



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, FEBRUARY 18, 2026 at 6:00 P.M.
ZOOM MEETING LINK:
<https://us02web.zoom.us/j/89012130341?pwd=oYU0jo5vmlAOibkQRPbbkcDdDrM9dA.1>
one Tap Mobile: 1-253-215-8782 or 1-346-248-7799
Meeting ID: 890 1213 0341
Passcode: 963060**

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 – January 28, 2026 at 5:00 p.m. Pg. 5
 - 2) Special Session (Public Portion) – February 4, 2026 at 5:00 p.m. Pg. 9
 - 3) Regular Session – February 4, 2026 at 6:00 p.m. Pg. 11
 - b) **Set Next Meeting, Date and Time:**
 - 1) Special Session – February 20, 2026 at 2:00 p.m.
 - 2) Work Session – February 25, 2026 at 5:00 p.m.
 - 3) Regular Session – March 4, 2026 at 6:00 p.m. - **Cancelled**
 - 4) Special Session – March 11, 2026 at 5:00 p.m.
 - 5) Work Session – March 12, 2026 at 9:00 a.m.
 - 6) Regular Session – March 18, 2026 at 6:00 p.m.
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.

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.
 - **Acceptance and acknowledgement of Yavapai-Apache Nation distribution check for gaming funds.** Staff Resource: Town Manager Miranda Fisher. Pg. 17
 - **Overview of the Polco Capital Improvement Projects Survey for FY 2027, to be released to the public on February 23, 2025.** Staff Resource: Town Manager Miranda Fisher. Pg. 19
8. **Discussion, consideration, and possible approval of the SiteLoqIQ solar project funding proposal for the Wastewater Treatment Plant, including authorization for the Town Manager and Finance Director to proceed with final lender due diligence and preparation of financing documents for future Council consideration.** Staff Resource: Town Manager Miranda Fisher and Finance Director Michael Showers. Pg. 21
9. **Discussion, consideration and possible approval of amendments to the Town's Personnel Manual.** Staff Resource: Town Manager Miranda Fisher. Pg. 41
10. **Discussion, consideration, and possible approval of Ordinance 2026-A510, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Chapter 3 (Administration), Article 2 (Officers), 3-2-4 of the Town Municipal Code to remove position-specific residency requirements for the Town Marshal.** Staff Resource: Town Manager Miranda Fisher. Pg. 143
11. **Discussion, consideration and possible approval of Ordinance 2026-A512; an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting by reference updated editions of The International Code Council (ICC) Codes including The 2024 International Building Code (IBC) with Appendix C, I, J, K, And P; 2018 International Energy Conservation Code (IECC); 2024 International Existing Building Code (IEBC); 2024 International Fire Code (IFC) with Appendix B, C, D, E, F, G, H, I, J, K, L, M, N, and O; 2024 International Fuel Gas Code (IFGC) with Appendix A, B, Category 1 Appliances and Appliances Listed for use with Type B Vents, and C; 2024 Mechanical Code (IMC) with Appendix A; 2023 National Electrical Code (NEC); 2024 International Plumbing Code (IPC) with**

Appendix C and E; 2024 International Residential Code for One-and Two-Family Dwellings (IRC) with Appendix BB, BD, BF, BJ, BM, BN, CA, CB Category 1 Appliances and Appliances Listed with use with Type B Vents, CD, CE CF, and P; 2024 International Swimming Pool and Spa Code (ISPSC), and Related Public Codes; and Adopting by Reference the Town of Camp Verde Technical Code Amendments and amending the Town Administrative Code, Chapter 7 – Building, Articles 7-1, Section 7-1-100 and Article 7-2, Section 7-2-101 – General through Section 7-2-111 – Fees; All Related to Building Code Updates. Staff Resource: Chief Building Official Roxanne Jasman. Pg. 149

- 12. Discussion, consideration, and possible approval of a lease-purchase agreement through Enterprise for a new three-fourths ton crew cab truck, not to exceed \$75,000, as approved in the FY26 Capital Improvement Program for the Streets Division.** Staff Resource: Streets Division Manager Shane Allen. Pg. 273
- 13. Discussion, consideration and possible approval to purchase a 1-Ton Dump Truck from Oxendale in the amount of \$66,525 plus taxes, titles, and licenses for the Utilities Wastewater Division.** Staff Resource: Utilities Director Lisa Vaughan and Wastewater Division Manager Chet Teague. Pg. 285
- 14. Discussion, consideration, and possible approval of Resolution 2026-1204 authorizing a Debt Authorization to refinance the WIFA Highway 260 Sewer Line loan, increasing the authorized amount from \$1,200,000 to \$1,873,000 and extending the project timeline to allow completion of engineering design and advancement to construction.** Staff Resource: Utilities Director Lisa Vaughan and Finance Director Michael Showers. Pg. 295
- 15. Discussion, consideration, and possible approval of Change Order No. 1, authorizing up to \$307,560 in additional funding from the existing WIFA infrastructure grant to complete professional utility locating and potholing services required for construction of the Water Main Replacement Projects.** Staff Resource: Utilities Director Lisa Vaughan. Pg. 307
- 16. Discussion, consideration, and possible approval of a scope of work addendum authorizing Willdan Financial Services to complete a sewer capacity fee assessment in coordination with the Development Impact Fee study not to exceed \$10,000.** Staff Resource: Town Manager Miranda Fisher. Pg. 319
- 17. An executive session pursuant to A.R.S § 34-431.03(A)(3), (A)(4), and (A)(7) for discussion or consultation with the Town Attorney for legal advice, and possible instruction to the Town Attorney regarding the Town-owned property located at 50 E Toy Rd.** Staff Resource: Town Manager Miranda Fisher.
- 18. An executive session pursuant to A.R.S. 38-431.03(A)(1) and (A)(3) for discussion, consideration, and legal advice regarding the conduct and possible discipline of a public officer; all related to the receipt of an ethics complaint against a Town Commissioner.** Staff Resource: Town Manager Miranda Fisher.
- 19. 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 Bashes on February 12, 2026 at 5:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk



DRAFT MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JANUARY 28, 2026 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, Utilities Director Lisa Vaughn, Utilities Analyst Kristen Gressly, Wastewater Division Manager Chet Teague, Development Services Director Christian Green, Building Official Roxanne Jasman and Town Clerk Leah Rhodes.

3. Pledge of Allegiance

Councilor Bolton led the Pledge.

4. Presentation and discussion of sewer rate proposal in response to public requests for metered or usage-based billing, including evaluation of fixture-based rates and alternative revenue options. Staff Resource: Utilities Director Lisa Vaughan and Utilities Analyst Kristen Gressley.

Town Manager Fisher stated the presentation is for discussion to help further guide staff on the next possible steps to take in addressing public concerns on sewer usage rates.

Utilities Analyst Gressly provided an overview of the rate proposal in response to the Public's request for metered or usage-based sewer rates to replace the existing fixture - base billing structure. Analyst Gressly provided three rate structure options for Council consideration:

- Option 1 is to maintain the current fixture-count model.
- Option 2 is a usage-based rate structure where usage-based fees include a base fee for service maintenance with usage charges added onto the service base fee, charging for each gallon through the meter.
- Option 3 recommended options for reducing the revenue burden so that users did not

have to pay as much. This would be accomplished through raising the rate of sewer capacity fees and septage fees.

Utilities Analyst Gressly provided a summary of each of the Options' pros and cons.

Town Manager Fisher, Utilities Director Vaughan, Utilities Analyst Gressly and Wastewater Division Manager Teague responded to questions from the Council.

Town Manager Fisher stated that the Town currently has a contract with the Willdan Group to complete the development impact fees study, and recommended reaching out to Willdan Group to see if they could complete the capacity fee study under an amended scope of work

The Council agreed to reach out to the Willdan Group. Town Manager Fisher stated that for FY27, the sewer rate will remain at a fixture rate and reminded the public that both water and sewer rates increased, effective January 1, 2026, as outlined in the 5-year rate increase plan that Council adopted in 2023.

Mayor Moore recessed the meeting for a break at 6:22 p.m. and reconvened the meeting at 6:33 p.m.

5. Presentation and discussion regarding changes to the 2024 International Building Code for future adoption consideration. Staff Resource: Chief Building Official Roxanne Jasman.

Building Official Jasman informed the Council of a forthcoming proposal to adopt a new ordinance to update the Town's Building Codes to the 2024 International Building Codes and the 2023 National Electrical Code. Building Official Jasman recommended retaining the 2018 Energy Code as the minimum standard, rather than adopting the most recent edition, to help mitigate construction costs and maintain consistency with neighboring jurisdictions. Building Official Jasman explained the rationale for the most significant proposed text amendments of the draft amendments to the Town of Camp Verde Administrative Building Code.

Town Manager Fisher and Building Official Roxanne Jasman responded to questions from the Council.

6. Adjournment

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

Mayor Marie Moore

Attest: Leah Rhodes, Town Clerk

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Work Session of the Town Council of Camp Verde, Arizona, held on January 28, 2026. I further certify that the meeting was duly called and held, and that

a quorum was present.

Dated this _____ day of _____, 2026.

Leah Rhodes, Town Clerk

DRAFT

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DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION (PUBLIC PORTION)
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 4, 2026 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 (participated remotely), Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock (arrived at 5:13 p.m.), Councilor Patricia Seybold, Vice Mayor Wendy Escoffier and Mayor Marie Moore.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, and Town Clerk Leah Rhodes (left the meeting at 5:03 p.m.).

3. Pledge of Allegiance

Vice Mayor Escoffier led the Pledge.

Mayor Moore read Agenda Items 4 and 5.

A **motion** was made by Councilor Seybold to go into Executive Session for Items 4 and 5. Vice Mayor Escoffier seconded the motion.

Roll Call Vote:

Councilor Bolton: aye

Councilor Seybold: aye

Councilor Foreman: aye

Councilor Murdock: absent

Councilor Godwin: aye

Vice Mayor Escoffier: aye

Mayor Moore: aye

Motion Carried 6-0.

4. An executive session pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) for discussion or consultation for legal advice with the Town Attorney and to consider its position with regards to Arizona Department of Environmental

Quality Consent Order WS-05-23. Staff Resource: Town Manager Miranda Fisher.

5. **An executive session pursuant to A.R.S. § 38-431.03(A)(1) for discussion or consideration regarding the employment of the Town Manager. Discussion to include a performance evaluation check-in of Miranda Fisher.** Staff Resource: Town Manager Miranda Fisher.

Mayor Moore reconvened the Regular Session at 5:52 p.m.

Mayor Moore stated no direction was given to staff for Item 4, and direction was given to staff for Item 5.

6. **Adjournment**

Mayor Moore adjourned the meeting at 5:53 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 February 4, 2026. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2026.

Leah Rhodes, Town Clerk



DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 04, 2026 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 meeting to order at 6:01 p.m.
2. **Roll Call.** Council Members Brian Bolton (participated remotely), Robert Foreman, Robin Godwin, Jessie Murdock, Patricia Seybold, Vice Mayor Wendy Escoffier, and Mayor Marie Moore.

Also Present
Town Manager Miranda Fisher, Town Attorney Trish Stuhan, and Town Clerk Leah Rhodes.
3. **Pledge of Allegiance**
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) **Approval of the Minutes:**
 - 1) Work Session – January 14, 2026 at 5:00 p.m. Pg. 5
 - 2) Regular Session – January 21, 2026 at 6:00 p.m. Pg. 9
 - b) **Set Next Meeting, Date and Time:**
 - 1) Special Session – February 11, 2026 at 6:00 p.m.
 - 2) Regular Session – February 18, 2026 at 6:00 p.m.
 - 3) Special Session – February 20, 2026 at 2:00 p.m.
 - 4) Work Session – February 25, 2026 at 5:00 p.m.
 - 5) Regular Session – March 4, 2026 at 6:00 p.m. - **Cancelled**
 - 6) Special Session – March 11, 2026 at 5:00 p.m.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Seybold, the Council **moved to approve** the consent agenda as stated.

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 speakers.

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

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

Mayor Moore stated Item 7 was removed from the agenda.

- ~~7. **Discussion, consideration and possible approval of a wired telecommunications license and right-of-way use agreement between the Town of Camp Verde and Wecom LLC.** Staff Resource: Economic Development Specialist David Meyers. Pg. 17~~
7. **Discussion, consideration, and possible approval of an amendment to the Financial Operations Guide adding an Emergency Expenditure provision to the Purchasing Policies section.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated the current Financial Operations Guide does not include an Emergency Expenditure provision to the Purchasing Policies section. In December, the Council decided to dissolve the job order contracts, all of which expired in mid-December. At that time, it was noted that a mechanism would be needed to allow for emergency procurement, recognizing that urgent life, health, safety, or other complex situations may arise and require prompt action by the Town Manager and staff.

To address this need, an emergency expenditures section was added to the Financial Operating Guide. This section establishes the policies and procedures for managing emergency situations. While the policy encourages obtaining at least three bids or using a competitive process when feasible, it formally removes the standard 30-day bidding requirement to allow for faster response.

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

On a **motion** made by Councilor Murdock, seconded by Vice Mayor Escoffier, the Council **moved to approve** the amendment to the Financial Operations Guide adding an Emergency Expenditure provision to the Purchasing Policies section.

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.

8. **Discussion, consideration, and possible approval of a contract award to Mulcaire & Son Contracting, in the amount not to exceed \$63,100, for excavation, hauling, and disposal of contaminated soil at the West Lagoon at the Wastewater Treatment Plant.** Staff Resource: Utilities Director Lisa Vaughan and Wastewater Division Manager Chet Teague.

Town Manager Fisher reported that certain areas of the West Lagoon require excavation, with contaminated soil to be removed and transported off-site and that the Town has until the end of April to complete the hauling and official testing of the site to verify that all contaminants have been removed. Town Manager Fisher further noted that staff have been working with Adams and Wendt to conduct laboratory testing of the soils. Due to the timeline associated with disposal of the contaminated soil, staff are seeking immediate approval under the new Emergency Expenditure provision in the Financial Operations Guide to contract Mulcaire & Son Contracting.

Town Manager Fisher responded to questions from the Council.

On a **motion** made by Councilor Foreman, seconded by Councilor Seybold, the Council

moved to approve a contract award to Mulcaire & Son Contracting in the amount not to exceed \$63,100, for excavation, hauling, and disposal of contaminated soil at the West Lagoon at the Wastewater Treatment Plant.

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 amendments to the Town's Personnel Manual. Staff Resource: HR Director Julia Kaiser.

HR Director Kaiser presented an overview of the proposed revisions to the Personnel Manual. The revisions include a reduction in the maximum sick leave bank usage from 480 hours to 240 hours, as well as updates to the requirements for take-home vehicles. The vehicle policy revisions allow for special provisions for sworn officers to take home vehicles for officers who reside within a 50-mile radius of the Town.

Several Council members requested additional information regarding the take-home vehicle policy. Mayor Moore provided an overview of the median home prices in Camp Verde and Cottonwood, as well as the limited availability of rental properties in Camp Verde. Mayor Moore noted that, given the high cost of housing, a take-home vehicle serves as an added benefit that supports the Town's efforts to retain its officers.

Public Comment:

Cheri Wischmeyer expressed concern that Town vehicles may accrue mileage more rapidly and inquired whether Town employees who take a Town vehicle home would be covered under workers' compensation in the event of an accident while operating a Town vehicle.

Town Manager Fisher, HR Director Kaiser and Acting Marshal Daniel Jacobs responded to questions from the Council.

On a **motion** made by Councilor Foreman, seconded by Councilor Murdock, the Council **moved to approve** the revisions for Policy 4-9 Sick Leave Bank with the amendment that the changes to Policy 1-2-8 be brought back with more information at a later date.

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. Discussion, consideration, and possible approval of Ordinance 2026-A510, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Chapter 3 (Administration), Article 2 (Officers), Sections 3-2-1(C) and 3-2-4 of the Town Municipal Code to remove position-specific residency requirements for the Town Manager and Town Marshal.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated the current code requires residency within the Town of Camp Verde for the Town Manager and Town Marshal. However, Section 3-1-1 of the Town Code already provides general authority for the Town Council to impose residency requirements for any position, provided the requirement is stated in the job posting, and allows 180 days from the date of hire to establish residency.

Town Manager Fisher stated her concern is that a mandatory residency requirement could negatively impact the applicant pool and limit the number of candidates. The proposed Ordinance would remove the specific residency requirements for the Town Manager and Town Marshal, while retaining Section 3-1-1. The change would preserve the Council's authority to require residency on a position-by-position basis, using Section 3-1-1 as the guiding provision rather than a mandatory trigger in the code.

Town Manager Fisher requested that the Council table the item since there were some corrections that need to be made to the Ordinance.

Public Comment:

Cheri Wischmeyer commented on feedback she received via social media indicating that the residency requirements for the Town Manager and Town Marshal should remain in place.

Several Council members requested additional information regarding residency requirement policies for Town Managers and Town Marshals in other Arizona rural towns of comparable size to Camp Verde.

Town Manager Fisher stated she had conducted the research on other jurisdictions policies and recommended that Item 10 be brought back for Council consideration at the February 18, 2026, Town Council meeting.

Town Manager Fisher responded to questions from the Council.

The Town Council agreed that the residency requirement for the Town Manager should remain in place; however, with more information, Council expressed a willingness to revisit the residency requirement for the Town Marshal.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Foreman, the

Council **moved to table** Item 10, discussion, consideration and possible approval of Ordinance 2026-A510, at the Manager's request until February 18th.

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.

- 11. Discussion, consideration and possible direction on the annual Community Satisfaction and Strategic Priorities Survey questions.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher noted that the Strategic Plan includes a goal to administer a community survey annually. Town Manager Fisher provided an overview of the new Community Satisfaction and Strategic Priorities Survey, which includes questions related to community satisfaction and strategic priorities. The survey is intended to assist the Council as it begins development of the FY 2027 Strategic Plan and Action Plan, with a focus on current conditions, near-term priorities, and long-term growth policy issues. Town Manager Fisher requested Council approval to release the survey on February 5, 2026.

Town Manager Fisher responded to questions from the Council. The Council gave direction to release the survey as presented.

- 12. Adjournment**

Mayor Moore adjourned the meeting at 7:28 p.m.

Mayor Marie Moore

Attest: Leah Rhodes, Town Clerk

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on February 4, 2026. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2026.

Leah Rhodes, Town Clerk



Meeting Date: February 18, 2026

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: Acceptance and Acknowledgement of Yavapai-Apache Nation Distribution Check for Gaming Funds.

Attached Documents:

- Letter from Yavapai-Apache Nation

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable): This check will be deposited into the Town's revenue account.

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

Background Information:

The Town of Camp Verde has received a distribution check from the Yavapai-Apache Nation as part of the shared gaming revenue program. These funds are provided in accordance with the gaming compact between the State of Arizona and tribal governments, supporting local community initiatives and projects. In January 2026, staff provided YAN with the attached letter outlining some of the CIP projects that support the Nations people and would benefit from gaming funds. It is important to note that YAN funds are not earmarked, but the Council may opt to reserve these funds for specific projects, like the ones provided.

At the February 18th meeting, the Town Council will formally acknowledge and accept the distribution check and express appreciation to the Yavapai-Apache Nation for their continued partnership and contributions to the Town.

Question(s) before the Council:

- Does the Town Council have questions for staff?

YAVAPAI-APACHE NATION



Executive Office

Chairman Buddy Rocha, Jr.

Vice-Chairman Charlie Baca, IV

2400 West Datsi Street, Camp Verde, AZ 86322

Phone (928)567-1003

Fax (928)567-3994

January 29, 2026

Mary Moore
Town of Camp Verde
473 S. Main Street, Ste 102
Camp Verde, AZ 86322

Dear Mayor Moore,

The Yavapai-Apache Nation ("Nation") Tribal Council ("Council") is pleased to announce the distribution of Ten Thousand, Seven Hundred Twenty-Three Dollars and Four Cents (\$10,723.04) to the Town of Camp Verde. These dollars represent the annual 12 percent contribution the Nation must make to local municipalities as required under Section 12 (d) of the Nation's Gaming Compact with the State of Arizona.

We look forward to a continuous partnership and growing relationship on issues that impact all of us in the Verde Valley. Should you have any questions feel free to contact me.

Sincerely,

Buddy Rocha, Jr.
Tribal Chairman

Cc: Charlie Baca, IV, Vice Chairman
Council Members (7)



Meeting Date: February 18, 2026

Agenda Item Type:

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

Requesting Department: Finance

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Overview of the Polco Capital Improvement Projects Survey for FY 2027, to be released to the public on February 23, 2025.

Attached Documents: N/A

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

- Funding Source / GL Account Number: The Polco CIP tool is being funded under the Department of Transportation's Thriving Communities Program that the Town is involved with.
- 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 is currently participating in the Thriving Communities Program, a technical assistance, planning, and capacity-building initiative administered by the U.S. Department of Transportation. This program is designed to support under-resourced, disadvantaged, and historically underserved communities by strengthening their ability to plan for, fund, and deliver transformative transportation and community infrastructure projects. Through this effort, participating communities receive targeted support to build internal capacity, improve public engagement, and better navigate federal funding opportunities.

As part of this program, the Town worked with the Rural Community Assistance Corporation (RCAC), a 501(c)(3) nonprofit organization contracted to provide direct technical assistance to communities like Camp Verde. Following an initial assessment, RCAC identified a strong opportunity to improve how the Town engages the community in its budgeting and capital planning processes. Specifically, RCAC recommended developing tools that not only elevate community voices in the budgeting process but also help residents better understand the complexity and trade-offs involved in building a balanced budget each fiscal year.

To support this effort, RCAC partnered with Polco, a civic engagement platform, to develop two complementary tools:

1. A Capital Improvement Program (CIP) survey, and



Town Council Agenda Information Memorandum

2. A budget simulator, which will be released at a later date.

The CIP survey is scheduled to be released to the community on February 23, 2026.

Before releasing the survey publicly, Town departments were invited to participate in an internal review. This served two important purposes. First, it allowed staff to test the system and ensure there were no technical issues prior to public launch. Second, it provided an opportunity to gather staff/department input on priority capital projects based on their operational knowledge and day-to-day experience. Once the community survey is complete, the Council will receive a report that includes both staff and community feedback. This information will be used to inform the Town Manager's recommended Capital Improvement Program for FY27.

SURVEY STRUCTURE

When released, the survey will be organized as follows:

General Fund Capital Improvement Program (CIP)

Participants will be asked to prioritize capital projects within a \$10 million funding limit. Survey respondents will select projects they support until the total reaches the \$10 million cap, requiring them to make realistic trade-offs similar to those faced during the actual budgeting process.

Utilities Capital Improvement Program (CIP)

Because Water and Sewer operations are funded through enterprise funds, rather than the General Fund, this portion of the survey is structured differently. Participants will be asked to select no more than five utility-related capital projects, allowing feedback on priorities without implying a fixed dollar cap.

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

This effort directly supports the FY25–FY30 Strategic Plan by advancing the Town's goals related to transparency, fiscal sustainability, community engagement, and long-term infrastructure planning.

Question(s) before the Council:

- Does Council have any questions for staff?



Meeting Date: February 18, 2026

Agenda Item Type:

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

Requesting Department: Utilities - Wastewater

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

Agenda Title: Discussion, consideration, and possible approval of the SiteLogIQ solar project funding proposal for the Wastewater Treatment Plant, including authorization for the Town Manager and Finance Director to proceed with final lender due diligence and preparation of financing documents for future Council consideration.

Attached Documents:

- Funding Proposal
- Resolution 2025-1200
- Disclosure/Engagement letter with D.A. Davidson & Co

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 20 minutes

Reviewed By:

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

Financial Review (if applicable):

- | | | | | |
|---|------------------------------|-----------------------------|---|---------------------------------|
| • Funding Source / GL Account Number: (see financing structure in presentation) | | | | |
| • Approved in the FY26 Budget? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |
| • Is this an approved CIP Project? | ☐ Yes | ☐ No | ☒ N/A | ☐ Other: |

Background Information:

At the December 17, 2025 meeting, Town Council approved Resolution 2025-1200 authorizing the execution of an agreement by and between the Town and D.A. Davidson & Co. for the finance services related to the solar generation project and Resolution 2025-1201 authorizing the execution of an agreement by and between the Town and SiteLogIQ for services related to the solar energy project.

Following the meeting, D.A. Davidson & Co. serving as the Placement Agent, issued a Request for Financing Proposals to twelve financial institutions who are experienced in Arizona municipal and infrastructure financing, including two local banks.

As a result of this process, one complete proposal was received from Webster Public Finance Corporation. The proposal reflects current market conditions for tax-exempt municipal solar infrastructure and is consistent with the Town's financial objectives.

Proposed Financing Summary



Town Council Agenda Information Memorandum

As previously reviewed by Council, the proposed project includes installation of a 334 kW ground-mounted solar photovoltaic system at the Town's Wastewater Treatment Plant, designed to offset approximately 600,000 kWh of annual electricity currently purchased from APS and generate significant long-term energy savings for the Town. The estimated total construction cost is \$1,342,670.

Key terms of the project financing proposal include:

- **Structure:** Tax-exempt, bank-qualified municipal lease-purchase
- **Interest Rate:** Fixed at **4.76%** for the full term
- **Payments:** Semi-annual, non-level debt service
- **Payment Commencement:**
 - Interest beginning August 15, 2026
 - Principal beginning February 15, 2027
- **Final Maturity:** 2046
- **Collateral:** Solar equipment installed as part of the project
- **Prepayment:** Permitted pursuant to a defined schedule

The financing terms received in response to the Request for Financing Proposals are generally consistent with, and in several respects more favorable than, the financing assumptions presented to Council in December as part of the SiteLogIQ project proposal. Most notably, the proposed fixed interest rate of 4.76% is lower than the 4.80% rate assumed in December, while retaining the same tax-exempt, bank-qualified lease structure and payment schedule. Overall, the financing offer reflects favorable market execution relative to the preliminary assumptions previously authorized by Council.

Requested Council Action

D.A. Davidson & Co. respectfully requests authorization for the Town Manager and Finance Director to proceed with final lender due diligence and preparation of financing documents for subsequent Town Council consideration. This action will allow the financing process to advance efficiently and position the Town to evaluate final financing terms in a complete and informed manner.

It is important to note that this phase represents a transition from preliminary evaluation to final documentation and is undertaken with the understanding that the Town intends to continue advancing the project toward completion, subject to final approvals and execution.

Representatives Present at the Meeting

Steve Goehl, Senior Vice President D.A. Davidson & Co. will be in attendance at the February 18, 2026 meeting to speak to the proposal and answer any questions. Representatives from SiteLogIQ will also be present to answer any questions Council may have about the project.

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

This project advances the Town's Strategic Plan goals by promoting fiscal responsibility, operational efficiency, and sustainable infrastructure, reinforcing Camp Verde's commitment to smart resource management.

Question(s) before the Council:

- Does Council have any questions for staff?



Town Council Agenda Information Memorandum

Proposed Motion:

I move to **APPROVE** the SiteLoqIQ solar project funding proposal for the Wastewater Treatment Plant, including authorization for the Town Manager and Finance Director to proceed with final lender due diligence and preparation of financing documents for future Council consideration.

OR

I move to **DENY** the funding proposal.

SOURCES AND USES OF FUNDS

CITY OF CAMP VERDE, ARIZONA
LEASE PURCHASE AGREEMENT, SERIES 2026
Assumes Not-Rated, BQ, 2046 Maturity, 2/15/32 First Optional Call
Lender #1
[Preliminary - For Discussion Only]

Dated Date	02/24/2026
Delivery Date	02/24/2026

Sources:

Lease Proceeds:	
Par Amount	1,416,036.59
	1,416,036.59

Uses:

Project Fund Deposits:	
Project Fund	1,342,670.00
Other Fund Deposits:	
Capitalized Interest Fund (to 8/15/26)	32,016.59
Cost of Issuance:	
Placement Agent	30,000.00
Lease Counsel	3,500.00
Local Counsel	7,500.00
Escrow Agent	350.00
	41,350.00
	1,416,036.59

LEASE SOLUTION

CITY OF CAMP VERDE, ARIZONA
LEASE PURCHASE AGREEMENT, SERIES 2026
Assumes Not-Rated, BQ, 2046 Maturity, 2/15/32 First Optional Call
Lender #1
[Preliminary - For Discussion Only]

Period Ending	Proposed Principal	Proposed Debt Service	Debt Service Adjustments	Total Adj Debt Service	Revenue Constraints	Unused Revenues	Debt Service Coverage
08/15/2026		32,017	-32,017				
02/15/2027	5,592	39,293		39,293	32,500	-6,793	82.71%
08/15/2027	5,725	39,293		39,293	32,500	-6,793	82.71%
02/15/2028	8,632	42,065		42,065	34,792	-7,273	82.71%
08/15/2028	8,838	42,065		42,065	34,792	-7,273	82.71%
02/15/2029	10,731	43,747		43,747	36,184	-7,563	82.71%
08/15/2029	10,986	43,747		43,747	36,184	-7,563	82.71%
02/15/2030	12,997	45,497		45,497	37,631	-7,866	82.71%
08/15/2030	13,307	45,497		45,497	37,631	-7,866	82.71%
02/15/2031	15,444	47,318		47,318	39,137	-8,181	82.71%
08/15/2031	15,812	47,318		47,318	39,137	-8,181	82.71%
02/15/2032	18,080	49,210		49,210	40,702	-8,508	82.71%
08/15/2032	18,510	49,210		49,210	40,702	-8,508	82.71%
02/15/2033	20,919	51,178		51,178	42,330	-8,848	82.71%
08/15/2033	21,417	51,178		51,178	42,330	-8,848	82.71%
02/15/2034	23,974	53,225		53,225	44,023	-9,202	82.71%
08/15/2034	24,544	53,225		53,225	44,023	-9,202	82.71%
02/15/2035	27,258	55,354		55,354	45,784	-9,570	82.71%
08/15/2035	27,906	55,354		55,354	45,784	-9,570	82.71%
02/15/2036	30,785	57,569		57,569	47,616	-9,953	82.71%
08/15/2036	31,518	57,569		57,569	47,616	-9,953	82.71%
02/15/2037	34,570	59,871		59,871	49,520	-10,351	82.71%
08/15/2037	35,393	59,871		59,871	49,520	-10,351	82.71%
02/15/2038	38,630	62,266		62,266	51,501	-10,765	82.71%
08/15/2038	39,550	62,266		62,266	51,501	-10,765	82.71%
02/15/2039	42,982	64,757		64,757	53,561	-11,196	82.71%
08/15/2039	44,005	64,757		64,757	53,561	-11,196	82.71%
02/15/2040	47,643	67,348		67,348	55,704	-11,644	82.71%
08/15/2040	48,777	67,348		67,348	55,704	-11,644	82.71%
02/15/2041	52,631	70,041		70,041	57,932	-12,109	82.71%
08/15/2041	53,884	70,041		70,041	57,932	-12,109	82.71%
02/15/2042	57,968	72,843		72,843	60,249	-12,594	82.71%
08/15/2042	59,348	72,843		72,843	60,249	-12,594	82.71%
02/15/2043	63,674	75,757		75,757	62,659	-13,098	82.71%
08/15/2043	65,189	75,757		75,757	62,659	-13,098	82.71%
02/15/2044	69,771	78,786		78,786	65,165	-13,621	82.71%
08/15/2044	71,431	78,786		78,786	65,165	-13,621	82.71%
02/15/2045	76,283	81,938		81,938	67,772	-14,166	82.71%
08/15/2045	78,099	81,938		81,938	67,772	-14,166	82.71%
02/15/2046	83,234	85,215		85,215	70,482	-14,733	82.71%
	1,416,037	2,353,359	-32,017	2,321,342	1,920,006	-401,336	

LEASE PRICING

CITY OF CAMP VERDE, ARIZONA
LEASE PURCHASE AGREEMENT, SERIES 2026
Assumes Not-Rated, BQ, 2046 Maturity, 2/15/32 First Optional Call
Lender #1
[Preliminary - For Discussion Only]

Lease Component	Maturity Date	Amount	Rate	Yield	Price
Term Lease due 2046:					
	02/15/2027	5,591.76	4.760%	4.760%	100.000
	08/15/2027	5,724.84	4.760%	4.760%	100.000
	02/15/2028	8,632.19	4.760%	4.760%	100.000
	08/15/2028	8,837.63	4.760%	4.760%	100.000
	02/15/2029	10,730.93	4.760%	4.760%	100.000
	08/15/2029	10,986.33	4.760%	4.760%	100.000
	02/15/2030	12,997.27	4.760%	4.760%	100.000
	08/15/2030	13,306.60	4.760%	4.760%	100.000
	02/15/2031	15,444.10	4.760%	4.760%	100.000
	08/15/2031	15,811.67	4.760%	4.760%	100.000
	02/15/2032	18,080.12	4.760%	4.760%	100.000
	08/15/2032	18,510.42	4.760%	4.760%	100.000
	02/15/2033	20,919.27	4.760%	4.760%	100.000
	08/15/2033	21,417.15	4.760%	4.760%	100.000
	02/15/2034	23,973.76	4.760%	4.760%	100.000
	08/15/2034	24,544.34	4.760%	4.760%	100.000
	02/15/2035	27,257.59	4.760%	4.760%	100.000
	08/15/2035	27,906.32	4.760%	4.760%	100.000
	02/15/2036	30,785.43	4.760%	4.760%	100.000
	08/15/2036	31,518.13	4.760%	4.760%	100.000
	02/15/2037	34,570.25	4.760%	4.760%	100.000
	08/15/2037	35,393.02	4.760%	4.760%	100.000
	02/15/2038	38,630.46	4.760%	4.760%	100.000
	08/15/2038	39,549.86	4.760%	4.760%	100.000
	02/15/2039	42,981.75	4.760%	4.760%	100.000
	08/15/2039	44,004.72	4.760%	4.760%	100.000
	02/15/2040	47,642.98	4.760%	4.760%	100.000
	08/15/2040	48,776.88	4.760%	4.760%	100.000
	02/15/2041	52,631.48	4.760%	4.760%	100.000
	08/15/2041	53,884.11	4.760%	4.760%	100.000
	02/15/2042	57,967.87	4.760%	4.760%	100.000
	08/15/2042	59,347.51	4.760%	4.760%	100.000
	02/15/2043	63,673.74	4.760%	4.760%	100.000
	08/15/2043	65,189.17	4.760%	4.760%	100.000
	02/15/2044	69,770.50	4.760%	4.760%	100.000
	08/15/2044	71,431.04	4.760%	4.760%	100.000
	02/15/2045	76,283.04	4.760%	4.760%	100.000
	08/15/2045	78,098.57	4.760%	4.760%	100.000
	02/15/2046	83,233.79	4.760%	4.760%	100.000
		1,416,036.59			

Dated Date	02/24/2026	
Delivery Date	02/24/2026	
First Coupon	08/15/2026	
Par Amount	1,416,036.59	
Original Issue Discount		
Production	1,416,036.59	100.000000%
Underwriter's Discount		
Purchase Price	1,416,036.59	100.000000%
Accrued Interest		
Net Proceeds	1,416,036.59	

LEASE SUMMARY STATISTICS

CITY OF CAMP VERDE, ARIZONA
LEASE PURCHASE AGREEMENT, SERIES 2026
Assumes Not-Rated, BQ, 2046 Maturity, 2/15/32 First Optional Call
Lender #1
[Preliminary - For Discussion Only]

Dated Date	02/24/2026
Delivery Date	02/24/2026
First Coupon	08/15/2026
Last Maturity	02/15/2046
Arbitrage Yield	4.760133%
True Interest Cost (TIC)	4.760133%
Net Interest Cost (NIC)	4.760000%
NIC w/Interest only	4.760000%
NIC w/Interest & OID	4.760000%
NIC w/Interest, OID & Und. Discount	4.760000%
All-In TIC	5.064486%
Average Coupon	4.760000%
Average Life (years)	13.906
Weighted Average Maturity (years)	13.906
Duration of Issue (years)	10.025
Par Amount	1,416,036.59
Lease Proceeds	1,416,036.59
Total Interest	937,322.07
Net Interest	937,322.07
Lease Years from Dated Date	19,691,639.83
Lease Years from Delivery Date	19,691,639.83
Total Debt Service	2,353,358.66
Maximum Annual Debt Service	167,153.03
Average Annual Debt Service	117,815.20
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	
Total Underwriter's Discount	
Bid Price	100.000000

Lease Component	Par Value	Price	Average Coupon	Average Life	Average Maturity Date	PV of 1 bp change
Term Lease due 2046	1,416,036.59	100.000	4.760%	13.906	01/21/2040	1,812.53
	1,416,036.59			13.906		1,812.53

	TIC	All-In TIC	Arbitrage Yield
Par Value	1,416,036.59	1,416,036.59	1,416,036.59
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount			
- Cost of Issuance Expense		-41,350.00	
- Other Amounts			
Target Value	1,416,036.59	1,374,686.59	1,416,036.59
Target Date	02/24/2026	02/24/2026	02/24/2026
Yield	4.760133%	5.064486%	4.760133%

