ, 852045760
- ✓ 404-28-055Q, IGLESIA CRISTIANA SINAI , 2319 S SUNSET DR, CAMP VERDE, AZ, 863226812
- ✓ 404-28-134D, KARAKAY HOLDINGS LLC, 14225 N 24TH AVE, PHOENIX, AZ, 850235915
- ✓ 404-28-134, TWO LANE HIGHWAY LLC, 165 ROADRUNNER DR, SEDONA, AZ, 863363763
- ✓ 404-28-132A, DAVIS JOHN A & DENA M REVOCABLE TRUST, PO BOX 949, CAMP VERDE, AZ, 863220949
- ✓ 404-28-132C, STEELE ROBERT B & JEANIE L RS, 11455 S OAKWOOD DR, GOODYEAR, AZ, 853389545
- ✓ 404-28-132D, SEACREST HOLDINGS LLC, 816 HANOVER ST APT B, SANTA CRUZ, CA, 950622207
- ✓ 404-28-059A, SEACREST HOLDINGS LLC, 816 HANOVER ST APT B, SANTA CRUZ, CA, 950622207
- ✓ 404-30-043B, SETTANNI V JOSEPH & LIANA (RS) UI &, 302 N VERDE ST, FLAGSTAFF, AZ, 860014638
- ✓ 404-30-037, NIEDERER PETER K & JENNIFER L JT, 1675 W BRONCO DR, CAMP VERDE, AZ, 863227967
- ✓ 404-28-058, KARAKAY HOLDINGS LLC, 14225 N 24TH AVE, PHOENIX, AZ, 850235915
- ✓ 404-30-038, BUCKEYE GAS PRODUCTS COMPANY L P, 1 LIBERTY PLZ, LIBERTY, MO, 640682970
- ✓ 404-30-043, GEYER KENNETH W & CHARLA S JT, PO BOX 4355, CAMP VERDE, AZ, 863224355
- ✓ 404-23-038, GEYER KENNETH W & CHARLA S, PO BOX 4355, CAMP VERDE, AZ, 863224355
- ✓ 404-23-039, BEDOLLA JOSE R (BD), PO BOX 1975, COTTONWOOD, AZ, 863261975
- ✓ 404-23-040, WESTCOTT-IFP RE LLC, 18881 W TRAVERSE PKWY STE E1112, LEHI, UT, 84043
- ✓ 404-23-041, BEDOLLA JOSE R (BD), PO BOX 1975, COTTONWOOD, AZ, 863261975
- ✓ 404-23-037, VILLA VALLEY LLC, PO BOX 2087, CAMP VERDE, AZ, 863222087
- ✓ 404-23-036A, REZZONICO DANIEL E, 584 S MAIN ST, CAMP VERDE, AZ, 863227236
- ✓ 404-23-041M, MPSGY LLC, 550 N INDUSTRIAL DR, CAMP VERDE, AZ, 863227704
- 404-28-061A, TOWN OF CAMP VERDE, 473 S MAIN ST STE 102, CAMP VERDE, AZ, 863227246
- 404-28-062J, TOWN OF CAMP VERDE, 473 S MAIN ST, CAMP VERDE, AZ, 863227246



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DAVIS JOHN A & DENA M REVOCABLE TRUST
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KARAKAY HOLDINGS LLC
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PHOENIX, AZ, 85023-5915



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KUKUCZKA JAMES M
565 S 3RD ST, CAMP VERDE, AZ
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SCHABATKA FREDRICK A & GLYNNAH K RS (BD)
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CAMP VERDE, AZ, 86322-7651



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STEELE ROBERT B & JEANIE L RS
11455 S OAKWOOD DR
GOODYEAR, AZ, 85338-9545



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The Camp Verde Marshal's Office is inviting you to attend a neighborhood meeting to learn about and provide feedback on a proposed Use Permit application for the Camp Verde Marshal's Office expansion of the current evidence impound lot that is located at 646 S. 1st Street, Camp Verde, AZ, 86322.

Meeting Details: Discuss the proposed use for the expansion of the current evidence impound lot.

Date: Thursday, September 11th, 2025

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Location: Camp Verde Marshal's Office Training Room, 646 South 1st Street, Camp Verde, AZ 86322

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Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov



CAMP VERDE MARSHAL'S OFFICE

646 S. 1st STREET
CAMP VERDE, AZ. 86322
PHONE: (928) 554-8300
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Network:Aug 27, 2025 at 4:40:42 PM MST
Local:Aug 27, 2025 at 4:40:42 PM MST
N 34° 33' 36.353", W 111° 51' 16.350"
646 S First St
Camp Verde AZ 86322
United States





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Neighborhood Meeting Agenda Use Permit #25-0054

- I. Welcome
- II. Staff Introduction
- III. Purpose of Neighborhood Meeting
- IV. Discussion and Presentation of Proposed Use
- V. Question and Answer Session
- VI. Next Steps
- VII. Closing

Affidavit

I/WE, Cliff Bryson, owner/agent of parcel 404-28-060B
have notified the neighbors within 300' of above property, by sending letters on
August 27, 2025 to notify them of the neighborhood meeting that I/We
conducted on the 11th day of September 2025.

I/WE posted the property with meeting the date, time, and place, on the 27th day of
August 2025, and taken a photograph of such posting.

I/WE, Darby Martin, owner/agent of parcel 404-28-060B
will provide a summary of neighborhood meeting I conducted to the Planning & Zoning
Department of Camp Verde with the associated application submittal, attesting to the
issues and concerns discussed at the above neighborhood meeting.

Summary Statement:

Attendance

- **Present:** Cliff Bryson, Chris Biggs, Commander Darby Martin
- **Citizens:** One citizen attended briefly after the meeting commenced

Proceedings

- **Call to Order:** The meeting was declared in session by Cliff Bryson at 1702 hours.
- **Initial Attendance:** At the start, only the designated meeting representatives were present.
- **Citizen Participation:** Shortly after commencement, one citizen arrived, noting they had recently moved into Camp Verde and were attending simply to learn more about the meetings.
- **Project Overview:** A brief introduction of the meeting purpose and details regarding the proposed evidence impound lot expansion with printed illustrations being provided.
- **Citizen Feedback:** The attending citizen expressed no concerns or objections, thanked the group for the information, and departed.

Adjournment

- With no additional citizen participation or questions, the meeting was adjourned at 1717 hours.

Outcome

- No issues, concerns, or opposition to the proposed expansion were raised by attending citizens.

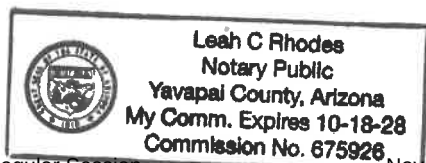
State of Arizona}

County of Yavapai}

[Signature]
Signature of Document Signer No. 1

[Signature]
Signature of Document Signer No. 2

Subscribed and sworn to (or affirmed) before me this 22 day of
September 2025.



[Signature]
Signature of Notary



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

Dear Landowner,

You are receiving this letter because a landowner within 300 feet of your parcel has submitted an application to the Town of Camp Verde, which requires a public hearing. The Planning and Zoning Commission will hear this request on:

Public Hearing
Thursday, October 9, 2025, at 6:00 pm
in the Council Chambers, 473 S. Main Street, Suite 106, Camp Verde, AZ.

Application No: 2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-055V



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Parcel: 404-28-134D



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Parcel: 404-28-134



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

Dear Landowner,

You are receiving this letter because a landowner within 300 feet of your parcel has submitted an application to the Town of Camp Verde, which requires a public hearing. The Planning and Zoning Commission will hear this request on:

Public Hearing
Thursday, October 9, 2025, at 6:00 pm
in the Council Chambers, 473 S. Main Street, Suite 106, Camp Verde, AZ.

Application No: 2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

The agenda with accompanying documentation will be available on the Town website approximately 1 week before the meeting. It may be found at:

<https://www.campverde.az.gov/departments/boards-commissions/planning-zoning-commission>

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Comments received by the close of business on Monday, September 29th, 2025, will be included in the packet for the Board Members. Comments received after this date will be given to members at the meeting.

Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-132A



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

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Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-132C



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

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Application No: 2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-132D



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

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Application No: 2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-059A



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

Dear Landowner,

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Application No: 2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-30-043B



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

Dear Landowner,

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Thursday, October 9, 2025, at 6:00 pm
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Application No: 2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-30-037



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

Dear Landowner,

You are receiving this letter because a landowner within 300 feet of your parcel has submitted an application to the Town of Camp Verde, which requires a public hearing. The Planning and Zoning Commission will hear this request on:

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Application No: 2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-058



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

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Thursday, October 9, 2025, at 6:00 pm
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Application No: 2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-30-038



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

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Application No: 2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-30-043



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

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Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-23-038



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

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APN(s): 404-28-060B

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Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-23-039



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-23-040



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

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Request: Use Permit for the proposed expansion of the current evidence impound lot.

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-23-041



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

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Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-23-037



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-23-036A



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Thursday September 18, 2025

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Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-23-041M



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

FIRST-CLASS



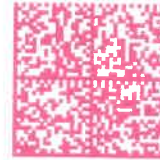
US POSTAGE IMM PITNEY BOWES
ZIP 86322
02 7H
0006113053
\$ 000.74⁰
SEP 18 2025

VALDEZ MANHOLE SERVICES LLC
215 W HEREFORD DR
CAMP VERDE, AZ, 86322-7328



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

FIRST-CLASS



US POSTAGE IMPI **PITNEY BOWES**

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02 7H
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SEP 18 2025

VALDEZ MANHOLE SERVICES LLC
215 W HEREFORD DR
CAMP VERDE, AZ, 86322-7328



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322.

FIRST-CLASS



US POSTAGE IMb PITNEY BOWES



ZIP 86322
02 7H
0006113053

\$ 000.74⁰
SEP 18 2025

KUKUCZKA JAMES M
565 S 3RD ST
CAMP VERDE, AZ, 86322-7651



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

FIRST-CLASS



US POSTAGE IMIPITNEY BOWES

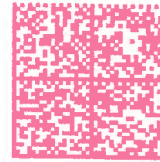
ZIP 86322
02 7H
0006113053 **\$ 000.74⁰**
SEP 18 2025

SCHABATKA FREDRICK A & GLYNNAH K
597 S 3RD ST
CAMP VERDE, AZ, 86322-7651



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

FIRST-CLASS



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ZIP 86322
02 7H
0006113053 **\$ 000.74⁰**
SEP 18 2025

132 GENERAL CROOK TRAIL LLC,
1460 S HORNE
MESA, AZ, 85204-5760



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 109
Camp Verde, AZ 86322

FIRST-CLASS



US POSTAGE IMPITNEY BOWES

ZIP 86322
02 7H
0006113053 SEP 18 2025

\$ 000.74⁰

IGLESIA CRISTIANA SINAI
2319 S SUNSET DR
CAMP VERDE, AZ, 86322-6812



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

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US POSTAGE IMIPITNEY BOWES



ZIP 86322
02 7H
0006113053
\$ 000.74⁰
SEP 18 2025

KARAKAY HOLDINGS LLC
14225 N 24TH AVE
PHOENIX, AZ, 85023-5915



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

TWO LANE HIGHWAY LLC
165 ROADRUNNER DR
SEDONA, AZ, 86336-3763

FIRST-CLASS



US POSTAGE^{IM1} PITNEY BOWES

ZIP 86322
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\$ 000.74⁰
SEP 18 2025