CALL PROVISIONS AGGREGATE

**CITY OF CAMP VERDE, ARIZONA
LEASE PURCHASE AGREEMENT, SERIES 2026
Assumes Not-Rated, BQ, 2046 Maturity, 2/15/32 First Optional Call
Lender #1
[Preliminary - For Discussion Only]**

Call Table:CALL

Series Name	Call Date	Call Price
26LP46N1	02/15/2032	102.00
26LP46N1	02/15/2034	101.00
26LP46N1	02/15/2036	100.00

LEASE DEBT SERVICE

CITY OF CAMP VERDE, ARIZONA
LEASE PURCHASE AGREEMENT, SERIES 2026
Assumes Not-Rated, BQ, 2046 Maturity, 2/15/32 First Optional Call
Lender #1
[Preliminary - For Discussion Only]

Dated Date 02/24/2026
 Delivery Date 02/24/2026

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
08/15/2026			32,016.59	32,016.59	
02/15/2027	5,591.76	4.760%	33,701.67	39,293.43	71,310.02
08/15/2027	5,724.84	4.760%	33,568.59	39,293.43	
02/15/2028	8,632.19	4.760%	33,432.34	42,064.53	81,357.96
08/15/2028	8,837.63	4.760%	33,226.89	42,064.52	
02/15/2029	10,730.93	4.760%	33,016.55	43,747.48	85,812.00
08/15/2029	10,986.33	4.760%	32,761.16	43,747.49	
02/15/2030	12,997.27	4.760%	32,499.68	45,496.95	89,244.44
08/15/2030	13,306.60	4.760%	32,190.35	45,496.95	
02/15/2031	15,444.10	4.760%	31,873.65	47,317.75	92,814.70
08/15/2031	15,811.67	4.760%	31,506.08	47,317.75	
02/15/2032	18,080.12	4.760%	31,129.76	49,209.88	96,527.63
08/15/2032	18,510.42	4.760%	30,699.46	49,209.88	
02/15/2033	20,919.27	4.760%	30,258.91	51,178.18	100,388.06
08/15/2033	21,417.15	4.760%	29,761.03	51,178.18	
02/15/2034	23,973.76	4.760%	29,251.30	53,225.06	104,403.24
08/15/2034	24,544.34	4.760%	28,680.73	53,225.07	
02/15/2035	27,257.59	4.760%	28,096.57	55,354.16	108,579.23
08/15/2035	27,906.32	4.760%	27,447.84	55,354.16	
02/15/2036	30,785.43	4.760%	26,783.67	57,569.10	112,923.26
08/15/2036	31,518.13	4.760%	26,050.98	57,569.11	
02/15/2037	34,570.25	4.760%	25,300.85	59,871.10	117,440.21
08/15/2037	35,393.02	4.760%	24,478.07	59,871.09	
02/15/2038	38,630.46	4.760%	23,635.72	62,266.18	122,137.27
08/15/2038	39,549.86	4.760%	22,716.31	62,266.17	
02/15/2039	42,981.75	4.760%	21,775.03	64,756.78	127,022.95
08/15/2039	44,004.72	4.760%	20,752.06	64,756.78	
02/15/2040	47,642.98	4.760%	19,704.75	67,347.73	132,104.51
08/15/2040	48,776.88	4.760%	18,570.85	67,347.73	
02/15/2041	52,631.48	4.760%	17,409.96	70,041.44	137,389.17
08/15/2041	53,884.11	4.760%	16,157.33	70,041.44	
02/15/2042	57,967.87	4.760%	14,874.89	72,842.76	142,884.20
08/15/2042	59,347.51	4.760%	13,495.25	72,842.76	
02/15/2043	63,673.74	4.760%	12,082.78	75,756.52	148,599.28
08/15/2043	65,189.17	4.760%	10,567.35	75,756.52	
02/15/2044	69,770.50	4.760%	9,015.84	78,786.34	154,542.86
08/15/2044	71,431.04	4.760%	7,355.31	78,786.35	
02/15/2045	76,283.04	4.760%	5,655.25	81,938.29	160,724.64
08/15/2045	78,098.57	4.760%	3,839.71	81,938.28	
02/15/2046	83,233.79	4.760%	1,980.96	85,214.75	167,153.03
	1,416,036.59		937,322.07	2,353,358.66	2,353,358.66

NET DEBT SERVICE

CITY OF CAMP VERDE, ARIZONA

LEASE PURCHASE AGREEMENT, SERIES 2026

Assumes Not-Rated, BQ, 2046 Maturity, 2/15/32 First Optional Call

Lender #1

[Preliminary - For Discussion Only]

Period Ending	Principal	Interest	Total Debt Service	Capitalized Interest Fund (to 8/15/26)	Net Debt Service
02/15/2027	5,591.76	65,718.26	71,310.02	-32,016.59	39,293.43
02/15/2028	14,357.03	67,000.93	81,357.96		81,357.96
02/15/2029	19,568.56	66,243.44	85,812.00		85,812.00
02/15/2030	23,983.60	65,260.84	89,244.44		89,244.44
02/15/2031	28,750.70	64,064.00	92,814.70		92,814.70
02/15/2032	33,891.79	62,635.84	96,527.63		96,527.63
02/15/2033	39,429.69	60,958.37	100,388.06		100,388.06
02/15/2034	45,390.91	59,012.33	104,403.24		104,403.24
02/15/2035	51,801.93	56,777.30	108,579.23		108,579.23
02/15/2036	58,691.75	54,231.51	112,923.26		112,923.26
02/15/2037	66,088.38	51,351.83	117,440.21		117,440.21
02/15/2038	74,023.48	48,113.79	122,137.27		122,137.27
02/15/2039	82,531.61	44,491.34	127,022.95		127,022.95
02/15/2040	91,647.70	40,456.81	132,104.51		132,104.51
02/15/2041	101,408.36	35,980.81	137,389.17		137,389.17
02/15/2042	111,851.98	31,032.22	142,884.20		142,884.20
02/15/2043	123,021.25	25,578.03	148,599.28		148,599.28
02/15/2044	134,959.67	19,583.19	154,542.86		154,542.86
02/15/2045	147,714.08	13,010.56	160,724.64		160,724.64
02/15/2046	161,332.36	5,820.67	167,153.03		167,153.03
	1,416,036.59	937,322.07	2,353,358.66	-32,016.59	2,321,342.07

DISCLAIMER

**CITY OF CAMP VERDE, ARIZONA
LEASE PURCHASE AGREEMENT, SERIES 2026
Assumes Not-Rated, BQ, 2046 Maturity, 2/15/32 First Optional Call
Lender #1
[Preliminary - For Discussion Only]**

D.A. Davidson and Co. ('The Firm or 'D.A. Davidson') is serving as underwriter or placement agent on the prospective transaction, not as municipal advisor. As an underwriter, D.A. Davidson's primary role is to purchase or place securities or notes for distribution in an arms-length transaction. D.A. Davidson is acting in its own interests and does not owe you a fiduciary duty with respect to the information presented herein, or with respect to the transaction contemplated and any discussions, undertakings and procedures leading thereto. Pursuant to the federal securities laws, during the course of this transaction D.A. Davidson also owes certain duties to the capital markets and to the investing public. Furthermore, no information contained within constitutes a 'recommendation' or 'advice' within the meaning of Section 15B of the Exchange Act, with any existing or proposed Municipal Securities Rulemaking Board rules, or any other state or federal law, regulation, or statute. You should discuss the information and material contained in this communication with any and all internal or external advisors and experts, including without limitation your own legal, accounting, tax, financial and other advisors, that the municipal entity or obligated person deems appropriate before acting on this information or material. The information contained herein is limited to factual information describing one or more types of debt financing structures, and may include options such as fixed rate debt, variable rate debt, general obligation debt, debt secured by various types of revenues, or insured debt, among other alternatives.

Furthermore, should D.A. Davidson present multiple scenarios or even a comparison of the general characteristics of potential debt financing structures along with the risks, advantages, and disadvantages of each, D.A. Davidson is not providing any recommendation(s) or advice in regards to the scenarios presented or features of any particular option. The factual information presented herein and described above does not, and should not be construed to, contain subjective assumptions, opinions, or views. The conduct of D.A. Davidson's personnel or the content and manner of their presentation(s) should not in any way be construed as a suggestion, advice, or an opinion.

Information about interest rates and terms for SLGs is based on current publicly available data, and treasury or agency rates for open-market escrows are tied to prevailing market interest rates for these types of credits; these do not necessarily reflect costs or rates that D.A. Davidson will be able to secure should you select the firm to act as underwriter or placement agent. All such information is gathered from publicly available sources or from prevailing market rates. Should you retain D.A. Davidson as underwriter or placement agent, the firm will be able to provide more particular information as well as advice in connection with the relevant transaction.

APPENDIX A



RESOLUTION 2025-1200

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AUTHORIZING THE EXECUTION OF AN AGREEMENT BY AND BETWEEN THE TOWN OF CAMP VERDE, ARIZONA AND D. A. DAVIDSON & CO. FOR FINANCE SERVICES RELATED TO SOLAR GENERATION PROJECT.

WHEREAS, the Town of Camp Verde desires to complete a project at the Wastewater Treatment Plant that supports key FY25-30 Strategic Plan priorities, including fiscal responsibility, sustainable infrastructure, and quality of life; and

WHEREAS, SitelogIQ has developed a project which includes but not limited to the installation of ground-mounted solar photovoltaic ("PV") system to offset utility cost and to protect against long-term energy expenses; and

WHEREAS, the Town of Camp Verde, Arizona desires to retain the services of D.A. Davidson & Co. to assist in securing financing for said project; and

WHEREAS, the Town of Camp Verde, Arizona staff will work with D.A. Davidson & Co. to prepare draft financing documents and terms for Town Council review and potential approval at a future meeting.

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

SECTION 1: An agreement (the "Agreement") attached hereto referred to as "EXHIBIT A" and made a part hereof by and between the Town of Camp Verde, Arizona and D.A. Davidson & Co. is hereby approved.

SECTION 2: The Town Manager is hereby authorized to execute the Agreement on behalf of the Town of Camp Verde, Arizona.

SECTION 3: This Resolution shall take effect and be in full force from and after its date of passage and approval.

PASSED AND APPROVED by a majority vote of the Common Council at the regular meeting of December 17, 2025.

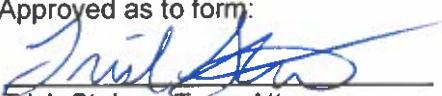
APPENDIX A



Marie Moore, Mayor

Attest:


Leah Rhodes, Town Clerk

Approved as to form:


Trish Stuhan, Town Attorney



D | A | DAVIDSON
FIXED INCOME CAPITAL MARKETS

November 12, 2025

Town of Camp Verde, Arizona
Town Hall – 473 Main St,
Camp Verde, Arizona 86322

800 West 47th Street, Suite 512
Kansas City, MO 64112
816-360-2270
800-206-0634
816-360-2274
www.davidson.com/ficm
D.A. Davidson & Co. member SIPC

Re: Placement Agent Disclosure/Engagement Letter
Town of Camp Verde, Arizona
Energy Performance Contract Project
Lease Purchase Agreement

Dear Board Members:

On behalf of D.A. Davidson & Co. (“we” or “Davidson”), thank you for the opportunity to serve as placement agent for the Town of Camp Verde, Arizona (the “Issuer”) on the Issuer’s proposed issuance of Lease Purchase Agreement (the “Lease”). This letter will confirm the terms of our engagement.

1. Services to be Provided by Davidson. The Issuer hereby engages Davidson to serve as the placement agent of the Lease, and in such capacity, Davidson agrees to provide the following services:

- Review and evaluate the proposed terms of the offering and the Lease;
- Contact potential purchasers (the “Purchasers”), provide them with related financial information, respond to their inquiries and, if requested, coordinate their due diligence sessions
- If the Lease/Notes are to be rated, assist in preparing materials to be provided to securities ratings agencies and in developing strategies for meetings with the ratings agencies
- Consult with counsel and the municipal advisor, if a municipal advisor has been retained, and other service providers with respect to the terms of the Lease;
- Negotiate the terms, including the interest rate, of the Lease;
- Plan and arrange for the closing and settlement of the issuance and the delivery of the Lease; and,
- Perform such other usual and customary placement agent services as may be requested by the Issuer

As placement agent, Davidson will not purchase the Lease.

2. No Advisory or Fiduciary Role. The Issuer acknowledges and agrees: (i) the primary role of Davidson, as a placement agent, is to find Purchasers of the Lease, in an arm's-length commercial transaction between the Issuer and the Purchasers and that Davidson may have financial and other interests that may differ from those of the Issuer; (ii) Davidson is not acting as a municipal advisor, financial advisor, or fiduciary to the Issuer and Davidson has not assumed any advisory or fiduciary responsibility to the Issuer with respect to the transaction contemplated hereby and the discussions, undertakings and procedures leading thereto (irrespective of whether Davidson has provided other services or is currently providing other services to the Issuer on other matters or transactions); (iii) the only obligations Davidson has to the Issuer with respect to the transaction contemplated hereby expressly are set forth in this agreement; and (iv) the Issuer has consulted its own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent it deems appropriate. If the Issuer desires to consult with and hire a municipal advisor for this transaction that has legal fiduciary duties to the Issuer the Issuer should separately engage a municipal advisor to serve in that capacity.

In addition, the Issuer acknowledges receipt of a letter outlining certain regulatory disclosures as required by the Municipal Securities Rulemaking Board and attached to this agreement as Exhibit A. The Issuer further acknowledges Davidson may be required to supplement or make additional disclosures as may be necessary as the specific terms of the transaction progress.

3. Fees and Expenses. Davidson's proposed placement agent fee is not to exceed 2.36% of the Par Amount of the issue. The Issuer shall be responsible for paying all other costs of issuance, including without limitation, counsel, rating agency fees and expenses, and all other expenses incident to the performance of the Issuer's obligations under the proposed Lease/Notes.

4. Term and Termination. The term of this engagement shall extend from the date of this letter to the closing of the offering of the Lease/Notes. Either party may terminate Davidson's engagement at any time without liability of penalty upon at least 30 days' prior written notice to the other party.

5. Limitation of Liability. The Issuer agrees neither Davidson nor its employees, officers, agents or affiliates shall have any liability to the Issuer for the services provided hereunder.

6. Miscellaneous. This letter shall be governed and construed in accordance with the laws of the State of Arizona. This Agreement may not be amended or modified except by means of a written instrument executed by both parties hereto. This Agreement may not be assigned by either party without the prior written consent of the other party.

If there is any aspect of this Agreement that you believe requires further clarification, please do not hesitate to contact us. If the foregoing is consistent with your understanding of our engagement, please sign and return the enclosed copy of this letter.

In addition to the foregoing, by execution of this letter, it is hereby acknowledged receipt of Appendix A attached hereto and made a part hereof.

Again, we thank you for the opportunity to assist you with your proposed financing and the confidence you have placed in Davidson.

Very truly yours,

D. A. DAVIDSON & CO.

By: 
Steve Goehl, Senior Vice President

Accepted this 3rd day of December, 2025

TOWN OF CAMP VERDE, ARIZONA

By: Miranda Fisher

Name: Miranda Fisher

Title: Town Manager

EXHIBIT A

November 12, 2025

Town of Camp Verde, Arizona
Town Hall – 473 Main St.
Camp Verde, Arizona 86322

Re: Disclosures by D.A. Davidson & Co., as Placement Agent
Pursuant to MSRB Rule G-17 and G-23
Energy Performance Contract Project
Lease Purchase Agreement

Dear Board Members:

We are writing to provide you, as the authorized representative for the Town of Camp Verde, Arizona (the “Issuer”), with certain disclosures required by the Municipal Securities Rulemaking Board (MSRB) Rule G-17 that relate to the proposed issuance and placement of to Issuer’s Equipment Lease Purchase Agreement, Series 2025 (the “Placement”).

The Issuer has engaged D.A. Davidson & Co. (“Davidson”) to serve as a private placement agent (the “Placement Agent”), and not as a financial or municipal advisor, in connection with the Placement. As part of our services as Placement Agent, D.A. Davidson may provide advice concerning the structure, timing, terms, and other similar matters concerning the Placement. The specific terms of our engagement will be as set forth in a placement agent agreement or similar document to be entered into by the parties if and when the issue is placed. As Placement Agent, Davidson will not be required to purchase the securities.

1. Deal-Specific Conflicts of Interest Disclosures
Davidson has not identified any actual or potential material conflicts¹ that require disclosure.
2. Transaction-Specific Disclosures
Since Davidson has not recommended a “complex municipal securities financing” to the Issuer, additional disclosures regarding the financing structure for the Placement are not required under MSRB Rule G-17. In accordance with the requirements of MSRB Rule G-17, if Davidson recommends a “complex municipal securities financing” to the Issuer, this letter will be supplemented to provide disclosure of the material financial characteristics of that financing structure as well as the material financial risks of the financing that are known to us and reasonably foreseeable at that time.
3. Standard Disclosures

¹ Reference to *potential* material conflicts throughout this letter, refer to ones that are reasonably likely to mature into *actual* material conflicts during the course of the transaction, which is the standard required by MSRB Rule G-17

A. Disclosures Concerning the Placement Agent's Role:

- (i) MSRB Rule G-17 requires Davidson, as private placement agent, to deal fairly at all times with both municipal issuers and investors.
- (ii) The Placement Agent has financial and other interests that differ from those of the Issuer.
- (iii) Unlike a municipal advisor, the Placement Agent does not have a fiduciary duty to the Issuer under the federal securities laws and is, therefore, not required by federal law to act in the best interests of the Issuer without regard to its own financial or other interests.
- (iv) The Issuer may choose to engage the services of a municipal advisor with a fiduciary obligation to represent the Issuer's interest in this transaction.
- (v) The Placement Agent has a duty to place the Lease at a fair and reasonable price, but must balance that duty with its duty to place the Lease with investors at prices that are fair and reasonable.
- (vi) The Placement Agent will review the placement memorandum or term sheet or offering document for the Lease in accordance with, and as part of, its respective responsibilities to investors under the federal securities laws, as applied to the facts and circumstances of this transaction.²

B. Disclosures Concerning the Placement Agent's Compensation:

- (i) The Placement Agent will be compensated by a fee that will be set forth in the placement agreement or otherwise documented with the Issuer. Payment or receipt of the fee will be contingent on the closing of the transaction and the amount of the fee may be based, in whole or in part, on a percentage of the principal amount of the Placement. While this form of compensation is customary in the municipal securities market, it presents a conflict of interest since the Placement Agent may have an incentive to recommend to the Issuer a transaction that is unnecessary or to recommend that the size of the transaction be larger than is necessary.

² Under federal securities law, an issuer of securities has the primary responsibility for disclosure to investors. The review of the official statement by the underwriter is solely for purposes of satisfying the underwriter's obligations under the federal securities laws and such review should not be construed by an issuer as a guarantee of the accuracy or completeness of the information in the official statement.

4. Questions and Acknowledgment.

Davidson is registered as a broker-dealer with the U.S. Securities and Exchange Commission ("SEC") and the MSRB, and is subject to the regulations and rules on municipal securities activities established by the SEC and MSRB. The website address for the MSRB is www.msrb.org. The MSRB website includes educational material about the municipal securities market, as well as an investor brochure that describes the protections that may be provided by the MSRB rules and how to file a complaint with an appropriate regulatory authority.

If you or any other Issuer officials have any questions or concerns about these disclosures, please make those questions or concerns known immediately to the undersigned. In addition, you should consult with the Issuer's own financial and/or municipal, legal, accounting, tax and other advisors, as applicable, to the extent you deem appropriate.

It is our understanding that you have the authority to bind the Issuer by contract with us, and that you are not a party to any disclosed conflict of interest relating to the subject transaction. If our understanding is incorrect, Please notify the undersigned immediately.

We are required to seek your acknowledgement that you have received this letter. Accordingly, please send me an email to that effect, or sign and return the enclosed copy of this letter to me at the address set forth below. Otherwise, an email read receipt from you or automatic response confirming that our email was opened by you will serve as an acknowledgement that you received these disclosures.

Depending on the structure of the transaction that the Issuer decides to pursue, or if additional actual or potential material conflicts are identified, we may be required to send you additional disclosures regarding the material financial characteristics and risks of such transaction and/or describing those conflicts. At that time, we also will seek your acknowledgement of receipt of any such additional disclosures.

Again, we thank you for the opportunity to assist you with your financing and the confidence you have placed in us.

D. A. DAVIDSON & CO.

By: 
Steve Goehl, Senior Vice President

TOWN OF CAMP VERDE, ARIZONA

By: Miranda Fisher

Name: Miranda Fisher

Title: Town Manager

Accepted this 3 day of December, 2025

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Meeting Date: February 18, 2026

Agenda Item Type:

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

Requesting Department: Human Resources

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Discussion, consideration and possible approval of amendments to the Town's Personnel Manual.

Attached Documents: Draft Personnel Manual

Estimated Presentation Time: 5-7 min.

Estimated Discussion Time: 10-15 min.

Reviewed By:

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

Financial Review (if applicable):

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

Background Information:

On February 4, 2026, Town Council approve an amendment to the Town's Personnel Manual to reduce the annual maximum use from 480 hours to 240 hours and clarify that Sick Bank hours are intended to support employees in their recovery and return to work.

During the discussion about amendments to the Personnel Manual, Town staff had also proposed the following change to take home vehicles for sworn officers:

Changes to Policy 1-2-8 Use of Public/ Town-owned vehicles

Currently, take-home vehicles are assigned to positions responsible for responding to emergency situations related to public health, public safety, and the protection of property on a 24-hour basis. The existing policy requires emergency services employees to reside within Town limits or within a thirty-minute response time.

The proposed revision would allow sworn law enforcement officers only to utilize take-home vehicles while residing within a 50-mile radius of the Town. This change directly supports recruitment and retention efforts by expanding the pool of qualified candidates, particularly in light of ongoing housing availability and affordability challenges within and near the community. In addition, the policy enhances operational readiness and emergency response capability by ensuring officers can respond directly from their residence without first reporting to a government facility, improving response times during off-duty call-outs and critical incidents.



Town Council Agenda Information Memorandum

Town Council requested more information about how other jurisdictions handle take home vehicles for sworn officers as well as how workers compensation is handled when officers are in Town vehicles but not clocked in, since officers don't clock in until they get to the Town service area.

Jurisdiction	Radius / Response-Time Requirement
Cottonwood	Take-home vehicles permitted within a 30-minute response time; Chief of Police may approve exceptions.
Prescott Valley	Take-home vehicles permitted within a three (3) mile boundary outside Town limits.
Prescott	Take-home vehicles permitted within a 50-mile radius.
Sedona	Take-home vehicles permitted within a 45-minute response time.
Clarkdale	Take-home vehicles permitted within a 25-mile radius.
Show Low	Take-home vehicles allowed based on approval by the Chief of Police.
Safford	No information available.
Winslow	No information available.
Chino Valley	Take-home vehicles provided for Sergeant-level and above positions only.
Wickenburg	All regularly assigned take-home vehicles require written approval from the Town Manager.
Page	Take-home vehicles allowed based on approval by the Chief of Police.
Payson	No information available.
Tolleson	No information available.
Jerome	No information available.
Flagstaff	Take-home vehicles permitted within 12 miles of City Hall.

Workers Compensation

With respect to workers' compensation and compensable time, Town staff reviewed this issue in consultation with legal counsel and confirmed that police personnel have expanded coverage that may include commute-related activities under specific circumstances.

Compensation During Travel Time

A question arose about whether officers should be paid during their travel time. Time spent traveling during normal work hours is considered compensable work time. However, time spent commuting between home and work in an employer-provided vehicle, or performing activities incidental to the use of that vehicle for commuting, is generally not considered "hours worked" and is not compensable. This provision applies only when the travel occurs within the employer's normal commuting area and the use of the vehicle is governed by an agreement between the employer and the employee or the employee's representative.

(U.S. Department of Labor guidance: <https://www.dol.gov/general/topic/workhours/traveltime>)



Town Council Agenda Information Memorandum

Consistent with this guidance, agencies across the board do not compensate routine commute time for police officers unless the officer is actively performing police duties during that time (e.g., conducting a traffic stop or responding to an incident). Any time spent actively performing police duties while commuting is considered compensable.

Alternative Consideration

Town staff recognize that amending the Personnel Manual to allow sworn officers to take a Town vehicle up to a 50-mile distance would exceed what is permitted in most peer jurisdictions and may raise concerns for Council. As an alternative, Council could consider retaining the current 30-minute response-time standard in the Personnel Manual, while authorizing the Town Marshal and Town Manager to approve exceptions on a case-by-case basis up to a maximum of 50 minutes (approximately 50 miles).

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

Annual personnel manual revisions allow for more effective operations and personnel management thus contributing towards retaining, developing, and engaging a highly effective workforce as outlined in the Strategic Plan under "Effective Government".

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

Move to **APPROVE** the revisions to the Town's Personnel Manual.

OR

Move to **APPROVE** the revisions to the Town's Personnel Manual **with the following amendments...**

OR

Move to **DENY** the revisions to the Town's Personnel Manual.

Town of Camp Verde

PERSONNEL MANUAL



7/1/2025

FORWARD

The Town of Camp Verde, Arizona personnel policies have been designed, revised, approved, and implemented to provide each Town employee with a clear and concise understanding of the policies by which the Town strives to operate, as well as the conditions under which employment with the Town is accepted, expected, and/or continued. Knowing your responsibilities to the Town and understanding your rights and privileges will serve to optimize your working conditions, while resulting in an enjoyable, professional, safe, and efficient workplace environment.

The Town Council has the sole authority to authorize amendments or additions to this Personnel Manual (Manual). Each employee shall be advised of amendment(s) or addition(s) and shall immediately adhere to the new policy(ies). No employee, Department Head, or Council Member is authorized to make any oral representations of promises that vary from the provisions of this Manual or that vary from the departmental rules and regulations (if any) applicable to that employee's department. Any such oral representations or promises are hereby declared to be null and void and should not be relied upon by any employee(s). Neither this Manual, nor the personnel policies create an employment contract with employees.

Violations of these personnel policies will be considered a serious matter and may result in disciplinary and/or other administrative action.

PERSONNEL POLICIES & PROCEDURES

SECTION 1 PURPOSE

These policies were developed to provide:

1. A written set of guidelines on which Human Resources might base decision(s);
2. A means of communication with employees, supervisors, and directors;
3. A framework for consistency and fairness in recruitment, selection, placement, promotion, retention, and separation of Town employees based upon employee qualifications for a position;
4. A method in which to promote the Council's philosophy;
5. A tool to assist Managers in the development of sound management practices and procedures; and
6. A means of protecting the legal interests of the Town in compliance with Federal and State laws.

SECTION 2 SCOPE

- A) These policies and procedures apply to all Town employees and volunteers, except elected officials, Boards and Commission members, and other personnel as designated by the Council.
- B) In the event of conflict between this Manual and the Town Code, ordinances, resolutions, and/or State or Federal law, the terms and conditions of the Town Code, ordinance, resolution, State, or Federal law shall prevail.

SECTION 3 AMENDMENTS AND REVISIONS

- A) Amendments and revisions to this Manual may be proposed to the Town Council through the Town Manager. The Council may, at its sole discretion by ordinance and/or resolution, change, amend, repeal, or modify this Manual at any time with or without notice other than agenda postings as required by law. Amendments and revisions to these policies become effective upon their adoption by the Town Council as provided by law.
- B) Amendments to this Manual may be adopted by a majority vote of the Town Council at any public meeting of the Council, after the proposed amendments have been submitted to the Council for consideration. Amendments and revisions may be proposed and adopted on the Consent Agenda.

SECTION 4 PERSONNEL POLICY ADMINISTRATION

Administration of the personnel policies is the responsibility of the Human Resources Director and/or the Town Manager.

SECTION 5 DISCLAIMER

None of these provisions shall be deemed to create a vested contractual right for any employee or to limit the power of the Council to repeal or modify these rules. The policies are not to be interpreted as promises of specific treatment.

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CHAPTER 1

GENERAL EMPLOYMENT RIGHTS AND RESPONSIBILITIES

POLICY 1-1 EQUAL EMPLOYMENT OPPORTUNITY

The Town of Camp Verde provides equal employment opportunities to all employees and applicants without regard to age, race, religion, national origin, gender, sexual orientation, veteran status, disability, or political affiliation in accordance with applicable Federal laws.

SECTION 1-1-1 - NON-DISCRIMINATION

The Town complies with applicable State and Federal laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfers, and leaves of absence, compensation, and training.

The Town also provides equal treatment for disabled employees who are able to perform, with reasonable accommodation, the essential tasks of the position. The Town is not required to make such accommodation if it would impose an "undue hardship" on the business of the town. Undue hardship is an action which would require significant difficulty or expense in light of the town's size, financial resources, and nature of the operation involved.

SECTION 1-1-2 - CONSEQUENCES OF PROHIBITED CONDUCT

Violations of this policy may be cause for the full range of disciplinary action, up to and including termination.

SECTION 1-1-3 - EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

The Equal Employment Officer (Human Resources Director) shall undertake the following actions to ensure equal employment opportunities in the Town:

- A) Periodically review all position qualifications and descriptions to ensure requirements are relevant to the tasks to be performed and make recommendations as needed to delete requirements not reasonably related to the tasks to be performed.
- B) Ensure that pay and benefits depend upon position responsibility and, along with overtime work, are administered on a non-discriminatory basis.
- C) Inform and provide guidance to staff and management personnel who make hiring decisions so that all applications for selections, promotion, and termination, including those of minorities and women, are considered without discrimination and all applicants be given equal opportunity regardless of race, color, national origin, sex, age, disability or status as a veteran in accordance with applicable federal laws.
- D) Create a pool of qualified candidates to encourage diversity and ensure equal employment opportunity in hiring. The following practices for listing jobs will be followed under the Equal Employment Opportunity Officer's direction:
 - 1. Regular full-time jobs must be open for a minimum of 10 working days.
 - 2. Jobs must be advertised to the broadest audience available and appropriate for the position.

- E) Provide orientation for new employees that specifically emphasizes how the Town assures equal opportunity and encourages all employees to avail themselves of equal employment services.
- F) Distributes the Equal Opportunity Policy to employees, contractors, and suppliers.
- G) Include an equal employment opportunity phrase on applications and job announcements.

SECTION 1-1-4 - PROGRAM RESPONSIBILITY

The Human Resources Director shall serve as the Equal Opportunity Officer to carry out the Equal Employment Policy and Program.

- A) The Equal Employment Opportunity Officer shall be the focal point for the Town's equal opportunity efforts and shall advise staff and management personnel in all matters regarding implementation of and compliance with the Equal Employment Opportunity Policy and be responsible for the successful execution of the program, utilizing the assistance of appropriate state and community agencies.
- B) The Equal Employment Opportunity Officer will have the responsibility to examine existing internal policies and procedures that may serve as barriers to implementing the Equal Employment Opportunity Program.

SECTION 1-1-5 - ANTI-HARASSMENT POLICY

The Town of Camp Verde strictly prohibits any form of unlawful employee harassment based on race, color, religion, sex, national origin, age, disability, status as a veteran or status in any group protected by federal, state, or local law. Harassment is unlawful conduct that is based on race, color, national origin, disability, or age. Such harassment is unlawful if:

1. The offensive conduct is a condition of continued employment, or
2. The conduct is severe or pervasive causing a work environment that a reasonable person would find intimidating, hostile or abusive.

State and Federal discrimination laws also protect employees against retaliation by other employees for complaining about discrimination, participating in an investigation relating to the discrimination laws, or proceeding under such discrimination laws including the filing of a discrimination charge or lawsuit. Improper interference with the ability of the Town's employees to perform their expected job duties will not be tolerated. Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their co-workers.

With respect to sexual harassment, the Town prohibits the following:

- A) Unwelcome sexual advances, requests for sexual favors and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where:
 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
 2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or

3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- B) Offensive comments, jokes, innuendoes, and other sexually oriented statements. Example of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:
1. Touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair or brushing against another's body;
 2. Sexually suggestive touching;
 3. Grabbing, groping, kissing, fondling;
 4. Violating someone's "personal space";
 5. Lewd, off-color, sexually oriented comments or jokes;
 6. Foul or obscene language;
 7. Leering, staring, or stalking;
 8. Suggestive or sexually explicit posters, calendars, photographs, graffiti, cartoons;
 9. Sexually oriented or explicit remarks;
 10. Questions about one's sex life or experience;
 11. Repeated requests for dates.

SECTION 1-1-6 - PLAN FOR HARASSMENT PREVENTION AND ELIMINATION

- A) Education
The Human Resources Department shall be responsible for formally notifying all employees, Department Heads, elected or appointed officials, volunteers, and contractors/vendors of the existence of this policy. The Human Resources Director shall periodically conduct training on the topic of offensive behavior/harassment, and attendance will be mandatory for all employees and will be offered to elected or appointed officials and others.
- B) Implementation
The Town Manager and the Department Heads are responsible for creating a productive work environment in which offensive conduct or harassment is completely out of place; taking immediate and appropriate corrective action in response to any confirmed violation of this policy; and assuring that no reprisals are taken against those who complain or against corroborating witnesses.
- C) Enforcement
The Town is committed to promptly and thoroughly investigate each complaint and take immediate and appropriate corrective action on all confirmed violations of this policy. The Human Resources Director is responsible for auditing the operation of this policy, providing the Town Manager, or

appropriate Department Head is responsible for thoroughly investigating and resolving any complaints.

SECTION 1-1-7- REPORTING POSSIBLE HARASSMENT

- A) If an Employee experiences any job-related harassment based on sex, race, national origin, disability, or other protected factor, or believes that he or she has been treated in an unlawful, discriminatory manner, the incident should be reported promptly to a Department Head, the Human Resources Director, or the Town Manager, who will immediately investigate, as necessary, to determine the cause of the complaint and work with the employee to affect an equitable solution. Every effort shall be made to resolve the difficulty at the lowest level practicable. The complaint will be kept confidential to the maximum extent practicable.
- B) All other employees, including supervisors, managers, or directors, who become aware of possible harassment of an employee, either as a result of having received a complaint directly from the employee, from any other reliable source of information, or from his or her personal observations, shall report the situation to a Department Head, the Human Resources Director, or the Town Manager.

SECTION 1-1-8- INVESTIGATION

- A) The goal will be to investigate any such complaint promptly and thoroughly.
- B) If the Town determines that an employee has harassed another individual, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

SECTION 1-1-9 - NO REPRISALS

No reprisals of any kind by any employee or manager shall be taken against an employee because that employee has asserted a complaint or because that individual has reported, witnessed, or has assisted in any way in the investigation of a harassment complaint.

SECTION 1-1-10 - OPTION TO REPORT TO OUTSIDE AGENCY(IES)

At the option of the employee, the State of Arizona Attorney General Civil Rights Division, 1275 West Washington, Phoenix Arizona 85007 or the Federal Equal Employment Opportunity Commission, 3300 N. Central Avenue, Suite 690, Phoenix Arizona 85012 may be contacted for assistance.

SECTION 1-1-11 - EMPLOYEE DEVELOPMENT

The Following actions shall be undertaken to achieve employee job satisfaction and fair treatment:

- A) Assure that there shall be no discrimination with regard to training and educational opportunities, upgrading, promotions, layoffs, and termination of any employee. Any action that might adversely affect employees in accordance with State and Federal laws shall be brought to the attention of the Equal Opportunity Officer.
- B) Actively encourage employees to increase their skills and job potential through training and educational opportunities. Offer guidance and counseling in developing programs tailored to individual aptitudes and desires, taking full advantage of programs offered by State and Federal agencies and other appropriate programs.

SECTION 1-1-12 - COORDINATION WITH STATE AND FEDERAL LAWS

The Town recognizes its responsibilities to comply with and ensure that equal opportunity and non-discrimination policies of State and Federal agencies with which it conducts business are carried out in compliance with Executive Order No.11246, as amended.

SECTION 1-1-13 - DEFINITIONS

- A) Equal Employment Opportunity Policy: The commitment to ensure equal employment opportunity for all employees and appointed officials to the full extent of State and Federal law.
- B) Equal Employment Opportunity Program: The written results-oriented program specifically set forth in this policy detailing the steps to be taken to ensure equal employment opportunity.
- C) Equal Employment Opportunity Officer: That person designated by the Town Manager who is responsible for meeting the obligations and requirements of the Equal Employment Opportunity Policy and Program.

POLICY 1-2 CODE OF CONDUCT

As employees of the Town of Camp Verde, we must manage our personal and business affairs so as to avoid situations that might lead to conflict, or the appearance of conflict, between self-interest and our duty to the Town, to the persons served by the Town and to the general public.

Common sense and good judgment will dictate the proper course of action in most situations. However, if there is a question of even a slight conflict with our Code of Conduct, others will tend to exaggerate it. The best policy is to resolve such questions by addressing them at the outset so they will not become embarrassing problems later. Such matters can easily be addressed by discussing them with the Department Head or Human Resources Director. Handling these matters in this manner should avoid any occasion for disciplinary action. However, any violation of this Code of Conduct may result in disciplinary action. Depending upon the severity of the violation, such disciplinary action could include any one or a combination of the following: oral warning, written reprimand, probation, and/or suspension or discharge. Situations may arise that have not been directly addressed in this Code of Conduct. The final resolution to such situations rests with the Town Manager.

SECTION 1-2-1 - PERFORMANCE OF DUTIES

- A) Employees should perform official duties diligently, conscientiously and to the best of their ability, remembering that they are public servants.
- B) Employees should always perform their duties with courtesy and respect for the public and for co-workers and without bias or prejudice, manifested by words or conduct, based upon age, race, religion, national origin, gender, sexual orientation, veteran status, disability or political affiliation.
- C) With support from the Town, employees should seek to maintain and improve their personal and professional growth and development and that of their co-workers through cooperation and participation in training and educational programs relevant to their duties and through any licensing or certification required for their position.
- D) Employees should perform their duties impartially in a manner consistent with law and the public interest, unswayed by kinship, position, partisan interests, public pressure or fear of criticism or reprisal.

- E) Employees should bring to the attention of their supervisor any information that, by its nature or inference, could disclose or cause to be addressed any condition or situation that is detrimental to the image of the Town of Camp Verde or that they regard as a threat of liability, a threat to safety, or a breach of law. The Town will not retaliate against any employee who makes such a disclosure in good faith. Resolution shall be pursued in accordance with the provisions of applicable local, and State and Federal law.

SECTION 1-2-2 - ABUSE OF POSITION

- A) No employee should use or attempt to use his or her official position to secure unwarranted privileges or exemptions.
- B) No employee or a member of the employee's immediate family should accept, solicit, or agree to accept any gift, favor, or anything of value with the understanding that the official actions, decisions, or judgments of any employee will be influenced.
- C) No employee should request or accept any fee or compensation beyond that received by the employee in his or her official capacity for advice or assistance given in the course of his or her public employment.
- D) Each employee should use the public resources, property, and funds under the employee's control responsibly and for the public purpose intended by law and not for any private purpose.

SECTION 1-2-3 - CONFLICT OF INTEREST

Every employee has an obligation to diligently identify, disclose, avoid, and/or manage conflicts of interest. Potential conflicts of interest exists when an employee or an employee's immediate family has a substantial financial or ownership interest that may be favorably or detrimentally impacted by a decision made by the Town of Camp Verde in which the employee participates. Even if no abuse of position actually occurs, a conflict of interest or its appearance can seriously undermine the public's confidence and trust in the Town's governmental system. A violation of conflict-of-interest rules may result in criminal penalties under state law. For purposes of this policy, immediate family members or relatives have the same definition as "relatives" under state law A.R.S. § 38-502 (spouse, child, child's child, parent, grandparent, brother or sister of the whole or half blood and their spouses and the parent, brother, sister or child of a spouse).

- A) Outside Contracts: Employees and their immediate family members should not enter into any contract with any component of the Town government for financial gain or to secure valuable things or benefits for themselves that would not ordinarily accrue in the performance of the employee's official duties, apart from an employment appointment without full disclosure and satisfactory management of any potential conflict of interest in accordance with policies established by the Town of Camp Verde.
- B) Nepotism: Employees should not be involved in the decision to hire or provide any other benefits or anything of value to members of their immediate family. Further, employees should not be in a position to have any authority over the decisions made by their immediate family. or in the supervision of any member of their immediate family.
 - 1. Immediate family or employees who reside in the same household will be allowed to work in the same department, and neither will be required to transfer or terminate employment, as long as neither is in a position that requires supervising the other, overseeing any decisions made by the other, or holding any other authority over the other.

2. If a supervisory responsibility is involved, then the affected employees will determine which of them will transfer or resign in order to ensure compliance with this policy. The Town will assist in exploring transfer opportunities to like or similar positions for either employee.
 3. If no transfer opportunity exists after 90 days, one of the employees will be required to resign from employment with the Town.
- C) Business with Private Party or Vendor: Employees should not participate in decisions regarding conduct of Town business with any private party or vendor by whom the employee or an immediate family member is employed or is actively seeking employment.
- D) Acceptance of Gifts, Gratuities, and Hospitality: Employees should not accept gifts, loans, gratuities, discounts, favors, hospitality, services, or other compensation under circumstances from which it could reasonably be inferred that a major purpose of the donor is to influence the employee in the performance of duties. Examples of acceptable courtesies include a meal for speaking at a meeting or event; floral offerings or gifts of food to commemorate events such as illness, death, birth, holidays, and promotions; or a sample or promotional gift of nominal value (\$25 or less).

SECTION 1-2-4 - OUTSIDE EMPLOYMENT

- A) While the Town of Camp Verde does not oppose employees engaging in outside employment, each full-time employee should consider his or her position with the Town of Camp Verde to be his/her primary place of employment. The outside employment of part-time employees may also reflect on the Town. Therefore, the Town of Camp Verde will oppose outside employment when it interferes with any employee's duties with the Town of Camp Verde, involves a potential conflict of interest, or compromises the integrity or credibility of the Town. Consequently, in addition to conflict-of-interest situations addressed above, employees should avoid:
1. Outside employment with an entity that conducts business with the Town or requires the employee to have frequent contact with entities that regularly do business with the Town without full disclosure and satisfactory management of any potential conflict of interest.
 2. Outside employment that cannot be accomplished outside of the employee's normal working hours or is otherwise incompatible with the performance of the employee's duties by placing the employee in a position of conflict between the employee's role at the Town of Camp Verde and the employee's role in the outside employment.
 3. Performance of work for any governmental entity within the State of Arizona without written consent of both employers.
 4. Outside employment that exploits official position or confidential information acquired in the performance of official duties for personal gain.
 5. Outside employment that the public may view as work on behalf of the Town of Camp Verde.
- B) An exception to restrictions on outside employment pertains to the police. Outside employment of police must conform to the Marshal's Office Policies and Procedures.
- C) Due to the importance of the public's perception of the governmental system, the Town of Camp Verde requires that all employees who engage in outside employment disclose such work to the

Department Head, who will notify the Human Resource Director. Outside employment is subject to review for conformance to the Code of Conduct. Employees engaged in outside employment determined not to be in conformance may be required to cease such employment.

SECTION 1-2-5 - VOLUNTEER ACTIVITIES

Employees are encouraged to engage in volunteer activities. However, employees should evaluate their volunteer activities in the same manner as outside employment to identify any potential conflict with the employee's position with the Town of Camp Verde. Employees should discuss these potential conflicts with their Department Head.

- A) An employee should declare volunteer activities only if the employee believes there is some reason of concern consistent with the spirit of this Code of Conduct.
- B) All reported volunteer activities will be reviewed for appropriateness under the guidelines in this policy by the Department Head and the Human Resources Director.
- C) Should an employee disagree with the decision of the Department Head and Human Resources Director, he/she may request an additional review by the Town Manager, whose decision is final.

SECTION 1-2-6 - CONFIDENTIALITY

Employees of the Town of Camp Verde should carry out their duties in a manner which would withstand public scrutiny. Some employees handle confidential court-related, law enforcement-related, or employee-related documents, while others handle sensitive matters concerning the operation of the government. Employees should maintain the confidentiality of these matters, ensuring information about these activities is made public only upon appropriate authorization by the Department Head, Human Resources Director, or Town Manager.

SECTION 1-2-7 - POLITICAL ACTIVITY

The Town seeks to maintain neutrality concerning political matters to the extent humanly possible. Employees of the Town of Camp Verde have a right to entertain and express personal opinions about political candidates and issues, but when performing their duties on behalf of the Town during working hours, employees of the Town of Camp Verde should endeavor to maintain neutrality in action and appearance, except where an employee's position entails political advocacy on the part of the Town.

- A) Political Campaigns
 - 1. Each employee retains the right to vote as the employee chooses and is free to participate actively in political campaigns during non-working hours. Such activity includes, but is not limited to, membership and holding office in a political party, campaigning for a candidate in a partisan election by making speeches and making contributions of time and money to individual candidates, political parties, or other groups engaged in political activity.
 - 2. An employee who chooses to participate in political activity during off-duty hours should not use his or her position or title within the Town in connection with such political activities.
- B) Candidate for Office
 - 1. An employee who declares an intention to run for partisan elective office must take an unpaid leave of absence upon filing of nomination papers, unless more than 50% of the employee's salary is paid by Federal funds; in which case the employee must resign. If elected, he or she must resign.

2. An employee may be a candidate for an unpaid non-partisan elective office or may be appointed to an unpaid non-partisan office in another jurisdiction, without separating from employment, provided that the employee otherwise complies with this Code of Conduct.

C) Political Activism

Employees should not engage in political activity during scheduled work hours, or when using government vehicles or equipment, or on Town property except in the performance of their duties on behalf of the Town. Political activity includes, but is not limited to:

1. Displaying literature, badges, stickers, signs, or other items of political advertising on behalf of any party, committee, agency, candidate for political office, or political issues sought to be placed on the ballot.
2. Using official authority or position, directly or indirectly, to influence or attempt to influence any other employee in Town employment to become a member of any political organization or take part in any political activity.
3. Soliciting signatures for political candidacy or for the purpose of placing an issue on the ballot.
4. Soliciting or receiving funds for political purposes.

D) Political Discrimination: Employees should not discriminate in favor of or against any employee or applicant for employment on account of political contributions or permitted political activities.

SECTION 1-2-8 - USE OF PUBLIC/TOWN-OWNED VEHICLES

A) Vehicles owned by the Town of Camp Verde will be used for official business only.

1. Employees may, with approval of their supervisor, use their personal vehicle to conduct Town business and will be reimbursed at the current approved mileage rate.
2. All employees who drive Town vehicles or drive their own vehicle on Town business must have in their possession the appropriate Arizona driver's license when driving on Town business.
3. Town vehicles shall not be used for transportation to an employee's place of residence as a take-home vehicle unless the employee lives within the town limits or is an emergency services employee with less than a thirty-minute response time back to the Town limits, and is required by the Town to commute in the vehicle for the following reasons:
 - a) The department assignment of the vehicle shall be to a position that is responsible for responding to an emergency situation related to public health or safety and the protection of property on a 24-hour basis.
 - b) Use of a Town vehicle to commute between home and work, under U.S. Internal Revenue Service (IRS) regulations, is required to be reported as auto fringe benefit compensation unless the vehicle is a qualified non-personal use vehicle. Examples of qualified non-personal use vehicles include clearly marked police vehicles and unmarked police vehicles used by law enforcement officers if the officer is authorized to carry a firearm, execute search warrants, and make arrests.

b)c) Full-time sworn officers living within the 50-mile radius of the Town limits are eligible to participate in a take-home vehicle program.

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- B) No employee of the Town shall request, use or permit the use of Town-owned clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such Town property is to be restricted to such services as are available to the Town generally and for the conduct of official Town business.
- C) Authorized personnel use includes taking a Town vehicle to lunch when going to and from meetings on workdays as needed, use of a Town copy machine at cost, stopping to run personal errands when in a Town vehicle when the destination point is in conjunction with official or authorized business, and other nominal personal uses as permitted by the Town Manager on a case-by-case basis.

SECTION 1-2-9 - DRIVER'S LICENSE STATUS

- A) The Town reserves the right to authorize the Human Resources Director to verify annually the driver's license status of employees who use Town vehicles in performing their job duties.
- B) Any Town employee who drives Town vehicles as part of their job duties and has their license suspended or revoked must report this fact to their Department Head.
 - 1. The employee will be automatically suspended from driving a Town vehicle followed by a notice to the employee to explain the revocation or suspension of his/her license.
 - 2. An inadequate explanation could be grounds for dismissal.
- C) If a Town employee drives Town vehicles as part of their job duties, has their license suspended or revoked and they do not report this fact to their Department Head, this could be considered grounds for dismissal.
- D) Department Heads will advise the Human Resources Director and the Town Manager of such revocation or suspension.

SECTION 1-2-10 - INVESTIGATION BY OUTSIDE AGENCY

Complaints or allegations against employees that may be criminal in nature may be referred to an appropriate outside agency for investigation.

SECTION 1-2-11 - RESTRICTION ON CHILDREN AND NON-EMPLOYEES IN THE WORKPLACE

- A) So long as a professional ambiance is maintained and the productivity and safety of the employee, nearby co-workers, the visitor or the public is not compromised, a child or non-employee of the Town is permitted to accompany or visit an employee in the workplace in the following circumstances:
 - 1. Friend or family member visits are reasonable in length and frequency to the extent that it does not compromise work productivity or customer service. It will be the Department Head's responsibility to monitor this activity.
 - 2. An unexpected emergency when a minor child or legal ward of an employee has no other available reasonably safe alternative than to stay with the employee, provided that the child shall in no event remain in the workplace for more than four hours. If a child is contagious with an illness, the child will not be allowed in the workplace.

3. Occasional Town-sanctioned activities, such as bringing your child to work day.

- B) An employee should not permit children and non-employees to use Town computers, Town issued equipment and vehicles to include transporting family members in a Town issued vehicle.

CHAPTER 2

EMPLOYMENT PROCESS

POLICY 2-1 - HIRING PROCESS

Vacancies may be filled by transfer, promotion, demotion, re-employment, or from an employment list or other selection process established for filling that particular vacancy, a current employee must have completed the initial evaluation period in order to be eligible for a vacancy. After each recruitment or promotion and subsequent appointment, the employment list established for that purpose may be destroyed after six (6) months.

POLICY 2-2 - JOB POSTING FOR CURRENT EMPLOYEES

When job openings arise, qualified internal candidates will be given full consideration in filling those openings where possible. However, internal posting is not required, and the Town may recruit directly from outside sources. To encourage employees to express their interest, the Town has established a job-posting program. The program will notify employees of openings below the senior management level and provide a method for employees to apply. If the internal candidate pool consists of less than two candidates, the job posting must be reposted externally to attract any and all qualified applicants. Vacancies for exempt positions will be posted internally and externally.

SECTION 2-2-1 - ELIGIBILITY

To be eligible, an employee must be in good standing, meaning that the employee's overall work record is acceptable, and have completed the initial evaluation period. The Town Manager may approve a promotion or transfer for an employee who has not completed the initial evaluation period in his or her current position upon the recommendation of the Department Head.

SECTION 2-2-2 - EMPLOYEE RESPONSIBILITIES

Employees are responsible for monitoring job vacancy notices and submitting their application forms for jobs posted to the Human Resources staff. They are also responsible for demonstrating that they are qualified for the open position(s).

SECTION 2-2-3 - REVIEW OF QUALIFICATIONS

The hiring supervisor will contact employees who may apply to discuss the job opportunity and the employee's qualifications. If the employee is not selected, the hiring supervisor will generally explain why.

SECTION 2-2-4 - NOTIFICATION OF CURRENT SUPERVISOR

Employees are not required to notify their supervisors when applying for a posted position in a different department. However, if an employee is a finalist for a position, the hiring supervisor will then contact the current supervisor for, among other purposes, a recommendation.

POLICY 2-3 - JOB ANNOUNCEMENT

SECTION 2-3-1 - FULL-TIME POSITIONS

After all internal recruitment options have been exhausted through the job posting program for non-department head positions only, all positions, other than temporary positions, shall be publicized to the general public by advertisement in a variety of job posting sites; by posting announcements in the Town building; through electronic means such as the Internet; or other methods determined by the Human

Resources Director.

- A) The announcements may specify the title of the position, the nature of the work to be performed, minimum requirements for the position, the manner of making application, salary range, and other pertinent information. The announcement shall indicate that the Town is an equal opportunity employer.
- B) The announcement will be open for 10 working days and contain a closing date for receipt of applications as determined by the Human Resources Director in conjunction with the Department Head or Town Manager. The Human Resources Director may extend the application deadline.
- C) If a position vacancy occurs within 60 calendar days of the closing date of a previously advertised position in the same classification, the position will not require re-advertisement. If there are not a sufficient number of qualified applications received for position openings, the position may be re-advertised.

SECTION 2-3-2 - PART-TIME POSITIONS

The Town Manager may make part-time appointments where positions require someone less than full-time. Part-time employees hired after September 2009 are not eligible for employee benefit programs offered by the Town.

SECTION 2-3-3 - TEMPORARY POSITIONS

The Town Manager may authorize temporary appointments, provided budgeted funds are available. Temporary positions shall generally be limited to a maximum of 3 full calendar months. Temporary positions may be extended for up to an additional 3 months. Temporary employees may apply for part-time or full-time positions through the normal application for the general public.

POLICY 2-4 - APPLICATION

SECTION 2-4-1 - DEFINITION OF APPLICANT

An applicant is an individual who applies to the Town by completing an official Town employment application or delivering a resume. An applicant can deliver an application or resume by mail (electronically or U.S. mail) or in person.

SECTION 2-4-2 - APPLICATION FORMS

- A) Application forms shall be accepted for positions that are open.
- B) An Applicant may apply for more than one position, provided that each position is open for applications.
- C) Application forms require information regarding training, work experience, other pertinent personal and employment information, and employment references. Each applicant, including senior management, must submit a completed application.
- D) Each application must be signed by the person submitting the application and filed with the Human Resources Department. All applications, together with accompanying materials, become the property of the Town.
- E) The employment process may require that applicants submit to a physical examination in

compliance with the American with Disabilities Act and/or to fingerprint background investigations as defined in the Fingerprinting Policy. When recruiting for key leadership positions, the employment process shall require the Human Resources Director to form a hiring committee that will be responsible for objectively evaluating and rating the qualifications of all applicants and making recommendations of which applicants shall move forward in the process.

SECTION 2-4-3 - REJECTION OF APPLICATION

The Town may reject any application that indicates that the applicant does not possess the minimum qualifications required for the position, has made a misstatement of any material fact, or has practiced any deception or fraud in his/her application.

SECTION 2-4-4 - APPLICATION RETENTION

Applications shall be kept active for six months and may be destroyed pursuant to the A.R.S. Retention Schedule.

POLICY 2-5 - EXAMINATION

Selection techniques used by the Town are impartial, practical, and job-related, and are designed to determine the candidate's knowledge, skills, and abilities for the position. The examinations used may include, but are not limited to oral, written, performance, assessment center, physical/mental fitness, and training/experience evaluations. In addition, evaluation of past work performance, work samples, personal interviews, and background investigations may be used in the selection process.

SECTION 2-5-1 - PHYSICAL AND MENTAL FITNESS

- A) All applicants for Town employment shall be of sufficient mental and physical fitness to be able to perform the essential functions of the positions for which they have applied. The physical and mental fitness of individuals entering Town employment may be evaluated by physicians or employee assistance professionals approved by the Town. Current employees may be subject to medical examinations or inquiries when they are job-related and consistent with business necessity.
- B) Reasonable accommodations for a qualified individual with a disability shall be provided unless provision of such an accommodation would impose an undue hardship upon the Town. The physical and mental qualifications of entering or current employees with disabilities may be evaluated by physicians approved by the Town.
- C) Sworn police employees who belong to the Public Safety Personnel Retirement System must continue to meet the physical, mental, psychological, and emotional requirements for their job classifications.

SECTION 2-5-2 - PRE-EMPLOYMENT DRUG TEST

Applicants selected for employment to certain positions will submit to a pre-employment drug test for illegal drugs. These positions include police employees, positions that require a commercial drivers' license (CDL), and any position considered a safety-sensitive position. Potential hires who test positive for illegal drug use will be ineligible for employment with the Town.

SECTION 2-5-3 - TEST DEVELOPMENT

The hiring department develops the examination contents with assistance provided by the Human Resources Department. Examination contents are confidential, and unauthorized disclosure to any candidate is grounds for discipline. In certain situations, outside consultants may be contracted to assist with test development.

SECTION 2-5-4 - TEST ADMINISTRATION

The Human Resources Department will administer the testing process unless otherwise designated to the hiring department.

SECTION 2-5-5 - REASONABLE ACCOMMODATION

The Human Resources Department shall ensure that reasonable accommodations are made in test procedures so that persons with disabilities can be tested in an appropriate manner.

POLICY 2-6 - DISABILITY PREFERENCE

Any person certified as a qualified individual with a disability who meets the requirements set forth in the selection process may be given additional consideration. Proof of eligibility for the disability preference (i.e., signed physician's statement) must be presented to the Human Resources Department at the time of application or examination.

POLICY 2-7 - INTERVIEWING

Interviews may be conducted to gather information specific to the candidate's ability to meet job requirements. Interviewers will prepare an appropriate process that relates to the applicant's ability to meet educational, technical, and other requirements of the position to be filled. The focus of the interview will be the applicant's work and pertinent non-work experience.

SECTION 2-7-1 - INTERVIEW PROCESS

- A) The Human Resources Director shall coordinate the interview process unless otherwise designated to the hiring department.
- B) An interview panel will be selected and confirmed by the Human Resources Director with input by the hiring department. The panel shall generally consist of personnel who have expertise with the technical elements of the position and other persons who can professionally contribute to the process. A Human Resource representative may also be present. Relatives or personal friends of the applicant will be excluded from serving on the panel. Reasonable accommodations shall be made for disabled applicants to allow participation in the interview process.
- C) The Department Head or designee and the Human Resources Director shall be responsible for the development of interview questions and standards for measurement of candidate responses.
 - 1. Consistency will be maintained in the questions asked of all candidates.
 - 2. The questions must be job related.
 - 3. Questions that pertain to race, religion, sex, marital status, or other protected classes or other inquiries that directly or indirectly disclose such information are prohibited.
 - 4. Inquiries about an applicant's ability to read, write, or speak a foreign language are permitted when such inquiries are based on job requirements.
 - 5. The Human Resources staff will provide the interview panel with copies of the applications of final candidates prior to the interview, along with proposed interview questions and a schedule of interviews. The Human Resources staff will also meet on an as-needed basis with panel members prior to the interview for an orientation on appropriate interview and assessment techniques needed to evaluate each candidate objectively.
 - 6. Each panel member will score the candidates independently.

7. Following the interview, the interview panel shall reach consensus and report the interview results and recommendations to the Human Resources Director.

POLICY 2-8 - REFERENCE CHECK

It is the policy of the Town to carefully investigate the backgrounds of all prospective applicants selected for employment to ensure that the relevant facts about an applicant's employment history and personal background have not been misstated, either on the employment application or resume or during the job interview.

SECTION 2-8-1 - PROCEDURE

- A) After an applicant has been selected for employment, the Human Resources staff will conduct employment verification and reference checks on the applicant. Parts of the reference check may be delegated to the hiring department. No offer of employment shall be made to the applicant selected until the reference and/or background checks are completed and meet Town standards.
- B) Certain safety-sensitive positions designated by the Human Resources Department will undergo a thorough background check. The background process will include: 1) the completion of a background questionnaire and interview; 2) psychological examination; 3) polygraph examination; 4) drug screening; and 5) medical examination.
- C) Applicants are required to sign a release authorizing the respective employer or educational institution to release the appropriate information to the Town.
- D) Results of the reference check and/or background check will help determine the applicant's fitness for the position.

POLICY 2-9 - VETERAN'S PREFERENCE

SECTION 2-9-1 - ELIGIBILITY

- A) Any veteran who served on active duty for 6 months or longer in any branch of the United States military, has an honorable discharge, and meets the requirements set forth in the selection process may be given additional consideration.
- B) Veterans entitled to compensation for a service-connected disability will receive consideration in addition to the duty-served consideration.
- C) Proof of eligibility for veteran or special disability preference must be submitted at the time of application or examination.

SECTION 2-9-2 - SPOUSE ELIGIBILITY

- A) Veterans' spouses are given additional consideration if the veteran, during active duty as a member of any branch of the United States armed forces, is either missing in action, captured, or forcibly detained by a foreign power, or has a total, permanent service-connected disability; or died while having such disability.
- B) Proof of eligibility must be submitted at the time of application or examination.

POLICY 2-10 - SELECTION

The Town Manager will approve the selection and hiring process used by the Human Resources Department to include conditions of extending an offer of employment.

SECTION 2-10-1 - NOTIFICATION

- A) The appropriate Department Head shall notify both the successful and unsuccessful candidate(s) unless otherwise delegated to the appropriate supervisor.
- B) A completed Personnel Action Form (PAF) signed by the Town Manager constitutes approval of hiring the candidate. The candidate will be asked to accept or reject the offer within a set number of days.
- C) If the first offer is rejected, the Human Resources Director will decide, with input from the department, whether to hire another candidate or to re-open the position.

SECTION 2-10-2 - APPOINTMENT

- A) For all positions, the Human Resources Department in cooperation with the hiring department will contact the final accepting candidate to outline, in writing, the terms of employment.
- B) Personnel Action Forms will be prepared for the new employee by the hiring department.

SECTION 2-10-3 - APPLICANT EXPENSES

- A) The Town does not reimburse any applicant for travel costs in conjunction with the hiring process.
- B) If selected, the employee pays relocation costs in full.
- C) For Key Leadership positions, the Town Council may consider travel and relocation costs.

SECTION 2-10-4 - NOTICE TO UNSUCCESSFUL APPLICANTS

Once a candidate accepts the employment offer, all other candidates are notified that they were not selected for the position.

POLICY 2-11 - FINGERPRINTING

The Town appreciates and values potential employees, current employees, and volunteers who assist the Town in serving the citizens of our community. The Town believes that employees and volunteers have an obligation to the public to demonstrate a high level of integrity and ethical standards in both personal and official conduct. It is, therefore, the Town of Camp Verde's policy that when hiring and appointing employees and volunteers, steps are taken to ensure a safe working environment for our children, employees, citizens, and visitors.

SECTION 2-11-1 - AFFECTED POSITIONS

- A) All potential employees, current employees, and volunteers will need to be background checked and fingerprinted if they:
 - 1. Are being appointed to a position that involves the supervision or working with children, (i.e., managing, coaching, refereeing, teaching,) and/or
 - 2. Appointed to a position that involves public safety/ security sensitive positions, and/or
 - 3. Appointed to a position that involves the handling of town funds, and/or

4. Discloses on their application that they have a prior criminal conviction.

- B) The hiring department has the responsibility for ensuring that fingerprints are taken, and a background investigation is completed before an employee or volunteer is appointed.

SECTION 2-11-2 - FAILURE TO COMPLY

- A) Any potential employee who is subject to the requirements of this policy and who fails to agree to be fingerprinted shall not be offered employment with the Town.
- B) Any volunteer who is subject to the requirements of this policy and who fails to agree to be fingerprinted will not be allowed to volunteer for the Town.
- C) Any current employee who is or becomes subject to the requirements of this policy and fails to agree to be fingerprinted shall be subject to immediate termination.

POLICY 2-12 - EMPLOYEE ORIENTATION

All new full-time and part-time employees will be scheduled to meet with Human Resources staff for general orientation and onboarding no later than their start date. Each employee will be provided with information on employee benefits and Town policies. Human Resources staff will distribute and explain the benefits enrollment forms and their completion deadlines.

SECTION 2-12-1 - CITIZENSHIP

All newly hired employees must present evidence of United States citizenship or registration as a legally documented worker in accordance with the Immigration Reform and Control Act of 1986. All newly hired employees shall complete a Form I-9, Employment Eligibility Verification. All applicants for sworn police officer positions must be United States citizens.

SECTION 2-12-2 - LOYALTY OATH

All Town employees shall take the oath or affirmation as prescribed by state law.

SECTION 2-12-3 - HIRING DEPARTMENT RESPONSIBILITIES

The hiring department provides additional information, including:

- A) Work standards and regulations
- B) Hours of work, time sheets, leave requests;
- C) Description and duties of the position;
- D) Safety rules and procedures, location of safety or protective equipment;
- E) Tour of the work area, including location of equipment, supplies, etc., and the procedures for use of the work area materials;
- F) Introduction to co-workers;
- G) Schedules for lunch and breaks;
- H) When and to whom to report absence from work;
- I) Who is responsible for performance planning and review.

SECTION 2-12-4 - DATE OF HIRE/LENGTH OF SERVICE ANNIVERSARY

Date of hire shall mean the effective starting date of the individual's employment with the Town to determine length of service.

POLICY 2-13 - INITIAL EVALUATION PERIOD

All new classified employees placed in full-time and part-time positions must serve a period of initial evaluation. The evaluation period is designed to give the employee time to learn the position and to give the supervisor time to evaluate the employee's potential and performance.

SECTION 2-13-1 - LENGTH OF TIME

- A) All newly hired full-time employees shall be subject to an initial evaluation period of not less than 6 full calendar months of actual service during which the supervisor and employee are to evaluate the employee's ability to learn and do the job.
- B) Part-time employees shall be subject to an initial evaluation period of 12 full calendar months.
- C) The initial evaluation period for certified peace officers and dispatchers shall be for a period of not less than 12 full calendar months.
- D) All promotional appointments, voluntary transfers, and voluntary demotions shall be subject to an evaluation period of 6 full calendar months.
- E) Informal evaluations should be conducted during the course of the evaluation period to assess performance and to advise the employee of expectations regarding performance.

SECTION 2-13-2 - COMPLETION OF INITIAL EVALUATION PERIOD

At the end of the evaluation period, the employee is formally evaluated and provided with written documentation of progress. This formal evaluation will accompany a Personnel Action Form and becomes official acknowledgement of successful completion of the initial evaluation period. The evaluation and Personnel Action Form will be placed in the employee's personnel file.

SECTION 2-13-3 - EXTENSION OF INITIAL EVALUATION PERIOD

- A) Under unusual circumstances, the initial evaluation period may be extended. This extension is only after a review of the situation and the employee's abilities and demonstrated potential on a case-by-case basis. An initial evaluation period extension is made only upon the recommendation of the supervisor and the Department Head and approval of the Town Manager and may only be extended one time.
- B) If an emergency arises during an employee's initial evaluation period that requires a leave of absence, such time off, if granted, will not be considered as time worked. Granting such time off is solely the responsibility of the Department Head.

SECTION 2-13-4 - EMPLOYMENT CLASSIFICATION CHANGE

When the employee successfully completes the initial evaluation period, they will become a regular employee.

SECTION 2-13-5 - DISMISSAL DURING INITIAL EVALUATION PERIOD

- A) During the initial evaluation period, a newly hired employee may be dismissed at any time by the Department Head with the approval of the Town Manager, with or without cause and without any recourse through the Disciplinary Appeals Procedure.
- B) Written notification of the termination shall be given to the employee and a copy filed in his/her personnel file.

POLICY 2-14 - EMPLOYEE IDENTIFICATION CARDS

Town identification cards may be issued to Town employees who may require Town identification while working or representing the Town. The Human Resources Department is responsible for the issuance of identification cards.

SECTION 2-14-1 - ISSUANCE, USE AND RETURN OF CARD

- A) The card shall be carried when an employee is acting in an official capacity. The card shall be used as identification if requested by a member of the public or another employee.
- B) Unauthorized or inappropriate use of the employee identification card is prohibited and will result in disciplinary action.
- C) Each employee is responsible for possession of the identification card and to take care to protect it from loss, theft, or misuse. If a card is lost, damaged, or destroyed, it is the responsibility of the employee to report to the Human Resources Department so that it can be replaced.
- D) All cards remain the property of the Town and shall be returned to the Human Resources Department upon termination of employment or upon special request by the employee's Department Head or the Human Resources Department.

CHAPTER 3 COMPENSATION

POLICY 3-1 - CLASSIFIED AND UNCLASSIFIED SERVICE

The Town of Camp Verde employment service is divided into unclassified and classified service.

SECTION 3-1-1 - CLASSIFIED POSITIONS

All employees of the Town not specifically listed as unclassified employees shall be part of the classified service.

SECTION 3-1-2 - UNCLASSIFIED POSITIONS

- A) Unclassified employees are part of a management team designed to carry out the goals and policies of the Town.
- B) The following are unclassified employees:
 - 1. All Town Officers appointed by the Town Council:
 - a. Town Manager
 - b. Town Attorney
 - c. Town Magistrate
 - 2. All Town Officers appointed by the Town Manager pursuant Article 3-2 of Town Code.
- C) The Camp Verde Town Code states:
 - 1. The Town Manager and Town Attorney (if serving as an employee) may be removed from their positions for cause or removed by the Council other than for cause, by offering severance pay of six (6) months' salary. All other department heads and classified employees report to the Town Manager and may be removed for cause.
 - 2. The Town Magistrate shall serve for a term of either two or four years. During such a term, a magistrate may be removed only for cause.

POLICY 3-2 - CLASSIFICATION PLAN

The Town Manager will ensure the preparation and maintenance of a classification plan consisting of descriptions of positions defined by essential tasks, qualifications, and knowledge, skills, and abilities characteristic of the position.

SECTION 3-2-1 - PURPOSE

The classification plan shall be developed and maintained so that all positions substantially similar with respect to duties, responsibilities, authority, and character of work are similarly classified and compensated, and positions substantially different in scope complexity are appropriately classified and compensated.

SECTION 3-2-2 - PLAN AMENDMENT

- A) The classification plan may be amended from time to time by ordinance, resolution, motion, or adoption of the Town's budget.
- B) When a new position is created, the classification plan shall be amended. The Town Council must approve any additions to the Town's Classification Plan.

SECTION 3-2-3 - POSITIONS CLASSIFICATIONS

- A) Position descriptions shall be maintained by the Human Resources Department for all regular full-time and regular part-time positions.
- B) Position descriptions are descriptive only and are not restrictive in nature. Examples of essential tasks listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of tasks does not exclude them from the position if the work is similarly related or a logical assignment to the position. Supervisors may assign different tasks to a position when the duties are similar in type and responsibility to those described in the classification description.
- C) The position description does not constitute an employment agreement between the Town and employee and is subject to change as the needs of the Town and the requirements of the job change.
- D) When the duties or responsibilities of positions have changed significantly, the Town Manager will ensure that the position is reclassified accordingly.
- E) Each employee's position description is maintained as part of his/her Personnel File.
- F) A position may be reclassified to a higher-level classification, or the classification may be assigned to a higher salary maximum. An affected employee may or may not receive a salary increase.
- G) A position may be reclassified to a lower-level classification, or the classification may be assigned to a lower salary range. An employee's salary will be frozen if the new maximum is lower than the incumbent's salary. The employee will receive no salary increase until the new maximum salary is higher than the employee's salary.
- H) Abolished Positions
 - 1. The Town Council may abolish any position not established by Title 9, Arizona Revised Statutes.
 - 2. Employees transferred, demoted, or laid-off because a position is abolished do not have the right to appeal.

SECTION 3-2-4 - EMPLOYMENT CLASSIFICATIONS

- A) Work Schedule Classifications
 - 1. Full-time – An employee hired for an indefinite period in a position for which the normal work schedule is 30 to 40 hours per week.
 - 2. Part-time – An employee hired for an indefinite period in a position for which the normal work schedule is less than 30 hours per week.
 - 3. Initial Evaluation – An employee hired for an indefinite period in a position for which the normal work schedule is up to 40 hours per week whose performance is being evaluated to determine if further employment in a specific position or with the Town is appropriate.

4. Promotion Evaluation – An employee who has been promoted and is being evaluated to determine if the promotion is appropriate.
 5. Regular – An employee who has successfully completed his or her initial evaluation period.
 6. Temporary – An employee hired for a position for which the scheduled work week can range from any number of hours up to 40 hours, but the position is required for only a specific, known duration, usually less than 3 months. Employment beyond any initially stated period does not in any way imply a change in employment status.
- B) Nonexempt employees are entitled to overtime pay under the specific provisions of federal and state laws. A nonexempt employee devotes most of his or her hours to activities that are not managerial, administrative, or professional.
- C) Exempt employees are excluded from specific provisions of federal and state overtime wage and hour laws and are not entitled to overtime pay. An exempt employee devotes most of his or her hours to activities that are managerial, administrative, or professional.

POLICY 3-3 - SALARY PLAN

It is the policy of the Town to establish a compensation system that will allow the Town to effectively compete for qualified personnel and to ensure that salaries are equitable and commensurate with the duties performed by each employee. All employees are paid a salary or wage established for a job classification under the Classification and Salary Plan adopted by the Town Council. In arriving at rates or ranges, consideration is given, but not limited to prevailing rates of pay for similar work in other public and private employment arenas of similar size and environment, as well as the Town's financial condition and other relevant factors. The Town Manager shall direct such further studies of the salary plan as may be requested or approved by the Town Council. Compensation is stated in terms of monthly salary or hourly wage.

SECTION 3-3-1 - NEW EMPLOYEES

New employees will ordinarily be paid the minimum rate to mid-point rate in the appropriate salary range. When circumstances warrant, the Town Manager may authorize new employment or re-employment at other than the minimum rate dependent upon the experience and qualifications of the individual being hired.

SECTION 3-3-2 - GENERAL INCREASES

General salary increases, adjustments, or modifications may be granted at the sole discretion of the Town Council.

SECTION 3-3-3 - SALARY SCHEDULE

- A) The salary schedule shall be adopted by the Town Council in conjunction with the budgetary process. Copies are available in the Human Resources Department and on a Town Staff shared drive.
- B) Pay is an administrative decision and is not subject to appeal.