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

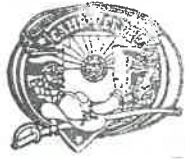
FIRST-CLASS



US POSTAGE IMIPITNEY BOWES

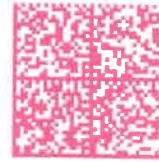
ZIP 86322
02 7H
0006113053 **\$ 000.74⁰**
SEP 18 2025

DAVIS JOHN A & DENA M REVOCABLE TRUST PO
BOX 949
CAMP VERDE, AZ, 86322-0949



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

FIRST-CLASS



US POSTAGE IM PITNEY BOWES



ZIP 86322
02 7H
0006113053

\$ 000.74⁰
SEP 18 2025

STEELE ROBERT B & JEANIE L RS
11455 S OAKWOOD DR,
GOODYEAR, AZ, 85338-9545



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

SEACREST HOLDINGS LLC
816 HANOVER ST APT B
SANTA CRUZ, CA, 95062-2207

FIRST-CLASS



US POSTAGE[®] IMI PITNEY BOWES



ZIP 86322
02 7H
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\$ 000.74⁰

SEP 18 2025



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

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US POSTAGETM PITNEY BOWES



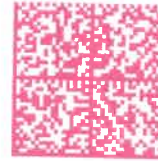
ZIP 86322 \$ 000.74⁰
02 7H
0006113053 SEP 18 2025

SEACREST HOLDINGS LLC
816 HANOVER ST APT B
SANTA CRUZ, CA, 95062-2207



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

FIRST-CLASS



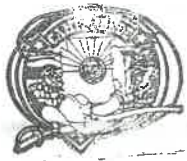
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ZIP 86322
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\$ 000.74⁰

SETTANNI V JOSEPH & LIANA (RS) UI
302 N VERDE ST
FLAGSTAFF, AZ, 86001-4638



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

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US POSTAGE IMPITNEY BOWES

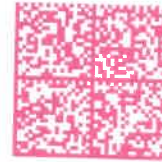
ZIP 86322 \$ 000.74⁰
02 7H
0006113053 SEP 18 2025

NIEDERER PETER K & JENNIFER L JT
1675 W BRONCO DR
CAMP VERDE, AZ, 86322-7967



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

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ZIP 86322
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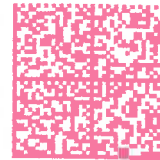
\$ 000.74⁰
SEP 18 2025

KARAKAY HOLDINGS LLC
14225 N 24TH AVE
PHOENIX, AZ, 85023-5915



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

FIRST-CLASS

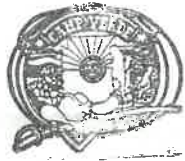


US POSTAGE^{IMP} PITNEY BOWES



ZIP 86322 \$ 000.74⁰
02 7H
0006113053 SEP 18 2025

BUCKEYE GAS PRODUCTS COMPANY L P,
1 LIBERTY PLZ
LIBERTY, MO, 64068-2970



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108,
Camp Verde, AZ 86322

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ZIP 86322
02 7H
0006113053

\$ 000.74⁰

SEP 18 2025

GEYER KENNETH W & CHARLA S JT
PO BOX 4355
CAMP VERDE, AZ, 86322-4355



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

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02 7H
0006113053 **\$ 000.74⁰**
SEP 18 2025

GEYER KENNETH W & CHARLA S JT
PO BOX 4355
CAMP VERDE, AZ, 86322-4355



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

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ZIP 86322
02 7H
0006113053

\$ 000.74⁰
SEP 18 2025

BEDOLLA JOSE R (BD)
PO BOX 1975
COTTONWOOD, AZ, 86326-1975



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

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\$ 000.74⁰
SEP 18 2025

WESTCOTT-IFP RE LLC
18881 W TRAVERSE PKWY STE E1112
LEHI, UT, 84043



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108
Camp Verde, AZ 86322

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ZIP 86322
02 7H
0006113053

\$ 000.74⁰
SEP 18 2025

BEDOLLA JOSE R (BD)
PO BOX 1975,
COTTONWOOD, AZ, 86326-1975



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108,
Camp Verde, AZ 86322

FIRST-CLASS



US POSTAGE^{IMI} PITNEY BOWES



ZIP 86322 \$ 000.74⁰
02 7H
0006113053 SEP 18 2025

VILLA VALLEY LLC
PO BOX 2087
CAMP VERDE, AZ, 86322-2087



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108,
Camp Verde, AZ 86322

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US POSTAGE IMIPITNEY BOWES



ZIP 86322
02 7H
0006113053
\$ 000.74⁰
SEP 18 2025

REZZONICO DANIEL E
584 S MAIN ST
CAMP VERDE, AZ, 86322-7236



TOWN OF CAMP VERDE
Community Development
473 S Main St. Ste 108,
Camp Verde, AZ 86322

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US POSTAGE IMIPITNEY BOWES



ZIP 86322
02 7H
0006113053 **\$ 000.74⁰**
SEP 18 2025

MPSGY LLC
550 N INDUSTRIAL DR,
CAMP VERDE, AZ, 86322-7704



Public Notice to be published Tuesday, September 16th, 2025, and Tuesday, September 23rd, 2025: The Town of Camp Verde Planning and Zoning Commission is holding a Public Hearing. The public hearing will be held on Thursday, October 9th, 2025, at 6:00 pm in the Town Council Chambers at 473 South Main Street in Camp Verde, AZ. The purpose of the hearing is to consider Use Permit #25-0054 for the expansion of the evidence impound lot located at 646 S. 1st Street, Camp Verde, AZ 86322, parcel 404-28-060B. For questions or more information, please contact the Camp Verde Town Administration at 928.554.0003 or cliff.bryson@campverde.az.gov.

TAG: This notice is for the Community Development Department.

Client	11163 - Town of Camp Verde	Phone	(928) 567-6631
Address	473 S Main St	E-Mail	roxanne.jasman@campverde.az.gov
	Camp Verde, AZ, 86322-7272	Fax	

Order#	670313	Requested By		Order Price	\$32.08
Classification	0055 - NOTICE OF HEARINGS	PO #	PERMIT 25-0054 EXPAN	Tax 1	\$0.00
Start Date	09/16/2025	Created By	UJ	Tax 2	\$0.00
End Date	09/23/2025	Creation Date	09/10/2025, 10:06:47 am	Total Net	\$32.08
Run Dates	2			Payment	\$0.00
Publication(s)	VERDE INDEPENDENT	Dimensions	1.6 " X 1.5 "		

Sales Rep	4006 - Ursula Jimenez	Phone	(928) 634-2241 Ext: 6028
		E-Mail	publicnotices@verdenews.com
		Fax	

The Town of Camp Verde Planning and Zoning Commission is holding a Public Hearing. The public hearing will be held on Thursday, October 9th, 2025, at 6:00 pm in the Town Council Chambers at 473 South Main Street in Camp Verde, AZ. The purpose of the hearing is to consider Use Permit #25-0054 for the expansion of the evidence impound lot located at 646 S. 1st Street, Camp Verde, AZ 86322, parcel 404-28-060B. For questions or more information, please contact the Camp Verde Town Administration at 928.554.0003 or cliff.bryson@campverde.az.gov. TAG: This notice is for the Community Development Department.
2TVIPublish: Sept 16, 23, 2025



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

Dear Landowner,

You are receiving this letter because a landowner within 300 feet of your parcel has submitted an application to the Town of Camp Verde, which requires a public hearing. The Town Council will hear this request on:

Public Hearing
Wednesday November 5th, 2025, at 6:00 pm
in the Council Chambers, 473 S. Main Street, Suite 106, Camp Verde, AZ, 86322.

Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

The agenda with accompanying documentation will be available on the Town website approximately 1 week before the meeting. It may be found at:
https://www.campverde.az.gov/government/town_council/agendas_minutes.php

This is a public meeting, which you may attend and be heard regarding this matter.

Additional information may be obtained by contacting the Community Development Department at (928) 554-0050, (928) 554-0003, or by emailing cliff.bryson@campverde.az.gov. Written comments may be dropped off at the Community Development Office, located at 473 S. Main Street, Suite 108, or may be mailed to the Department at 473 S. Main Street, Suite 108, Camp Verde, AZ 86322.

Comments received by the closure of business on Monday, October 27th, 2025, will be included in the packet for the Town Council members. Comments received after this date will be given to Town Council at the meeting.

Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-055V



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

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Public Hearing
Wednesday November 5th, 2025, at 6:00 pm
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Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-064E



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

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Public Hearing
Wednesday November 5th, 2025, at 6:00 pm
in the Council Chambers, 473 S. Main Street, Suite 106, Camp Verde, AZ, 86322.

Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-064H



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

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Wednesday November 5th, 2025, at 6:00 pm
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Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-066C



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

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Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-055Q



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

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Request: Use Permit for the proposed expansion of the current evidence impound lot.

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Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-134D



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

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Wednesday November 5th, 2025, at 6:00 pm
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Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-134



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

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Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Comments received by the closure of business on Monday, October 27th, 2025, will be included in the packet for the Town Council members. Comments received after this date will be given to Town Council at the meeting.

Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-132A



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

Dear Landowner,

You are receiving this letter because a landowner within 300 feet of your parcel has submitted an application to the Town of Camp Verde, which requires a public hearing. The Town Council will hear this request on:

Public Hearing
Wednesday November 5th, 2025, at 6:00 pm
in the Council Chambers, 473 S. Main Street, Suite 106, Camp Verde, AZ, 86322.

Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

The agenda with accompanying documentation will be available on the Town website approximately 1 week before the meeting. It may be found at:
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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-132C



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

Dear Landowner,

You are receiving this letter because a landowner within 300 feet of your parcel has submitted an application to the Town of Camp Verde, which requires a public hearing. The Town Council will hear this request on:

Public Hearing
Wednesday November 5th, 2025, at 6:00 pm
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Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-132D



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

Dear Landowner,

You are receiving this letter because a landowner within 300 feet of your parcel has submitted an application to the Town of Camp Verde, which requires a public hearing. The Town Council will hear this request on:

Public Hearing
Wednesday November 5th, 2025, at 6:00 pm
in the Council Chambers, 473 S. Main Street, Suite 106, Camp Verde, AZ, 86322.

Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-28-059A



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

Dear Landowner,

You are receiving this letter because a landowner within 300 feet of your parcel has submitted an application to the Town of Camp Verde, which requires a public hearing. The Town Council will hear this request on:

Public Hearing
Wednesday November 5th, 2025, at 6:00 pm
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Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-30-043B



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

Dear Landowner,

You are receiving this letter because a landowner within 300 feet of your parcel has submitted an application to the Town of Camp Verde, which requires a public hearing. The Town Council will hear this request on:

Public Hearing
Wednesday November 5th, 2025, at 6:00 pm
in the Council Chambers, 473 S. Main Street, Suite 106, Camp Verde, AZ, 86322.

Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-30-037



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

Dear Landowner,

You are receiving this letter because a landowner within 300 feet of your parcel has submitted an application to the Town of Camp Verde, which requires a public hearing. The Town Council will hear this request on:

Public Hearing
Wednesday November 5th, 2025, at 6:00 pm
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Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-30-058



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

Dear Landowner,

You are receiving this letter because a landowner within 300 feet of your parcel has submitted an application to the Town of Camp Verde, which requires a public hearing. The Town Council will hear this request on:

Public Hearing
Wednesday November 5th, 2025, at 6:00 pm
in the Council Chambers, 473 S. Main Street, Suite 106, Camp Verde, AZ, 86322.

Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-30-038



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

Dear Landowner,

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Public Hearing
Wednesday November 5th, 2025, at 6:00 pm
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Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-30-043



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

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Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-23-038



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

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Wednesday November 5th, 2025, at 6:00 pm
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Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-23-039



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

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Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-23-040



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

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Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-23-041



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

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Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-23-037



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

Dear Landowner,

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Public Hearing
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Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-23-036A



Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322
928.554.0050

Date: Monday October 13, 2025

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Application No: #2025-0054

Applicant/Owner: Town of Camp Verde (Camp Verde Marshal's Office)

Request: Use Permit for the proposed expansion of the current evidence impound lot.

APN(s): 404-28-060B

Address: 646 South 1st Street, Camp Verde, AZ 86322

Zone District: C2-4

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Respectfully,

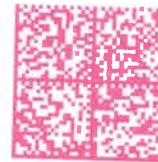
Cliff Bryson

Cliff Bryson
Special Initiatives Manager
Town Administration Office
928-554-0003
cliff.bryson@campverde.az.gov

CC: Project File
Parcel: 404-23-041M

Town of Camp Verde
Community Development Department
473 S. Main Street, Suite 108
Camp Verde, AZ, 86322

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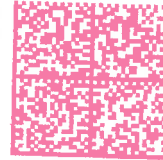
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VALDEZ MANHOLE SERVICES LLC
215 W HEREFORD DR
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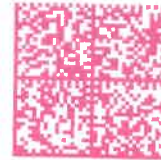
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KUKUCZKA JAMES M
565 S 3RD ST
CAMP VERDE, AZ, 86322-7651

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132 GENERAL CROOK TRAIL LLC
1460 S HORNE
MESA, AZ, 85204-5760

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IGLESIA CRISTIANA SINAI
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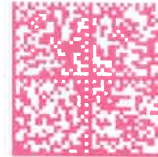
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KARAKAY HOLDINGS LLC
14225 N 24TH AVE
PHOENIX, AZ, 85023-5915

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165 ROADRUNNER DR
SEDONA, AZ, 86336-3763

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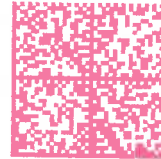
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DAVIS JOHN A & DENA M REVOCABLE TRUST,
PO BOX 949
CAMP VERDE, AZ, 86322-0949

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11455 S OAKWOOD DR
GOODYEAR, AZ, 85338-9545

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SEACREST HOLDINGS LLC
816 HANOVER ST APT B
SANTA CRUZ, CA, 95062-2207

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SETTANNI V JOSEPH & LIANA (RS) UI &
302 N VERDE ST
FLAGSTAFF, AZ, 86001-4638

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BUCKEYE GAS PRODUCTS COMPANY L P
1 LIBERTY PLZ
LIBERTY, MO, 64068-2970

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GEYER KENNETH W & CHARLA S JT
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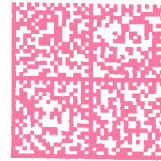
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BEDOLLA JOSE R (BD)
PO BOX 1975
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WESTCOTT-IFP RE LLC
18881 W TRAVERSE PKWY STE E1112,
LEHI, UT, 84043

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BEDOLLA JOSE R (BD)
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VILLA VALLEY LLC
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CAMP VERDE, AZ, 86322-2087

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REZZONICO DANIEL E
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MPSGY LLC
550 N INDUSTRIAL DR
CAMP VERDE, AZ, 86322-7704

From: [Chris Pappas](#)
To: [Chris Pappas](#)
Subject: TC Meeting
Date: Tuesday, October 14, 2025 8:44:08 AM



Sent from my iPhone

G. C2 DISTRICT (Commercial: General sales and services)

1. Purpose:

The C2 District is intended to permit a broader range of business uses compatible with permitted residential uses in the District and surrounding vicinity.

Permitted Uses and Structures:

- a. Agriculture and cultivation.
- b. Antique Sales.
- c. Automobile & machinery sales (See Section 309 for outside display requirements).
- d. Automobile repair (light).
- e. Automotive service stations.
- f. Baking and confection cooking for on-site sale only.
- g. Bars, tap rooms and nightclubs.
- h. Bed and Breakfast.
- i. Bowling alleys and poolrooms.
- j. Business offices, banks and similar; including drive-through.
- k. Commercial art galleries.
- l. Commercial bath and massage.
- m. Commercial parking facilities.
- n. Community parks, playgrounds or centers.
- o. Custom service and craft shops.
- p. Dancing, art, music, business and trade schools (including permission for public recitals, concerts and dances).
- q. Dwelling unit for one family on any one lot (Manufactured, Modular, or Site Built). Mobile Homes Prohibited (See Part 3 Section 306.B.1.b.3).
- r. Educational institutions (including private schools, provided they offer curriculum of general instruction comparable to similar public schools).
- s. Flood control facilities.
- t. Frozen food lockers.
- u. Golf courses with accessory uses such as pro shops, shelters, and rest rooms.
- v. Group or cluster dwelling units (attached or detached) each having separate individual ownership and providing common services and recreation facilities under unified management.
- w. Historical Landmarks.
- x. Home occupations (See Section 303).
- y. Hospitals, clinics, sanitariums, nursing homes and assisted living care facilities (intermediate, extended and long-term) for the care of humans.
- z. Hotels and motels with five or more guest rooms.

- aa. Keeping of farm animals, limited (See Section 305).
- bb. Launderettes (limited to machines not exceeding 25 pounds capacity according to manufacturer's rating).
- cc. Miniature golf establishment.
- dd. Mortuary.
- ee. Multiple dwelling units and apartment hotels.
- ff. Nursery schools; day care centers (child or adult).
- gg. Offices wherein only professional, clerical or sales services (such as real estate or insurance) are conducted.
- hh. Open land carnival and recreation facilities (religious & educational institutions).
- ii. Personal services.
- jj. Pet shops within enclosed buildings for the display and sale of household pets and other small animals.
- kk. Private clubs and lodges operated solely for the benefit of bona fide members.
- ll. Religious institutions (in permanent buildings).
- mm. Restaurants and cafes, including drive-through.
- nn. Retail sales.
- oo. Sales (retail and wholesale) and rentals.
- pp. Theaters, auditoriums, banquet and dance halls.
- qq. Veterinary services.
- rr. Water distillation and bottling for retail sales only.
- ss. Microbreweries or Wineries for the manufacture and processing of beer or wine respectively for onsite consumption or wholesale distribution with the following limitations:
 - 1. All such manufacturing and processing activity shall be conducted within a completely enclosed building along with all materials used for manufacture – processing. Products ready for shipping must be stored within a closed building.
 - 2. A microbrewery in the C2 District may process and produce up to 150,000 U.S. Gallons of beer per year.
 - 3. A winery in the C2 District may process and produce up to 18,000 U.S. Gallons of wine per year.

2. Uses and Structures Subject to Use Permit:

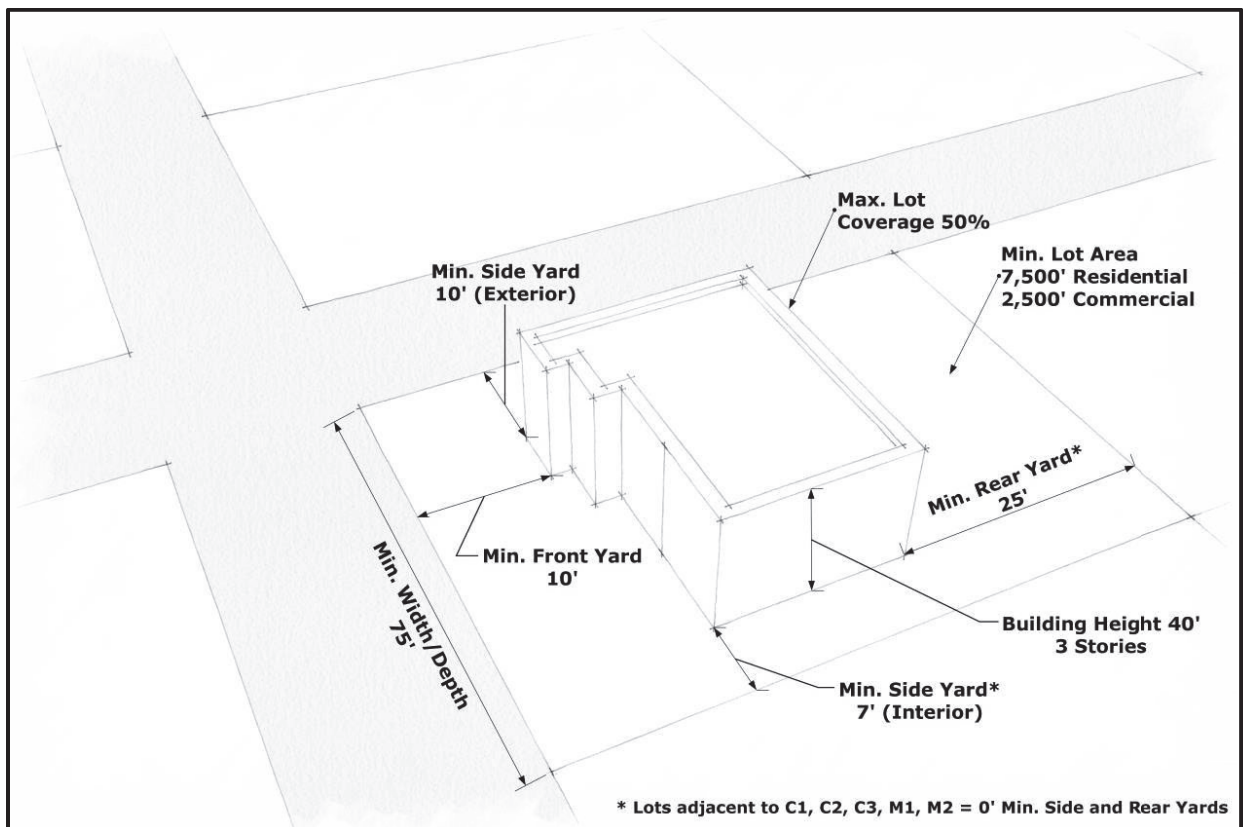
- a. Government facilities and facilities required for the provision of utilities and public services.
- b. Outdoor recreation or assembly facilities.
- c. Mobile/manufactured home and recreation vehicle parks subject to requirements of Section 306.
 - i. Notwithstanding the foregoing, in the event a Planned Area Development (PAD) District is established per Section 203, this use may be included in the Development Plan thereunder and approved without being subject to a Use Permit applications and hearing procedures set forth in Section 601.
- d. Transmitter stations and towers for automatic transmitting.
- e. Revival tents and similar temporary operations (See Section 601.D).
- f. Temporary Use Permits, subject to administrative approval (See Section 601.C):

- i. Occupancy of temporary housing, including travel trailers, during the construction of a permanent dwelling is allowed during the 12-month period after issuance of a building permit.
- ii. Model homes, temporary offices (construction and pre-construction sales offices/showrooms), construction sheds and yards incidental to a recorded residential development or other construction project (subject to District setbacks) for a period not to exceed 12 months.