SECTION 3-3-4 - ANNIVERSARY DATES

- A) Date of Hire/Length of Service Anniversary means the effective starting date of the individual's employment with the Town. This date is used to determine how long an employee has worked for the Town.

- B) An employee who is promoted, demoted, or transferred will have his/her performance evaluation anniversary date changed to the effective date of the promotion, demotion, or re-employment.
- C) An employee returning from a leave of absence without pay will have his or her performance evaluation anniversary date extended by the same length of time the employee was on leave without pay.
- D) There will be no change in an employee's performance evaluation anniversary date where there has been a reallocation of an employee's position to a new classification title when there have been no recent, abrupt, and/or significant changes in tasks and responsibilities.
- E) An employee reinstated to the same position or a position in the same class following layoff from the Town will have his/her performance evaluation anniversary period extended by the same length of time as the duration of the layoff.

SECTION 3-3-5 - PLAN AMENDMENT

- A) The salary plan may be amended from time to time by action of the Town Council. Amendments and revisions shall be submitted to the Town Council through the Town Manager.
- B) In the event that a salary of any position is re-evaluated by the Town Manager, and the Town Council authorizes implementation, and results in an increased salary range for the position, the employee shall retain his/her current salary within the range or assume the entry level step of the new range, whichever is greater.

SECTION 3-4 - MERIT PAY POLICY

The purpose of merit pay is to reward individual employees' efforts and contributions.

SECTION 3-4-1 ELIGIBILITY

- A) Employees must be in a regular full-time or part-time position with at least twelve months of continuous service to be considered for a merit increase.
- B) Employees must have completed evaluation on file with Human Resources for the most recent performance cycle.
- C) Employees must receive an overall rating of "Meets Expectations" or "Exceeds Expectations" in their annual performance evaluation.
- D) Employees who have an overall rating of "Needs Improvement" or "Unsuccessful" are not eligible for a merit increase.
- E) Employees whose pay is at the maximum of their position's salary range may not be granted a merit increase that would cause the base salary to exceed the maximum of the position's range. An employee who is at the maximum of the pay grade within his/her salary range is eligible for a merit bonus based on performance. The merit bonus shall be awarded as an annualized one-time lump sum payment

equivalent to 2% of their pay. The employee's base rate of pay shall remain unchanged.

- F) Salary increases for Council-appointed positions shall be at the discretion of the Council.
- G) In addition to the overall evaluation rating, merit pay shall also be based on the following criteria:

Performance: Commendable performance of job duties or contributions.

Work Behavior: Attitude toward the job, including initiative and dependability, and cooperation with others. Disciplinary action that occurs before a merit increase becomes effective or an employee's placement on performance improvement plan may be cause to withhold a merit increase as determined by the Department Director in collaboration with Human Resources.

Additional responsibilities: Taking on additional responsibilities, employees, and/or projects due to new programs/services and/or increased skills and abilities.

Education achievement: An employee's completion of a degree program, certification, or licensing program related to the employee's position, duties, and responsibilities, and/or career development plan.

SECTION 3-4-2 MERIT PAY PROCESS

- A) Merit increase funding levels are recommended by the Town Manager and approved by the Town Council during the fiscal year budget process.
- B) Eligibility requirements must be met as a condition of receiving merit pay.
- C) Merit pay may vary according to each employee's contributions, performance, and work behavior.
- D) Department Directors shall make a written recommendation to Human Resources outlining the proposed increase and its justification for each employee.
- E) Recommendations must be reviewed by Human Resources and authorized by the Town Manager.
- F) Merit increases are not subject to appeal or grievance.

SECTION 3-4-3 MERIT PAY AMOUNT

Eligibility for merit increases and merit payments is based on an eligible employee's overall annual performance rating, as measured by a performance review, plus the additional factors outlined above.

Rating "meet expectations" will allow an employee to be recommended for up to 75% of the allotted increase, not to exceed 75% of the allotted amount.

Rating "exceeds expectations" will allow an employee to be recommended for 75-100% of allotted increase.

POLICY 3-5 - PERFORMANCE EVALUATION

The purpose of the performance evaluation is to provide employees with timely reports of their progress and allow for correction of deficiencies; to provide employees with positive recognition of strengths and special abilities; to provide an ongoing performance record that may become part of documentation used in making personnel decisions; to provide employees with an opportunity to discuss ways and means for improvement; to provide a means to focus on expectations; and to provide direction for future performance.

SECTION 3-5-1 - TIMELY EVALUATIONS

- A) Employees on initial evaluation status shall be evaluated two weeks prior to the end of the initial evaluation period, at which time the employee shall be advised of his or her status. Department Heads may choose to evaluate each employee more often during the evaluation period. The initial evaluation period is not tied to the pay plan.
- B) All regular full-time and regular part-time employees shall be evaluated at least once a year within 30 days of the performance evaluation anniversary date. Department heads may choose to evaluate employees more often. The annual performance evaluation period is tied to the pay plan.
- C) It is the responsibility of each Department Head to maintain a list of employee performance anniversary dates and to evaluate employees within the appropriate time frame.

SECTION 3-5-2 - PROCESS

- A) The supervisor is responsible for completing the performance evaluation and discussing it with the employee. The evaluation shall be forwarded to the Department Head. The Department Head may return it for reconsideration due to evidence of rating error, bias, or other relevant factors.
- B) Completed evaluations are subject to review and approval by the Department Head, whose determination shall be final.
- C) The completed evaluation shall be forwarded to the Human Resources Department for processing.
 1. If the evaluation meets the criteria for a pay adjustment, a completed Personnel Action Form and evaluation will be forwarded to the Town Manager for his/her approval of the pay adjustment.
 2. If the evaluation does not meet the criteria for a pay increase and is not an initial evaluation, the evaluation will be filed with no Personnel Action Form completed.
- D) The original employee performance evaluation and employee comments, if any, are placed in the Personnel File and will remain filed for the length of time required by law.

SECTION 3-5-3 - RATING DEFINITIONS

- A) Exceeds Expectations: A clear and obvious strength. The employee's performance is definitely and clearly superior, extraordinarily motivated and well above the expected general performance of essential tasks set for the position.
- B) Meets Expectations: Totally competent performance. Good solid contributor. The employee performs consistently at a trained and qualified level of efficiency and effectiveness.
- C) Needs Improvement: Needs development. Performance is inconsistent and fluctuates. Some improvement required. More skill, experience, and time in the job are required to attain successful performance.
- D) Unsuccessful: Fails to meet minimum levels of acceptable performance. The employee does not perform or make consistent, visible effort to achieve established performance standards.

SECTION 3-5-4 - APPEAL OF EVALUATION

- A) If, after discussion of the evaluation between the employee and the supervisor, there is disagreement about the evaluation, the supervisor's comments shall take priority. The employee may submit a separate page that explains the employee's disagreement and includes documentation, if available, to support the employee's comments.
- B) Evaluations may be appealed within 3 working days of the completion date of the evaluation to the next higher supervisor, with final appeal to the Town Manager or the Town Manager's appointee.

POLICY 3-6 - PAY PERIODS AND PAY DATES

SECTION 3-6-1 - PAY PERIODS

A pay week begins every Sunday at 12:01 AM and ends the following Saturday at 12:00 midnight. There are 26 pay periods in the year.

SECTION 3-6-2 - TIME SHEETS AND PAYROLL RECORDS

- A) Time sheets are to be completed by all employees. Falsification of time sheets is reason for disciplinary action.
- B) Changes in rate, position, and status shall be supported by a Personnel Action Form (PAF) approved by the Town Manager submitted through the Human Resources Department. The PAF shall be made a part of the employment history record of the employee. No salary change shall be implemented unless accompanied by an approved PAF.
- C) Payroll records shall be maintained by the Town for a minimum of seven years.
- D) The Finance Department is responsible for answering inquiries concerning payroll matters.

SECTION 3-6-3 - PAY DATES

Town employees are paid biweekly. If a pay date falls on a holiday, the day of pay shall be the last working day preceding the normal pay date.

SECTION 3-6-4 - PAY CHECKS

- A) Checks or vouchers are distributed by the Finance Department to each department by noon on the Wednesday following the close of the pay period.
- B) With each paycheck or voucher, employees receive a statement of earnings, deductions, leave balances, and compensatory time balances for the period covered by the payment.
- C) In the absence of specific instructions or direct deposit, the Finance Department or employee's Department Head or supervisor will hold checks for those who are away on the regular pay date until the employee returns to work. Other arrangements must be made in writing.
- D) An employee's paycheck may be released to the employee's spouse, designated family member or to another person only if authorized in writing by the employee.
- E) For safety, loss prevention, and overall efficiency, employees are encouraged to use Direct Deposit. Employees are expected to cash their paychecks on their personal time.

SECTION 3-6-5 - PAY ADVANCES

The Town of Camp Verde does not grant requests for pay in advance of regular paychecks.

POLICY 3-7 - OVERTIME/COMPENSATORY TIME

It is the Town's policy to avoid the necessity of overtime whenever possible, but overtime work may sometimes be necessary to meet emergency situations, seasonal or peak workload requirements of a critical nature. Department Heads are responsible for the planning required to minimize the need for overtime. If, in the judgment of a Department Head, work beyond the normal workday or workweek is required, the Department Head may authorize such work. This policy shall not contravene the provisions of the Federal Fair Labor Standards Act (FLSA) pertaining to the minimum rate of compensation for employment in excess of an established work period, excluding exempt positions.

SECTION 3-7-1 - NONEXEMPT EMPLOYEES

- A) Whenever any nonexempt employee is required to work overtime in excess of 40 hours per week, that person shall be compensated for such excess time at the rate of either:
 - 1. Pay for Service – One and one-half (1 ½) times the regular rate of pay at which such person is employed; or
 - 2. Compensatory Time Off – One and one-half (1 ½) hours of compensatory time off for each hour worked in lieu of cash payment.
- B) The determination of whether an employee receives Pay for Service or Compensatory Time Off for overtime worked will depend on the current budget capacity. In all cases, the Department Head's decision is final. Department Heads may adjust the weekly work schedule to avoid overtime at the end of the workweek.
- C) "Hours worked" for purposes of calculation of overtime pay shall be defined as time on the job performing a responsible work assignment.
- D) Time shall begin once the employee is at the workstation or at the call origination for emergencies as outlined in the Time and Attendance Policy.
- E) Employees who participate in the required training are paid only for actual time in training sessions and, if the training is off-site, for travel time to and from the training. Overtime will be compensated for travel time only if travel time is compensable under the FLSA. Employees who are on out-of-town business for the Town will be compensated only for actual hours worked during the trip.
- F) Vacation, sick, and other leave shall not be considered time worked and shall be deducted from "hours worked" during overtime calculation for each workweek.
- G) The Department Head must specifically authorize the rendering of overtime services. Employees shall obtain such authorization prior to working any overtime if possible.
- H) The Town Manager will ensure that all overtime is recorded and that work schedules that will allow all employees full opportunity to use accumulated compensatory time off within reasonable periods of time are developed as delineated under the Town's Compensatory Leave Policy.
 - 1. An employee may accumulate no more than 120 hours of compensatory time.
 - 2. Accumulated compensatory time in excess of that permitted must be used within 60 calendar

days from the date the compensatory time is recorded.

3. The Town Manager may make an exception in the accumulated compensatory time as recommended by the Department Head, such exceptions shall be documented in writing and filed in personnel file.
4. Upon termination of employment or change in status (classification) and/or an employee being placed on an additional duty assignment resulting in a change of pay rate, compensatory time shall be paid out at the same pay rate as when the compensatory time was accumulated.

SECTION 3-7-2 - EXEMPT EMPLOYEES

- A) The overtime provisions shall not apply to employees whose positions have been determined to be exempt from the provisions of the Fair Labor Standards Act. The Town Council shall be responsible for these designations, and the Human Resources Department shall maintain a list of exempt employees.

POLICY 3-8 – PAID HOLIDAY LEAVE

It is the policy of the Town to pay for a selected number of holidays. The Town administration is generally closed on those days.

- A) Holidays observed by the Town are:

New Year's Day	Independence Day	Day after Thanksgiving
Civil Rights Day	Labor Day	Christmas Eve
President's Day	Veteran's Day	Christmas Day
Memorial Day	Thanksgiving Day	

SECTION 3-8-1 - ELIGIBILITY

- A) Employees eligible for holiday pay are:
 1. Full-time employees
 2. Employees in their initial evaluation period
 3. Other classifications of employees approved by the Town Manager
- B) Paid holiday leave for non-exempt employees is accrued each pay period at the rate of 3.39 hours per pay period, equivalent to 88 hours per year. Paid holiday leave for exempt positions is applied automatically within the regular work week the Holiday falls on. During the initial evaluation period an employee may borrow necessary holiday leave hours if requested and approved by the Department Head. No holiday leave may be borrowed after the first 6 months of employment.
- C) The Town will grant paid holiday leave to all eligible employees immediately upon assignment to an eligible classification.
- D) Paid holiday leave shall be used to supplement employees' regular work hours when the Town offices are closed due to an observed holiday.
- E) Paid holiday leave that is not utilized to supplement employees' regular work hours when the Town offices are closed may be used at a later date in place of vacation leave.
- F) An employee who is absent without authorized leave on the day immediately preceding or following a holiday shall not be eligible to use paid holiday leave for the holiday and shall lose pay for the day

absent.

- G) Offices will only be closed for observed holidays that occur on regularly scheduled workdays (Monday through Friday). Observed holidays that occur on days that offices are normally closed shall not result in additional office closures.
- H) If a recognized holiday falls during an eligible employee's paid absence (i.e., vacation, sick leave) paid holiday leave may be utilized for the holiday instead of the paid time off benefit that would otherwise have been applied.
- I) Paid holiday leave is cumulative with a maximum year-end accumulation of 40 hours. Hours in excess of 40 hours on December 31 of each year shall be forfeited.

SECTION 3-8-2 - WORK ON HOLIDAY FOR HEALTH OR SAFETY REASONS

- A) Public Safety and other essential service employees may be required to work on holidays.
- B) Employees who are required to work on an observed holiday shall receive overtime pay (time and one-half) for the time actually worked. The employee may request to have the additional and half-time hours converted to compensatory time in lieu of additional pay.
- C) If the actual holiday is different than the observed holiday, employees will receive holiday pay for working the actual holiday and not the observed holiday.
- D) If an eligible employee is required to work on an actual holiday, the employee will receive the employee's overtime rate of pay for that usual shift. Any hours worked on an actual holiday over 40 hours in that workweek will be paid at an overtime rate. Working on an Observed Holiday, as opposed to an actual Holiday, will be treated as a normal workday with hours paid at the employee's regular hourly rate.

SECTION 3-8-3 - TERMINATION OF EMPLOYMENT

Upon termination, employees will be paid for unused paid holiday leave time that has been earned through the last day of work at their prevailing rate.

POLICY 3-9 - PAYROLL DEDUCTIONS

SECTION 3-9-1 - MANDATORY DEDUCTIONS

Deductions required by law are withheld from the employee paycheck each pay period. These include federal income tax, state income tax, Social Security, Medicare (FICA), retirement, and any legal wage garnishment.

SECTION 3-9-2 - VOLUNTARY DEDUCTIONS

Other deductions require an employee's written authorization. Examples include but are not limited to direct deposit, deferred compensation, United Way, dependent health insurance coverage, and supplemental health or life insurance.

POLICY 3-10 PROMOTION

The Town attempts to fill vacant positions with qualified Town employees before advertising to the general public, following a policy of upward mobility whenever possible. A promotion is a change to a position in a salary range higher than the one an employee currently occupies. Employees are encouraged to apply for

any vacancy for which they may qualify.

SECTION 3-10-1 - ELIGIBILITY

- A) Regular employees who have completed the designated initial evaluation period in the current position at a satisfactory level of performance may apply for promotion outside the employee's current department. An exception to this policy may be granted with prior approval of the Town Manager.
- B) Selection of an employee for a promotion is based on past work record and performance appraisal, education and special training undertaken, knowledge of the job duties, licensing relevant to the position, length of service, or other pertinent evidence of increased service value of an employee to the Town.
- C) Only employees who meet requirements set forth in promotion examination announcements may compete in promotion examinations.

SECTION 3-10-2 - PROCEDURE

Procedures for requesting consideration vary among departments, and supervisors can advise an employee on how to proceed within the department. Promotion examinations shall be conducted whenever necessary in the opinion of the Department Head and with the approval of the Town Manager.

- A) A job posting application should be submitted to Human Resources.
- B) When considering the promotion of Town employees having the same or similar qualifications, the position will be filled after considering the factors listed above.
- C) In cases where only one employee applies for a position and the hiring department knows the person's abilities and qualifications, the formal selection process may be dispensed with upon concurrence with the Human Resources Director.
- D) The Department Head may make temporary assignments for a specified time or assignment as necessary. Such appointments are made on an "acting" basis, and the employee returns to his or her regular position upon completion of the assignment. The salary for "acting" appointments is set by the Department Head in consultation with the Human Resources Director.

SECTION 3-10-3 - SALARY FOR PROMOTION POSITION

- A) Upon promotion to another class, the employee shall be placed at a rate within the new pay range corresponding to the qualifications for the class. Generally, this rate would be the minimum of the range, but not less than a 5% increase from their former base rate of pay.
- B) Upon promotion to a supervisory position, employees shall receive a salary at least 10% higher than their former base rate of pay.

SECTION 3-10-4 - PROMOTION PERFORMANCE EVALUATION PERIOD

- A) The promotion evaluation period shall be used by both the supervisor and the employee for closely observing and assessing work performance suitable for the new position.
- B) Promoted employees shall be subject to an evaluation period of not less than 6 full calendar months of service in the promotion position.

- C) A formal evaluation will be conducted 2 weeks prior to the end of the promotion evaluation period.
- D) Promoted employees who successfully complete their promotion evaluation period will be notified by their Department Head. The performance evaluation will be submitted to Human Resources, who will complete a Personnel Action Form for processing.
- E) Successful completion of the promotion evaluation period does not create any contractual rights for promoted employees.
- F) Promotions do not change the person's date of hire/length of service anniversary. However, the performance evaluation anniversary date for future performance evaluations and pay adjustments will be revised to coincide with the promotion date.
- G) Promoted employees who fail to meet the standards for the promoted positions may be reinstated to a position in the classification in which he or she most recently completed an evaluation period, within the department in which that evaluation period was completed, and at the same salary that he or she received prior to promotion. This may take place only if the previously held position is available with the approval of the Town Manager. The employee's performance evaluation date prior to his or her promotion will be reinstated if requested. Promoted employees who fail to meet the standards for the promoted positions are subject to the progressive disciplinary system outlined in Section 5-5 of the employee manual.
- H) Promoted employees who fail to complete the promotion evaluation period because of a lay-off are entitled to return to their former position and salary held before promotion if the position is available. Their performance evaluation anniversary date will return to the date prior to promotion.

POLICY 3-11 LATERAL TRANSFER

A lateral transfer is a change in position at the same or lower salary range than the one currently occupied.

SECTION 3-11-1 - ELIGIBILITY

- A) A regular full-time or part-time employee is eligible to seek a lateral transfer to another position within the same department any time a position is vacant.
- B) A full-time or part-time employee is eligible to seek a lateral transfer to another department after successfully completing the current department's initial evaluation period.

SECTION 3-11-2 - PROCEDURES

- A) Any current eligible employee interested in applying for a transfer must file a completed Town application form with the Human Resources Department according to instructions listed on the job posting.
- B) If the employee meets the stated requirements for the position, and is in good standing, she/he will proceed through the regular hiring process with all other general public applicants.
- C) The Personnel File of the transfer applicant will be made available to the Department Head responsible for filling the open position.

- D) If the current employee is selected, his/her Department Head will be advised prior to the offer being made to the employee.
- E) If the employee accepts the position, it will be the responsibility of the two Department Heads, along with the employee, to reach agreement on a transfer date. Every effort should be made to accomplish the transfer within two weeks of the offer's acceptance.

SECTION 3-11-3 - SALARY FOR TRANSFER POSITION

The salary offered to the employee must be consistent with the salary and requirements of the new position.

- A) An employee who meets only the minimum requirements for the position will be started at the minimum of the salary range regardless of the employee's current salary.
- B) An Employee who exceeds the minimum requirements for the position may be offered a salary in the new range that reflects the same percentage to the mid-point of the previous salary range.

SECTION 3-11-4 - TRANSFER EVALUATION PERIOD

- A) Transferred employees are subject to an evaluation period of not less than 6 full calendar months in the transfer position.
- B) The evaluation period is used by both the supervisor and the employee for closely observing and assessing work performance suitability for the new position.
- C) Formal evaluation will be conducted 2 weeks prior to the end of the evaluation period.
- D) Transferred employees who successfully complete their evaluation period will be notified by the Department Head. The performance evaluation will be submitted to Human Resources, who will complete a Personnel Action Form for processing.
- E) Successful completion of the evaluation period does not create any contractual rights for transferred employees.
- F) Transfers do not change the employee's performance evaluation anniversary.
- G) If an employee is not able to perform the new duties satisfactorily, the employee may have the opportunity to return to his/her previous position if it has not been filled or may be referred to other job openings upon the approval of the Town Manager. If another position is not secured, the employee may be placed on administrative leave without pay.

POLICY 3-12 DEMOTION

An employee reassigned to a position in a lower classification regardless of the reason (disciplinary, voluntary, in lieu of layoff, for reasons of disability or incapacity, department reorganization, response to market data, etc.) will receive a cut in pay commensurate with the nature of the demotion as determined by the Department Head (unless it involves the Department Head) in consultation with the Human Resources Department and approved by the Town Manager.

SECTION 3-12-1 - ANNIVERSARY DATE CHANGE

- A) Demotions do not change the person's date of hire. However, the performance evaluation anniversary date for future salary adjustments changes to the effective date of the demotion.

- B) Employee in position classifications that are downgraded or upgraded in salary to reflect changes in market conditions will retain their existing anniversary date for future performance-based adjustments.

SECTION 3-12-2 - PROCEDURE

- A) No employee shall be demoted to a position for which he or she does not possess the minimum qualifications.
- B) An employee being demoted shall be notified two weeks prior to the effective date of demotion except in emergency situations.
- C) Any demotion to prevent layoffs may be revised when the employee's previous position is reopened.
- D) Persons demoted to new positions will be subject to the standard evaluation period for the new position, unless specifically waived by the Town Manager.

POLICY 3-13 RECLASSIFICATION PROCEDURE

Revision of position descriptions and reallocations within the classification plan shall be made as often as is necessary to provide current information on positions and classes. It is the duty of the Human Resources Director to examine the nature of all positions and to allocate them to existing or newly created classes; to recommend changes in the classification plan as are made necessary by changes in the duties and responsibilities of existing positions; and to periodically review the entire classification plan and recommend appropriate changes in the allocations of positions in the classification plan.

SECTION 3-13-1 - PROCEDURE

- A) When a new position is requested by a Department Head or the duties of an old position are substantially changed, the Department Head shall submit a written recommendation to the Human Resources Director including justification for the reclassification and emphasizing changes in the position responsibilities or requirements for qualifications, such as experience, education, certifications, etc.
- B) The request will be reviewed by the Human Resources Director. A job audit, which is an analysis of the critical elements of a position and placement in the Town's classification/salary schedule, will be undertaken.
- C) If the request is justified, the budget impact will be determined, and a report prepared for review by the Town Manager and Town Council.
- D) Any reclassification involving an upgrade of salary that is not requested and approved as part of the budget process must have specific Council approval.
- E) If approved, the Human Resources Department will take the necessary steps to implement the reclassification.
- F) If the requested action is for downgrading of a position, and the Town Manager agrees, the Human Resources Director shall coordinate implementation steps.
- G) If the Town Manager does not concur with the request for the downgrade, the Department Head

will be provided with reasons. The decision of the Town Manager is final.

- H) As a result of reclassification, the salary range shall be increased or decreased.
- I) Any employee who considers his or her position improperly classified shall first submit a request in writing for reclassification to his/her Department Head, who shall review the request and transmit with written recommendation to the Human Resources Director, who will follow the justification procedures above.

POLICY 3-14 - PAY FOR WORKING OUT OF CLASSIFICATION

Increased compensation for working out of classification is provided as monetary recognition to an employee for the assumption and performance of duties normally performed by an employee of a higher or professional classification.

SECTION 3-14-1 - JUSTIFICATION

- A) The assumption and performance of the duties of the higher or professional classification must encompass the full range of responsibilities of the classification. It does not pertain to a temporary assignment made for the purpose of providing a training opportunity to the employee.
- B) The performance of duties must be for an extended period of time to fill the needs of the vacant position. An extended period of time is generally considered as an assumption of duties and responsibilities that will last in excess of 30 working days.
- C) Compensation for working out of classification shall be allowed only after written recommendation of the Department Head and Human Resources Director and approval of the Town Manager. Recommendation and approval shall be accomplished prior to the assumption of the higher or professional classification responsibilities.
- D) The employee's compensation will increase to the starting salary of the higher or professional classification in which the employee is substituting, or 5% whichever is greater.
- E) When the temporary assignment is completed, the employee's salary will be readjusted to its previous level or the level it would have attained, including general salary increases and performance-related adjustments, if the out-of-classification pay had not been made.
- F) The employee's date of hire anniversary and performance evaluation anniversary will remain unchanged throughout the temporary assignment.

POLICY 3-15 TIME AND ATTENDANCE

SECTION 3-15-1- PURPOSE

The Town of Camp Verde is subject to numerous laws and regulations that govern the way we conduct our business. The laws that regulate employees' wages and hours are designed to ensure that employees are paid as specified, within these regulations.

SECTION 3-15-2- DEFINITIONS

Exempt Employees: Exempt employees are exempt from the provisions of the Fair Labor Standards Act (FLSA).

Non-Exempt Employees: Non-exempt employees are not exempt from FLSA standards. Under the FLSA, these employees must be paid for travel time, on-call time, and overtime. Non-exempt employees may also be referred to as "hourly" employees.

Hours Worked: Hours worked include scheduled hours worked and, for all non-exempt employees, overtime hours and compensable travel and on-call time (refer to the applicable collective bargaining agreement or non-union handbook for definitions and eligibility).

Paid time off: Paid time off refers to the specific type of paid time off provided by Town employees in accordance with the Town Employee Manual.

Meal Periods: Bona fide meal periods (30 minutes) are not compensated as work time, may also be referred to as "meal breaks". The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties while eating.

Rest Periods: Rest period of 10 minutes are paid for as working time, may also be referred to as "rest break".

Clock in, Punch in (or out) all denote the same meaning. They all refer to the action whereby an employee utilizes the electronic time and attendance software system and associated hardware to record their commencement or termination time from compensable work. This function may also be referred to as a "punch."

Travel Time: Time spent by an employee in travel as part of his/her principal activity, such as travel from jobsite to jobsite or to attend trainings, conferences, or meetings during the workday, must be considered as hours worked. An employee who travels from home before the regular workday and returns home at the end of the workday is engaged in ordinary home-to-work travel. This is not considered hours worked.

Time Collection Device – Employees will be required to punch using one of several devices that may include a computer web portal, electronic timeclock, smartphone app or other input device.

FLSA - Fair Labor Standards Act.

Grace Period - The period of time, 7 minutes, before and after a punch.

Time Off Request - Time off requests can be generated in Time and Attendance System using the timeclock or computer via the "Request Time Off" module. The automated leave request must be properly approved by the supervisor, prior to the time being taken by the employee. Once approved, Time approver will apply the time off to the timecard.

SECTION 3-15-3- PROCEDURES

Time Recording - Non-exempt employees are expected to record their hours worked accurately and completely. Knowingly falsifying time records for yourself or another person will result in immediate disciplinary action up to and including termination for all employees involved. Various departments may choose to use different time collection devices such as physical time clock devices, web portal on a workstation or phone application. Personnel not using time collection device as assigned, clocking in for someone else or having other people clock in for them may be subject to disciplinary action, up to and including termination for all those involved.

Paid time off shall be used when an employee does not reach her or his regularly scheduled hours in a work week. Unpaid leave may be granted if no accrued leave is available at the discretion of the Town Manager.

Time Window for Clocking In/Out - Employees should attempt to clock in/out as close to their designated start/end time as possible. However, in large work groups, it may not be possible for all employees to clock in at their exact designated start time. Therefore, a time window of a seven-minute grace period before and after the designated start time has been created so that the employee will not be docked pay or paid overtime.

Clocking In Late - Employees are expected to clock in and out at times designated by their manager/supervisor. Employees clocking in past the grace period are considered late. Absenteeism and tardiness will be handled by the employee's manager or supervisor.

Clocking In Early - Employees may not clock in before the grace period of seven minutes before their scheduled work time without authorization from their manager or supervisor.

Clocking Out Late - Employees may not clock out more than the grace period of seven minutes after the scheduled work end time without authorization from their manager or supervisor.

Failure to Properly Clock In and Out - For hourly employees, it is each employee's responsibility to clock in and out. If an employee fails to punch, it is the responsibility of the employee to notify his/her supervisor no later than one day after it occurred. If the employee fails to notify their supervisor by the payroll deadline, missed pay may not be paid until the following payday.

Tardiness - Tracking tardies will be the responsibility of managers and supervisors. Employees are expected to be ready to work at their designated/scheduled start times.

Rest Periods

For every four hours worked, an employee will receive one fifteen (15) minute paid rest period each day. These breaks are scheduled by the supervisor and breaks not taken are lost at the end of each day. If an employee works in a department where breaks are not directly assigned, he/she must co-ordinate with co-workers to maintain adequate coverage at all times. Employees must return to work on time. These breaks are provided to enable associates to take care of their personal needs and may not be extended, tacked onto lunch hours, or used to compensate for late arrivals or early departures. Employees must remain on the job site during paid rest periods. Reasonable break times will be afforded to nursing mothers in accordance with the mandates of the Patient Protection and Affordable Care Act.

Meal Periods

- A) A non-exempt employee who works six (6) hours or more will receive a thirty (30) minute unpaid meal period. This meal period will normally be scheduled approximately midway through the employee's shift. Employees are required to clock out at the beginning of the meal period and clock back in at its conclusion. If the shift can be completed in six (6) hours or less, the employee may waive the meal period, by mutual consent with his/her supervisor. Employees are relieved of all active responsibilities and restrictions during meal periods and not compensated for that time. While supervisors will advise their employees about their rest breaks and meal period schedules it is the employee's responsibility to ensure that all breaks are taken and properly recorded on their time records.
- B) It is a violation of the Time and Attendance Policy for non-exempt employees to work through their meal period without supervisor's approval.

- C) CVMO employees in certain positions designated by the Town Marshal, shall receive a paid meal period. In order to qualify for paid meal breaks, employees must be on call during their entire work shift and not leave the work premises unless authorized and must respond to duty calls during meal periods if necessary. Failure to respond to duty calls will be grounds for disciplinary action.

On-call Pay

- A) On-call status begins after the completion of the workday and continues until resuming work the following workday, unless a defined length of time is determined prior to the time the call commences. Each job title that The Town of Camp Verde classifies as exempt (under the Fair Labor Standards Act) will not be eligible to receive call pay.
- B) Employees will be considered engaged by The Town of Camp Verde from the time they leave home (or when they receive the call) until the work is completed. This time will be considered worked time and will be recorded as such on the time record by the employee. Circumstances causing an increase in travel time should not be included in the time worked.
- C) Call pay cannot be taken when an employee is taking vacation, holiday, birthday, or personal day; absent for illness; absent for funeral leave; on a leave of absence; not able or available for work.
- D) An employee's compensation for on-call status will be paid at the rate approved by the administrative staff.
- E) An employee who is on call must meet the following criteria to receive the pay
 1. When notified by must answer the call within five minutes.
 2. Arrive in the work unit within 30 minutes or less after receiving the call.
 3. Arrive in a condition "fit" for duty. If an employee does not meet this criterion, he or she will forfeit the call pay from the time of the first attempt to contact him or her to the end of the call period.
 4. When an employee is called back to work, this work time will be paid at the employee's regular rate of pay or at his or her overtime rate if the employee has already worked the required hours.
 5. The Town of Camp Verde reserves the right to validate the availability of an employee receiving on-call pay. Two attempts will be made to contact the call employee.
- F) An employee will receive a minimum of two hours' pay for each time the employee is called out to perform emergency or needed services.

SECTION 3-15-4- TAMPERING AND FALSIFICATION

Any attempt to tamper with and/or falsify the timekeeping hardware, software, or any associated records is a serious offense that could result in termination of employment. Any attempt by an employee to record time for another employee or alter or modify in any way the time record of another employee may be subject to disciplinary action up to and including termination.

CHAPTER 4

EMPLOYMENT BENEFITS

POLICY 4-1 - BENEFITS CONTINUATION/COBRA

The federal Consolidation Omnibus Budget Reconciliation Act (COBRA) of 1985, amended by the Health Insurance Portability and Accountability Act (HIPAA) of 1996, gives covered employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Town of Camp Verde's health plan when a "qualifying event" would result in a loss of eligibility. Some common qualifying events are resignation, voluntary or involuntary termination of employment, death of an employee; a reduction in an employee's hours or a leave of absence, transition between jobs, an employee's divorce or legal separation; or a dependent child no longer meeting eligibility requirement.

SECTION 4-1-1 - WHO PAYS

Under COBRA, the employee or beneficiary pays the full cost of coverage at the Town's group rates plus an administration fee as prescribed by federal law. Qualified individuals may be required to pay the entire premium for coverage, up to 102 percent of the cost of the plan.

SECTION 4-1-2 - WRITTEN NOTIFICATION OF ELIGIBILITY

The Town of Camp Verde, through its health insurance supplier, provides each eligible employee with a written notice describing rights and responsibilities under COBRA when the employee becomes eligible for coverage under the Town's health insurance plan; when the employee experiences a qualifying event; and at various federally required dates depending upon the employee's election of COBRA.

POLICY 4-2 - COMPENSATORY LEAVE

Compensatory time is credit for hours worked in excess of a person's normal workweek in accordance with the Fair Labor Standards Act (FLSA). Use of compensatory time as compensatory leave must be pre-approved by the immediate supervisor or department head.

SECTION 4-2-1 - NONEXEMPT EMPLOYEES

- A) Nonexempt employees shall be paid overtime or given compensatory leave at the rate of time and one-half for all hours worked in excess of the normal 40-hour work week if the employee actually worked in excess of 40 hours in one week.
- B) Upon termination of employment, a nonexempt employee will be paid at the employee's prevailing salary rate for unused compensatory time that has been earned through the last day of work.

SECTION 4-2-2 - EXEMPT EMPLOYEES

Executive, administrative, and professional employees are considered exempt employees and are not covered by the overtime pay provisions of the FLSA.

POLICY 4-3 FAMILY AND MEDICAL LEAVE

In accordance with the Family and Medical Leave Act (FMLA) of 1993, the Town of Camp Verde provides family and medical leaves of absences without pay, for up to 12 weeks, to eligible employees who are temporarily unable to work due to a serious health condition or disability as defined by the act; who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or who must care for a child, spouse, or parent with a serious health condition. The Town of Camp Verde will maintain group health insurance coverage during the FMLA term.

SECTION 4-3-1 - DEFINITION OF SERIOUS HEALTH CONDITION

A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility or continuing treatment by a licensed health care provider.

SECTION 4-3-2 - ELIGIBILITY

- A) Employees in the following employment classifications are eligible to request FMLA leave as described in this policy:
 - 1. Regular full-time employees who have worked for the Town at least 52 weeks (12 months).
 - 2. Regular part-time employees who have worked for the Town at least 1,250 hours in the previous 12 months.
- B) Eligible employees should make written requests for FMLA leave to their supervisor at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events or within no more than two working days after learning of the unforeseen need for leave. An employee requesting unforeseen FMLA leave has the obligation to comply with the Town's regular reporting requirements.
- C) It is the responsibility of the employee to notify the Human Resources Department of the need to take leave for a serious health condition. The notice must make clear that the serious health condition makes the employee unable to perform his job functions.
- D) Department Heads must notify the Human Resources Department of all absences for medical leave reasons that exceed three working days, regardless of whether sick leave, vacation leave, or unpaid leave is used. The Human Resources Director will determine if the absence is under the FMLA.

SECTION 4-3-3 - VERIFICATION OF NEED

Employees requesting family leave related to the serious health condition of a child, spouse, or parent shall be required to submit a health care provider's statement verifying the need for family leave to provide care, its beginning and expected ending dates, and the estimated time required. FMLA leave may be used to maintain a reduced workweek for intermittent leave for preplanned and pre-scheduled medical treatment. Certification by a licensed health care provider shall be required. Certification forms are available from the US Department of Labor or at www.dol.gov.

SECTION 4-3-4 - MAXIMUM LEAVE TIME AVAILABLE

- A) Eligible employees may request up to a maximum of twelve (12) weeks of FMLA leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. An eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the Nation Guard or Reserves, with a

serious injury or illness may be granted up to a total of 26 workweeks of unpaid leave during a single 12-month period to care for the service member.

- B) Eligible spouses who both work for the Town shall be restricted to a combined total of twelve (12) weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition.
- C) If this period of absence proves insufficient, consideration may be given to a written request for an extended (administrative) leave without pay, which shall not exceed one year.

SECTION 4-3-5 - HOW FMLA LEAVE IS MEASURED

The Town uses a rolling 12-month period measured backward from the date an employee takes any FMLA leave. Each time an employee uses FMLA leave, the remaining leave entitlement is the balance of the 12 weeks that has not been used during the immediately preceding 12 months.

SECTION 4-3-6 - USE OF ACCUMULATED LEAVE

Employees are required to first use any accumulated paid leave time before taking unpaid FMLA leave.

SECTION 4-3-7 - CONTINUATION OF HEALTH INSURANCE BENEFITS

- A) Subject to the terms, conditions, and limitations of the applicable plans, the Town of Camp Verde will continue to provide benefits for health insurance for the full period of the approved family or medical leave in accordance with COBRA coverage mandates.
- B) The employee will continue to be responsible for the cost of supplemental benefits and dependent care coverage if continued coverage is desired. Payments must be made by the 10th day of each month. If payment is more than 30 days overdue, coverage will be dropped.

SECTION 4-3-8 - SUSPENSION OF ACCUMULATION OF OTHER TOWN-PROVIDED BENEFITS

- A) Employees on FMLA who are receiving vacation or sick leave pay will continue to be paid for holidays while on leave and accrue vacation and sick leave.
- B) Employees who are on unpaid FMLA leave will have vacation and sick leave accrual and holiday benefits suspended during the unpaid leave and will resume upon return to active employment.
- C) Use of FMLA leave is not considered a break in service when determining eligibility for vesting or for participation in a benefit.

SECTION 4-3-9 - RETURN TO WORK

- A) So that an employee's return to work can be properly scheduled, an employee on FMLA leave is required to provide the Town with at least two days' advance notice of the date the employee intends to return to work.
- B) If the employee was on FMLA leave due to a serious health condition, before returning to work, the employee must provide a work release from the health care provider attesting that they are able to resume work. The work release must be accepted by the Human Resources Department prior to the employee returning to work.

- C) When an FMLA leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.
- D) The only exception may be for a highly compensated position. The employee in this position will be notified when he/she requests leave that the Town may choose to fill the position because it is key to the Town's operations. If the Town chooses to fill the position, it will first offer the employee the opportunity to return to work immediately.

SECTION 4-3-10 - INTERMITTENT LEAVE OR REDUCED WORK WEEK

- A. In certain cases, intermittent use of the 12 weeks of FMLA leave or a part of a reduced workweek may be allowed by the Town. Employees wishing to use leave intermittently or to utilize a reduced work week schedule for FMLA birth, adoption, or foster care purposes will need to discuss and gain approval of such use from the employee's Department Head and the Human Resources Department.
- B. If the need is for preplanned and prescheduled medical treatment of the employee, the employee is responsible for scheduling the treatment in a manner that does not unduly disrupt the Town's operations. Intermittent or reduced workweek use of FMLA is subject to medical certification by a license health care provider.
- C. In some cases, the Town may temporarily transfer an employee using FMLA leave intermittently or on a reduced workweek schedule to a different job with equivalent pay and benefits if another position would better accommodate the intermittent or reduced workweek schedule.

SECTION 4-3-11 - TERMINATION OF EMPLOYMENT

- A) If an employee resigns voluntarily before returning from FMLA, health insurance benefits are subject to COBRA law.
- B) If an employee fails to report to work promptly at the end of the approved leave period, the Town will assume that the employee has resigned.

POLICY 4-4 – WORKER'S COMPENSATION

Worker's Compensation is a program of insurance administered by the State Industrial Commission to protect workers, their families, and dependents from loss due to a work-related or "industrial" accident or illness without assessing fault or blame for the accident or illness. The program provides for payment of medical bills, physical and vocational rehabilitation, and financial compensation while the worker is disabled – either temporarily or permanently – and is unable to work while on industrial leave. It also provides for lump sum payments for particularly serious injuries such as the loss of a finger, eye, foot, etc., and assures death benefits and compensation to the worker's family or dependents in the event the injury is fatal. Industrial leave is defined as leave to obtain treatment and/or recuperation necessitated by an injury or condition sustained in the course and scope of employment with the Town of Camp Verde as determined by an authorized health care provider. Industrial leave is not accumulated but is available through the State Industrial Commission in conjunction with state law.

SECTION 4-4-1 - REPORTING REQUIREMENT

- A) Any employee involved in an industrial injury, or an occupational illness as defined by the State Worker's Compensation laws must report the incident to his or her immediate supervisor or Department Head within 24 hours or as soon thereafter as possible.

- B) Hours lost due to the injury or illnesses are reported on the employee time sheet as “industrial disability.”

SECTION 4-4-2 - PAYMENTS

- A) Worker's Compensation does not pay for the first seven days off unless the total number of days off exceeds 14 days. If the claim is approved for payment, paid leave used for the injury or illness may be reinstated to the employee's leave balance record upon reimbursement to the Town of the amount paid.
- B) Worker's Compensation pays a State-mandated percentage of the employee's daily wage.

SECTION 4-4-3 - USE OF PAID LEAVE WHILE ON INDUSTRIAL LEAVE

- A) An employee receiving disability payments under the Worker's Compensation laws may use accumulated paid leave in order to continue to maintain regular income. Arrangements to maintain regular income may be made through the Human Resources Department.
- B) Sick leave or vacation leave may be used to supplement any payments that an employee is eligible to receive from State disability insurance. The combination of any such disability payments and Town paid sick or vacation leave benefits shall not exceed the employee's normal weekly earning. The purpose of this policy is to ensure that an employee does not suffer economic hardship as a result of a work-related injury or illness; however, the employee should not realize a financial gain as a result of injury or illness.
- C) Lost time for worker's compensation in excess of seven days will run concurrent with Family Medical Leave (FMLA). While out due to an injury or illness covered by worker's compensation for over seven days, employees will be placed on FMLA leave up to twelve weeks.
- D) No employee shall receive sick leave or use vacation time as a result of a job injury, illness, or disease incurred while employed by another employer.

SECTION 4-4-4 - RETURN TO WORK

An employee returning from Worker's Compensation leave must notify their supervisor of their intent to return to work and must provide a work release from the health care provider attesting that they are able to resume their normal work duties or modified duties. The work release must be accepted by the Human Resources Director prior to the employee's return to work.

POLICY 4-5 - MILITARY LEAVE

A military leave of absence will be granted to any employee, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services. Military leave shall be granted in accordance with the provisions of applicable State and Federal law. (i.e., A.R.S. § 26-168, 26-171, 38-610)

SECTION 4-5-1 - NO BREAK IN SERVICE

Active military service of an employee who is restored to employment with the Town of Camp Verde is not a break in service and shall be counted as credited service.

SECTION 4-5-2 - LIMIT OF PAID TIME OFF

Paid time off, in accordance with the law, shall be limited to an equivalent of thirty (30) workdays in a 24-month period. The period of time spent in training or scheduled drills under orders shall not be deducted from the paid vacation leave balance to which the employee is otherwise entitled unless it exceeds thirty workdays.

POLICY 4-6 SPECIAL LEAVE OF ABSENCE

Employees may be granted a special leave of absence as approved by the Town Manager. An employee shall not use a special leave of absence to work for another employer or to pursue self-employment. Leaves are designed to accommodate employees who have critical personal situations only. An employee who fails to return to work on the date specified in the leave request without receiving an extension in advance is considered to have resigned.

SECTION 4-6-1 - SPECIAL LEAVE OF ABSENCE WITH PAY

- A) In some cases, an employee may be granted a special leave with pay in the event the Town Manager or Mayor grants a temporary emergency leave for a natural disaster or other situation that may jeopardize the safety and/or health of employees, such as weather, fire, flood, or pandemic, or in a declared state of emergency, disaster, or grief.
- B) In some instances, it may be necessary to remove an employee from the workplace to allow for an investigation by the Town into matters concerning possible discipline of the employee and/or other Town employee(s). This type of leave is not a disciplinary action, and in general, should not exceed fifteen (15) working days without written approval from the Town Manager or the Town Manager's designee.
- C) The Town Manager, with Council approval, may also approve special leave with pay for an employee for a fixed period of time when such leave is considered by the Town Manager to be beneficial to the Town or in the best interest of the Town.

SECTION 4-6-2 - SPECIAL LEAVE OF ABSENCE WITHOUT PAY

- A) A special leave of absence without pay for a period not to exceed 90 calendar days may be granted by the Town Manager to any full-time employee who has completed one year of employment. The granting of such an extended leave without pay must be for the benefit of the Town and must be approved by the Town Manager after recommendation from the respective Department Head. Such leave may be granted only after accrued vacation leave and compensatory leave has been exhausted.
- B) Under extenuating circumstances, the Town Manager may grant an extension of a leave period upon written request by the employee. Such an extension may not exceed 3 months and will be based on departmental, as well as employee consideration.
- C) Any employee who has been granted leave without pay shall retain his/her original date of hire but shall not accumulate any vacation or paid leave time during the unpaid leave of absence, nor be entitled to holiday pay.
- D) Any employee who is on a leave without pay at the time of his/her performance evaluation anniversary may not be eligible for a regular annual review of job performance nor for an

adjustment in pay until the performance evaluation anniversary immediately following the return to active employment.

- E) Employees on leave without pay may elect to continue group insurance coverage. However, the employee must bear the entire cost of both employee coverage and dependent coverage. Payment must be submitted to the Finance Department by the 10th of each month to ensure continued coverage.
- F) The Town is not obligated to hold the employee's position open while the employee is on leave without pay. The position may be filled on a temporary or regular basis. The employee's right to return to the Town from leave without pay shall depend on the availability of an appropriate position.

POLICY 4-7 - BEREAVEMENT LEAVE

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify his or her supervisor immediately.

SECTION 4-7-1 - APPROVAL

- A) Approval of bereavement leave for up to 3 days shall occur in the absence of unusual operating requirements. A supervisor shall extend the leave up to two additional days if travel outside the state is required.
- B) Any employee may, with the supervisor's approval, use any available paid leave balances for additional time off as necessary.

SECTION 4-7-2 - IMMEDIATE FAMILY DEFINED

The Town of Camp Verde defines "immediate family" as the employee's spouse, parent, child, brother or sister, grandparent, or grandchild; the employee's spouse's parent, child, brother or sister, grandparent, or grandchild; and the child's spouse. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

POLICY 4-8 - SICK LEAVE

The Town of Camp Verde provides sick leave with pay to eligible employees. Sick leave credit is cumulative with a maximum accumulation of 480 hours.

SECTION 4-8-1 - ELIGIBILITY

In an effort to follow the Fair Wages and Healthy Families Act all employees are entitled to sick leave.

SECTION 4-8-2 - RATE OF ACCUMULATION

Regular full-time employees and employees who are in an initial evaluation period shall accumulate sick leave at a rate of 3.69 hours per pay period, equivalent to 12 days per year. Part-time employees accrue sick leave at the rate of one hour for every 30 hours worked up to 40 in a calendar year. Up to 40 unused, accrued hours will be carried over at the end of the year. Notwithstanding, part-time employees may only use up to 40 hours of paid sick leave per calendar year.

SECTION 4-8-3 - ALLOWABLE USES

- A) Sick leave benefits are intended solely to provide income protection in the event of illness or injury.

Sick leave shall be allowed for:

1. Personal illness, disease, or injury, which renders the employee unable to perform the duties of the position and travel time to and from a physician's office;
2. Surgical, medical, dental, or optical treatments, examinations, or fittings that must be made during working hours; or
3. Illness, injury, examination, or treatment by a health care provider of a member of the employee's immediate family.

- B) The immediate family shall consist of the spouse, children, parents, grandparents, brothers, sisters, or other individuals whose relationship to the employee is that of a dependent.
- C) An employee may be granted use of sick leave to care for an ill or injured immediate family member in compliance with the Family Medical Leave Act.
- D) Sick leave cannot be used to care for well family members.

SECTION 4-8-4 - NOTIFICATION TO SUPERVISOR

- A) Employees who are unable to report to work due to illness or injury shall notify their direct supervisor before the start of their workday or within two hours after the time set for beginning their daily duties.
- B) The direct supervisor must also be contacted on each additional day of absence unless the sick leave is part of the FMLA leave program.
- C) Employees who are unable to report to work to perform assigned duties due to illness are expected to be at home, or in transport to or from a physician's office or medical facility. Employees who fail to comply with this stipulation are subject to disciplinary action.

SECTION 4-8-5 - PHYSICIAN'S VERIFICATION

- A) If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement shall be requested verifying the disability and its beginning and expected ending dates.
- B) Verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits and/or to authorize that the employee may safely return to work.
- C) If the evidence of illness provided is determined by the Department Head to be inadequate, the absence may be charged to another category of leave or considered leave without pay.
- D) Physician's or other qualified medical practitioner's verification statements are to be forwarded to the Human Resources Department.

SECTION 4-8-6 - ADDITIONAL CONDITIONS

- A) Sick leave shall not be used in lieu of vacation, nor shall it be used in addition to vacation.
- B) An employee who is absent more than three workdays shall be subject to the Family Medical Leave Act. Department Heads are responsible for ensuring the Human Resources Department is immediately notified of absences of more than three days.

SECTION 4-8-7 - NO SICK LEAVE AVAILABLE

An employee who has a non-work-related illness or injury and has exhausted accumulated sick leave may apply for special leave without pay.

SECTION 4-8-8 - TRANSFER OF HOURS TO VACATION

Sick leave accumulated in excess of 480 hours must be converted on the 15th of December each year to either vacation time or cash value.

- A) If converted to vacation time, the conversion shall be one hour of vacation for every two (2) hours of accumulated sick leave in excess of 480 hours.
- B) If converted to cash value, the conversion rate shall be made at 50% of the employee's current hourly wage multiplied by the number of hours in excess of 480 hours.

SECTION 4-8-9 - TERMINATION OF EMPLOYMENT

- A) At the time of resignation or retirement, an employee in good standing shall receive the cash value of their accumulated sick leave balance as calculated below:

<u>Years of Continuous Service</u>	<u>Payout Percentage</u>
One to less than ten (10) years	10%
Ten (10) to less than fifteen (15) years	25%
Fifteen (15) plus years	50%

- B) Years will be calculated on the employee's Date of Hire/Length of Service Anniversary.
- C) Employees, in good standing, who leave Town employment and become re-employed with the Town within 120 days, will use their original Date of Hire anniversary for calculating years of continuous service.

POLICY 4-9 - SICK LEAVE BANK

The Sick Leave Bank provides a short-term option to alleviate undue hardship to eligible member employees who become unable to work due to a serious personal illness or injury and has exhausted all available paid leave (vacation, sick leave, and compensatory time). This policy is based on compassion and generosity and is meant to promote a spirit of mutual support among employees. Membership in the Sick Leave Bank is voluntary.

SECTION 4-9-1 - DEFINITIONS

- A) **Serious Personal Illness or Injury:** Is an illness or injury as defined by the Family and Medical Leave Act of 1993 that requires an employee to be absent from work for more than (3) three consecutive days.
- B) **Eligible member employee** means all regular employees eligible to accrue sick leave who have enrolled in the Sick Leave Bank after six months of continuous employment.
- C) **Sick Leave Bank** is a common pool of hours to which employees contribute hours on an annual basis to become members.

SECTION 4-9-2 - ELIGIBLE RECIPIENT

- A) A recipient of donated hours must currently be on an approved medical leave of absence without pay and possess a physician's certification specifying that the recipient is not yet able to return to work.
- B) The recipient:
 - 1. Must have exhausted all paid vacation leave, sick leave, and compensatory time from his/her accounts; and
 - 2. Is absent from work due to a condition that otherwise would meet FMLA standards; and
 - 3. Is not eligible to receive benefits through an insurance program paid by the Town; and
 - 4. Is not eligible to receive payments from the retirement system, which he/she is a member; and
 - 5. Is not eligible to receive payments from Social Security; and
 - 6. Has elected membership in the Sick Leave Bank.

SECTION 4-9-3 - GENERAL PROVISIONS

- A) The maximum award a Sick Leave Bank member may receive is 240 hours per year as measured forward from the date of the last request.
- B) The Sick Leave Bank is funded by the annual contribution of sick leave hours from each participating member. The amount of the contribution required is:
 - 1. Full-time (30 – 40 hours a week) employees donating eight (8) hours of sick leave annually.
 - 2. Sick Leave Bank donations are deducted and credited to the Bank following each open enrollment period.
- C) Requests for Sick Leave Bank hours shall be made through the Department Head with the Human Resource Department, administration of these provisions shall be done by the Town Manager.
- D) Sick Leave Bank hours are intended to support employees in their recovery and return to work. Once it is determined that an employee will not be returning, Sick Leave Bank hours will no longer be available.

POLICY 4-10 - VACATION LEAVE

Vacation leave is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits.

SECTION 4-10-1 - ELIGIBILITY

Employees in the following employment classification are eligible to earn vacation leave as described in this policy:

- A) Regular full-time employees
- B) Employees who are in an initial evaluation period.

SECTION 4-10-2 - BENEFIT YEAR

- A) The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when an employee starts to earn vacation leave.
- B) The benefit year for all eligible employees begins on the employee's effective date of hire.
- C) An employee benefit year may be extended for any significant leave of absence except military leave of absence.
- D) Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule.
- E) During the initial evaluation period employees can request use of vacation leave to the extent of available balance.

SECTION 4-10-3 - RATE OF ACCUMULATION

- A) The amount of paid vacation time employees receive each year increases with the length of their employment as shown on the following charts:

1. Eligible nonexempt employees:

<u>Years of Service</u>	<u>Annual Vacation Accrual</u>	<u>Per Pay Period</u>
Less than 1 to less than 5	80 hours	3.08 hours
5 to less than 10	104 hours	4.00 hours
10 or more to less than 15	120 hours	4.62 hours
15 or more	160 hours	6.15 hours

2. Eligible exempt employees:

<u>Years of Service</u>	<u>Annual Vacation Accrual</u>	<u>Per Pay Period</u>
Less than 1 to less than 5	120 hours	4.62 hours
5 to less than 10	144 hours	5.54 hours
10 or more	160 hours	6.15 hours

- B) The maximum allowed accrued vacation time will be equal to double (x2) the employee's annual accrual based on years of service. Accrual will not continue if the employee is over maximum allowed.
- C) Vacation leave will not accumulate while an employee is on leave of absence without pay.
- D) Employees in good standing who leave Town employment and become re-employed with the Town within 120 days will use their original Date of Hire anniversary for calculating years of service.
- E) A Exempt positions, at the discretion of the Town Manager, may be given years of service credit, not to exceed twelve (12) years, only for the purpose of accruing the proper level of leave commensurate with experience upon hire.

SECTION 4-10-4 - REQUEST FOR LEAVE

- A) Paid vacation time can be used in minimum increments. Employees are encouraged to use five consecutive workdays (40 consecutive hours) of paid vacation time each year for rest, relaxation, and personal pursuits.

- B) To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including Town needs and staffing requirements.

SECTION 4-10-5 - TERMINATION OF EMPLOYMENT

Upon termination, employees will be paid for unused vacation time that has been earned through the last day of work at their prevailing rate.

POLICY 4-11 - CIVIC DUTY

The Town of Camp Verde encourages employees to fulfill their civic responsibilities as citizens. In accordance with Arizona Revised Statutes, the periods of civic duty absence will be with pay and related benefits while serving on a jury, responding to a subpoena to appear as a witness or voting, according to the provisions below.

SECTION 4-11-1 - JURY DUTY

- A) The Town of Camp Verde encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to 10 days of paid jury leave over a one-year period. Employee classifications that qualify for paid jury duty leave are:
1. Regular full-time employees
 2. Employees who are in an initial evaluation period
- B) Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.
- C) Employees summoned to jury duty shall be paid their regular salary, provided they submit their jury duty fee amounts to the Finance Department.
- D) Mileage and per diem amounts may be kept by the employee.
- E) If employees are required to serve beyond the period of paid jury duty leave, they may use any available paid leave balances (i.e., vacation, comp time) or may request an unpaid jury duty special leave of absence.
- F) Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence.
- G) Employees are expected to report to work whenever the court schedule permits.
- H) Either the Town of Camp Verde or the employee may request an excuse or postponement from jury duty if, in the Town's judgment, the employee's absence would create serious operational difficulties.

SECTION 4-11-2 - WITNESS DUTY

The Town of Camp Verde encourages employees to appear in court for witness duty when subpoenaed to do so.

- A) If employees have been subpoenaed or otherwise requested to testify as witnesses, they will be granted a maximum of 40 hours of paid time off per instance to appear in court.

- B) Employees will be paid at their base rate and are free to use any remaining paid leave benefits (i.e. vacation, comp time) to receive compensation for any period of witness duty absence that would otherwise be unpaid.
- C) The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence.
- D) The employee is expected to report for work whenever the court schedule permits.
- E) Time spent in court on personal matters will not be paid.

SECTION 4-11-3 - VOTING

Every employee is encouraged to exercise the right to vote in all public elections. Any employee eligible and registered to vote in any public election held within this state may request time off for voting.

- A) The employee may be absent for three hours with pay on the day of the election for the purpose of voting after notifying his/her supervisor or Department Head.
- B) The Department Head may specify the hours during which the employee may be absent for the purpose of voting. Before leaving their assigned duties or workplace, the employee shall notify his/her supervisor or department Head that they are leaving for the purpose of voting.
- C) An employee may be required to provide evidence of eligibility to vote prior to approval for time off.

POLICY 4-12 - GROUP BENEFITS

The Town of Camp Verde provides group benefits coverage, which may change from time to time for eligible employees. The Town contributes toward all mandated programs such as Social Security, Worker's Compensation, Unemployment Insurance, etc. The Human Resources Department is responsible for the implementation and administration of all group insurance plans.

SECTION 4-12-1 - ELIGIBILITY

- A) Regular employees of the Town are generally eligible for coverage under all of the Town's benefit programs, depending upon the restrictions and limitations of a particular benefit plan.
- B) Where applicable, the employee may elect to cover dependents under these programs in accordance with current contract requirements and rate schedules. Normal eligibility rules must be met.
- C) Other employment classifications are not eligible for benefit coverage except as specifically provided for in a particular benefit plan.

SECTION 4-12-2 - GROUP INSURANCE COVERAGE

The Town contributes to the cost of providing group insurance coverage for full-time employees who participate in the group insurance programs offered by the Town, depending upon the restrictions and limitations of the particular benefit plan.

SECTION 4-12-3 - VOLUNTARY BENEFITS

Voluntary benefits such as benefits for dependents, supplemental health benefits and additional employee-related benefits are offered by the Town through the Human Resources Department, depending upon the limitations and restrictions of the particular plan. Voluntary benefits are offered at the discretion of the Town Manager. Voluntary benefits are fully paid by the employee.

SECTION 4-12-4 - RETIREMENT PLAN

- A) Employees whose normal workweek is 20 hours or more and who have met the eligibility requirement of the retirement plan are required to participate in a retirement plan offered by the Town.
 - 1. Certified police personnel participate in the Public Safety Personnel Retirement System (PSPRS).
 - 2. All other eligible employees participate in the Arizona State Retirement System (ASRS).
- B) Retirement benefits accumulate from both employee and employer contributions. Contributions to the retirement system are mandatory for eligible positions and are deducted from the employee's salary each payroll period.
- C) Employees are vested in accordance with the retirement plan in which they are enrolled.
- D) If an employee terminates service without retiring, accumulated vested contributions, with earned interest, are refundable upon request.
- E) Employees that are retired through the Public Safety Retirement System and therefore, ineligible to participate in the ASRS or PSPRS, the Town will match up to 3% of gross wages for alternate retirement plans.

SECTION 4-12-5 - EMPLOYEE ASSISTANCE PROGRAM

- A) The Town provides an employee assistance program (EAP) to all full-time employees.
- B) When an employee voluntarily seeks assistance from the EAP, confidentiality is maintained. The Town will not be informed that help has been sought unless the employee requests that the information be released.
- C) When stress or personal problems interfere with job performance, the Town will encourage and may require participation in the EAP to deal with job-related performance issues. When participation is required, confidentiality is maintained. The EAP will only verify that the employee has participated as required.
- D) Use of the EAP may be a condition of continued employment if the Town's drug and alcohol abuse policy is violated or at the discretion of the supervisor.
- E) No employee will have his or her employment or promotional opportunities jeopardized solely by participating in the EAP, nor will participation in the EAP protect the employee from disciplinary action for substandard performance.

SECTION 4-12-6 – TRAUMATIC EVENT COUNSELING FOR PUBLIC SAFETY EMPLOYEES

- A) The purpose of this benefit is to meet the requirements of A.R.S. §38-672 and §38-673 to provide up to twelve visits of licensed counseling to certified peace officers and police dispatchers who are exposed to certain events, as described below, while in the course of duty:
1. Visually (or audibly) witnessing the death or maiming or visually (or audibly) witnessing the immediate aftermath of such a death or maiming of one or more human beings.
 2. Responding to or being directly involved in a criminal investigation of an offense involving a dangerous crime against children as defined in section A.R.S. §13-705.
 3. Requiring rescue in the line of duty where one's life was endangered.
 4. Using deadly force or being subjected to deadly force in the line of duty, regardless of whether the peace officer was physically injured.
 5. Witnessing the death of another peace officer while engaged in the line of duty.
 6. Responding to or being directly involved in an investigation regarding the drowning or near drowning of a child.
- B) If the licensed mental health professional determines that the certified peace officer and/or police dispatcher needs additional visits of licensed counseling beyond that which the certified peace officer and/or police dispatcher are entitled to (12 visits) and that the additional visits are likely to improve the certified peace officer's and police dispatcher's condition, upon receiving a written recommendation including supporting evidence from the licensed mental health professional, the Town shall pay for up to an additional twenty-four (24) visits if the visit(s) occur within one (1) year after the first visit pursuant to this section.
- C) If the employee leaves work to attend a treatment visit, they will be paid regular wages instead of using paid time off. Time off work for appointments and/or time off work during a no-work status may run concurrent with FMLA (Family Medical Leave Act).

POLICY 4-13 – SUPPLEMENTAL BENEFITS PLAN FOR PUBLIC SAFETY EMPLOYEES

The purpose of this Supplemental Benefits Plan for Public Safety Employees ("SBP" or "plan") is to meet the requirements of A.R.S. §38-961 and provide additional economic benefits to police employees who are injured and eligible for a specific category of workers' compensation benefits.

SECTION 4-13-1 - ELIGIBILITY

The Town has discretion to determine the eligibility of an employee to participate or continue in this plan. To be eligible for supplemental benefits under this plan initially and to continue in the plan as described in this policy, the employee must meet all of the following criteria:

- A) Be a police officer employed full-time by the Town at the time of injury.
- B) Be injured and eligible for workers' compensation benefits pursuant.
- C) Be receiving workers' compensation lost-time wage replacement benefits.
- D) Follow all other procedures for requesting benefits as outlined in this policy or related documents.
- E) Participate in all risk management activities related to his or her workers' compensation injury.
- F) Be physically unable to return to work for the Town in any capacity, including alternative work assignments or light duty, as determined by the Town and as supported by the employee's physician or an independent medical exam (IME) ordered by the Town directly or through its workers' compensation insurance provider. The employee's inability to work in a capacity assigned by the Town, including inability to work light duty assignments, must be supported by appropriate medical documentation in order for the employee to remain eligible under this supplemental benefits plan.

- G) Remain a Town full-time employee during the time period the employee is receiving the supplemental benefits.

SECTION 4-13-2 – PLAN DESCRIPTION

All benefits under this plan will be provided while the employee meets all eligibility criteria, for a period up to six months from the date the employee receives first payment of workers' compensation lost-time wage replacement benefits pursuant to A.R.S. § 23-1041.

- A) Payment by the Town of the difference in salary between the employee's base pre-injury salary, less taxes and the workers' compensation benefit paid to the employee, and any other voluntary deductions on the part of the employee.
- B) Continued payment of the Town's employer portion of premium for health care benefits as was paid pre-injury and/or as is paid for other similarly enrolled employees. The employee remains responsible for paying the same portion of his/her health care benefits as was paid pre-injury and/or as is paid by similarly enrolled employees.
- C) Payment by the Town of both employer and employee contributions to the Public Safety Personnel Retirement System as based on the employee's pre-injury salary.
- D) Credit for service in the Public Safety Personnel Retirement System at the same accrual rate as pre-injury.
- E) Maintenance of accrued Town leave balances at pre-injury level, including sick and vacation leave, and/or PTO.

To the extent the employee is eligible for and receives salary or benefit changes while receiving benefits under this plan, the plan benefits will be adjusted accordingly. If all employees are provided automatic salary adjustments as part of an annual process, the employee will receive benefits under this plan based on his/her new adjusted salary as he/she would receive if not injured. Such adjustments may or may not benefit the employee. If during the benefit period under this plan the Town changes employer health care benefits contributions, the employee may be required to pay additional premiums as would any other similarly situated employee.

SECTION 4-13-3 – PROCEDURE

The Town Manager's Office will receive all requests for plan benefits, in writing from the employee outlining the request and any relevant information needed for decision making by the Town. Such requests must be made within 30 days of the employee's receipt of his or her first lost-time wage replacement benefit paid under workers' compensation. The Town Manager's Office will provide the request to the employer-designated SBP administrator. Failure to make a request within the timeframe established herein shall be construed as a waiver of any rights under A.R.S. §38-961.

- A) The Town SBP administrator will review the written request, the circumstances surrounding the injury, employee eligibility for workers' compensation, and any other relevant factors. Within 30 days of receipt of request for benefits under this plan, the SBP administrator shall provide the employee with written determination of benefits eligibility under this plan.
- B) Supplemental benefits under the plan will be provided from the date of an employee's injury for a period not to exceed six months, as long as the employee continues to meet all eligibility criteria.
- C) Employees granted benefits under this plan will cooperate fully with the Town, SBP administrator, and others working to coordinate benefits.
- D) The employee's Town leave accounts will be frozen as of date of injury until conclusion of

participation in the plan.

E) If an employee is denied participation in the plan for any reason, he or she has a right to appeal such denial. The process for doing so is, exclusively, the following:

1. Within ten (10) working days from receipt of denial letter file a written appeal with the Town Manager stating the reason for the appeal and facts that the employee wishes to have considered.
2. Within five (5) working days the Town Manager will render a written opinion affirming or denying eligibility based upon the information provided.
3. If the Town Manager is also the SPB administrator, the appeals process shall be to the Town Council. Under such provision, the Town Council shall have up to thirty (30) days to render a written opinion.

CHAPTER 5

WORK RULES

POLICY 5-1 - HOURS OF WORK

An employee is expected to work the days and hours necessary to perform all assigned responsibilities and tasks in order to provide continuity in access by and service to the citizenry and facilitation of teamwork and supervisory assistance. Attendance shall be a consideration in determining promotions, transfers, satisfactory completion of evaluation periods and continued employment with the Town.

SECTION 5-1-1 - NORMAL WORK WEEK AND WORK HOURS

- A) The basic work week is generally 40 hours of work pursuant to the Town Code. This begins for most employees at 12:01 AM Sunday and ends at 12:00 midnight on Saturday.
- B) Modifications to the workweek and work schedule may be made by the Department Head to provide essential Town services, subject to any federal and State statutory or constitutional limitations relating to hours of work.

SECTION 5-1-2 - ABSENCES AND TARDINESS

- A) Advanced notice of absence is expected; notice of unavoidable absences is expected within one-half hour of the beginning of duty or as soon as possible if the employee is physically unable to notify his or her supervisor or Department.
- B) Advanced notice of anticipated tardiness is expected; notice of unavoidable tardiness is expected as soon as possible. Tardiness must be made up during the pay period in which it occurs.
- C) Notification of an absence or tardiness by another employee, friend, or relative is not considered proper except in an emergency situation where the employee is physically unable to make the notification.
- D) Poor attendance and frequent tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

POLICY 5-2 - PERSONNEL FILES

The Town maintains a personnel file on each employee. The personnel file contains documentation regarding all aspects of the employee's tenure with the Town, such as performance appraisals, beneficiary designation forms, disciplinary action notices and employment history. Employees may review their personnel files at reasonable intervals during normal business hours in the presence of Human Resources staff.

SECTION 5-2-1 - ACCESS TO OFFICIAL PERSONNEL FILE

Access to information in an employee's personnel file is confidential to the extent permitted by federal and state law. During the normal course of employment, the following individuals are authorized to review an employee's personnel file: The Town Manager, Department Head, immediate supervisor, the employee, Town Attorney (or his/her designee) or a state or federal enforcement employee conducting an official investigation.

SECTION 5-2-2 - UPDATING PERSONNEL RECORDS

- A) Department Heads are responsible for forwarding documents for inclusion in the personnel files of those employees assigned to their department.
- B) To ensure that personnel files are up to date at all times, employees should notify their supervisor or Human Resources staff of any changes in name, telephone number, home address, marital status, number of dependents, beneficiary designation, scholastic achievements, the individuals to notify in case of an emergency and so forth.
- C) Each employee may inspect audit or copy, his or her personnel file to ensure accuracy and completeness of the file. A Human Resources representative must be present when a file is reviewed or copied.
- D) The following portions of the employee's personnel file are matters of public record: Name of the employee, date of employment, current and previous duties and dates received, name, location, and dates of previous assignments, current and previous salaries, and dates of each change, and the name of the employee's current or last known supervisor. It is recognized that personal privacy is an exception to the public records disclosure requirements. Private sensitive information that is not freely available to the public and encompasses the individual's control of information concerning his/ her person such as social security numbers, personal addresses and personal phone numbers, birth dates, emergency point of contact, tax information, bank account information.
- E) Personnel records do not include records of an individual relating to the conviction, arrest or investigation of conduct constituting a violation of criminal laws of this State or another state or the United States, confidential reports from previous employers or records maintained in compliance with Arizona Revised Statutes (consent of, access to, and control of personnel records).

SECTION 5-2-3 - MAINTENANCE OF PERSONNEL FILES

- A) The Human Resources Director is responsible for maintaining personnel files and must approve materials for inclusion in a file.
- B) An employee may submit a written statement for inclusion in his/her personnel file if he or she believes that any of the included materials requires correction and/or clarification.
- C) Items not included in the official personnel file may not be used for either promotional or disciplinary proceedings unless the employee falsified a time sheet or other information.

SECTION 5-2-4 - RECORDS RETENTION

- A) An employee's personnel file will be retained during the tenure of the employee and for a minimum of 3 years after the employee's employment with the Town has terminated unless a longer period is required by law. During this retention period, nothing will be removed from the personnel file.
- B) Name, position, the date of hire, and the date of termination will be retained indefinitely.

SECTION 5-2-5 - RECORDS RELEASE

- A) Human Resources treats as confidential all employee information except when requested to verify information relating to job title, department, base salary, and dates of employment.

- B) Other information contained in the personnel file will be released with express written permission of the employee or to the extent allowed by law.

POLICY 5-3 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the organizational image the Town of Camp Verde presents to the general public. During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Department Heads are responsible for determining and enforcing the dress code for their respective areas of responsibility.

SECTION 5-3-1 - ACCEPTABLE ATTIRE

Because of the changing nature of fashion, regulations pertaining to acceptable employee attire and grooming are flexible. There are, however, certain expected norms of professional appearance, of personal neatness, cleanliness, and good grooming that are applicable to all employees.

SECTION 5-3-2 - UNACCEPTABLE ATTIRE

- A) Extravagance and extremes of style and attire are not in good taste in a public service environment. The Town of Camp Verde reserves the right to advise any employee at any time that his or her grooming, attire, or appearance is unacceptable.
- B) After having been advised, the employee will be expected to comply with the suggested change. Failure to do so will result in the employee's suspension without pay until corrective action by the employee is taken.
- C) Repeated lack of compliance may result in further disciplinary action, up to and including discharge.

SECTION 5-3-3 - UNIFORMS

- A) Employees who are required to wear a uniform of any type in the performance of their duties will either be provided such uniforms by the Town or provided with a uniform allowance.
- B) Uniforms that are provided by the Town become the property of the employee during the employment service to the Town.
- C) Laundering, cleaning, and general upkeep of uniforms is the responsibility of each employee.
- D) Employees should be aware that furnishing of uniforms and maintenance or replacement allowance, if any, might under certain circumstances, be considered a taxable benefit.

POLICY 5-4 MAIL, ELECTRONIC MAIL, COMPUTER, AND ONLINE SERVICES USAGE

SECTION 5-4-1 - CONDITIONS OF EMPLOYMENT

As a condition of employment and continued employment, employees agree as follows:

- A) All electronic storage and communication systems and all information transmitted by, received from or stored in these systems are the property of the Town;

- B) These systems are to be used solely for job related purposes and not for personal purposes;
- C) Employees have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt, or storage of information in the equipment;
- D) The Town may monitor an employee's use of this equipment at any time at its discretion, which may include printing and reading all e-mails entering, leaving, or stored in these systems, as well as listening to any voice mail messages;
- E) No employee will use a pass code or voice mail access code that is unknown to the Town or that is not expressly authorized; and
- F) To obtain approval for, and have virus-scanned, all outside files prior to loading such files in the Town's computer system.