Table 2-7: C2 Dimensional Standards

Zoning District	"C2"
Minimum Lot Area (sq.ft)	7,500' Res., 2,500' Com.
Minimum Width OR Depth (feet)	75'
Maximum Bldg Ht (Stories)	3
Maximum Bldg Ht (feet)	40'
Maximum Lot Coverage (%)	50%
Minimum Front Yard (feet)	10'
Minimum Rear Yard (feet)	0' (25' adjacent to residential zones)
Minimum Side Yard Interior (feet)	0' (7' adjacent to residential zones)
Minimum Side Yard Exterior (feet)	10'

Figure 2-7: C2 Dimensional Standards



B. Height Limits:

1. **Exceptions to Height Limits:** The district height limitations for buildings are not applicable to spires, cupolas, chimneys, flues, vents, poles, beacons or towers; nor to any bulkhead, elevator, tank (or similar) extending above a room when same occupies no more than 25 percent of such roof area. Any such structure must be so located on a lot that its length (in case of collapse) would be contained within the bounds of the lot unless based on safety engineering data that demonstrates the proposed structure would satisfy this requirement.

2. Fences and Freestanding Walls:

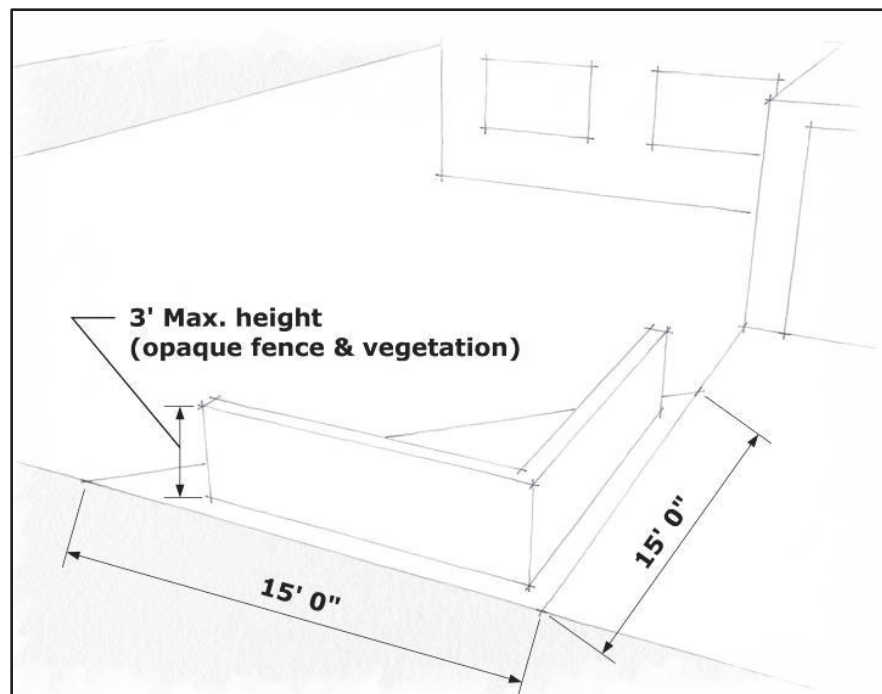
a. The maximum height of a fence or freestanding wall is determined by measuring from the finished grade at the base of the fence or wall.

b. Fences or freestanding walls within the required yards or setbacks shall maintain the following maximum heights:

1) Fences or freestanding walls, not to exceed a height of six (6) feet in any required front yard, with at least the top two (2) feet open fencing, not opaque or solid and not exceed six (6) feet elsewhere on residentially zoned lots. Agricultural fences (may not be opaque or solid) intended for confining livestock are exempt from the height restrictions.

2) Three feet (3) within the triangular area formed by measuring 15 feet along the boundary of roadways and drives from their intersection. This three-foot limit includes hedges and other plantings but may include open fencing three feet to otherwise permitted height.

Figure 3-1: Fence Height (Driveway & Street)



3) The following exceptions apply to subsection B.1. above:

A fence or freestanding wall may be erected or altered up to a height of eight (8) feet where there is an elevation difference of two (2) feet or more between adjacent lots. For purposes measuring height, the maximum height of eight (8) feet shall be measured from whichever side is taller.

- 4) On commercial and industrial zoned lots: eight feet (8'), except as noted below for utility companies and state licensed marijuana cultivation operations.
- 5) Where a fence or wall is required as screening or other protection for residentially-zoned lots, it shall comply with the height limits for fences on residentially-zoned lots.
- 6) Exception for utility companies and commercial marijuana cultivation:
 - a. Utility companies such as APS (Arizona Public Service Company), Salt River Project, Unisource, etc. providing support and services for public utilities, are exempt from wall-fence height limits as these installations often require higher wall-fences in order to protect critical infrastructure. Perimeter fences for these utility companies will be only as tall as minimally required by each company.
 - b. Marijuana cultivation facilities, with approved cultivation licenses through Arizona Department of Health Services, are exempt from wall-fence height requirements of this section. Fences for cultivation facilities will be required to meet Arizona State Law requirements.
- 7) Exceptions to height limits in conjunction with retaining walls:

In instances where a property has been elevated by fill and an approved and permitted retaining wall, a 6' (6) foot fence would be permitted installed on top of the retaining wall subject to all other fence requirements excepting height limitation.

3. Buildings:

- a. No portion of any building exceeding four feet in height shall occupy the triangular area formed by measuring back 10 feet along the right-of-way lines from the intersection of two streets.

C. Accessory Uses and Structures

1. Accessory Uses and Structures are allowed prior to installation of the principal structure only when a construction permit is issued for the principal structure and construction of same is commenced within six months. On lots of two acres or more in size, an accessory structure may be constructed for the purpose of storing machinery or other miscellaneous equipment without a primary structure being required. A building permit, and/or a zoning clearance must be obtained prior to installation or construction and all structures must be built to conform to the International Building Code and Zoning District setback.

Perimeter fences are exempt from the above paragraph. Vacant parcels may be fenced, prior to installation of a principle use or structure. Such fences shall comply with all other zoning requirements. Additionally, if the parcel or lot is vacant, then all perimeter fencing shall be non-opaque in order that the parcel may be clearly seen/observed.

2. Residential uses in manufactured homes and mobile homes and long term stays in RV Parks (over 30 days), that do not include an enclosed garage, shall provide enclosed storage, attached or detached, of a minimum area of one hundred (100) square feet as an accessory use to such dwellings.

SECTION 302 – DETRIMENTAL PROPERTY CONDITIONS

A. Outside Storage:

The outside storage of objects and materials shall be permitted as an accessory use where a primary use already been established in all zoning districts provided in the following conditions are met, and, where applicable, compliance with non-compatible screening requirements specified in Section 402A, is maintained:

1. Materials/Equipment, items below shall be screened in accordance with Section 302.A.5.a and shall be in side or rear yard:



Planning & Zoning Ordinances And Subdivision Regulations

PART FOUR. DEVELOPMENT STANDARDS

SECTION 400 - DEVELOPMENT STANDARDS INTRODUCTION & PURPOSE, APPLICABILITY, PROCESS, & SUBMITTALS

A. Introduction and Purpose

In the Town of Camp Verde's General Plan, the Vision Statement notes that: *"Camp Verde will maintain its western, rural, friendly and historic atmosphere with scenic beauty while meeting the needs of its citizens by providing shopping and employment opportunities along with reasonably priced housing."* Part Four, Development Standards' purpose is to maintain *"the western/rural character of the town and its visual attractiveness"* while growth and development occur.

As suggested above, retaining its historic western/rural image is a focal point of the community. There is, however, no intention or expectation for duplication of Main Street structures for new construction in other areas of Town. Rather, Part Four is intended to:

- Encourage site designs and building appearances along major roadways and gateways into Camp Verde that are compatible with other buildings in the vicinity; and
- To encourage compatibility with historic and older buildings.
- It is also the intent of these standards to mitigate the impact of non-compatible adjacent uses throughout the Town by screening, outside lighting control, safe vehicular and pedestrian access standards, and other regulatory considerations.

Development appearance that is appealing to the small-town, western/rural environment, as opposed to big-city-urban appearances, may best be achieved by:

- Placing buildings so as to visually soften the major arterial and state route corridors rather than visually expand the highway widths. This is achieved through techniques such as locating parking lots so as not to dominate frontage areas; and maintaining the low-profile (e.g. one, two or three stories), western appearance of buildings with attached front shade structures such as awnings, and by screening and buffering for enhancement.
- The small-town, western/rural identity of Camp Verde is best maintained by encouraging new non-residential construction in the Town to be oriented for pedestrians with sidewalks, awnings or other shade structures and front display windows, and with parking located behind the building and/or in street right-of-way.

B. Applicability and Exemptions

1. Sections 401, 402 A and B (except as exempted below in this section), and Sections 403, 404 and 405 shall apply to all new construction, and to any major addition, expansion, remodeling, or renovation of existing buildings and structures, and to any change of use and/or change of zoning designation from single-family residential to multi-family residential or to any non-residential use. Section 404 applies to signs located or maintained in the Town of Camp Verde, and Section 405 applies to outdoor lighting in the Town of Camp Verde.
2. In addition to the Sections required above, Sections 402C and D shall also apply to all new multi-family or non-residential construction and to any major addition, expansion, remodeling, and renovation of an existing building or buildings.
3. Any enlargement of useable floor area that exceeds 25% of the existing structure's floor area or exceeds 5,000 sq. ft. shall constitute a major addition, expansion, remodeling or renovation.
4. **Exemptions:** the following are exempted from requirements of Section 402: single-family residences, temporary sales and construction offices, public utility electrical transmission structures, and buildings used in the production or raising of agricultural products are exempted (including temporary agricultural product sale stands); except that permanent buildings, structures and parcels used solely for the sale of agricultural products and high voltage reduction substations are not exempt and shall comply with Section 402 when located within the areas specified above in Section B. 2.

C. Process

1. **Internal Review**– The intent is for expeditious one-step review by the Community Development Director when submittals are complete and in compliance with these regulations.
 - a. A Pre-Application meeting is required prior to submittal of complete project plans with the Community Development Director and/or other designated official for consideration of development standards and other regulations.
 - b. Submittal documents listed in subsection D must be complete and filed with the application and appropriate fees for review; the Community Development Director may request additional documents for further clarification of the proposed development elements.
 - c. The Community Development Director and/or other designated officials shall review the application and project documents; upon findings that the submittals are in compliance with these and other regulations of the Town, the project plans will be approved by the Community Development Director.
 - d. If minor modifications from the requirements of these regulations are requested due to physical site constraints, the Community Development Director shall have the authority to approve the minor modifications when deemed necessary for the orderly development of the project; examples of physical site constraints are: difficult topography, soil conditions, drainage and other existing physical features.
 - 1) After conferring with appropriate Town departments when necessary, the Community Development Director shall prepare a written decision of the approval or denial stating the reasons justifying the action taken on a modification as requested;
 - 2) An appeal of the Community Development Director's action on a requested modification shall be filed by the applicant for review by the Board of Adjustment and Appeals within thirty (30) days as specified in Sec 400C 2 below.

2. Internal Review Appeals

- a. Internal Review decisions of the Community Development Director and/or other designated officials decision may be appealed in writing by the applicant, specifying the reasons for the appeal, or for/against a requested modification, and filed in the Community Development Department which will schedule the Appeal Hearing with the Board of Adjustment and Appeals.
- b. Appeals for decisions of the Community Development Director shall be in compliance with the procedures described in Section 602.B. of this Zoning Ordinance for public hearings.

D. Submittals

All new construction, development and major expansion, as specified in Section 400 B. Applicability and Exemptions, shall submit an application, filing fees and the following documents for review and approval.