Mail received or distributed at the Town is the property of the Town. The Town may monitor, open, and review all mail at any time at its discretion.

SECTION 5-4-2 – SOFTWARE COPYRIGHT

The Town purchases and licenses various computer software for business purposes and does not own the copyright to this software or its related documentation. Employees may not reproduce such software or use it on more than one computer unless authorized to do so by the software license agreement. Employees with questions or concerns regarding the use of software or its related documentation should contact their Department Head.

SECTION 5-4-3 - PROHIBITED USE

Improper use of the Town's electronic storage and communications equipment is strictly prohibited. This includes, without limitation, transmission or reception of any material in violation of federal, state, or local law or regulation (including copyright material, threatening or obscene material or material that is trade secret or confidential); using the Town's equipment or resources for commercial activities, religious, or political causes, outside organizations, games, multimedia, or other non-employment related matters; and transmitting offensive jokes, sexually explicit messages, chain letters, or material that is otherwise disruptive to the orderly operation of the Town.

SECTION 5-4-4 - PASSWORDS

Employees should remember that log-on and other passwords should not be shared with anyone else, unless an authorized town official requests such information. Failure to cooperate with an authorized Town official in any investigation involving the Town's electronic communications system is a violation of the policy and shall result in discipline, up to and including termination of employment.

SECTION 5-4-5 - CONSEQUENCES OF PROHIBITED USE

Any violation of this policy shall result in disciplinary action, up to and including termination of employment.

POLICY 5-5 - DISCIPLINARY SYSTEM

Effective discipline is a positive process when its purpose is to train or develop by instruction. Whenever appropriate, training is encouraged as a means of improving employee productivity and effectiveness through positive and constructive methods. However, improper employee conduct shall be considered good cause for disciplinary action.

Each supervisor shall have the responsibility and authority, with approval of the Department Head, to administer appropriate discipline to his/her subordinates using a positive progressive discipline process as a corrective measure.

SECTION 5-5-1 - DISCIPLINE PROCESS

- A) In general, the concept of progressive discipline means that a series of increasingly severe disciplinary actions will be administered to correct employee behavior or performance.
- B) This shall only be a guideline for supervisors, however. Not all discipline will begin with counseling or reprimands.
- C) The totality of the circumstances will dictate the appropriate level of discipline for each incident. Review of the particular facts and circumstances, such as the severity of the offense or an employee's disciplinary history, regardless of whether for the same offense, may indicate that more severe disciplinary measures, up to and including immediate termination, are appropriate.
- D) Whether or not the procedures are followed, all employees are subject to discharge when, in the sole opinion of the management, an employee's job performance or conduct threatens the wellbeing of the Town, its employees or its citizens.

SECTION 5-5-2 - DEFINITIONS

- A) Employee: Includes all Town employees of any status or classification, except elected officials.
- B) Initial evaluation employee: new employee whose continued regular employment depends upon the successful completion of an initial evaluation period. An employee may be terminated at any time with or without cause during the initial evaluation period.
- C) Notice of proposed disciplinary action: A written five (5) day advanced notice given to an employee documenting the proposed disciplinary action and the proposed effective date.
- D) Pre-action meeting: A meeting with the employee, the employee's representative, if desired, and the Department Head where the employee may present reasons in writing or orally as to why the proposed disciplinary action should not be taken.
- E) Progressive Discipline: A series of increasingly severe disciplinary actions, ranging from oral counseling to discharge.
- F) Termination: Used interchangeably with the word "discharge," meaning dismissal from employment. This does not include a layoff.

SECTION 5-5-3 - GROUNDS FOR DISCIPLINARY ACTION

- A) Discharge may occur as the result of a single serious infraction that warrants immediate dismissal, including but not limited to:
 - 1. Dishonesty, including intentionally giving false information, intentionally falsifying records or making false statements when applying for employment, lying to supervisors in connection with the employee's job; falsifying time sheets for payroll.

2. Discrimination or failure to abide by Equal Employment Opportunity regulations, including sexual or other harassment of a protected class.
3. Reporting to work under the influence of intoxicants or nonprescription/illegal drugs or using such substances while on Town property.
4. Theft or removal of Town money, merchandise, or property, including property in custody of the Town without permission.
5. Possession of firearms, other weapons or explosives not authorized by the Town in Town facilities or while on Town business.
6. Conviction of a felony or gross misdemeanor.
7. Other reasons deemed valid by Town officials.

- B) Other grounds for disciplinary actions, up to and including discharge, include but are not necessarily limited to the following:
1. Being absent from work without permission or failure to report to the supervisor or Department when one is absent;
 2. Being habitually absent or tardy for any reason;
 3. Failure to follow the orders of one's supervisor(s);
 4. Inability or unwillingness to perform the assigned job; failure to perform assigned work in an efficient or effective manner;
 5. Participation in prohibited political activities;
 6. Acceptance of fees, gifts, or other valuable items in the performance of the employee's official duties for the Town;
 7. Any action, on or off the job, bringing discredit to the Town;
 8. Violations of any of the Town policies, Town ordinances, State or federal law;
 9. Violating safety rules and regulations; being wasteful of material, property or working time; failure to observe security or safety procedures;
 10. Two written reprimands or other disciplinary actions in 24 consecutive months;
 11. Inability to get along with fellow employees so that the work being done is hindered and not up to required levels; speaking critically or making derogatory or false accusations so as to discredit other employees or supervisors;
 12. The use of profanity or abusive language towards a fellow employee or member of the general public while performing official duties as a Town employee;

13. Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses;
14. Divulging or misusing confidential information, including removal from Town premises without proper authorization any employee lists, records, designs, drawings, or confidential information of any type;
15. Improper use of the Town's electronic storage and communications equipment, including without limitation the transmission or reception of any material in violation of federal, state, or local law or regulation or use for non-employment related matters;
16. Such other act, error or omission detrimental to the mission of the Town;
17. Other reasons deemed valid by Town officials.

SECTION 5-5-4 - TYPES OF DISCIPLINARY ACTION

- A) Oral Warning or Counseling: A verbal notice to the employee discussing a problem of relatively minor degree of the employee's performance. The oral warning or counseling shall be given in private. The supervisor shall inform the employee that the supervisor is issuing an oral warning, that the employee is being given an opportunity to correct the condition, and if the condition is not corrected, the person will be subject to more severe disciplinary action. A written notation of the warning is to be included in the employee's personnel file after acknowledgement by the employee (See 5-5-4. B.3).
- B) Written Reprimand:
 1. A written reprimand is issued if the initial measure of oral warning is not sufficient or if the infraction is severe enough to warrant a written reprimand in the employee's personnel file.
 2. Written reprimand notices must be issued within ten days after the occurrence of the violation claimed by the supervisor or ten days after completion of an administrative investigation. The contents of this notice will be explained to the employee in an interview.
 3. The original will be signed by the employee and placed in the employee's personnel file. If the employee refuses to sign the acknowledgement, then the supervisor and one other witness shall note on the reprimand that the employee received a copy and refused to sign it.
 4. A copy will be given to the employee and included in the employee's department file.
- C) Suspension with Pay: A suspension with pay is involuntary time off without loss of pay as a result of a severe infraction of policies or for repeated violation. For minor infractions, a suspension may often be given after the employee has received a written warning.
 1. Employee Decision-Making Suspension: The employee shall be instructed to decide during this "decision-making" suspension if he or she will commit to the correction of each performance deficiency and meet the Town's expected standards. Upon return to work, the employee will be required to submit, in writing, to the Department Head if and how he/she intends to meet the expected standards or has decided to leave the Town's employment. This type of suspension will not exceed one working day.
 2. Town Investigative Suspension: This action may be used to remove an employee from the

work site in order to allow for an investigation by the Town of behavior that is suspected of being illegal, that is not in the best interests of the Town, or that places other employees or citizens in jeopardy.

- a) If charges are substantiated, disciplinary action will be taken in accordance with the nature of the offense and may include recovery of salary and benefits paid during the suspension.
 - b) If charges are unfounded, the employee will be restored to duty and a letter of exoneration will be placed in the employee's official personnel file.
 - c) This type of suspension is normally paid and shall ordinarily not exceed 21 calendar days. The Town Manager, however, may authorize an extension when a comprehensive investigation will require more time to reach a conclusion.
- D) Suspension without Pay: Suspension without pay is involuntary time off with loss of pay. This type of action may be taken when the offense is of a serious enough nature to warrant discharge but when circumstances related to an employee's overall performance would not warrant immediate discharge. The length of suspension should not exceed 15 working days. The number of days of suspension, whether a specific number of days or indefinitely, will depend on the severity of the infraction.
- E) Involuntary Demotion: An involuntary demotion consists of a reassignment to a lower position classification. This type of action may be taken for serious improper conduct and/or consistent inability to meet job performance expectations. Generally, it will occur in a situation in which it is determined the employee is either unwilling or unable to perform his or her responsibilities of that position. Demotion is not a substitute for dismissal when dismissal is warranted. Employees who are returned to their previous assignments before completing a promotion evaluation period are not considered to have been involuntarily demoted.
- F) Discharge:
1. Discharge is the involuntary, permanent removal or termination of an employee from employment. Immediate removal of an employee from the job site pending review for discharge may be warranted in instances involving serious insubordination; theft; serious, illegal, or destructive acts while on the job; or other substantial reasons deemed appropriate by the Town Manager. An employee may also be discharged after repeated offenses of a less serious nature if the supervisor has documented the offenses and appropriate performance-related changes have not resulted from previous progressive disciplinary action. This does not include a layoff.
 2. During the initial evaluation period, employees may be terminated at any time with or without cause and without the right of appeal. Written notification of dismissal shall be signed by the employee who has not completed the initial evaluation period and placed in the employee's personnel file, with a copy given to the employee. The dismissal of such employees requires the concurrence of the Department Head, the Human Resources Director, and the Town Manager.

SECTION 5-5-5 - NOTICE TO EMPLOYEE

An employee who has completed the initial evaluation period shall receive a 5-day written notice of intent whenever the Town intends to take a disciplinary action resulting in termination, reduction in pay, demotion, or suspension without pay. Notice under this section is not required for layoffs, assignments, transfers, or reassignments, including those to or from lead positions. The notice will generally provide the following

information:

- A) Notice of the intended disciplinary action and the proposed date of implementation.
- B) The reasons for the action.
- C) The date and time, not more than 3-days after the notice is given to the employee, of a pre-action meeting with the Department Head (or his or her designee), for the employee to present reasons in writing or orally as to why the proposed disciplinary action should not be taken.
 - 1. The affected employee may have a non-attorney co-worker of the employee's choosing present during the pre-action meeting. The co-worker may not speak on behalf of the employee but may advise the employee during the meeting.
 - 2. Any relevant information presented by the employee regarding the proposed disciplinary action shall be considered.
- D) Failure by the employee either to attend the pre-action meeting or to timely submit reasons in writing why the proposed disciplinary action should not be taken will be deemed a waiver of the employee's right to do so and the proposed disciplinary action will be implemented as written.

POLICY 5-6 PERSONNEL ACTION REVIEW PROCEDURES

SECTION 5-6-1 - PURPOSE

The Town of Camp Verde provides personnel action review procedures as a means to:

- A) Ensure all employees fair and equitable treatment;
- B) Promote harmonious relations among employees, supervisors, and managers;
- C) Encourage the settlement of disagreements informally at the employee-supervisor level;
- D) Provide an orderly procedure to handle disagreements through the various supervisory levels when necessary;
- E) Resolve grievances as quickly as possible.

SECTION 5-6-2 - SOLE REMEDY

Policy 5-6 is the sole and exclusive internal remedy available to employees for resolving disputes arising from Town employment.

SECTION 5-6-3 - INFORMAL PERSONNEL ACTION REVIEW PROCEDURES

- A) An employee who has a problem or complaint, which does not qualify as a reviewable issue as defined below, should promptly inform, and discuss it with his or her immediate supervisor, endeavoring to resolve the matter expeditiously and informally at the employee-supervisor level.
- B) If informal discussion does not resolve the problem or complaint to the employee's satisfaction, the employee should discuss it with his or her supervisor's immediate supervisor, if any, the Department Head, the Human Resources Director, or the Town Manager or designee.
- C) Every effort should be made to find an acceptable solution by informal means at the lowest level of

supervision.

SECTION 5-6-4 - FORMAL PERSONNEL ACTION REVIEW

Except where formal review of the employment matter is not authorized by these procedures, any regular employee, not appointed by the Town Council, may file a request for formal review of an employment action involving termination, reduction in pay, involuntary demotion, or suspension without pay in accordance with the Formal Personnel Review Procedures set forth in Section 5-6-7. The employee may also file a request for formal review of an employment action involving Written Reprimand up to and including steps through Section 5-6-7 (c).

SECTION 5-6-5 - EMPLOYMENT MATTERS NOT SUBJECT TO REVIEW

The following employment matters are not subject to formal review:

- A) Placement of an employee in, or the content or structure of, the Town's Classification Plan;
- B) Placement of an employee in, or the content or structure of, the Town's Salary Plan;
- C) The content or structure of the Town's benefits programs;
- D) An employee's performance evaluation;
- E) Extension of an evaluation period;
- F) Assignments, transfers, or reassignments, including those to or from lead positions or special positions.
- G) Municipal finance or budgetary issues; and
- H) Layoffs;
- I) Oral warning or counseling.

SECTION 5-6-6 MISCELLANEOUS RULES

- A) Employees who have not completed an initial evaluation period with the Town are not permitted to use the formal personnel action review procedures.
- B) After an issue has been initially presented for review, an employee may not add new allegations at a subsequent step.
- C) Time limits provided in these procedures may be extended to a date assured by mutual written agreement of the Town and the appealing employee.
- D) An employee's failure to file a timely appeal in writing to the next step in the process will constitute a waiver, and the decision shall be final, binding and not subject to further review.
- E) Meetings held under these procedures shall be conducted at a mutually agreed upon time and place that affords a fair and reasonable opportunity for all persons entitled to be present to attend.
- F) No discipline, retaliation, or threats of retaliation shall be taken against any employee, representative, witness, or other participant, whether testifying or not, in these personnel action

review procedures by reason of such participation.

- G) All information obtained during the processing of a request for personnel action review will be maintained confidentially to the extent permitted by state law.
- H) Employees may have an observer present at any interview in the process. The observer may not participate in the interview; rather, the observer may merely attend and watch the interview.
- I) If the observer is a Town employee, the time spent attending the interview shall be counted as time worked for pay and benefit purposes.
- J) During any interview in the process, the employee seeking review shall be permitted to take reasonable breaks of limited duration to consult with any other person.
- K) For pay and benefit purposes, time spent by employees in discussions with management or in testifying before a "Hearing Officer" is considered time worked.
- L) Employment matters subject to review may be resolved or settled at any step in the process. Such matters will be processed until: (a) the employee is satisfied; (b) the employee does not file a timely appeal (as defined by the formal steps); or (c) a decision has been made in the final step.
- M) All employment decisions (and resulting wage and/or benefit losses flowing from them) are effective when made by the Department Head. Upon reversal of the decision at any step in the review process, the successful employee may recover any such wage and/or benefit losses previously incurred.

SECTION 5-6-7 – FORMAL PERSONNEL ACTION REVIEW PROCEDURE STEPS

- A) Step One: Appeal to Department Head
 1. Within five business days of the time the employee receives written notification of an employment matter that is subject to review, the employee must file a request for formal personnel action review with the Town's Human Resources Department on a form provided by the Town.
 2. The Department Head (or in the Department Head's absence, the person designated to act on the Department Head's behalf) shall investigate the issue, attempt to resolve it, and give a written decision to the employee within ten business days of having received the employee's request for formal personnel action review from the Town's Human Resources Department.
 3. If the issue involves the employee's Department Head, the Human Resources Department shall give the request for formal personnel action review to the Town Manager who shall proceed as stated in Step Two.
- B) Step Two: Appeal to Town Manager
 1. If the employee is not satisfied with the Department Head's decision or if no decision has been rendered within ten business days after submission to the Department Head, the employee may appeal the decision to the Town Manager.
 2. The appeal must be submitted in writing to the Human Resources Department within ten business days after delivery to the employee of the decision (Step Two) being appealed.

3. The Town Manager will review the appeal and communicate a decision in writing to all concerned parties within ten business days of having received the employee's written notice of appeal from the Human Resources Department.
 4. The Town Manager may delegate the duties under Step Two.
- C) Step Three: Appeal to a Hearing Officer
1. If the employee is not satisfied with the Town Manager's decision or if no decision has been rendered within ten business days after submission to the Town Manager, and provided the employment matter is subject to a Step Three appeal, the employee may appeal the decision to a qualified, independent Hearing Officer appointed by the Town. The Town shall maintain a list of qualified, independent, Hearing Officers.
 2. Provided they are not otherwise excluded under Section 5-6-5, only disciplinary actions taken by the Town that involve termination, reduction in pay, involuntary demotion, or suspension without pay are subject to a Step Three appeal to a Hearing Officer.
 3. An appeal must be submitted in writing to the Human Resources Department within ten business days after delivery to the employee of the Town Manager's decision. If the employee fails to submit a written appeal within ten business days, the lower action will be automatically affirmed.

SECTION 5-6-8 - RULES OF APPEAL TO THE QUALIFIED HEARING OFFICER

- A) The appeal will be a written statement, addressed to the Hearing Officer through the Human Resources Department, explaining the employment matter appealed, the action desired, and the reasons for it. The appeal shall also include all previous correspondence concerning the matter.
- B) Upon receipt of a notice of appeal, the Human Resources Department shall set a date and place for the hearing on the appeal within three (3) months from the effective date of the disciplinary action. The Human Resources Department shall notify all interested parties of the date, time, and place of the hearing.
- C) If an appeal is made the Human Resources Director, in consultation with the Town Manager and Town Attorney, if necessary, shall determine whether the appeal complies with these procedures and is subject to review. If so, a qualified Hearing Officer shall be appointed by the Town.
- D) Both the appellant and the Department Head shall submit to the Human Resources Department a list of witnesses, including names, addresses, and nature of the expected testimony from each, and a list of exhibits to be introduced at the hearing no later than seven (7) calendar days prior to the commencement of the hearing. No other witnesses or exhibits may be introduced at the hearing unless approved by the Hearing Officer. The Hearing Officer may grant a time extension beyond the required limits if requested by either party in writing and good cause is shown for granting the extension.
- E) The Town Attorney shall represent the Town and present the case to the Hearing Officer. The employee has the right to be represented by counsel at the employee's expense, to written notice of the specific grounds for termination, to disclosure of the evidence supporting the termination, the opportunity to confront and cross examine available adverse witnesses, the opportunity to be heard, in person, and present evidence, and to subpoena witnesses.

- F) Both the Town and the appellant will have the opportunity to present witnesses and evidence, to cross-examine witnesses, and to be heard in person.
- G) The findings and recommendation of the Hearing Officer shall be made to the Town Manager and shall include a written statement as to the evidence relied upon by the Hearing Officer and the reasons for his or her decision. The Town Manager has the final decision on all personnel appeals, and can modify, accept, or reject the recommendations of the Hearing Officer. If the Town Manager rejects the Hearing Officer's recommendation, he or she must state the reasons therefore in writing.

CHAPTER 6

EMPLOYMENT DEVELOPMENT

POLICY 6-1 - EDUCATION ASSISTANCE

SECTION 6-1-1 - PURPOSE

The Town of Camp Verde recognizes that the skills and knowledge of its employees are critical to the success of the organization. The education assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the Town.

SECTION 6-1-2 - ELIGIBILITY FOR PARTICIPATION

- A) All regular full-time employees with satisfactory work and attendance standards who have successfully completed the initial evaluation period are eligible to participate.
- B) Employees who are receiving grants, scholarships, or veteran's benefits are eligible to participate, but only to the extent that employee's course tuition costs are not covered by these external funds.
- C) Only those courses beginning after the new employee's initial evaluation period ends will be considered for reimbursement.
- D) Employees participating in the program are required to achieve grade C or higher in order to remain eligible.
 - 1. An original grade report or transcript must be provided to Human Resources within 45 days of the completion of each course. Failure to submit the grade report or transcript within the time limit will result in disqualification for tuition assistance.
 - 2. Courses taken on a pass/fail basis must be "passed." Non-graded courses (graded satisfactory/unsatisfactory) must be completed with a "satisfactory" grade. No courses may be audited.
 - 3. Courses will only be reimbursed one time through this program. If the employee elects or is required to retake the course, the employee will be responsible for the cost, regardless of time in between reimbursement, location of course, or reason for retaking the course.
- E) Generally, only those courses requiring attendance during off-work hours will be considered for tuition assistance. With approval from their Department Head, an employee may flex their work schedule to attend an approved tuition assisted course.

SECTION 6-1-3 - CRITERIA FOR APPROVAL

- A) All applications for educational assistance are expected to have the prior approval of their Department Head. The initial step to qualify for the educational assistance program is to apply for the assistance with the Human Resources Department. Human Resources will administer the educational assistance program. Tuition assistance funding levels are recommended by the Town Manager and approved by the Town Council through the fiscal year budget process.
- B) The program provides tuition assistance for courses that are:
 - 1. Directly related either to the employee's present job or to a position within the Town to which

the employee could logically progress in the future; or

- C) A part of a planned program leading to an undergraduate or graduate degree in a field that has applicability to Town business (e.g., accounting, engineering, criminal justice, management). The course must be:
 - 1. Taken on the employee's own time and
 - 2. Approved by the applicable Department Head, and the Town Manager.
- D) Courses may be taken at Town-approved:
 - 1. Accredited colleges, universities, community colleges;
 - 2. State or public-school systems, adult education systems, vocational and trade schools.

SECTION 6-1-4 - REIMBURSEMENT

- A) The Town will reimburse 100% of the actual tuition as identified by the school, college, or university and agreed upon by the Human Resources Director and available funding.
 - 1) To ensure fund availability, employees are required to submit a Tuition Reimbursement request during the fiscal budget planning process.
 - 2) During limited funding periods, reimbursements are granted on a first-come-first-served basis.
- B) The employee must bear all other expenses, which include but are not limited to books, supplies, parking, transportation, transcripts, application and administrative fees, lab fees, and other non-tuition expenses.

SECTION 6-1-5 - TERMINATION OF EMPLOYMENT

- A) Each employee will be required to sign an agreement stating that if he or she separates from Town employment for any reason within two years of receiving reimbursement, an amount will be withheld from the final paycheck according to the following schedule:

Date of Separation	Percentage of Reimbursement Withheld from Final Paycheck
Under 6 months after receiving reimbursement	100%
6 to 12 months after receiving reimbursement	75%
12 to 18 months after receiving reimbursement	50%
18 to 24 months after receiving reimbursement	25%
24+ months after receiving reimbursement	0%

- B) If the amount of the employee's final paycheck is not sufficient to cover costs, the individual will be required to reimburse the Town for the amount due at the time of termination.

POLICY 6-2 - TOWN-SPONSORED and REQUIRED TRAINING

It is the policy of the Town to encourage and coordinate training opportunities for employees and supervisors in order that services performed by the Town will be more efficient and effective. Training is defined as any work-related seminar, conference, convention, or workshop attended by an employee whose registration and expenses are funded in whole or in part by the Town.

SECTION 6-2-1 - PROCEDURES

- A) Attendance at training programs within the state will be approved at the Department Head level.
- B) Attendance at training programs out-of-state require approval by the Town Manager prior to registration.
- C) After returning from a training program, employees will normally summarize for the Department Head what new expertise they have gained that may be shared with other employees. The Department Head will disseminate the information as appropriate.
- D) Town-sponsored and required training shall generally be arranged during regularly scheduled work hours. A Department Head may change the standard work hours to accommodate or require attendance at such training activities. Required training shall be recorded as time worked within the meaning of this policy.
- E) Employees who acquire training on their own time and expense are encouraged to notify the Human Resources Department so the information can be noted in the employee's personnel file. A copy of any certificates awarded should be forwarded for inclusion in the employee's personnel file.
- F) The Human Resources Department shall maintain an employee training history and shall periodically audit training attendance and policy compliance.

SECTION 6-2-2 WAGE ADJUSTEMENTS FOR TRAINING AND CERTIFICATIONS

Some training and certifications may allow for the employee's wage adjustment.

- A) Pay increases for obtaining any newly acquired certifications must be directly related to the employee's current position or a higher position within the same field of work to prepare the employee for potential promotional opportunities.
- B) To be eligible for a wage adjustment for training and certification, an employee must be employed on a full-time basis and have a history of satisfactory work and attendance standards after successful completion of the initial evaluation period.
- C) Pay increase amounts and funding levels are approved by the Town Manager during the annual fiscal year budget process.
- D) Certifications and training that are required to perform essential job functions do not qualify for wage adjustments.
- E) Certifications and training that are not evaluated by way of assessment (i.e. certificate of attendance) do not qualify for wage adjustments.

CHAPTER 7

SAFETY AND HEALTH

POLICY 7-1 - SAFETY AND LOSS MANAGEMENT

The Town is committed to providing a safe and healthy working environment. In this connection, the Town makes every effort to comply with relevant federal and state occupational health and safety laws and to develop the best feasible operations, procedures, technologies, and programs conducive to such an environment. The Town's policy is aimed at minimizing the exposure of its employees and visitors to its facilities to health and safety risks.

SECTION 7-1-1 - EMPLOYEES SUPPORT FOR SAFE WORK PRACTICES

- A) All employees are expected to work diligently to maintain safe and healthy working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.
- B) The responsibilities of all employees in this regard include:
 - 1. Exercising maximum care and good judgment at all times to prevent accidents and injuries;
 - 2. Reporting to supervisors and seeking first aid for all injuries, regardless of how minor;
 - 3. Reporting unsafe conditions, equipment, or practices to supervisors;
 - 4. Using safety equipment provided by the Town at all times;
 - 5. Observing conscientiously all safety rules and regulations at all times;
 - 6. Notifying their supervisor, before the beginning of the work day, of any medications they are taking that may cause drowsiness or other side effects that could lead to injury to them and their co-workers; and
 - 7. Participating in appropriate safety training.

SECTION 7-1-2 - SAFETY COORDINATOR

The Town designates a full-time employee as its Safety Coordinator. The Safety Coordinator, along with the Town Manager, Department Heads, Supervisors, and Human Resources staff, will monitor and encourage compliance with safety and loss prevention programs, including education and training.

SECTION 7-1-3 - EVALUATION OF SAFETY PERFORMANCE

Employees are rated on appropriate safety performance as part of their performance evaluation.

SECTION 7-1-4 - USE OF TOWN EQUIPMENT AND VEHICLES

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, shall result in disciplinary action up to and including termination of employment.

POLICY 7-2 RETURN TO WORK

Employees of the Town who are, or could be, on leave of absence from their duties as a result of work-related illness or injury may be eligible for the Return-to-Work Program upon written certification of a medical care provider. The medical care provider must certify that the employee may return to work with restrictions on physical requirements of the job in question, and that those restrictions are not expected to last more than 180 days.

SECTION 7-2-1 TEMPORARY AND PERMANENT RESTRICTIONS

A restriction identifies a physical condition that prevents an employee from performing the full scope of his or her job duties as outlined in the job description. There are two types of restrictions.

- A) Temporary restrictions are defined as those limitations placed on an injured employee by a physician that are of a relatively short duration (less than 180 days) and the employee is expected to fully recover and to return to normal working conditions.
- B) Permanent restrictions are defined as those limitations placed on an employee by a physician that are expected to be long term (more than 180 days) or from which recovery is not expected. Employees who fall into this category are not eligible for participation in the Return-to-Work Program. They may elect to seek alternative employment or file for a "reasonable accommodation" under the Americans with Disabilities Act.

SECTION 7-2-2 - ALTERNATIVE JOB PLACEMENT

- A) When an employee is approved for participation in the Return-to-Work Program, primary consideration will be given to job placement within the employee's department and normal job duties.
- B) A secondary consideration will be alternative placement into another department or another assignment. That may mean an assignment that is a lower classification than the normal job assignment and commensurate wages for the duration of the temporary assignment.
- C) A critical consideration is to place the employee in a position to perform productive work that is both useful to the Town and achievable within the restrictions placed on the employee. Under no circumstances will a position be created solely for the purpose of providing work for an employee who is eligible to return to work under a temporary restriction. If there is no work available within the employee's department or in another department or assignment, the employee may remain on industrial leave.
- D) An employee shall not be returned to work to any job that is punitive in nature.

SECTION 7-2-3 - PLACEMENT NOT SUBSTITUTE FOR FILLING VACANCIES

Alternative placement will not be used to avoid the filling of vacancies within the department in question.

SECTION 7-2-4 - PARTICIPANT REQUIRED TO OBEY RULES

An employee participating in the Return-to-Work Program is subject to all rules, regulations, standards, policies, and procedures of the Town and the specific department.

SECTION 7-2-5 - PROCEDURE

- A) An employee must submit a written request and a written certification signed by a physician, noting the employee's restrictions and length of those restrictions. The Department Head and the Human Resources Director will evaluate the request in order to determine whether or not an employee is able to return to the assigned position.
- B) If authorized to participate in the Return-to-Work Program, the employee will be notified by the Department Head of the date he or she is expected to return to work.
- C) In no case will an employee authorized to participate in the Return-to-Work Program be placed in an area that will pose a health or safety risk to the Town, other staff, or the injured employee.

POLICY 7-3 - NO SMOKING

Smoking is prohibited throughout the Town's buildings and immediate workplace and in Town vehicles. This policy applies equally to all employees and visitors.

SECTION 7-3-1 - SMOKING AREAS

Employees who smoke may do so outside of the Town buildings in the properly designated areas. State law prohibits smoking in places of employment as well as within 20 feet of entrances/exits, windows, and ventilation intakes.

SECTION 7-3-2 - SMOKING BREAKS

Smoking breaks shall be limited to the same number of breaks that other Town employees receive.

SECTION 7-3-3 - SMOKING CESSATION

Employees who smoke, but who want to quit should contact Human Resources staff for information on possible medical insurance carrier and community resources, literature, or smoking cessation programs that may be available.

POLICY 7-4 - VIOLENCE IN THE WORKPLACE

SECTION 7-4-1 - CONSEQUENCES OF PROHIBITED CONDUCT

Any threats or acts of violence made by an employee against another person's life, health, well-being, family, or property are entirely unacceptable and are cause for immediate dismissal, even for a first offense. This policy holds for any threats made on Town property, at Town events or under other circumstances that may negatively impact the Town's ability to conduct its business.

SECTION 7-4-2 - INFRINGEMENT ON SAFE WORKPLACE

- A) Acts or threats of violence, whether made directly or indirectly, explicitly or implied, by words, gestures, or symbols, infringe upon the Town's right or obligation to provide a safe workplace for its employees and are prohibited.
- B) Possession of firearms, explosives, or weapons not authorized by the Town is considered threats of violence and is prohibited. The consequences of such prohibited possession is disciplinary action, up to and including immediate discharge.

SECTION 7-4-3 - COMPLAINT PROCEDURE

Any employee who believes that he or she has been, is or may be the target of threats or acts of violence or has witnessed or otherwise learned of violent conduct by another employee or by a third party, should contact a supervisor, Department Head, Human Resources Director, or the Marshal's Office immediately.

POLICY 7-5 - DRUG AND ALCOHOL-FREE WORKPLACE

It is the policy of the Town of Camp Verde that its employees be free of substances and alcohol abuse. Consequently, the use of illegal drugs by employees is prohibited. Further, employees shall not use alcohol during work hours or engage in "prohibited conduct" as defined in this policy. The overall goals of this policy are to ensure a drug-free and alcohol-free work environment and to reduce accidents, injuries, and fatalities.

SECTION 7-5-1 - CONSEQUENCES OF PROHIBITED CONDUCT

Illegal drug use, alcohol abuse, and failure to participate in drug screening are grounds for discipline up to and including discharge, even for a first offense.

SECTION 7-5-2 - DEFINITIONS OF PROHIBITED CONDUCT

- A) Illegal Drug Use includes possessing, using, purchasing, distributing, or selling illegal drugs, or reporting to work impaired by illegal drugs. Under this policy, "illegal drugs" include any drug or drug-like substance that:
 - 1. Is not legally obtainable;
 - 2. May be legally obtainable but has not been legally obtained; or
 - 3. Is being used in a manner or for a purpose other than prescribed.
- B) Alcohol Abuse includes possessing, using, purchasing, distributing, or selling alcoholic beverages at any time during the hours between the beginning and ending of the employee's workday, or reporting to work or working impaired by alcohol in any way.
- C) Failure to participate in the Town's drug and alcohol testing policy includes:
 - 1. Failure to submit to drug or alcohol testing;
 - 2. Failure to report immediately for drug or alcohol testing when requested to do so;
 - 3. Refusal to sign all appropriate consent forms; or
 - 4. Any other failure to cooperate to the Town's complete satisfaction.

SECTION 7-5-3 - USE OF LEGAL DRUGS

- A) While this policy does not prohibit the use of legal drugs, employees are required to notify the Human Resources if the use of any legal drug may endanger their safety or the safety of others. For example, an employee should tell the Human Resources Department if they are using any legal drug that warns about drowsiness or cautions against operating heavy machinery after use.
- B) "Legal Drugs" as used in this policy include prescribed and over-the-counter drugs or medications that have been legally obtained and are being used only for the purpose for which they were prescribed or manufactured.

- C) Anyone who fails to notify his or her supervisor about the use of legal drugs will be subject to disciplinary action up to and including discharge, even for a first offense.

SECTION 7-5-4 - TYPES OF TESTS

The Town has implemented four circumstances for drug and alcohol testing.

- A) Pre-employment Testing
1. Candidates selected for "safety-sensitive" positions must submit to a drug test. Any potential hire who tests positive for illegal drug use will be ineligible for employment with the Town.
 2. "Safety-sensitive" positions include those positions involving work that may pose a great danger to the public, the employee, or other employees (i.e., peace officers, work involving the operation of dangerous instrumentalities, or any position that requires an employee to operate heavy duty vehicles or transport others).
- B) Post-Accident Testing for all employees
1. Any employee, while on-duty and driving a Town vehicle, is subject to drug and alcohol testing any time he or she is involved in an accident where:
 - a) A fatality is involved;
 - b) The driver receives a citation for a moving violation arising from an accident where anyone involved requires immediate treatment for an injury away from the accident scene; or
 - c) Any vehicle involved incurs "disabling damage" (for example, must be towed away).
 2. Following any accident, the employee must notify the Town as soon as possible.
 3. Any time a post-accident drug or alcohol test is required, it must be performed as soon as possible following the accident. If no alcohol test can be made within 8 hours, attempts to perform an alcohol test shall cease. If no urine collection can be obtained for purposes of post-accident drug testing within 32 hours, attempts to make such collection shall cease.
 4. In the event that federal, state, or local officials conduct tests for the use of alcohol or controlled substances following an accident, these tests may meet the requirements of this policy, provided the tests conform to applicable federal, state, or local requirements. The Town may request or require testing documentation from such agencies and may ask or require the employee to sign a release allowing the Town to obtain such test results.
 5. In the event a driver is so seriously injured that he or she cannot provide a sample of urine, blood, breath, or saliva at the time of the accident, the driver must provide necessary authorization for the Town to obtain hospital records or other documents that would indicate the presence of controlled substances or alcohol in the driver's system at the time of the accident.

- C) Random Testing for certain Safety-Sensitive employees
1. Any employee who holds a CDL or is assigned to a Narcotics Enforcement Unit shall be subject to random drug and alcohol testing. The Town or its agents will submit all the required names to a random selection system. The random selection system provides an equal chance for each employee to be selected each time random selection occurs. Random selections will be reasonably spread throughout the year.
 2. To meet DOT requirements, the Town will test the average number of employee positions requiring a CDL in each calendar year at a rate established by the Department of Transportation (DOT) for the given year.
 3. Random selection, by its very nature, may result in employees being selected in successive selection or more than once a calendar year. Alternatively, some employees may not be selected in a calendar year.
 4. If an employee is selected at random for either drug or alcohol testing, a Town supervisor will notify the employee. Once notified, every action the employee takes must lead to a collection. If the employee engages in conduct that does not lead to a collection as soon as possible after notification, such conduct may be considered a refusal to test.
- D) Reasonable Suspicion Testing
1. The Town will require an employee to submit to alcohol and/or drug testing when there is reasonable suspicion to believe that the employee is engaged in illegal drug use or alcohol abuse.
 2. For purposes of this policy, "reasonable suspicion" will be based on specific observations concerning the appearance, behavior, speech, or body odors of an employee, including, without limitation, slurred speech, red eyes, dilated pupils, incoherence, unsteadiness, unexplained carelessness or accidents, erratic behavior, inability to perform the job and other unexplained behavior changes.
 3. These observations will be made by a supervisor, a peace officer, or other Town official who has been trained to recognize signs of alcohol and/or drug use.

SECTION 7-5-5 - AUTHORIZATION FOR PREVIOUS TEST RECORDS OF CDL HOLDERS

As a condition of employment, any employee who is required to hold a commercial driver's license (CDL) for the position shall sign a release authorizing the Town to obtain drug and alcohol testing records from the employee's previous employers for the previous two years. The Town will verify that no prior employer of the employee has records indicating a violation of any DOT rule pertaining to controlled substance or alcohol use within the previous two years.

SECTION 7-5-6 - DRUG TESTING

Drug and alcohol testing will be performed through means of breath, urinalysis, or blood testing. Urinalysis or blood testing will test for the presence of drugs and/or metabolites of the following controlled substances: marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP) and all other controlled substances.

- A) The collection of samples shall be performed under reasonable and sanitary conditions.
1. Sample testing shall comply with scientifically accepted analytical methods and procedures. Drug testing shall be conducted at a laboratory approved or certified by the United States Department of Health and Human Services. Breath tests will be administered on an instrument approved by the Arizona Department of Health Services or the United States Department of Transportation.
 2. Sample collections shall be documented, and these documentation procedures shall include the following:
 - a. Samples shall be labeled in order to reasonably preclude the possibility of misidentification of the person tested in relation to the test provided.
 - b. Samples shall be split at the time they are collected and both splits shall be sent to the lab together.
 - c. The person being tested shall present reliable individual identification to the person collecting samples.
 - d. Sample collection, storage, and transportation shall be performed in a manner reasonably designed to preclude the possibility of sample contamination, alteration, or misidentification.
 - e. Drug use testing shall include confirmation of any positive drug test results for employees. Confirmation of positive drug test results for employees shall be by use of a different chemical process than was used in the initial drug use test. The second or confirmatory drug use test shall be a chromatographic technique such as a gas chromatography-mass spectrometry or another comparable reliable analytical method.
 - f. A drug use test shall be considered positive after the test is reviewed by a medical review officer and the MRO makes a determination. Information regarding the screening cutoff levels for various drugs will be made available upon request. An alcohol impairment test shall be considered positive when an employee's breath alcohol amount tests at .02% or greater.
- B) Laboratory Results: All laboratory results will be reported to the Human Resources Director for the Town. At the Human Resources Director's sole discretion, a determination will be made as to whether a result is positive or negative.
1. Negative test results will be reported to the Department Head.
 2. Before reporting a positive test result, the Human Resource Director will contact the employee to discuss the test results. After being contacted, the employee shall report to the Human Resources Director immediately. The employee has the right to explain the test result in a confidential setting. If the employee fails to report to the Human Resources Director within five days after notification, the Human Resources Director may verify the test is positive.
 3. After any positive verification, the employee may petition the Human Resources Director to reopen the case for reconsideration.

- C) Confidentiality: Individual test results for employees will be released to the Town and will be kept strictly confidential unless consent for the release of the test results has been obtained from the employee.
- D) Request for Results: Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of the drug testing upon a timely written request.

SECTION 7-5-7 - ALCOHOL TESTING

- A) The Town will perform alcohol testing using a device that is on the National Highway Traffic Safety Administration's (NHTSA) conforming products list (CPL) and meets the DOT's testing requirements. This may be a breath-testing device, a saliva-testing device or any other approved device and may be provided through a trained supervisor or the Camp Verde Marshal's Office.
 - 1. The device will be operated by a technician who is certified and trained on the specific device he or she will be operating.
 - 2. The employee shall report to the alcohol-testing site as notified by the Town. The employee shall follow all instructions given by the alcohol technician.
- B) Any initial test indicating a Blood Alcohol Concentration (BAC) of .02 or greater will be confirmed on a breath testing device. The confirmation test will be performed no sooner than 15 minutes and no later than 30 minutes following the completion of the initial test.
 - 1. In the event the confirmation test indicates a BAC of .02 to .0399, the employee shall be removed from duty for 24 hours or until his/her next scheduled on-duty time, whichever is longer.
 - 2. Employees with tests indicating a BAC of .04 or greater are considered to have engaged in prohibited conduct, which shall result in disciplinary action up to and including termination, even for a first offense.
- C) All alcohol tests shall be performed just prior to, during, or just after duty.

SECTION 7-5-8 - SUBSTANCE ABUSE EVALUATION, RETURN-TO-DUTY, AND FOLLOW-UP TESTING

- A) Any employee who engages in prohibited conduct shall be provided with the names, addresses, and telephone numbers of qualified Substance Abuse Professionals (SAPs). If the employee desires to become requalified for employment with the Town, the employee must be evaluated by SAP and submit to any treatment the SAP prescribes.
- B) Following evaluation and treatment, if any, in order to become requalified for employment with the Town, an employee must submit to and successfully complete a return-to-duty drug and/or alcohol test.
- C) The employee is also subject to follow-up testing. Follow-up testing is separate from and in addition to the Town's reasonable suspicion, post-accident and random testing procedures. The schedule for follow-up testing shall be unannounced and in accordance with the instructions of SAP. Follow-up testing may continue for a period of up to 60 months following the employee's return to duty. No fewer than 6 tests shall be performed in the first 12 months of follow-up testing.

- D) The costs of any SAP evaluation or prescribed treatment shall be borne by the employee. The Town does not guarantee or promise a position to the employee should he/she regain qualified status.

SECTION 7-5-9 - DISCIPLINE AND APPEALS

- A) The disciplinary procedures included in this policy are subject to the notice provisions of the Discipline System Policy and appeal provisions included in the Problem Resolution Policy.
- B) The disciplinary guidelines contained in this policy supersede the progressive discipline policies of the Discipline System Policy.

SECTION 7-5-10 - CONTRACTORS AND VISITORS

Contractors and their employees or representatives and visitors will be notified that the Town of Camp Verde prohibits the use, possession, sale or distribution of drugs or alcohol on its property or at its work sites. Any person who is reasonably suspected to have drugs in his or her system or to be impaired by alcohol while on Town of Camp Verde property or work site is in violation of this policy. Contractors and their employees or representatives and visitors violating this policy will be refused entry onto Town property or Town work sites. In addition, appropriate legal entities may be contacted as required and appropriate.

SECTION 7-5-11 - NOT A CONTRACT

This policy is not intended, nor should it be construed as a contract between the Town and the employee. This policy may be changed at any time at the sole discretion of the Town Council.

CHAPTER 8

TERMINATION OF EMPLOYMENT

POLICY 8-1 - EMPLOYMENT END

Employment with the Town of Camp Verde may be ended voluntarily or involuntarily.

SECTION 8-1-1 - SERVICE RETIREMENT

Service retirement is voluntary termination after having satisfied the employment requirements of applicable retirement system procedures.

SECTION 8-1-2 - DISABILITY RETIREMENT

Disability retirement is voluntary termination necessitated by an injury or illness that renders the employee incapable of performing the essential tasks of his or her usual job. The termination is preceded by a letter from the employee to his or her supervisor advising of the disability ruling, date of termination, supporting documentation, and a ruling by the appropriate agency verifying the disability and approving the retirement.

SECTION 8-1-3 - EMPLOYEE-INITIATED RESIGNATION

An employee-initiated resignation is voluntary termination for any reason other than formal retirement. An employee wanting to leave the Town in good standing should provide a written resignation to his or her immediate supervisor at least 14 calendar days prior to the effective date of resignation. During the two weeks before the effective date, the employee will be available for work to aid in the training of a replacement. Exceptions to the time limit requirement may be granted by the Town Manager.

SECTION 8-1-4 - TERMINATION DURING INITIAL EVALUATION

During the initial evaluation period, an employee may be terminated at any time, with or without cause, by the Department Head after consultation with the Human Resources Director and the Town Manager.

SECTION 8-1-5 - DISCHARGE

Discharge is involuntary termination or dismissal of an employee by the Town.

SECTION 8-1-6 - LAYOFF AND RECALL

- A) Layoff means the reduction of employees due to budgetary constraints, shortage of work, a material change in duties or organization, or other reasons determined by the Town Manager. Layoff shall not be used in lieu of discipline.
- B) A Department Head may lay off an employee with the approval of the Town Manager because of material change in duties or organization or because of shortage of work or funds. Affected employees shall be given written notice as soon as possible, but not later than a minimum of 14 calendar days prior to the effective date of a proposed layoff.
- C) Layoff decisions, recall and filling of regular job vacancies may be made based on documented ability and performance of the duties required in the job and consideration of an employee's length of continuous service with the Town in the classification. Where documented performance, experience, and qualifications are equal, decisions to lay off, recall, and fill vacancies will be normally be made on seniority within the affected classification within the department.

- D) Layoff decisions shall be coordinated among the various Town departments to provide possible transfer of employees to positions for which the employees qualify.
- E) An employee who has been laid off by the Town may be recalled within one year of the layoff if the employee's previously held job is reopened or if a similar job for which the laid off employee is qualified becomes available. The Town is not required to follow the competitive hiring process to recall a laid off employee.

POLICY 8-2 - EXIT PROCESS

The Department Head is responsible for coordinating the exit process with the Human Resources Department.

SECTION 8-2-1 - EXIT CLEARANCE

Included in the final clearance is a verification that all Town equipment, materials, and supplies, such as keys, identification card, Town credit cards, and uniforms, depending upon the department, etc., have been returned.

SECTION 8-2-2 - EXIT INTERVIEW

Regular full-time and regular part-time employees can participate in an exit interview. The interview will be scheduled prior to the last day of employment. The Exit Interview shall be maintained separately from the employee's personnel file. Temporary employees do not ordinarily participate in an Exit Interview unless they volunteer to complete the interview.

SECTION 8-2-3 - FINAL PAYCHECK

- A) The Finance Department shall be notified of the employee's separation date through the Personnel Action Form. Employees shall receive pay for work performed through the last hour worked and for unused benefits as stipulated by Town policy and laws governing such payments.
 - 1. Involuntarily terminated employees must be issued their final paycheck within 3 working days of the termination. It is the responsibility of the Department Head to forward to Human Resources all completed paperwork to meet this federal requirement.
 - 2. All other employees who leave the employment of the Town will be paid at the next regular pay period.
 - 3. Costs of unreturned Town property will be deducted from the final paycheck.
- B) Before the final paycheck is issued to the employee, it is the responsibility of the Department Head to ensure that the employee has completed final clearance. Verification of clearance must accompany the Personnel Action Form.

SECTION 8-2-4 - CONTINUATION OF BENEFITS

- A) Benefits continue through the time actually worked by the employee. If the employee works any part of the month, Town-provided insurance benefits will continue through the last day of the month.
- B) Employees eligible to continue health benefits through C.O.B.R.A. and H.I.P.A.A. will be notified by the Town's Health Insurance Administrator within the time limit determined by law.

- C) For those employees who are not retiring, monies accumulated in the employee's retirement account are refundable. Forms required to request this refund are available through the retirement plan.

POLICY 8-3 - VERIFICATION OF TOWN EMPLOYMENT

It is the policy of the Town of Camp Verde that employee personnel records are confidential.

- A) Dates of employment, job classification, current or last rate of pay, department in which employee works or worked and eligibility for rehire will be verified in response to outside requests. Additional information may be shared in conformance with state law.
- B) All requests or phone calls for verification of employment or wages of current or former employees, written or verbal, should be forwarded to the Human Resources Department for processing.

POLICY 8-4 - RE-EMPLOYMENT

SECTION 8-4-1 - ELIGIBILITY

- A) Regular employees who resign from Town service in good standing after completing their initial evaluation period may be re-employed, upon approval of the Department Head, to an equivalent or lower position class occupied at the time of resignation. Employees re-employed within 120 days are considered to have continuous service for purposes of benefits.
- B) Promoted employees who resign during their promotion evaluation period are not eligible for re-employment in that position class but may be re-employed in the position occupied before promotion.
- C) Persons interested in re-employment should file a completed Town application form with the Human Resources Department. The individual will then proceed through the regular hiring procedures with other applicants as described in the Hiring Process Policy.
- D) The individual's previous personnel file will be re-activated once re-employed by the Town, provided re-employment is within five years after the original resignation.
- E) The date of hire will take the person's previous service with the Town into account; however, future performance pay increases will coincide with the re-employment date.
- F) Re-employed individuals must serve the required initial evaluation period.

SECTION 8-4-2 - COMPENSATION AND BENEFITS

- A) An individual re-employed in his or her former position may be paid at the same pay at the time he or she left the Town, provided that the re-employment is within 120 days of the previous resignation.
- B) Compensation of an employee re-employed to a position other than the former position will be subject to provisions for new hires.
- C) Re-employment after 30 days requires employees to serve the required waiting period for insurance benefits.

- D) Vacation leave eligibility will be based on previous Town service if re-employment occurs within 120 days of the previous resignation.

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**Meeting Date:** February 18, 2026**Agenda Item Type:**

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

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

Agenda Title: Discussion, consideration, and possible approval of Ordinance 2026-A510, an ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, amending Chapter 3 (Administration), Article 2 (Officers), 3-2-4 of the Town Municipal Code to remove position-specific residency requirements for the Town Marshal.

Attached Documents:

- Draft Ordinance 2026-A510

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

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

Financial Review (if applicable):

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

At the February 4, 2026, Town Council meeting, Council discussed the potential removal of residency requirements for both the Town Manager and the Town Marshal. Council expressed a clear desire to retain the residency requirement for the Town Manager, but tabled further discussion regarding the Town Marshal and directed staff to research how other municipalities address residency requirements for that position.

Under current Town Code, Section 3-2-4 requires the Town Marshal to establish residency within the Town of Camp Verde. However, Section 3-1-1 authorizes the Town Council to establish residency requirements for any position. Because Section 3-1-1 applies broadly to all Town positions, it provides Council with the discretion to determine, at the time of each vacancy, whether a residency requirement is appropriate for a given position.

This ordinance is being brought forward at this time because the Town is actively recruiting for a new Town Marshal. During the recruitment process, staff identified that the existing automatic residency requirement may unnecessarily limit the pool of qualified candidates. Removing the requirement for mandatory residency within Town limits would allow greater flexibility in recruitment and may improve



Town Council Agenda Information Memorandum

the Town's ability to attract experienced public safety leaders. This consideration is particularly relevant given ongoing challenges related to housing availability and cost of living in Camp Verde, which can pose barriers for executive-level and public safety leadership candidates.

Police Chief Residency Requirements

Jurisdiction (Population)	Residency Requirement
Show Low (12,366)	Required to establish residency within 6 months of employment.
Safford (10,257)	Required to establish residency within 6 months of employment.
Winslow (8,577)	No explicit residency requirement.
Wickenburg (8,301)	Police Chief must reside within a 5-mile radius of the Town limits.
Page (7,230)	No explicit residency requirement.
Payson (≈16,000)	Required to reside within a 20-mile radius of the intersection of Highways 260 and 87.
Sedona (9,778)	Police Department employees, including the Police Chief, must live within 45 miles or a 90-minute drive of headquarters.
Cottonwood (12,939)	No explicitly stated residency requirement for the Police Chief prior to appointment.
Jerome (≈450)	Residency required, but applied flexibly; current Chief stays in a local rental during scheduled workdays.
Flagstaff (≈75,000)	Residency required under City Charter.
Prescott (≈47,000)	No specific, mandatory residency clause for the Police Chief.
Prescott Valley (≈47,000)	No explicitly stated strict residency requirement.
Chino Valley (13,911)	No explicit public mention of a strict, immediate, or permanent residency requirement.

For informational purposes - Arizona Revised Statutes § 9-500.47 prohibits cities and towns from requiring firefighters or peace officers to live within city limits as a condition of employment. This restriction does not apply to executive-level personnel or peace officers in municipalities with a population of 5,000 or fewer. The statute ensures that local public safety employees have the freedom to choose their residence without losing employment eligibility, with exceptions for leadership roles and small municipalities.

Question(s) before the Council:

- Does Council have any questions for staff?



Town Council Agenda Information Memorandum

Proposed Motion:

I move to **APPROVE** Ordinance 2026-A510 amending Chapter 3 (Administration), Article 2 (Officers), 3-2-4 of the Town Municipal Code to remove position-specific residency requirements for the Town Marshal.

OR

I move to **APPROVE** Ordinance 2026-A510 **with the following amendments...**

OR

I move to **DENY** Ordinance 2026-A510.



ORDINANCE 2026-A510

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, AMENDING CHAPTER 3 (ADMINISTRATION), ARTICLE 2 (OFFICERS), 3-2-4 OF THE TOWN MUNICIPAL CODE TO REMOVE POSITION-SPECIFIC RESIDENCY REQUIREMENTS FOR THE TOWN MARSHAL.

WHEREAS, the Town Council of the Town of Camp Verde has authority to establish employment qualifications and conditions for Town officers and employees; and

WHEREAS, Section 3-1-1 of the Camp Verde Town Code already authorizes the Town to impose residency requirements for any position as reflected in the advertising for the position, including timelines and extensions granted by Council action; and

WHEREAS, Section 3-2-4 currently imposes position-specific residency requirements for the Town Marshal; and

WHEREAS, the Town Council finds that maintaining position-specific residency requirements unnecessarily limits applicant pools, particularly in light of current housing availability and cost-of-living challenges within the Town of Camp Verde; and

WHEREAS, removing position-specific residency requirements while retaining the Town's general authority under Section 3-1-1 provides greater flexibility to attract highly qualified candidates while preserving Council discretion to require residency when appropriate.

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

Section 1: Section 3-2-4 of the Camp Verde Town Code is hereby amended by striking the residency requirement language in its entirety, so that Section 3-2-4 no longer requires the Town Marshal to reside within the Town limits.

Section 2: All ordinance or parts of the ordinances adopted by the Town of Camp Verde in conflict with the provision of this ordinance or any part of the code adopted, are hereby repealed, effective as of the effective date of this ordinance;

Section 3: If any section, sentence, clause, phrase, or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance; and

Section 4: This Ordinance shall be effective upon expiration of a thirty (30) day period following the adoption hereof and completion of publication and any posting as required by Arizona State Law; and

Section 5: In accordance with Article II, Sections 1 and 2, Constitution of Arizona, and the laws of the State of Arizona, the Mayor and Common Council has considered the individual property rights and personal liberties of the residents of the Town and the probable impact of the proposed ordinance on the cost to construct housing for sale or rent before adopting this Ordinance.

PASSED AND APPROVED BY A MAJORITY OF THE TOWN COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, ON THIS 18TH DAY OF FEBRUARY 2026.

Marie Moore, Mayor

Attest:

Approved as to form:

Town Clerk-Leah Rhodes

Trish Stuhan-Town Attorney

“Exhibits on file at the Town Clerk’s Office, 473 S Main St. Ste 102, Camp Verde. Arizona.”

EXHIBIT A

Redline – Residency Requirement Amendments

Section 3-2-4 – Town Marshal

Current Code Language (Excerpt):

The office of the Town Marshal is hereby established. The Town Marshal shall be appointed by the Town Manager on the basis of ability and shall hold office pursuant to Section 3-1-3. A of this code. The Town Marshal is required to establish residency within the Town of Camp Verde as prescribed in Section 3-1-1 of this code.

Proposed Amendment (Redline):

The office of the Town Marshal is hereby established. The Town Marshal shall be appointed by the Town Manager on the basis of ability and shall hold office pursuant to Section 3-1-3. A of this code. ~~The Town Marshal is required to establish residency within the Town of Camp Verde as prescribed in Section 3-1-1 of this code.~~

**Meeting Date:** February 18, 2026**Agenda Item Type:**

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

Requesting Department: Community Development**Staff Resource:** Roxanne Jasman, Chief Building Official

Agenda Title: Discussion, consideration and possible approval of Ordinance 2026-A512; an Ordinance of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona, adopting by reference updated editions of The International Code Council (ICC) Codes including The 2024 International Building Code (IBC) with Appendix C, I, J, K, And P; 2018 International Energy Conservation Code (IECC); 2024 International Existing Building Code (IEBC); 2024 International Fire Code (IFC) with Appendix B, C, D, E, F, G, H, I, J, K, L, M, N, and O; 2024 International Fuel Gas Code (IFGC) with Appendix A, B, Category 1 Appliances and Appliances Listed for use with Type B Vents, and C; 2024 Mechanical Code (IMC) with Appendix A; 2023 National Electrical Code (NEC); 2024 International Plumbing Code (IPC) with Appendix C and E; 2024 International Residential Code for One-and Two-Family Dwellings (IRC) with Appendix BB, BD, BF, BJ, BM, BN, CA, CB Category 1 Appliances and Appliances Listed with use with Type B Vents, CD, CE CF, and P; 2024 International Swimming Pool and Spa Code (ISPSC), and Related Public Codes; and Adopting by Reference the Town of Camp Verde Technical Code Amendments and amending the Town Administrative Code, Chapter 7 – Building, Articles 7-1, Section 7-1-100 and Article 7-2, Section 7-2-101 – General through Section 7-2-111 – Fees; All Related to Building Code Updates.

Attached Documents:

1. Ordinance 2026-A512
2. Exhibit A

Estimated Presentation Time: 5 minutes**Estimated Discussion Time:** 15 minutes**Reviewed By:**

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

Financial Review (if applicable):

- 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 of Camp Verde currently conducts plan reviews and inspections of buildings and their associated systems in accordance with the 2018 International Building and Fire Codes, which were adopted on January 23, 2019. To further advance the Town's commitment to public safety, sustainability, and community resilience, the Community Development Department is proposing adoption of the listed 2024 International Building Codes and the 2023 National Electrical Code. The International Building Codes, developed by the International Code Council (ICC), establish minimum standards intended to protect



Town Council Agenda Information Memorandum

public health, safety, and general welfare. The Town has established a practice of updating its adopted model codes on a six-year cycle.

Connection to the FY25-FY30 Strategic Plan

Updated building codes increase building resilience and occupant safety, incorporating modern standards for fire protection, structural loads, and hazard mitigation, while ensuring infrastructure keeps pace with growth and economic development.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

I move to adopt Ordinance #2026-A512.



ORDINANCE NO. 2026-A512

AN ORDINANCE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, ADOPTING BY REFERENCE UPDATED EDITIONS OF THE INTERNATIONAL CODE COUNCIL (ICC) CODES INCLUDING THE 2024 INTERNATIONAL BUILDING CODE (IBC) WITH APPENDIX C, I, J, K, AND P; 2018 INTERNATIONAL ENERGY CONSERVATION CODE (IECC); 2024 INTERNATIONAL EXISTING BUILDING CODE (IEBC); 2024 INTERNATIONAL FIRE CODE (IFC) WITH APPENDIX B, C, D, E, F, G, H, I, J, K, L, M, N, AND O; 2024 INTERNATIONAL FUEL GAS CODE (IFGC) WITH APPENDIX A, B, CATEGORY 1 APPLIANCES AND APPLIANCES LISTED FOR USE WITH TYPE B VENTS, AND C; 2024 MECHANICAL CODE (IMC) WITH APPENDIX A; 2023 NATIONAL ELECTRICAL CODE (NEC); 2024 INTERNATIONAL PLUMBING CODE (IPC) WITH APPENDIX C AND E; 2024 INTERNATIONAL RESIDENTIAL CODE FOR ONE-AND TWO-FAMILY DWELLINGS (IRC) WITH APPENDIX BB, BD, BF, BJ, BM, BN, CA, CB CATEGORY 1 APPLIANCES AND APPLIANCES LISTED WITH USE WITH TYPE B VENTS, CD, CE CF, AND P; 2024 INTERNATIONAL SWIMMING POOL AND SPA CODE (ISPS), AND RELATED PUBLIC CODES; AND ADOPTING BY REFERENCE THE TOWN OF CAMP VERDE TECHNICAL CODE AMENDMENTS AND AMENDING THE TOWN ADMINISTRATIVE CODE, CHAPTER 7 – BUILDING, ARTICLES 7-1, SECTION 7-1-100 AND ARTICLE 7-2, SECTION 7-2-101 – GENERAL THROUGH SECTION 7-2-111 – FEES; ALL RELATED TO BUILDING CODE UPDATES.

WHEREAS, the Town Council adopted Ordinance 2019-A440 on January 23, 2019, adopting by reference the 2018 International Code Council Codes, (ICC), and Related Public Codes and the Town of Camp Verde Technical Code Amendments, and

WHEREAS, the Town Council adopted Ordinance 2019-A440 on January 23, 2019, adopting by reference the Town of Camp Verde Administrative Building Code, and

WHEREAS, it is in the best interest of the Town Council and staff to preserve the public health, safety and welfare, to replace the currently established 2018 International Code Council Codes, (ICC), and Related Public Codes, with the 2024 International Code Council Codes, (ICC), and Related Public Codes, and

WHEREAS, it is in the best interest of the Town Council and staff to preserve the public health, safety and welfare to adopt the Town of Camp Verde Technical Code Amendments and Administrative Building Code, three copies of which are on file in the office of Community Development, and made public record, and

WHEREAS, the International Code Council Codes and Related Public Codes as set forth in this ordinance, together with all future amendments, revisions, and modifications as issued by the respective publishing agencies, upon adoption of this ordinance, shall be kept on file with the Town Clerk, and the Building Division of the Community Development Department,

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA AS FOLLOWS:

Section 1. That certain document known as the “ADOPTION OF THE 2024 INTERNATIONAL CODE COUNCIL CODES, (ICC) AND RELATED PUBLIC CODES”, AMENDING TOWN CODE, CHAPTER 7 – BUILDING, ARTICLE 7-1, SECTION 7-1-100 – TOWN OF CAMP VERDE TECHNICAL CODE AMENDMENTS AND ARTICLE 7-2 – ADMINISTRATIVE BUILDING CODE, SECTION 7-2-101 – GENERAL, THROUGH SECTION 7-2-111 – FEES which is Exhibit A and hereby made public record, three copies of which are on file in the Community Development office located at 473 S. Main St. Suite 108, Camp Verde, Arizona, 86322, is hereby referred to, adopted and made part hereof as if fully set out in this ordinance.

Section 2. All ordinances or parts of ordinances adopted by the Town of Camp Verde in conflict with the provisions of this ordinance or any part of the code adopted are hereby repealed, as of the effective date of this ordinance.

Section 3. This ordinance is effective upon the expiration of a thirty (30) day period following the adoption hereof and upon completion of publication and any posting as required by law.

Section 4. If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 5. Where applicable, any person found guilty of violating any provision of this ordinance shall be guilty of a Class 2 misdemeanor. Each day that a violation continues shall be a separate offense punishable as a separate offense.

PASSED, ADOPTED AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS 18TH DAY OF FEBRUARY 2026.

Marie Moore, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC

I, LEAH RHODES, TOWN CLERK, DO HEREBY CERTIFY THAT A TRUE AND CORRECT COPY OF THE ORDINANCE NO. 2026-A512 ADOPTED BY THE COMMON COUNCIL OF THE TOWN OF CAMP VERDE ON THE 18 DAY OF FEBRUARY, 2026, WAS POSTED IN THREE PLACES ON THE _____ DAY OF _____, 2026.

Leah Rhodes, Town Clerk

EXHIBIT A

CHAPTER 7
BUILDING

ARTICLE 7-1

ORDINANCE ~~2019-A440~~ 2026-A512

ADOPTION OF THE ~~2018~~ 2024 INTERNATIONAL CODE COUNCIL CODES (ICC)
AND RELATED PUBLIC CODES
(2004-A274) (2006-A332) (2007-A341) (2009-A361) (2009-A359) (2014-A401) (2019-A440) (2026-A512)

Pursuant to ARS §9-802 (as amended), the Town hereby adopts for application and enforcement for all construction within Town limits the following codes heretofore in existence, together with all future amendments, revisions, and modifications as issued by the respective publishing agencies.

1. ~~2018~~ 2024 International Code Council Codes, Published by the International Code Council Incorporated, (ICC), ~~2018~~ 2024 Edition.
2. ~~2018~~ 2024 International Building Code, Including ~~Appendix C – Group U Agricultural Buildings~~, Appendix I — Patio Covers, Appendix J — Grading, Appendix K — Administrative Provisions, and Appendix P – Sleeping Lofts and Appendix U — Agriculture Buildings Published by the International Code Council Incorporated, (ICC), ~~2018~~ 2024 Edition.
3. 2018 International Energy Conservation Code, Published by the International Code Council Incorporated, (ICC), 2018 Edition
4. ~~2018~~ 2024 Existing Building Code, Published by the International Code Council Incorporated, (ICC), ~~2018~~ 2024 Edition.
5. ~~2018~~ 2024 International Fire Code, Including Appendix B — Fire Flow Requirements For Buildings, Appendix C — Fire Hydrant Locations and Distribution, and Appendix D — Fire Apparatus Access Roads, Appendix E – Hazard Categories, Appendix F – Hazard Ranking, Appendix G – Cryogenic Fluids-Weight And Volume Equivalents and Appendix J – Building Information Sign Published by the International Code Council Incorporated, (ICC), ~~2018~~ 2024 Edition.
6. ~~2018~~ 2024 International Fuel Gas Code, Including Appendix A — Sizing and Capacities of Gas Piping, Appendix B — Sizing of Venting Systems Serving Appliances Equipped with Draft Hoods, Category I Appliances and Appliances Listed for Use with Type B Vents, ~~Appendix C — Exit Terminals of Mechanical Draft and Direct Vent Venting Systems~~, and Appendix D C —

Recommended Procedure for Safety Inspection of an Existing Appliance Installation, Published by the International Code Council Incorporated, (ICC), 2018 Edition.

7. ~~2018~~ 2024 International Mechanical Code, Including Appendix A — Chimney Connector Pass-Throughs, Published by the International Code Council Incorporated, (ICC), ~~2018~~ 2024 Edition.

8. ~~2017~~ 2023 National Electrical Code, Published by the National Fire Protection Association, ~~2017~~ 2023 Edition.

9. ~~2018~~ 2024 International Plumbing Code, Including Appendix C — Structural Safety, And Appendix E — Sizing of Water Piping System. Published by the International Code Council Incorporated, (ICC), ~~2018~~ 2024 Edition.

10. ~~2018~~ 2024 International Residential Code For One- And Two-Family Dwellings, Including Appendix ~~BB - Tiny Houses~~, Appendix ~~BD - Home Day Care Occupancy~~, Appendix ~~BF - Patio Covers~~, Appendix ~~BJ - Strawbale Construction~~, Appendix ~~BM - 3D Printed Building Construction~~, Appendix ~~BN - Extended Plate Wall Construction~~, Appendix ~~CA — Sizing and Capacities of Gas Piping~~, Appendix ~~CB — Sizing of Venting Systems Serving Appliances Equipped With Draft Hoods, Category 1 Appliances and Appliances listed with use with Type B Vents~~, Appendix ~~C — Exit Terminals of Mechanical Draft and Direct-Vent Venting Systems~~, Appendix ~~G CD — Piping Standards for Various Applications~~, Appendix ~~H — Patio Covers~~, Appendix ~~M — Home Day Care — R-3 Occupancy~~, Appendix ~~N CE — Venting Methods~~, Appendix ~~P CF — Sizing of Water Piping Systems~~, and Appendix ~~P - Sleeping Lofts and Appendix S — Strawbale Construction~~. Published by the International Code Council Incorporated, (ICC), ~~2018~~ 2024 Edition.

11. ~~2018~~ 2024 International Swimming Pool and Spa Code, Published by the International Code Council Incorporated, (ICC), ~~2018~~ 2024.

12. Town of Camp Verde Administrative Building Code

13. And Amendments

The effective date of the ordinance shall be ~~March April 1, 2019~~ 2026 after which all new construction shall meet the standards set forth in the ICC and the above-related codes.

The Town Council shall adopt fee schedules for inspection and certification under the codes annually, upon recommendation of the Community Development Director.

At least three (3) copies of the ICC and the above codes, and any future amendments or revisions, shall be kept on file in the Community Development Department. All copies shall be readily available for inspection, including any supplementary pamphlets or explanatory booklets for distribution to the public.

It shall be unlawful for any person, firm, or corporation to erect, construct, enlarge, alter, repair, move, improve, remove, convert or demolish, equip, use, occupy or maintain any building or structure or cause or permit the same to be done in violation of any standard or provision of the ICC and above related codes, including their subsequent revisions and modifications.

In addition to the criminal penalties, the Court, upon conviction, may order abatement or removal of the construction, and issue appropriate injunctive relief. The Building Official shall issue no final certificate of occupancy until the construction or action described in this paragraph has been inspected and shown to meet all ICC and related code requirements, and all fees to the Town paid.

The Building Official, as defined in Town Code Article 7-2, Section 7-2-103, shall be the administrative authority duly appointed to enforce these codes.

Any person found guilty of violating any provision of this ordinance shall be guilty of a Class 2 misdemeanor. Each day that a violation continues shall be a separate offense and punishable as a separate offense.

Section 7-1-100 - Town of Camp Verde Technical Code Amendments

The above listed documents are hereby amended for the incorporated areas of the Town of Camp Verde.

INTERNATIONAL BUILDING CODE, 2018 2024 EDITION, ADOPTED BY REFERENCE

The International Building Code (IBC), 2018 2024 Edition, Including **Appendix C – Group U Agricultural Buildings**, Appendix I — Patio Covers, ~~APPENDIX~~ Appendix J — **GRADING** Grading, ~~a~~Appendix K — Administrative Provisions, and **Appendix P – Sleeping Lofts** and ~~Appendix U — Agriculture Buildings~~, and hereby referred to, adopted, and made a part here of as set forth herein, excepting such portions as are hereinafter deleted, modified or amended.

CHAPTER 1 SCOPE AND ADMINISTRATION is hereby deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTION 202 DEFINITIONS is hereby amended by addition of the following new words and terms:

DIRECTED CARE SERVICE. Care of residents, including personal care services, who are incapable of recognizing dangers, summoning assistance, expressing need or making basic care decisions.

SUPERVISORY CARE SERVICE. General supervision, including daily awareness of resident functioning and continuing needs.

RESIDENTIAL CARE/ASSISTED LIVING HOME. A building or part thereof housing a maximum of 10 persons, excluding staff, on a 24-hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment which provides supervisory, personal or directed services. This classification shall include, but not be limited to the following:

- Alcohol and Drug Abuse Centers
- Assisted Living Homes
- Congregate Care Facilities
- Convalescent Facilities
- Group Homes
- Halfway Houses
- Social Rehabilitation Facilities

SECTION 202 DEFINITIONS is hereby amended by revision of specific words and terms to read as follows:

PERSONAL CARE SERVICE. The care of persons who do not require medical care. Personal care involves assistance with activities of daily living and includes responsibility for the safety of the persons while inside a building.

SECTION 305.2 DAY CARE FACILITIES is amended by addition of Exception 1 to read as follows:

Exceptions:

1. A "**child care group home**" complying with the requirements **ARS §36-897** and providing child care for less than twenty-four (24) hours per day for not less than five (5) children but no more than ten (10) children through the age of twelve (12) years shall be classified as Group R-3 provided that all child care rooms are located on the level of exit discharge and each child care room has an exit door directly to the exterior.

SECTION 308 is hereby amended by addition of Section **308.2.5**.

308.2.5 Institutional Group I-1. This occupancy shall include buildings, structures or parts thereof housing more than 10 persons on a 24-hour basis, who because of age, mental disability or other reasons, live in a residential environment that provides supervisory care services. The occupants are capable of responding to an emergency situation without physical assistance from staff. This group shall include, but not limited to the following:

- Alcohol and Drug Centers

- Assisted Living Facilities
- Congregate Care Facilities
- Convalescent Facilities
- Group Homes
- Halfway Houses
- Residential Board and Custodial Care Facilities
- Social Rehabilitation Facilities

SECTION 308 is hereby amended by addition of section **308.3.2.1**.

308.3.2.1 Six to Ten persons receiving care. A facility such as the above, housing not fewer than six and not more than 10 persons receiving such care, shall be classified as a Group R-4 Condition 1.

SECTION 308 is hereby amended by addition of section **308.3.2.112**.

308.3.2.112 Institutional Group I-2. This occupancy shall include buildings and structures used for medical, surgical, psychiatric, nursing, custodial, personal, or directed care on a 24-hour basis of more than five persons who are incapable of self-preservation by responding to an emergency situation without physical assistance from staff. This group shall include, but not be limited to the following:

- Foster Care Facilities
- Detoxification Facilities
- Hospitals
- Nursing Homes
- Psychiatric Hospitals

SECTION 308 INSTITUTIONAL GROUP I-2 is amended by addition of SECTION 308.3.2.123 to read as follows:

308.3.2.123 Ten or more persons receiving care. This occupancy shall also include buildings and structures used for assisted living homes providing supervisory, personal, or directed care on a 24-hour basis of more than 10 persons who are incapable of self-preservation by responding to an emergency situation without physical assistance from staff. A facility such as the above with ten or fewer persons shall be classified as R-4 Condition 2.