1. Site Plan drawn to scale (not to exceed 1"=200', 1"=100' preferred), and fully dimensioned, including: (submit an 11" x 17" size drawing(s) of site plan with application)
 - Property boundary lines
 - Adjacent streets, alleys, sidewalks or trails
 - Existing and/or proposed points of vehicular access
 - Existing major terrain features and topographic contours and proposed grading changes
 - Existing and/or proposed drainage ways and detention areas as needed
 - Existing and/or proposed easements for utility lines, drainage, ingress and egress or other
 - Locations of existing and proposed buildings, signs with detailed and dimensioned color graphics, light posts, fences, walls and other structures, all fully dimensioned and with dimensions between structures and to lot lines
 - An outdoor lighting layout showing types of lamps and fixtures used and lumen per acre calculations. Method of shielding shall be indicated.
 - Location and layout of on-site parking spaces and driveways, and loading areas and access
 - Locations, dimensions and materials planned for walkways, landscaping and other outdoor amenities
 - Locations, types and sizes of devices proposed for screening of refuse collection areas, outdoor mechanical equipment and storage, parking and loading areas
 - Locations, types and sizes of materials or structures for buffering of adjacent residential uses
 - North arrow and scale of drawing
 - Notations showing: proposed primary and accessory uses; owner/ developer's name, address and contact data; engineer, architect, planner or other preparer of the site plan
 - Notation that site improvements shall be designed in compliance with the Town of Camp Verde Engineering Design and Construction Standards
 - Other materials as may be requested by the Community Development Director
2. Appearance Compatibility Drawings are required for non-residential and multi-family developments. Appearance Compatibility Drawings include the following:
 - Dimensioned, scaled (preferred scale of 1/8"=1') elevations of any building facade facing a street
 - Dimensioned, scaled (preferred scale of 1/8"=1') elevation and plan drawings of outdoor lighting structures and signs including detailed dimensioned and color graphics. A scaled (preferred

scale of 1"= 90') outdoor lighting layout showing types of lamps and fixtures used and lumen per acre calculations. Method of shielding shall be indicated.

- Dimensioned, scaled (preferred scale of 1"= 60') landscape and irrigation plans depicting the locations, size and type of plant (Low water use drought tolerant plants see Section 402.B.1.d and irrigation materials to be installed in the following areas:
 - o Areas along or between sidewalks and streets, and within parking areas
 - o Landscaping used as screening materials between non-residential and residential uses, and/or to screen non-residential parking areas from adjoining residential uses
- Descriptions of the proposed buildings/structures compatibility with the character of buildings in the vicinity (i.e., adjacent on the sides or across the street frontage, other than across I-17), and with the western/rural small-town image of Camp Verde (for examples of desirable building types please refer to Visual Library document available at the Community Development Department) and on the Town of Camp Verde Website. compatibility descriptions may be written or graphic (photographs of existing comparison buildings are recommended), and shall address the following features:
 - o height, scale, proportion and profile
 - o building façade patterns and architectural details
 - o surface texture, materials and color

SECTION 401 - GRADING/DRAINAGE/DETENTION

1. These regulations are intended to supplement the requirements of the current adopted building code in regulating the grading, excavation and filling of land which is not associated with mining or quarrying, or existing agricultural uses (i.e., those in operation as of January 1, 2002, and in which grading is only incidental and required to continue the existing operation) located within the Town corporate limits.
2. Permits are required for all grading pursuant to the requirements of the current Town codes, as may be amended by the Town of Camp Verde, and in conformance with the further requirements of this Zoning Ordinance. All commercial grading plans shall be designed by an Arizona Registered Civil Engineer and bear their wet seal stamp.
3. Any grading on any parcel that disturbs in excess of two acres which is a development project and is not mining or quarrying or agricultural use as defined in Part One, shall obtain a site plan approval prior to the issuance of a development grading permit as indicated in Section 601.B.;
 - a. In addition, the applicant is required to obtain a building permit, appropriate zoning or a development agreement associated with the project requiring grading prior to issuance of a development grading permit;
 - b. The applicant may be required to post a bond or other surety, in a form and amount acceptable to the Town to ensure completion of the grading and/or reclamation of the property prior to issuance of a development grading permit;
 - c. In the event the area of actual grading is within 1320 feet of any residentially zoned property, the Town reserves the right to place operational limits on said grading to protect the health, welfare and safety of the adjacent neighborhoods to include, but not be limited to hours of operation, access, dust control, light control, and noise control;
 - d. Development grading permits will expire automatically one year after issuance. Upon expiration an applicant may reapply for a new permit subject to the conditions of this ordinance, as may be amended.

4. Applications for grading permits shall be accompanied by analyses of on-site and off-site drainage, including calculations and location for on-site detention where necessary;
5. All grading, drainage and detention must comply with the Yavapai County Drainage Criteria Manual and the Town of Camp Verde Engineering Design Requirements;
6. Grading permits shall be processed in accordance with Part Six, Administration and Procedures.
7. All development grading plans shall be designed by an Arizona Registered Civil Engineer and bear their wet seal stamp.

SECTION 402 - DEVELOPMENT COMPATIBILITY, PROTECTION AND APPEARANCE

A. Protective Screens/Buffers

1. Protective Screening is intended to be a buffer between non-compatible uses or districts and is required where a non-residential use or district abuts any residential use or district, or where a multi-family use or district abuts a single-family use or district;
 - a. although screening devices are intended to protect, it may not be entirely feasible due to differences in ground elevations that may exist between adjoining or nearby properties; and,
 - b. under severe terrain elevation differences or circumstances, the Community Development Director has the authority to modify the screening requirements.
2. Protective screening devices may be walls, berms, depressions, fences, vegetative matter and other similar devices designed for the purpose of providing an opaque visual barrier between two properties containing non-compatible uses as specified above; and,
 - a. where a structural screening device is used, it shall be of materials, finishes and colors similar to that of the site's proposed building, or to that of other properties on the same block;
 - b. where a non-residential activity is completely contained within a building and does not include outside storage, the building's walls may serve as a screening device;
 - c. undeveloped or landscaped portions of a property may be used to buffer a non-residential activity from surrounding properties when the non-residential activity is located at least 200 feet from a property line adjoining a residential use or residential district and is situated on a parcel of at least ten acres in size.
3. Protective screening devices six feet in height are required to buffer non-residential activities and outdoor storage, mechanical equipment, refuse collection and loading areas;
 - a. in commercial and industrial zoning districts, screening devices may be a maximum of eight feet in height;
 - b. where mechanical equipment is roof-mounted, screens or parapet walls consisting of the same or compatible materials as those of the building's walls shall be installed to provide screening from the street and adjacent properties.
4. Protective screening devices six feet in height are required when parking and maneuvering areas in rear or side yards abut residential uses or districts;
 - a. in commercial and industrial zoning districts, screening devices may be a maximum of eight feet in height;
 - b. where portions of parking areas may be located within front yard setbacks, screening devices shall be at least three feet in height.

SECTION 601 - ZONING DECISIONS

A. Zoning Ordinance Amendment Applications and Hearings

Any amendment to this Zoning Ordinance, which changes any property from one zone to another, imposes any regulation not previously imposed, or which removes or modifies any regulation previously imposed shall be adopted in the manner set forth in this section.

1. Applications for Zoning Ordinance text amendments, rezoning amendments, Use Permits, or other requests requiring Town Council approval shall be filed in the office of the Community Development Department on a form provided, along with such supplemental information required by the Department, and shall be accompanied by a fee established by approval of the Town Council. No part of any such fee shall be refundable after an application is filed and such fee paid, except at the discretion of the Town Council.
 - a. The Planning and Zoning Commission shall hold a public hearing within 90 days of the date of a complete application submittal. After such hearing the Council may adopt the recommendation of the Planning and Zoning Commission without holding a second public hearing provided there is no objection, request for public hearing or other protest.
 - b. The Town Council shall hold a public hearing if requested by the party aggrieved, any member of the public or of the Town Council, or in any case, if no public hearing has been held by the Planning and Zoning Commission.
2. Notice of the time and place of Council or Commission hearing shall be given in the time and manner provided for:
 - a. Notice of public hearing before the Commission or Council for all amendments to the Zoning Ordinance text, the zoning map, Use Permits, or other requests, shall be done in accordance with the provisions of Arizona Revised Statutes 9-462.04 as they exist now or as they are amended from time to time. Such notice includes at a minimum the posting and publishing of public hearing notices as specified in the statute.
 - b. Written protests of any recommendation action taken by the Commission shall be filed in the office of the Community Development Department before noon on the Monday of the week preceding the Council meeting at which such amendment will be considered. If such written protest constitutes twenty percent (20%) or more of the immediate area involved in a request for rezoning as specified in ARS 9-462.04.H, as may be amended, a favorable vote of three-fourths of the Council shall be required.
 - c. A decision made by the Council involving rezoning of land which is not owned by the Town and which changes the zoning classification of such land may not be enacted as an emergency measure and such a change shall not be effective for at least 30 days after the final approval of the change in classification by the Council.
 - d. In the event an application has been denied by the Council, the Commission shall not consider a similar application within 12 months of the application date.
3. Citizen review and participation process is required for all zone change applications or Use Permit applications:
 - a. Prior to any public hearing, the applicant or an appointed representative shall arrange a meeting with the planning staff which identifies development issues as well as arrangements and scheduling for the neighborhood meeting described in subsection b below.

- b. The applicant or an appointed representative shall conduct a neighborhood meeting designed to inform adjoining residents and property owners about the proposed zone change, specific plan application or Use Permit.
 - c. At least 15 days prior to the scheduled neighborhood meeting, the applicant shall notify all property owners within 300 feet of the subject site by first class mail and post the actual property with meeting date and time. The notification shall include the date, time and place for the neighborhood meeting, as well as a description of the proposed land uses. The applicant shall provide an affidavit attesting to this notification being accomplished.
 - d. It is the responsibility of the applicant or their representative to conduct the meeting, provide an opportunity for a question and answer period by the audience, and identify a point of contact to the public for follow-up questions and comments.
 - e. The applicant shall prepare a written summary of the meeting by way of affidavit, including a list of attendees and the issues and concerns discussed and submit a copy of the summary, with a photo of the posting on the property and a copy of the meeting announcement letter, to the Planning Department within 15 days after the neighborhood meeting.
4. **Zoning Ordinance text amendments:** If the Town adopts any zone change or any amendment that imposes any regulation not previously imposed or that removes or modifies any such regulation previously imposed, it must comply with the citizen review process as set forth in ARS §9-462.03, as may be amended, and the public hearing notice procedures set forth in ARS 9-462.04.A as may be amended.

B. Site Plan Review and Development Standards

Key to obtaining compliance with the regulations of this ordinance and achieving the objectives of the Town's General Plan is the administrative review of Site Plans for new development as regulated in Part 4 Development Standards. The Site Plan entails preparation of drawings for proposed uses and buildings that conform to the Development Standards, depicting adequate grading/drainage and Appearance Compatibility (Section 402), landscape and screening (Section 402), parking and loading (Section 403), signs (Section 404) and outdoor lighting (Section 405) as required in these regulations.

The Site Plan Review process is administered by the Community Development Department in conjunction with other Town departments. The Community Development Director is authorized to approve minor modifications to strict adherence of zoning regulations due to physical constraints of the project site. Appeals may be scheduled for hearing by the Board of Adjustment and Appeals. Major development projects may also be referred to the Commission and Council for a hearing, review and approval, which hearing and review process is mandatory if so stipulated by prior Council action such as rezoning or PAD approval.

For non-residential and multi-family developments as described in Section 400B, additional review of Appearance Compatibility Drawings is required (Section 402 C). Appearance Compatibility Drawings are reviewed by Town staff simultaneously with the Site Plan Review process, in accordance with the process specified in Section 400C.

C. Use Permit Approvals

Use Permits are provided to ensure the orderly use of land in conformance with the General Plan and applicable Town standards where uses are proposed that may require special limitations or conditions to provide compatibility with other uses. The application for Use Permit approval is applicable to those uses that are specifically listed as "Uses and Structures Subject to Use Permit" in each Zoning Use District in Part Two Section 203.

1. Review and Approval

- a. Use Permits will be granted only upon a finding by the Council that the use covered by the permit, the manner of its conduct, and any structure which is involved, will not be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public welfare in general, and that the use will be in conformity with any conditions, requirements, or standards prescribed by the Town Code or Council.
- b. Use Permits may contain specific limitations on the scope, nature and duration of the use, as deemed proper in accordance with the following criteria:
 - 1) Any significant increase in vehicular or pedestrian traffic;
 - 2) Nuisance arising from the emission of odor, dust, gas, noise, vibration, smoke, heat, or glare at a level exceeding that of ambient conditions;
 - 3) Contribution to the deterioration of the neighborhood or to the downgrading of property values which, is in conflict with goals, objectives or policies of the General Plan;
 - 4) Compatibility with existing surrounding structures and uses; and
 - 5) Adequate control of disruptive behavior both inside or outside the premises, which may create a nuisance to the surrounding area or general public.
- c. The burden of proof for satisfying the above requirements shall rest with the applicant. A refusal of a Use Permit shall not be interpreted as the denial of right, conditional or otherwise.
- d. Where an application involves a definite development scheme, the applicant must submit a layout and landscape plan, building elevations and other pertinent data as may be requested, and the Council may condition the Use Permit to fully carry out the provisions and intent of the Zoning Ordinance.
- e. The Use Permit is valid and operable only for the specific use as granted and subject to any specified time limit. No use may be modified, changed, altered or increased in intensity, in any manner that conflicts with the Use Permit and/or required conditions of approval, without approval of a new Use Permit.

Within 30 days of any change, permittees shall notify the Community Development Department of any changes.

2. Duration and Voiding of Use Permit

- a. To secure the objectives of this Zoning Ordinance, Use Permits may be for a fixed time period, and a Use Permit does not grant a vested right beyond the term of the permit.
- b. The permittee must obtain building permits within six months from the date the Use Permit was issued. Failure to obtain a building permit or begin the use shall void the permit unless a delay to start the construction has been granted or an extension has been applied for with the Community Development Director prior to the expiration of the six-month period. Additional extensions must go to Council.
- c. If the use or uses for which a Use Permit has been granted are discontinued for a continuous period of six months, the Use Permit is voided.
- d. Violation of the terms of the Use Permit or this Zoning Ordinance voids the Use Permit.
- e. Decisions by the Community Development Director, which result in the voiding of the Use Permit, may be appealed to the Board of Adjustment and Appeals; subject to an application for appeal being on file in the Community Development Department within 30 days of notification of the Use Permit being voided.

D. Temporary Use Permits

Temporary Use Permits are provided through administrative review and approval to facilitate short- or restricted-term uses (such as, but not limited to: tents, carnivals, charitable events or similar uses/structures for public assembly in non-residential districts; and construction- or sales-related offices, storage yards or similar facilities including model homes, and sales stands of crops or agricultural products produced on-site in any District).

1. Temporary Use Permits may be granted by the Community Development Director or designee, after review by health and safety departments or agencies, and upon findings that the use and the manner of its conduct will not, considering its limited duration, be detrimental to persons residing or working in the vicinity, to adjacent property, to the neighborhood, or to the public welfare in general, and that the use will be in conformity with any conditions, requirements or standards prescribed by the Town Code or Council.
2. Approval may be conditioned by specific stipulations as to duration, conduct, mitigation of potentially detrimental effects and such other considerations as may be prudent for protection of the neighborhood and community.
3. Violation of the terms of the Temporary Use Permit approval constitutes grounds for its immediate revocation.
4. Decisions by the Community Development Director which result in the disapproval of a Temporary Use Permit may be appealed to the Board of Adjustment and Appeals, subject to an application for appeal being on file in the Community Development Department within 30 days of notification of the Community Development Director denial of the Temporary Use Permit application.

SECTION 602 - ZONING ADJUSTMENTS

Zoning matters decided by the Board of Adjustment and Appeals are intended to apply to specific properties or actions. Such decisions are not regarded as strict precedents; however, they may be considered in future matters under similar circumstances.

A. Variances

1. A variance from the Planning and Zoning Ordinance shall not be granted by the Board unless and until a public hearing has been conducted pursuant to Section 602. C, and until the property owner in a written appeal and at the public hearing demonstrates and the Board finds that all criteria required by subsections a. through e. have been met:
 - a. That special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same District;
 - b. That literal interpretation of the provisions of the Zoning Ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same District under the terms of the Zoning Ordinance;
 - c. That the alleged hardships caused by literal interpretation of the provisions of the Zoning Ordinance include more than personal inconvenience and financial hardship and do not result from actions that are self-imposed or for economic gain by the applicant;
 - d. That granting the variance requested will not confer upon the applicant any special privilege that is denied by the Zoning Ordinance to other lands, structures or buildings in the same District; and

- e. That granting the variance requested will not interfere or injure the rights of other properties in the same District.
2. The Board MAY NOT:
 - a. Make any changes in the uses permitted in any zoning classification or zoning District, or make any changes in the terms of the Zoning Ordinance, provided the restriction in this paragraph shall not affect the authority to grant variances pursuant to this article.
 - b. Grant a variance if the special circumstances applicable to the property are self-imposed by the owner.

B. Appeals from Administrative Decisions

The Board, on deciding appeals from decisions of the Community Development Director (Zoning Administrator), is responsible for interpreting the meaning and equitable application of the Zoning Ordinance.

1. Appeals to the Board may be filed by persons aggrieved or by any officer, department, board or bureau of the Town affected by a decision of the Community Development Director, within a period of 45 days by filing, in writing, with the Community Development Director and with the Board, a notice of appeal specifying the grounds thereof.
2. The Community Development Director shall immediately transmit all records, pertaining to the action appealed, to the Board.
3. An appeal stays all proceedings in the matter appealed, unless the Community Development Director verifies to the Board after the notice of appeal is filed, that by reason of facts stated in the certificate, a stay would cause imminent peril to life or property. Upon such certification, proceedings shall not be stayed other than by a restraining order granted by the Board or by a court of record on application and notice to the Community Development Director.
4. A person aggrieved by a decision of the Board, or a tax payer or municipal officer may, at any time within 30 days after the Board has rendered its decision, file a complaint in the Superior Court to review the decision. Filing of the complaint shall not stay proceedings upon the decision appealed, but the court may, on application, grant a stay, and on final hearing may reverse or affirm wholly or partly, or may modify the decision received.

C. Hearings

The Board shall fix a reasonable time for the public hearing of an appeal; and shall give public notice thereof, by both publication in a newspaper of general circulation in accordance with ARS 9-462.04 as it exists now or as it is amended from time to time, and by posting notices in conspicuous places close to the property affected, as well as due notice to the parties in interest, including first class mail notice to all owners of record of properties located within 300 feet of the subject property.

1. At the public hearing, any applicant may appear in person or by representative, and may present their appeal orally or by documentary materials, and submit rebuttal as may be necessary.
2. The chair shall have the power to administer oaths and take evidence in accordance with ARS 9-462.06, as may be amended.
3. The Board shall reach its decision within a reasonable time.

TABLE 3.7 - Land Use; Downtown Character Area Reference Chart

PHYSICAL DESCRIPTION	BUILT ENVIRONMENT	CIRCULATION	POINTS OF INTEREST	DENSITY AND NON-RESIDENTIAL DISTRICTS
The Downtown character area is approximately 1.08 square miles in size. This character area also contains many of Camp Verde's historical points of interest including the former Camp Verde Elementary School and the Fort Verde State Historic Park, which is listed on both the National and State Register of Historic Places. The Verde River plays a significant role in defining the Downtown character area's boundaries. The Verde River borders this character area on the North and East for approximately 2.66 miles. The Southern boundary line runs South of State Route 260 from 7th Street to Salt Mine Road, then along State Route 260 until it reaches the Verde River. The West border of this character area abuts Arizona State Park Land South of the Verde River, Verde Outpost Townhouses, Verde Outpost Townhouses Amended Plat, Finnie Flat Road, and 7th Street. A portion of the Yavapai-Apache Nation Camp Verde Tribal Community is located within the Downtown character area which is approximately 5.56 % of the Downtown area. The Downtown character area is a mix of different land uses. Housing densities include single and multi-family residences and include site-built, modular and manufactured homes. Commercial land uses within the Downtown character area include small pockets of Residential Services, C1, and C3, with a majority of the commercial land use being C2, located on both sides of Main Street from Finnie Flat Road South to State Route 260.	Neighborhoods: • Arnold Terrace • Camp Verde Townsite • Camp Verde Heights • Copper Canyon Vista • Fort River Caves • Loma Linda • Military Reserve Addition • Unrecorded 34 • Ranch Acres • Townsite Of Camp Verde Sub. Of Lot 7 Block 2 • Tres Rios • Verde Hills • Yavapai-Apache Nation Lower Verde Reservation <i>* Metes and Bounds Property not located in platted subdivisions.</i> Businesses: • Agriculture • Charter Schools • Churches • Farmer's Market • Group Care Facilities • Home Occupations • Medical Services • Restaurants • Retail Sales • Service Stations	Major Roads: • Finnie Flat Road/Main Street - 1st Street - 7th Street - Head Street - Hollamon Street - Montezuma Castle Highway/Pecan Lane - Black Bridge Road - Charolais Drive - Cliff House Drive - Hereford Street - Zellner Lane • General Crook Trail • State Route 260 Major Interchanges: Major Intersections: • Finnie Flat Road and 7th Street • Finnie Flat Road, Main Street and Montezuma Castle Highway • Main Street and Hollamon Street • Main Street and Head Street • Main Street and State Route 260 • 1st Street and General Crook Trail • Montezuma Castle Highway and Cliff House Drive • Montezuma Castle Highway and Hereford Drive • Montezuma Castle Highway and Charolais Drive • Montezuma Castle Highway and Zellner Lane • Montezuma Castle Highway and Black Bridge Road • State Route 260 and 7th Street Major Trails: • General Crook Trail • Heritage Loop Trail • Woodcutter's Trail Gateway Entrance: • South Main Street at the intersection with State Route 260	Community Services: • Camp Verde Community Library • Camp Verde Fire District • Camp Verde Historical Society • Camp Verde Town Hall • Camp Verde Marshal's Office • Camp Verde Senior Center General: Historic Sites: • Assemblies of God Church Hall • Boler's Motel • Camp Verde Elementary School • Camp Verde Jail • Camp Verde Pumphouse • Camp Verde Stage Stop & Boarding House • Camp Verde Teacherage • Casner & See's Verde Valley Club Ice House/Milk Depot • Claude & Ralph Wingfield Store/ Boler's Bar • Fort Verde State Historic Park • Old Camp Verde Dance Hall/ Goswick Hall/Bechetti Theatre • Old Rock Church • Suter's Store, Wingfield Mercantile & Camp Verde State Bank • Verde Valley Garage/ Pete Power's Garage • Verde Valley Mercantile Company • Watt's Shoe Repair & Justice of Peace <i>* Various private residences along 1st St., 2nd St., Coppinger St., Head St., Hollamon St., Hance St., Meckem Ln, Nichols St, and Woods St.</i> Parks and Recreation: • Community Center Park • Fort Verde State Historic Park • Rezzonico Family Park Water Resources: • Verde River Irrigation Ditches: • Verde/Woods Ditch	Existing Density: • Consists of varying densities ranging from 0 to 11 dwellings per acre. Existing non-residential zoning districts: • RS North of General Crook Trail between 7th Street and Park Drive • C1 on the East side of the intersection of 7th Street and Finnie Flat Road • C1 on the West side of the intersection of 2nd Street and Hollamon Street • C1 on the South end of Woods Street near Main Street • C2 on the East side of Montezuma Castle Highway between Cliff House Drive and Zellner Lane • C2 on the North and South side of Cliff House Drive prior to the intersection of Silver Bugle Drive • C2 on the East and West side of Montezuma Castle Highway from Cliff House Drive South to Main Street • C2 on both sides of Main Street from Finnie Flat Road South to State Route 260 • C2 on the South side of State Route 260 between 7th Street and Main Street • C3 on both sides of Monte Verde Lane and on the West end of General Crook Trail near the intersection of General Crook Trail and 1st Street. • Open Space & Publix Facilities Preferred non-residential zoning districts: • Agricultural Use & AG • RS North of General Crook Trail between 7th Street and Park Drive. • RS/C1 on the East side of the intersection of 7th Street and Finnie Flat Road. • RS/C1 on the West side of the intersection of 2nd Street and Hollamon Street. • RS/C1 on the South end of Woods Street near Main Street. • RS/C1/C2 on the East side of Montezuma Castle Highway between Cliff House Drive and Zellner Lane. • RS/C1/C2 on the North and South side of Cliff House Drive prior to the intersection of Silver Bugle Drive. • RS/C1/C2 on the East and West side of Montezuma Castle Highway from Cliff House Drive South to Main Street. • RS/C1/C2 on both sides of Main Street and adjacent side streets from Finnie Flat Road South to State Route 260 - o Preferred use encouraged in C1/C2 with limited definitions that encourage a small town "main street" atmosphere. • RS/C1/C2/C3 on both sides of Monte Verde Lane and on the West end of General Crook Trail near the intersection of General Crook Trail and 1st Street. • Open Space • Public Facilities • Planned Unit Development (PUD)

APPENDIX A

STAFF RECOMMENDED CONDITIONS OF APPROVAL

1. Any changes, modifications, or additions to this project at any time shall be submitted to the Town for review and approval through the Planning & Zoning Commission and Town Council.
2. This permit shall run with the land in perpetuity, unless the use is discontinued for a period of six (6) months, or the permit is voided according to procedures in the Town of Camp Verde Planning and Zoning Ordinance.
3. Unless modified by these conditions, or the narrative and application materials, the applicant shall comply with all Town Code, Zoning Ordinance, approved development standards review, Copper Canyon Fire and Medical standards, and all county, state, and federal agencies and laws and other laws and requirements. This includes obtaining building permits for all new improvements, as required by the Chief Building Official and Building Code.
4. The impound lot shall comply with all nuisance, noise, lighting, and refuse collection regulations as provided in the Planning and Zoning Ordinance and the Town Code and all county, state and federal agencies and Laws. All lighting must be Dark Sky compliant.
5. Staff shall review this use permit (6) six months after approval and every year thereafter to ensure the project conforms to the use permit conditions, Zoning ordinance, and Town Code. Staff will provide an update to the Town Council on the applicant's compliance with the Use Permit annually.



Resolution 2025-1195

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, APPROVING AN APPLICATION SUBMITTED BY THE TOWN OF CAMP VERDE MARSHAL'S OFFICE FOR A USE PERMIT #2025-0054 FOR THE EXPANSION OF THE EXISTING EVIDENCE IMPOUND LOT WITH CONDITIONS, LOCATED AT 646 S. 1ST STREET, CAMP VERDE, AZ, 86322 ASSESSOR'S PARCEL NUMBER (APN) 404-28-060B

WHEREAS, a request for approval of Use Permit #2025-0054 was filed by Town of Camp staff on behalf of the Camp Verde Marshal's Office owned by the Town of Camp Verde owner of Assessor's Parcel number (APNs) 404-28-060B located at 646 S. 1st Street, Camp Verde, AZ, 86322; and

WHEREAS, per article 203G.2.a of the Planning and Zoning Ordinance: The establishment of government facilities and facilities required for the provision of utilities and public services may occur in the C2 Commercial district if the Council approves a Use Permit; and

WHEREAS, per article 601 of the Planning and Zoning Ordinance for uses applicable to this Article, a complete Use Permit Application must be filed with the Community Development Department. All Use Permits shall be processed in accordance with this Article and Section 601.C of the Planning and Zoning Ordinance; and

WHEREAS, the purpose of the Use Permit is to allow for the expansion of the current evidence impound lot as proposed by the letter of intent and approved site plan; and

WHEREAS, a neighborhood meeting was held on September 11th, 2025, by the applicant and Town staff as required by the Town of Camp Verde Planning & Zoning Ordinance, Part 6, Section 601A.3.a-e (Zoning Decisions); and

WHEREAS, the request was reviewed by the Planning and Zoning Commission on October 9th, 2025, and by the Common Council on November 5th, 2025, in public hearings that were advertised and posted according to state law; and

WHEREAS, this Use Permit is not an approval by the Town of any use or activity that is prohibited by any other governmental agency or private covenant; and

WHEREAS, the purpose of the use will not constitute a threat to the health, safety, welfare or convenience to the general public and should be approved. The Council hereby finds that the uses covered by the Use Permit and the manner of its conduct will not be detrimental to persons residing or working in the vicinity, to the adjacent properties, to the neighborhood or to the public welfare generally. The uses shall be in conformity with the conditions, requirements, and standards of the Town Code and Planning & Zoning Ordinance; and

WHEREAS, the term of this Use permit shall be in perpetuity and shall run with the land unless discontinued for a period of (6) six months; and

WHEREAS, the applicant for Use Permit #2025-0054 shall follow all approved conditions as outlined in Appendix A; and

WHEREAS, the applicant shall abide by all applicable Federal, State, County and Town requirements and regulations; and

WHEREAS, the applicant shall submit for review and approval to the Town of Camp Verde Community Development Department any changes or amendments to the letter of intent and/or site plan before any changes or amendments are implemented for consideration for approval through the Town Council.

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

Section 1. The Common Council of the Town of Camp Verde hereby approves Use Permit #2025-0054 for the expansion of the evidence impound lot as proposed by the letter of intent, as shown on the submitted site plan and per the conditions of approval listed in Appendix A that is attached to this Resolution.

PASSED AND ADOPTED BY MAJORITY VOTE OF THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ON NOVEMBER 5TH, 2025, WHICH DATE WILL BE KNOWN AS THE USE PERMIT ISSUANCE DATE.

Marie Moore, Mayor

Attest:

Approved as to form:

Leah Rhodes, Town Clerk

Trish Stuhan-Town Attorney

[Page intentionally left blank]

**Meeting Date:** November 5, 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 and possible direction on the amended lease agreement negotiations between the Town and the Camp Verde Arena Association**Attached Documents:**

- Draft CVAA Lease Amendment

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 FY26 Budget? ☐ Yes ☐ No ☒ N/A ☐ Other:
- Is this an approved CIP Project? ☐ Yes ☐ No ☒ N/A ☐ Other:

Background Information:

Following the August 17, 2025, Town Council work session with the Camp Verde Arena Association (CVAA), Council requested that an amended lease be brought before them for review and possible approval at the November 5, 2025 meeting.

On September 22, 2025, Town staff and Town Attorney Stuhan met with CVAA's attorney, Joe Butner, to review the existing lease and discuss proposed revisions. On October 1, 2025, Attorney Stuhan provided Attorney Butner with a draft of the amended lease agreement for CVAA's review and comment.

CVAA has expressed a desire to move forward with negotiating an amended lease, but has indicated that they need additional time to complete their internal review and finalize proposed revisions. CVAA has requested another meeting with Town staff and the Town Attorney to continue discussions and work toward a final draft.

Staff are currently coordinating schedules to confirm a meeting date and time with CVAA and their counsel. As such, there is no finalized lease document available for Council review and approval at this time.

Town staff anticipate bringing the final amended lease agreement back to Council once both parties have completed review and reached consensus on the terms (likely December 2025). The goal remains to



Town Council Agenda Information Memorandum

ensure that the agreement reflects the Town's expectations for transparency, accountability, public access, and appropriate use of Town-owned property, while maintaining a strong partnership with the Camp Verde Arena Association.

While termination of the existing lease remains a possibility, especially since the lease was not completed by November 5th as discussed, staff recommend the deadline to complete the amended lease through the end of the 2025 calendar year to allow sufficient time for continued negotiation and finalization of the amended agreement.

Question(s) before the Council:

- Does Council have any questions for staff?
- Does Council want to see any modifications to the plan for finalizing the draft lease agreement?

AMENDMENT NO. ONE
TO THE
RODEO GROUNDS LEASE AGREEMENT
BETWEEN THE TOWN OF CAMP VERDE
AND
CAMP VERDE ARENA ASSOCIATION

This “Amendment” is entered into between the Town of Camp Verde, an Arizona municipal corporation (“Camp Verde”) and the Camp Verde Arena Association, an Arizona non-profit corporation (“CVAA”) to amend the Lease Agreement dated March 6, 2019.

RECITALS.

1. The Town is the owner of certain real property commonly referred to as the “Camp Verde Equestrian Center” or herein, the “Property”;
2. The CVAA entered into a Memorandum of Understanding between the Camp Verde Arena Association and the Town of Camp Verde dated December 13, 2018 for the development of the Camp Verde Equestrian Center on the Property (the “MOU”);
3. The MOU was an important foundational document to gather public support for the Camp Verde Equestrian Center and, ultimately, approval of a long-term lease agreement;
4. The Parties entered into The Rodeo Grounds Lease Agreement between the Town of Camp Verde and the Camp Verde Arena Association on March 6, 2019 for the Property (the “Lease”), thereby voiding and superseding the MOU;
5. The Parties desire to continue operation of the Camp Verde Equestrian Center under the terms of the Lease and to amend the Lease to address areas of confusion and update responsibilities as operations have changed over time;
6. The Parties acknowledge that, before the Lease was entered into, the Town had an arena that was utilized intermittently for decades for a multitude of public purposes and events and, due to a community desire for the development of a new arena, the CVAA took the lead in arena development expending substantial resources to develop this community resource;
7. The Town acknowledges its desire to preserve and promote the Camp Verde Equestrian Center in order to maintain this cultural heritage, offer recreational and educational activities for residents, and support economic development and tourism in the Town;
8. The Town Council hereby finds that arena operations at the Camp Verde Equestrian Center serve an important public purpose by supporting public recreation, education, economic development, and tourism, all of which is vital to the maintenance of the Town’s rural and equestrian lifestyle;

9. The Parties recognize that the cost of maintaining and further developing the Camp Verde Equestrian Center is significant as it takes substantial resources to plan and conduct events, coordinate advertising, maintain the facilities in a good and safe condition for the public, and conduct other activities necessary for the arena operations;

10. The Town Council acknowledges that the Lease helps the Town achieve its goals which the Town would not have the resources to achieve on its own as the Town does not have adequate staffing or funding to operate the Camp Verde Equestrian Center;

11. The Town Council finds that the CVAA offers valuable services and provides significant benefits to the Town and its residents;

12. The CVAA has committed funds and resources to administer, maintain, and improve the Camp Verde Equestrian Center and continues to offer other valuable consideration for the use of the arena in accordance with the Lease;

13. The Parties acknowledge a common goal to continue arena operations and collect and analyze data in order to better understand the public benefits and economic impact that the Camp Verde Equestrian Center has on the Camp Verde community;

14. It is the intent of this Amendment to provide a framework for a mutually beneficial, long-term relationship for the operation of the Camp Verde Equestrian Center; and

15. The Parties reaffirm their commitment to the Lease and engaging in a mutually beneficial long-term relationship for the good of the Town.

NOW, THEREFORE, in consideration of the foregoing premises and mutual promises and agreements of the parties, Camp Verde and CVAA agree to amend the Lease as follows:

1. Section 2 **TERM** is amended to read as follows:

This term of the Lease shall be amended to terminate on July 1, 2045, unless earlier extended or terminated as provided for herein (the "Lease Term"). Nothing shall preclude the Parties from otherwise renewing or replacing the Lease, as amended, and/or modifying the terms and conditions of the Lease upon mutual, written agreement at any time.

2. Section 3 **TERMINATION OF AGREEMENT** is amended to read as follows:

This Lease may be terminated by either Party upon giving one (1) year written notice thereof to the other party.

3. Section 4 **DUTIES OF CVAA**, subsection h regarding "open use" of the Camp Verde Equestrian Center, is amended to read as follows:

h. The CVAA shall establish and provide an opportunity for 'open use' of the Rodeo Grounds by the public. Prior to January 1 of each year of the Lease Term, CVAA shall provide

the Town's Parks and Recreation Division a schedule for the following twelve (12) months showing the available dates for public use. The Town will inform the public of such availability. In the alternative, the Parties may meet and confer as to community needs and the Town may reserve dates for other public events, activities, or use to ensure not less than 30 days of open public use available each year.

4. Section 4 **DUTIES OF CVAA**, is amended to add a new subsection k regarding "emergency access" to read as follows:

k. CVAA shall provide the Camp Verde Marshal's Office with emergency access and keys to the Rodeo Grounds to allow for 24/7 access to the Premises.

5. Section 4 **DUTIES OF CVAA**, is amended to add a new subsection l regarding "planning, communication, and code of conduct" to read as follows:

l. CVAA shall provide the Town with a primary point of contact for any events to facilitate planning and communication with the Town. Prior to the event, communications and meetings are to take place during workdays and regular Town Hall hours. During an event, CVAA will be provided with a contact phone number for urgent issues. For medical/safety emergencies, the CVAA, its staff, and vendors shall call 9-1-1. To help ensure a successful event, all Town Staff (on and off duty) and CVAA representatives are expected to work together in a polite and respectful manner at all times, including returning phone calls and electronic communications in a timely manner. Deadlines and requests for information are expected to be honored. Any issues are to be immediately reported to the Town of Camp Verde Parks and Recreation Manager or the CVAA President for timely resolution.

6. Section 4 **DUTIES OF CVAA**, is amended to add a new subsection m regarding "vendors and subcontractors" to read as follows:

m. It is the responsibility of the CVAA to ensure vendors and subcontractors at events obtain insurance and have current licenses and permits, including, but not limited to, a food handler's card, as applicable. For vendors and subcontractors, CVAA will provide the Town with the following documents a minimum of 24 hours prior to the start date of an event:

- i. A complete list of vendors including company name, contact name and address (to be used by Town staff to check the status of Town of Camp Verde Business License and current Arizona transaction privilege license). If the CVAA fails to list a vendor, they will not be allowed to participate in the event without Town Manager approval.
- ii. A signed copy of any agreement for use/sublease for an event.
- iii. A copy of the vendor's certificate of insurance with endorsements naming the Town as an additional insured as required by Town insurance requirements.

7. Section 5 **DUTIES OF THE TOWN**, subsection c regarding "emergency exit road", is amended to read as follows:

c. Provide and maintain an emergency exit road from the Rodeo Grounds.

8. Section 5 **DUTIES OF THE TOWN**, is amended to add a new subsection h regarding “town representative” to read as follows:

h. Provide a Town representative to serve as the primary contact through which all information necessary for Town requests shall be made. The Town Manager may update this Town representative from time to time, by providing notice to the CVAA.

9. Section 5 **DUTIES OF THE TOWN**, is amended to add a new subsection i regarding “marketing” to read as follows:

i. Cooperate with CVAA to market the Premises and support equestrian events and tourism in the area, consistent with any approved budget or marketing funds that may be available each year at the discretion of Council. To the extent that such marketing includes placement of signs or banners on Town property, the Town agrees to work with the CVAA to review and approve signage requests in accordance with the Town Code, rules, and regulations. The Parties acknowledge that any signage or banners which the CVAA may desire to place on Highway 260 require approval from the Arizona Department of Transportation (“ADOT”) and that permitting for such signage is the responsibility of the CVAA. The Town may assist the CVAA in applications to ADOT for such signage but any and all permit approvals and requirements are CVAA’s sole responsibility.

10. Section 5 **DUTIES OF THE TOWN**, is amended to add a new subsection j regarding “maintenance” to read as follows:

j. The Town shall offer grading of the Premises at no cost to the CVAA at least twice a year. These services are intended to assist the CVAA with its maintenance of the facilities and will be scheduled at a mutually agreeable time in February and August of each year. The Parties acknowledge that the Town’s grading services will not include additional materials, fill, or compacting services, which shall be provided by the CVAA as needed.

11. Section 8 **TOWN ACCESS TO RODEO GROUNDS**, is amended to read as follows:

The Town shall be permitted access to the Premises at all times for the purpose of examining and inspecting for health and safety hazards and proper maintenance or otherwise monitoring compliance with this Lease or for the purpose of gaining access to any adjacent property controlled by the Town or for such other purposes as the Town may deem necessary for the conduct of its business and/or administration of this Lease. Absent emergency need for immediate access, the CVAA shall be notified not less than 24 hours in advance of any inspection so plans can be made for a CVAA representative to be present for the inspection. The Parties further agree that no less than annually the Town may perform a life and health safety

inspection to be coordinated with the CVAA at least 30 days prior to such inspection to ensure the Premises and any fixtures on site are installed and maintained in a good and safe condition in accordance with all applicable codes and laws.

12. Section 11 **LEASE PAYMENT TO THE TOWN** is hereby renamed as **CONSIDERATION FOR THE LEASE**, and amended to read as follows:

During the term of this Lease, CVAA will pay the following consideration to the Town:

- a) Pay the Town \$1.00 a year for ground use of the Property, which the Parties acknowledge that CVAA has partially satisfied in advance by paying \$20 in FY22.
- b) Pay the Town all public safety personnel costs for law enforcement and emergency services personnel staffed at any events, as set forth in the Town's then-existing fee schedules. Adequate levels of public safety personnel will be determined by the Town Marshal, based on the nature and size of the event.
- c) Pay for Town water, sewer and all other utility charges for services used on the Property. The Town agrees to offer a flat fee rate of \$200.00 a month for these utility charges through December 31, 2026, after which the Parties may meet and confer to assess any adjustments needed to the flat fee rate to account for the actual cost of utilities and/or return to monthly billing at actual usage rates, as the Town deems appropriate in its sole and absolute discretion.
- d) Allow the Town, at no cost to the Town, to display Town of Camp Verde flags and logos on the Premises to assist in marketing of the Town and development of tourism and economic development activities throughout the Town.
- e) At the one-year anniversary of this Amendment, and after submission of an annual report to Council thereafter, the Parties shall meet and confer to discuss any additional consideration to the Town to ensure a fair and equitable lease amount based on actual financial operations of the Rodeo Grounds. Any additional financial compensation shall be provided for by written amendment to this Lease. If the Parties cannot agree to any additional compensation, and the Town believes that such compensation is commercially reasonable, then the Town may provide notice of termination in its discretion in accordance with Section 3 of the Lease.

13. A new section 24 **REPORTS** shall be added to the Lease to read as follows:

No later than June 1 of each year, the CVAA shall provide an annual report to the Town which lists all events, attendance, site improvements, and site security protocols implemented by the CVAA for the Rodeo Grounds. The CVAA shall further provide verification that the CVAA remains a non-profit in good standing along with any updated articles of incorporation, bylaws, annual budget, and list of current members of the Board of Directors. If public funds are provided by the Town for the Rodeo Grounds to the CVAA, the CVAA shall also provide an accounting of how those funds were expended to ensure accountability for use of public funds.

14. A new section 25 **COOPERATION** shall be added to the Lease to read as follows:

The Town and the CVAA have been working cooperatively for years to maximum the use and benefits of the Rodeo Grounds. The Parties agree to continue working together in a cooperative manner for their mutual benefit. To further this relationship, CVAA agrees to provide an annual public presentation to the Town Council on its strategic plans for development of the Property as well as meet with Town staff at least semi-annually to discuss specifics of development projects prior to undertaking such projects. The CVAA shall also present staff with the intended uses of the Property for the upcoming year. The Parties acknowledge that the Premises are intended to be used for broad equestrian and economic development activities and that the Premises are not intended for private or political uses inconsistent with the primary use of the Property as a Rodeo Grounds.

15. A new section 26 **EXAMINATION OF BOOKS AND RECORDS** shall be added to the Lease to read as follows:

Upon request of the Town, CVAA shall make its books, documents, papers and records related to operation of the Rodeo Grounds and any expenditures of Town funds available for inspection during normal business hours by an independent auditor retained by the Town (the Town's "authorized representatives"). CVAA agrees that the Town's authorized representatives shall, until the expiration of three (3) years after the termination or expiration of this Lease, have access to and the right to examine any books, documents, papers and records of CVAA involving transactions related to this Lease, and may, at the Town's request and cost, audit such records to determine compliance with this Lease and/or confirm use of any Town funds and property. Notwithstanding the foregoing, nothing in this section shall be construed as a right for Town employees or Town officials to access CVAA books and records. Any and all examinations under this section shall be conducted only by a third-party independent auditor retained and paid for by the Town.

16. All other provisions of the Lease shall remain unchanged.

17. Nothing in this Amendment is intended to address any use of equipment or personal property items on the Premises, which are currently subject to a separate Equipment Lease Agreement between the Town of Camp Verde and the Camp Verde Arena Association dated March 24, 2021 (the "Equipment Agreement"). Upon approval of this Amendment, the Parties intend to amend the Equipment Agreement; however, in the interim, the provisions of such Equipment Agreement shall prevail. The Parties acknowledge that the Lease, as amended herein, does not provide any right to use of Town equipment or personal property, including bleachers, tables, or chairs, and that any such personal property is subject to regulation by separate written agreement.

IN WITNESS WHEREOF, the Parties have executed this Amendment to the Lease as of the day last written below.

CAMP VERDE:

By: _____

Its: _____

Date: _____

CVAA:

By: _____

Its: _____

Date: _____

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman PLLC