SECTION 310.3 RESIDENTIAL GROUP R-2 is hereby amended by adding the following item to the list of R-2 residential occupancies:

- Residential condominiums

SECTION 310.5 RESIDENTIAL GROUP R-4 is hereby deleted in its entirety and revised to read as follows:

310.5 Residential Group R-4. Residential Group R-4 occupancy shall include buildings, structures or portions thereof for not more than 10 persons, excluding staff, who reside on a 24-hour basis in a supervised residential environment and receive custodial care. Building of Group R-4 shall be classified as one of the occupancy conditions specified in Section 310.5.1 or 310.5.2. This group shall include, but not be limited to the following:

- Alcohol and drug centers
- Assisted living facilities
- Congregate care facilities
- Group homes
- Halfway houses
- Residential board and care facilities
- Social rehabilitation facilities

Group R-4 occupancies shall meet the requirements for construction as defined for Group R-3, except as otherwise provided for in this code.

310.5.2 CONDITION 2. This occupancy condition shall include facilities licensed to provide personal or directed care services, in which occupants are incapable of self-preservation by responding to an emergency without physical assistance from staff. Condition 2 facilities housing more than 10 persons shall be classified as Group I-2.

SECTION 406.3 is hereby amended by adding the following subsection:

406.3.4 Open Carports. Carports for other than single family residential uses which are open on all sides and constructed entirely of noncombustible materials, except for an approved fascia, shall not exceed 5,000 square feet and shall be located no closer than 3 feet to an adjacent lot line, nor closer than 6 feet to any projecting element of an adjacent building or structure. The edge of the carport roof shall be used to measure the separation distance to adjacent lot lines, buildings or structures.

~~**SECTION 420.2** is hereby amended by deleting **Exceptions #1, #2 and # 3** as errata.~~

~~**SECTION 420.3** is hereby amended by deleting **Exception #1** as errata.~~

~~**425.1 Applicability.** The provisions of this Section shall apply to a building or part thereof housing not more than 10 persons, excluding staff, on a 24-hour basis, who because of age, mental disability or other reasons, live in a supervised residential environment which provides licensed care services. Except as specifically required by this code, R-4 occupancies shall meet all applicable provisions of Group R-3.~~

~~**425.2 General.** Buildings or portions of buildings classified as R-4 occupancies shall meet all the applicable provisions of Group R-3, may be constructed of any materials allowed by this code, shall not exceed two stories in height nor be located above the second story in any~~

~~building, and not exceed 2,000 square feet above the first story except as provided in Section 506.~~

~~**425.3 Special Provisions.** R-4 occupancies having more than 2,000 square feet of floor area above the first floor shall be of not less than one-hour fire-resistive construction throughout.~~

~~**425.3.1 Mixed Uses.** R-4 occupancies shall be separated for other uses as provided in Table 508.4.~~

~~**425.4 Access and Means of Egress Facilities.**~~

~~**425.4.1 Accessibility.** R-4 occupancies shall be provided with at least one accessible route as per Chapter 11 as amended by the Town of Camp Verde. Sleeping rooms and associated toilet rooms shall also be accessible as per Chapter 11 as amended by the Town of Camp Verde.~~

~~**Exception:** Existing buildings shall comply with Section 3411 the applicable accessibility requirements of the International Existing Building Code and the provisions of this section of this code. Bathing and toilet facilities need not be made accessible, but shall be provided with grab bars in accordance with ICC/ANSI A 117.1~~

~~**425.4.2 Exits.**~~

~~**425.4.2.1 Number of Exits.** Every story, basement, or portion thereof shall have not less than two exits.~~

~~**Exception:** Basements and stories above the first floor containing no sleeping rooms may have one means of egress as provided in Chapter 10 of this code.~~

~~**425.4.2.2 Distance to Exits.** The maximum travel distance shall comply with Section 1016, except the maximum travel distance from the center point of any sleeping room to an exit shall not exceed 75 feet.~~

~~**425.4.2.3 Emergency Exit Illumination.** In the event of a power failure, exit illumination shall be automatically provided from an emergency system powered by storage batteries or an onsite generator set installed in accordance with the 2017-23 NEC.~~

~~**425.4.2.4 Emergency Escape and Rescue.** R-4 occupancies shall comply with the requirements of Section 1029.~~

~~**425.5 Smoke Detectors and Sprinkler Systems.**~~

~~**425.5.1 Smoke Alarms.** All habitable rooms and hallways in R-4 occupancies shall be provided with smoke alarms installed in accordance with **Section 907.2.101 and 907.2.11.2.**~~

~~**425.5.2 Sprinkler Systems.** R-4 occupancies shall be provided with a sprinkler system installed in accordance with Section 903.2.8. Sprinkler systems installed under this Section shall be installed throughout, including attached garages, and in Condition 2 facilities shall include attics and concealed spaces of or containing combustible materials. Such systems may not contain unsupervised valves between the domestic water riser control valve and the sprinklers. In R-4 Condition 2 occupancies, such systems shall contain water flow switches electrically supervised by an approved supervising station, and shall sound an audible signal at a constantly attended location.~~

SECTION 502.1 ADDRESS IDENTIFICATION is hereby amended to read as follows:

SECTION 502.1 ADDRESS IDENTIFICATION. New and existing buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be a minimum of **6 inches** (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm). Where required by the fire code official **or fire district having authority**, address identification shall be provided in **larger numbers and/or** additional approved locations to facilitate emergency response. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other approved sign or means shall be used to identify the structure. Address identification shall be maintained.

SECTION 707.3.4112 ELECTRICAL ROOMS WITH SERVICE ENTRANCE EQUIPMENT is hereby added and shall read as follows:

Fire-resistance rated walls and/or horizontal assemblies with a fire-resistance rating of one hour shall be provided to separate an electrical room containing service entrance equipment from adjacent rooms and spaces.

SECTION 714.4.1.4 THROUGH PENETRATIONS EXCEPTION 2 is hereby deleted in its entirety.

SECTION 901.5 ACCEPTANCE TESTS. Delete the last sentence and replace with the following:

It shall be unlawful to use, occupy, or furnish any portion of a structure until the fire protections systems of the structure have been tested and approved.

SECTION 903.2.8 GROUP R is hereby deleted in its entirety.

SECTION 1010.1.2 DOOR SWING EGRESS DOOR TYPES EXCEPTION 4 is hereby deleted in its entirety and revised to read as follows:

4. Doors within or serving a single dwelling unit in Group R-2, R-3 as applicable in **Section 1010.2**, and **R-4**.

SECTION 1102.1 DESIGN is hereby deleted in its entirety and revised to read as follows:

1102.1 Design. Buildings and facilities shall be designed and constructed to be accessible in accordance with the following:

1. The 2010 standards for State and local governments, which consist of Title II regulations at 28 CFR 35.15. and 2004 ADAAG at 36 CFR part 1191, Appendices B and D;
2. The 2010 standards for public accommodations and commercial facilities, which consist of the Title III regulations at 28 CFR 366 Subpart D, and the 2004 ADAAG at 36 CFR part 1191, Appendices B and D;
3. This code;
4. ICC A117.1-~~09~~ 2017.

CHAPTER 13 ENERGY EFFICIENCY

SECTION 1301.1.1 CRITERIA is hereby amended as follows:

SECTION 1301.1.1 CRITERIA. Buildings shall be designed and constructed in accordance with the 2018 International Energy Conservation Code.

SECTION 1705.4 is amended as follows.

SECTION 1705.4 Masonry Construction: The following exception shall be added:

Exception: 4. Masonry fences six (6) feet or less in height above grade.

TABLE 2902.1 MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES is hereby amended as follows: Revise footnote "e" to "25 or fewer."

SECTION 2902.6 is hereby amended by revising "15" to "25".

SECTION J103 PERMITS REQUIRED is hereby amended to read as follows:

J103.1 Permits required. Except as exempted in the **Section J103.2**, no grading shall be performed without first having obtained a permit therefore from the building official or town engineer. A grading permit does not include the construction of retaining walls or other structures.

SECTION J105.2 SPECIAL INSPECTIONS is hereby amended to read as follows:

J105.2 Special inspections. The special inspection requirements of Section ~~1704.7~~ 1705.6 shall apply to work performed under a grading permit when required by the building official or town engineer.

SECTION J108.3 SLOPE PROTECTION is hereby amended to read as follows:

J108.3 Slope protection. Where required to protect adjacent properties at the toe of a slope from adverse effects of the grading, additional protection, approved by the building official or town engineer, shall be included. Such protection may include but shall not be limited to:

1. Setbacks greater than those required by Figure J108.1.
2. Provisions for retaining walls or similar construction.
3. Erosion protection of the fill slopes.
4. Provision for the control of surface waters.

SECTION J109.3 INTERCEPTOR DRAINS is hereby amended to read as follows:

J109.3 Interceptor drains. Interceptor drains shall be installed along the top of cut slopes receiving drainage from a tributary width greater than 40 feet (12 192mm), measured horizontally. They shall have a minimum depth of 1 foot (305 mm) and a minimum width of 3 feet (915 mm). The slope shall be approved by the building official or town engineer but shall not be less than 50 horizontals to 1 vertical (2 percent). The drain shall be paved with concrete not less than 3 inches (76 mm) in thickness, or by other materials suitable to the application. Discharge from the drain shall be accomplished in a manner to prevent erosion and shall be approved by the building official or town engineer.

APPENDIX P – SLEEPING LOFTS is hereby amended as follows:

P103.3.1 WIDTH. Stairways providing egress from a sleeping loft shall not be less than 26 inches in clear width at, above or below the handrail.

P103.4 ALTERNATING TREAD DEVICES is hereby deleted in its entirety.

P103.5 SHIP'S LADDERS is hereby deleted in its entirety.

P103.6 LADDERS is hereby deleted in its entirety.

INTERNATIONAL ENERGY CONSERVATION CODE, 2018 EDITION, ADOPTED BY REFERENCE

The International Energy Conservation Code (IECC), 2018 Edition, and hereby referred to, adopted, and made a part here of as set forth herein, excepting such portions as are hereinafter deleted, modified or amended.

CHAPTER 1 [CE] AND CHAPTER 1 [RE] SCOPE AND ADMINISTRATION is hereby deleted in its entirety and replaced with the Requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

TABLE C301.1 and TABLE R301.1 is hereby amended to read climate zone 2B for the Town of Camp Verde.

SECTION C402.4.1.2.3 BUILDING TEST is hereby deleted in its entirety.

SECTION R402.4.1.2 TESTING is hereby deleted in its entirety.

SECTION R403.5.1 R403.5.1.1 & R405.4.1.2 CIRCULATING HOT WATER SYSTEMS (MANDATORY) is hereby deleted in its entirety.

SECTION R404.1 LIGHTING EQUIPMENT (MANDATORY) is hereby deleted in its entirety.

INTERNATIONAL EXISTING BUILDING CODE, ~~2018~~ 2024 EDITION, ADOPTED BY REFERENCE

The International Existing Building Code (IEBC), ~~2018~~ 2024 Edition, and hereby referred to, adopted, and made a part here of as set forth herein, excepting such portions as are hereinafter deleted, modified or amended.

CHAPTER 1 SCOPE AND ADMINISTRATION is hereby deleted in its entirety and replaced with the Requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

Section 305.4.2 has been deleted in its entirety and shall be replaced by amendments to **Section 306.7.12**.

Section 305.4.2 is amended by adding item 7 as follows:

~~7. A minimum of one accessible toilet room.~~

Section 305.8.10 has been deleted in its entirety and shall be replaced by amendments to **Section 306.7.13**.

Section 305.8.10 is amended by adding the following:

As an alternative, in existing toilet rooms and bathing rooms, one fixture (water closet or urinal) may be removed (where two or more fixtures exist) to create the required space for an accessible water closet.

Section 306.7.12 Toilet Rooms is hereby amended with the addition of the last two sentences:

Where it is *technically infeasible* to alter existing toilet rooms to be accessible, one accessible single-user toilet room or one accessible family or assisted-use toilet room constructed in accordance with Section 1110.2.1 of the *International Building Code* is permitted. This toilet room shall be located on the same floor and in the same area as the existing toilet rooms. At the inaccessible toilet rooms, directional signs indicating the location of the nearest such toilet room shall be provided. These directional signs shall include the International Symbol of Accessibility, and sign characters shall meet the visual character requirements in accordance with ICC A117.1-2017. As an alternative, in existing toilet rooms, one fixture (water closet or urinal) may be removed (where two or more fixtures exist) to create the required space for an accessible water closet. Where no toilet room exists and is required by this code for the intended use, an accessible toilet room shall be added, pursuant to the requirements of this section, applicable codes, and referenced standards.

306.7.13 Bathing Rooms is hereby amended with the addition of the last two sentences.

Where it is *technically infeasible* to alter existing bathing rooms to be accessible, one accessible single-user bathing room or one accessible family or assisted-use bathing room constructed in accordance with Section 1110.2.1 of the *International Building Code* is permitted. This accessible bathing room shall be located on the same floor and in the same area as the existing bathing rooms. At the inaccessible bathing rooms, directional signs indicating the location of the nearest such bathing room shall be provided. These directional signs shall include the International Symbol of Accessibility, and sign characters shall meet the visual character requirements in accordance with ICC A117.1. As an alternative, in existing bathing rooms, one fixture (water closet or urinal) may be removed (where two or more fixtures exist) to create the required space for an accessible water closet. Where no bathing room exists and is required by this code for the intended use, an accessible bathing room shall be added, pursuant to the requirements of this section, applicable codes, and referenced standards.

SECTION 401.3 FLOOD HAZARD AREAS is hereby deleted in its entirety. See Article 7-2-103.12.1 of the Town Administrative Building Code.

SECTION 405.2.6 FLOOD HAZARD AREAS is hereby deleted in its entirety. See Article 7-2-103.12.1 of the Town Administrative Building Code.

SECTION 502.2 FLOOD HAZARD AREAS is hereby deleted in its entirety. See Article 7-2-103.12.1 of the Town Administrative Building Code.

SECTION 503.2 FLOOD HAZARD AREAS is hereby deleted in its entirety. See Article 7-2-103.12.1 of the Town Administrative Building Code.

SECTION 507.3 FLOOD HAZARD AREAS is hereby deleted in its entirety. See Article 7-2-103.12.1 of the Town Administrative Building Code.

SECTION 1103.3 FLOOD HAZARD AREAS is hereby deleted in its entirety. See Article 7-2-103.12.1 of the Town Administrative Building Code.

SECTION 1201.4 FLOOD HAZARD AREAS is hereby deleted in its entirety. See Article 7-2-103.12.1 of the Town Administrative Building Code.

Section 1203.3 is hereby amended by revising the title and the first sentence to read as follows:

1203.3 Means of Egress and Emergency Escape and Rescue. ~~Existing window openings, door openings and corridor and stairway widths less than...(remaining text unchanged).~~

Section 1204.6 is hereby amended by revising the title and the first sentence to read as follows:

1204.6 Means of Egress and Emergency Escape and Rescue. Existing window openings, door openings and corridor and stairway widths less than... (remaining text unchanged).

SECTION 1303.1.3 FLOOD HAZARD AREAS is hereby deleted in its entirety. See Article 7-2-103.12.1 of the Town Administrative Building Code.

SECTION 1402.6 FLOOD HAZARD AREAS is hereby deleted in its entirety. See Article 7-2-103.12.1 of the Town Administrative Building Code.

INTERNATIONAL FIRE CODE ~~2018~~ 2024 EDITION, ADOPTED BY REFERENCE

The International Fire Code (IFC), ~~2018~~ 2024 EDITION, including Appendix B — Fire Flow Requirements ~~For Buildings~~, Appendix C — Fire Hydrant Locations and Distribution, and Appendix D — Fire Apparatus Access Roads, ~~E – Hazard Categories, F – Hazard Ranking, G – Cryogenic Fluids-Weight And Volume Equivalents and J – Building Information Sign~~ and hereby referred to, adopted, and made a part here of as set forth herein, excepting such portions as are hereinafter deleted, modified or amended.

CHAPTER 1 SCOPE AND ADMINISTRATION:

SECTION 101 SCOPE AND GENERAL REQUIREMENTS:

SECTION 101.1 TITLE is hereby amended to read as follows:

[A] 101.1 Title. These regulations shall be known as the Fire Code of the Town of Camp Verde, Arizona, hereinafter referred to as "this code." All references to Fire Code Official in the adopted International Fire Code (IFC) will be deemed to mean the appointed Building Official of the Town of Camp Verde or his designee, which from time to time in accordance with the Intergovernmental Agreements (IGA's) with the Town of Camp Verde Fire District, a separate entity from the Town, will be the Camp Verde Fire District appointed Fire Marshal.

SECTION 103 DEPARTMENT OF FIRE PREVENTION is hereby deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTION 104 GENERAL AUTHORITY AND RESPONSIBILITIES is hereby deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTIONS 105.1.1 GENERAL through ~~105.5~~ **105.4 REVOCATION** are hereby deleted in their entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTION ~~105.6~~ 105.5 REQUIRED OPERATION PERMITS is hereby amended to read as follows:

[A] ~~105.6-105.5~~ Required operational permits. The building official or fire code official is authorized to issue operational permits for the operations set forth in Sections ~~105.6.1~~ 105.5.1 through ~~105.6.50~~ 105.6.25.

SECTION 106 CONSTRUCTION DOCUMENTS is hereby deleted in its entirety and re-written as follows:

SECTION 106 - CONSTRUCTION DOCUMENTS are subject to the requirements of the fire district having authority, as well as the Town of Camp Verde Administrative Building Code, as adopted and amended from time to time.

SECTION 107 TEMPORARY STRUCTURES, USES, EQUIPMENT AND SYSTEMS is hereby amended to read as follows:

SECTION ~~106~~ 108 FEES is hereby deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTION ~~107~~ 109 INSPECTIONS is hereby deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTION 109 BOARD OF APPEALS was removed from Chapter 1 in the 2024 edition and relocated to the appendices. Since APPENDIX A – BOARD OF APPEALS is not being adopted, this section may be removed in its entirety.

SECTION 109 BOARD OF APPEALS is hereby deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTION 113 111 SERVICE UTILITIES is hereby deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTION 112 MEANS OF APPEALS is hereby deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTION 113 113 VIOLATIONS is hereby deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTION 114 114 STOP WORK ORDER is hereby deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTION 115 115 UNSAFE BUILDINGS is hereby deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTION 202 DEFINITIONS is hereby amended by the addition of the following term:

FIRE RISK ANALYSIS. An analytical process or review conducted by the fire district having authority in accordance with nationally recognized standards; such as NFPA 101; 101A; 550; 551; or 1142; ICC IBC; and ISO evaluation criteria to determine minimum levels of fire protection requirements based upon the risk associated with the subject matter, where not specifically detailed in this code or when an application requesting a reduction or modification to this code is received.

The fire district having authority shall take into consideration fire scenarios and their probability of occurrence and or potential consequences. Items to consider in the fire risk analysis process or review may include; distances to fire stations; available fire apparatus and first responders; fire protection systems; wildland interface; building and occupancy Page 3 of 11 types; hazardous materials; water supplies; and other pertinent information detailing the subject matter being considered for modification or reduction of fire code prescriptions.

SECTION 504.2.1 NO EXIT SIGNAGE is hereby amended to read as follows:

SECTION 504.2.1 NO EXIT SIGNAGE. Any door, passage, or stairway that is neither an exit nor a way of exit access and that is located or arranged so that it is likely to be mistaken for an exit shall be identified by a sign that reads NO EXIT. The NO EXIT sign shall consist of letters having a principal stroke of not less than 0.75 inches (19.1 mm) wide and at least 6 inches (152 mm) high on a contrasting background.

SECTION 505 PREMISES IDENTIFICATION is hereby deleted in its entirety and revised to read as follows:

SECTION 505.1 ADDRESS IDENTIFICATION. New and existing buildings shall have approved address numbers, building numbers or building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 6 inches high with a minimum stroke width of .5 inch. Larger numbers, and/or additional locations may be required by the fire code official to facilitate emergency response. The fire code official is authorized to waive the requirements for any permit listed in Sections 105.6 and 105.7.

SECTION 505.2 STREET OR ROAD SIGNS. Street or road names shall be reviewed by the fire district having authority to ensure that they do not duplicate or conflict with existing names within the jurisdictions' dispatch center.

SECTION 507.3 FIRE FLOW is hereby deleted in its entirety and revised to read as follows:

SECTION 507.3 FIRE FLOW. Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method, Appendix B, and/or a Fire Risk Analysis.

CHAPTER 9 FIRE PROTECTION SYSTEMS is hereby amended to read as follows:

SECTION 901.1 SCOPE is hereby amended by adding the last sentence:

SECTION 901.1 SCOPE. The provisions of this Chapter identify where fire protection systems are required and apply to the design, installation, inspection, operation, testing, and maintenance of fire protection and life safety systems. To the extent the Town of Camp Verde lacks authority under state law to enforce certain requirements, such requirements shall be enforced by the fire district having authority, as adopted by that district.

SECTION 901.2 CONSTRUCTION DOCUMENTS is hereby amended to read as follows:

SECTION 901.2 CONSTRUCTION DOCUMENTS. The fire code official shall have the authority to require construction documents and calculations for all fire protection systems and to require permits be issued for the installation, rehabilitation, or modification of any fire protection system. Automatic sprinkler system plans shall be submitted bearing a review certification and signature of a minimum level III NICET Certified Engineering Technical or Arizona registrant. Fire sprinkler plans for high-piled combustible storage occupancies shall

require a registered fire protection engineer stamp. Fire alarm system plans shall be submitted bearing a review certification and signature of a minimum level III NICET Technician or Arizona registrant. Construction documents for fire protection systems shall be submitted for review and approval prior to system installation.

SECTION 901.6 INSPECTION, TESTING AND MAINTENANCE is hereby amended to read as follows:

SECTION 901.6 INSPECTION, TESTING AND MAINTENANCE. Fire detection, alarm and extinguishing systems shall be maintained in an operative condition at all times and shall be replaced or repaired were defective. Non-required fire protection systems and equipment shall be inspected, tested, and maintained or removed. The building owner shall be responsible for assuring that each fire protection system is maintained in an operable condition at all times per the applicable standard for that specific system. If a backflow prevention assembly is installed as part of a fire sprinkler system, it shall be tested. Individuals or businesses conducting inspections, testing, repair or maintenance of fire protection systems shall possess an appropriate valid fire protection system license issued by the Arizona Registrar of Contractors. The annual backflow prevention assembly tests shall be performed at the same time as the annual automatic fire sprinkler system tests. All work and periodic testing/maintenance shall be performed in accordance with the applicable standard for the fire protection system. Non-required systems shall be maintained in accordance with nationally recognized standards per section 901.4.2.

SECTION 901.6.3 RECORDS is hereby deleted in its entirety and revised to read as follows:

SECTION 901.6.3 RECORDS. Records of all system inspections, tests and maintenance required by the referenced standards shall be maintained on the premises for a minimum of 3 years and shall be made available to the fire code official or fire district having authority upon request. All individuals/businesses performing tests, maintenance, and/or repair on any fire protection system, shall forward itemized reports of such work to the third-party compliance organization used by the fire district having authority within 30 days of the work performed.

Exception: Single Family occupancies built according to the International Residential Code (IRC) not including residential care facilities as defined in Chapter 2 of the IFC, are subject to the record requirements identified in the Town of Camp Verde Administrative Building Code.

SECTION 901.8.1 REMOVAL OR TAMPERING WITH APPURTENANCES is hereby amended to read as follows:

SECTION 901.8.1 REMOVAL OR TAMPERING WITH APPURTENANCES. Locks, gates, doors, barricades, chains, enclosures, signs, tags or seals which have been installed by or at the direction of the fire code official or the fire district having authority shall not be removed, unlocked, destroyed, tampered with or otherwise vandalized in any manner. Required

padlocks shall be approved by the fire district having authority. Approved padlocks shall be installed at the direction of the fire code official or the fire district having authority .

SECTION 903.2.8 GROUP R is hereby deleted in its entirety.

SECTION 1010.1.2 DOOR SWING EXCEPTION 4 is hereby amended by repealing all prior amendments thereto and reinstating the original language of Section 1010.1.2 as set forth in the 2024 International Fire Code.

~~**SECTION 1010.1.2 DOOR SWING EXCEPTION 4** is hereby deleted in its entirety and revised to read as follows:~~

~~4. Doors within or serving a single dwelling unit in Group R-2, R-3 as applicable in Section **101.2**, and **R4**.~~

SECTION 1103.7 FIRE ALARM SYSTEMS is hereby amended by adding the following subsections:

SECTION 1103.7.7 NON-MONITORED SPRINKLER SYSTEM. A fire alarm system shall be installed throughout the building when an existing, non-monitored fire sprinkler system is modified by 20 or more sprinkler heads.

SECTION 1103.7.8 SPRINKLED BUILDING FIRE ALARM REQUIREMENT. An approved fire alarm system shall be installed in existing buildings when a fire sprinkler system is provided.

CHAPTER 56 EXPLOSIVES AND FIREWORKS

SECTION 5601.1.3 is hereby amended to read as follows:

SECTION 5601.1.3 FIREWORKS. The possession, manufacture, storage, sale, handling, and use of fireworks are prohibited.

Exceptions:

1. Storage and handling of fireworks as allowed in Section 5604.
2. Manufacture, assembly, and testing of fireworks as allowed in Section 5605.
3. The use of fireworks for fireworks displays as allowed in Section 5608.
4. The possession, storage, sale, handling and use of specific types of Division 1.4G fireworks where allowed by **A.R.S. Title 36, Chapter 13, Article 1 or local** ordinances and regulations, provided that such fireworks and facilities comply with NFPA 1124, CPSC 16 CFR Parts 1500 and 1507, and DOTn 49 CFR Parts 100 - 185, as applicable for consumers fireworks.

SECTION 5601.2.4 FINANCIAL RESPONSIBILITY is hereby amended to read as follows:

SECTION 5601.2.4 FINANCIAL RESPONSIBILITY. Before a permit is issued, as required by Section 5601.2, the applicant shall file with the jurisdiction a corporate surety bond in the principal sum of **\$1,000,000** or a public liability insurance policy for the same amount, for the purpose of the payment of all damages to persons or property that arise from, or are caused by, the conduct of any act authorized by the permit upon which any judicial judgment results. The fire code official **and/or fire district having authority** is authorized to specify a greater or lesser amount when, in his or her opinion, conditions at the location of use indicate a greater or lesser amount is required. Government entities shall be exempt from this bond requirement.

5601.2.4.1 BLASTING is hereby amended to read as follows:

5601.2.4.1 BLASTING.

Before approval to do blasting is issued, the applicant for approval shall file a bond or submit a certificate of insurance in such form, amount and coverage as determined by the legal department of the jurisdiction **and/or the fire district having authority** to be adequate in each case to indemnify the jurisdiction **and/or fire district** against any and all damages arising from permitted blasting.

5601.2.4.2 Fireworks display.

The permit holder shall furnish a bond or certificate of insurance in an amount deemed adequate by the fire code official **and/or fire district having authority** for the payment of all potential damages to a person or persons or to property by reason of the permitted display, and arising from any acts of the permit holder, the agent, employees or subcontractors to indemnify the jurisdiction against any and all damages arising from permitted fireworks displays. The fire code official **and/or fire district having authority** is authorized to specify a greater or lesser amount when, in their opinion, conditions indicate a greater or lesser amount is required.

APPENDICIES

APPENDIX B FIRE-FLOW REQUIRMENTS FOR BUILDINGS

TABLE B105.1 MINIMUM REQUIRED FIRE FLOW AND FLOW DURATION FOR BUILDINGS is hereby amended by adding the following:

TABLE B105.1 MINIMUM REQUIRED FIRE FLOW AND FLOW DURATION FOR BUILDINGS

Footnote c: In special circumstances, where the public or private water utility or rural water supply will not provide the required 1,500 gpm, the fire code official may accept a lesser amount. This amount shall never be less than 1,000 gpm.

APPENDIX J BUILDING INFORMATION SIGN

J101.1 SCOPE is hereby amended to read as follows:

J101.1 Scope. New buildings shall have a building information sign(s) that shall comply with Sections J101.1.1 through J101.7. Existing buildings shall be brought into conformance with Sections J101.1 through J101.9 when one of the following occurs:

1. When required by the fire district having authority.
2. A change in use or occupancy has occurred.

Exceptions:

1. Group U occupancies.
2. One- and two-family dwellings.

INTERNATIONAL FUEL GAS CODE, **2018 2024** EDITION, ADOPTED BY REFERENCE

The International Fuel Gas Code (IFC), **2018 2024** Edition, including APPENDIX A — SIZING AND CAPACITIES OF GAS PIPING, APPENDIX B — SIZING OF VENTING SYSTEMS SERVING APPLIANCES EQUIPPED WITH DRAFT HOODS, CATEGORY I APPLIANCES AND APPLIANCES LISTED FOR USE WITH TYPE B VENTS, ~~APPENDIX C — EXIT TERMINALS OF MECHANICAL DRAFT AND DIRECT-VENT VENTING SYSTEMS~~, AND APPENDIX ~~D~~ C — RECOMMENDED PROCEDURE FOR SAFETY INSPECTION OF AN EXISTING APPLIANCE INSTALLATION, and hereby referred to, adopted, and made a part here of as set forth herein, excepting such portions as are hereinafter deleted, modified or amended.

CHAPTER 1 SCOPE AND ADMINISTRATION is hereby deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

301.11 FLOOD HAZARD is hereby deleted in its entirety. See article 7-2-103.12.1 of the Town Administrative Building Code.

SECTION 303.2 HAZARDOUS LOCATIONS is hereby amended to read as follows:

303.2 Hazardous locations. Unless adequate means of removal of unburned gases is provided, liquefied petroleum gas piping shall not serve any gas-fired appliance or equipment in a pit or basement where heavier-than-air gas may collect to form a flammable mixture.

SECTION 404.12 MINIMUM BURIAL DEPTH is hereby deleted in its entirety and revised to read as follows:

404.12 Minimum burial depth. Underground piping systems shall be installed a minimum depth of 18 inches (457 mm) below grade. Underground ferrous gas piping shall be electrically isolated from the rest of the gas system with listed or approved isolation fittings (dialectic union) installed a minimum of 6 inches (152 mm) above grade. All nonmetallic piping shall be installed with a yellow 18 AWG tracer wire terminating 12 inches (305 mm) above grade at each end.

SECTION 404.12.1 is deleted in its entirety.

SECTION 409.1.3 ACCESS TO SHUTOFF VALVES is hereby amended to read as follows:

409.1.3 Access to shutoff valves. Shutoff valves shall be located in places so as to provide access for operation and shall be installed so as to be protected from damage. All buildings shall be provided with a shutoff valve located at the building on the downstream side of the gas meter.

INTERNATIONAL MECHANICAL CODE, 2018 2024 EDITION, ADOPTED BY REFERENCE

The International Mechanical Code (IMC), 2018 2024 Edition, including APPENDIX A — CHIMNEY CONNECTOR PASS-THROUGHS and hereby referred to, adopted, and made a part here of as set forth herein, excepting such portions as are hereinafter deleted, modified or amended.

CHAPTER 1 SCOPE AND ADMINISTRATION is hereby deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTION 301.2 ENERGY UTILIZATION is hereby amended to read as follows:

SECTION 301.2 ENERGY UTILIZATION. Heating, ventilating and air-conditioning systems of all structures shall be designed and installed for efficient utilization of energy in accordance with the 2018 International Energy Conservation Code.

SECTION 301.16 FLOOD HAZARD is hereby deleted in its entirety. See article 7-2-103.12.1 of the Town Administrative Building Code.

303.2 HAZARDOUS LOCATIONS is hereby amended to read as follows:

303.2 HAZARDOUS LOCATIONS. Unless adequate means of removal of unburned gases is provided, liquefied petroleum gas piping shall not serve any gas-fired appliance or equipment

located in a pit or basement where heavier-than-air gas might collect to form a flammable mixture.

303.7 PIT LOCATIONS is hereby amended to read as follows:

303.7 PIT LOCATIONS. Appliances installed in pits or excavations shall not come in direct contact with the surrounding soil and shall be installed not less than 3 inches (76 mm) above the pit floor. The sides of the pit or excavation shall be held back not less than 12 inches (305 mm) from the appliance. Where the depth exceeds 12 inches (305 mm) below adjoining grade, the walls of the pit or excavation shall be lined with concrete or masonry. Such concrete or masonry shall extend not less than 4 inches (102 mm) above adjoining grade and shall have sufficient lateral load-bearing capacity to resist collapse. Excavation on the control side of the appliance shall extend not less than 30 inches (762 mm) horizontally. The appliance shall be protected from flooding in an approved manner. Liquefied petroleum gas piping must comply with the provisions of Section 303.2 of this code.

506.3.2.5 GREASE DUCT TEST is hereby deleted in its entirety and revised to read as follows:

506.3.2.5 GREASE DUCT TEST. A field test shall be performed by a qualified third-party entity prior to the use or concealment of any portion of a grease duct system. Grease ducts shall be considered to be concealed where installed in shafts or covered by coatings or wraps that prevent the grease ducts from being visually inspected on all sides. The permit holder shall be responsible to provide the necessary equipment and perform the grease duct leakage test. A light test shall be performed to determine that all welded and brazed joints are liquid tight.

A test shall be performed for the entire grease duct system, including the hood-to-duct connection. The grease duct system shall be permitted to be tested in sections, provided that every joint is tested. For listed factory-built grease ducts, this test shall be limited to duct joints assembled in the field and shall exclude factory welds. The test shall be performed in accordance with either Section 506.3.2.5.1, 506.3.2.5.2, or 506.3.2.5.3. Test reports shall be submitted to the building official.

506.3.2.5.3 POSITIVE PRESSURE SMOKE TEST is hereby added as a new subsection, to read as follows:

506.3.2.5.3 POSITIVE PRESSURE SMOKE TEST. A duct test shall be performed by sealing the entire duct system from the hood exhaust opening(s) to the duct termination. Thick penetrating smoke shall be produced by one or more smoke machines or smoke bombs and introduced into the duct system. The sealed duct shall then be pressurized to a minimum pressure of 1.0-inch water column, but shall not exceed the positive pressure capability of the system and components under test. If the test shows any evidence of leakage or other defects, such defects shall be corrected, and the test shall be repeated until there is no visible smoke observed. Materials or chemicals used for smoke testing should not be corrosive to the duct. Smoke generating equipment containing chlorine or chlorinated chemicals must not be used.

506.3.11 GREASE DUCT ENCLOSURES is hereby amended by addition of the last sentence prior to the exception to read as follows:

506.3.11 GREASE DUCT ENCLOSURES. A commercial kitchen grease duct serving a Type I hood that penetrates a ceiling, wall, floor or any concealed space shall be enclosed from the point of penetration to the outlet terminal. In-line exhaust fans not located outdoors shall be enclosed as required for grease ducts. A grease duct shall penetrate exterior walls only at locations where unprotected openings are permitted by the International Building Code. The grease duct enclosure shall serve a single grease duct and shall not contain other ducts, piping or wiring systems. Grease duct enclosures shall be a shaft enclosure in accordance with Section 506.3.11.1, a field-applied enclosure assembly in accordance with Section 506.3.11.2 or a factory-built grease duct enclosure assembly in accordance with Section 506.3.11.3. Grease duct enclosures shall have a fire-resistance rating of not less than that of the assembly penetrated and not less than 1 hour. Fire dampers and smoke dampers shall not be installed in grease ducts. Grease duct enclosures shall be inspected by a qualified third-party entity. Inspection reports shall be submitted to the building official.

Exception: A grease duct enclosure shall not be required for a grease duct that penetrates only a non-fire-resistance-rated roof/ceiling assembly.

507.1.7 PERFORMANCE TEST is hereby added due to an ICC error in which they were omitted from the printed versions of the code, to read as follows:

507.1.7 PERFORMANCE TEST. A performance test shall be conducted upon completion and before final approval of the installation of a ventilation system serving commercial cooking appliances. The test shall verify the rate of exhaust airflow required by Section 507.2.10 or 507.3.4, makeup airflow required by Section 508 and proper operation as specified in this chapter. The permit holder shall furnish the necessary test equipment and devices required to perform the tests.

507.1.7.1 CAPTURE AND CONTAINMENT TEST is hereby added due to an ICC error in which they were omitted from the printed versions of the code, to read as follows:

507.1.7.1 CAPTURE AND CONTAINMENT TEST. The permit holder shall verify capture and containment performance of the exhaust system. This field test shall be conducted with all appliances under the hood at operating temperatures, with all sources of outdoor air providing makeup air for the hood operating and with all sources of recirculated air providing conditioning for the space in which the hood is located operating. Capture and containment shall be verified visually by observing smoke or steam produced by actual or simulated cooking, such as that provided by smoke generators.

602.4 FLOOD HAZARD is hereby deleted in its entirety. See article 7-2-103.12.1 of the Town Administrative Building Code.

SECTION 607 DUCT AND TRANSFER OPENINGS

[BF] 607.3.3 DAMPER ACTUATION is hereby amended and revised to read as follows:

[BF] 607.3.3 DAMPER ACTUATION.

Damper actuation shall be in accordance with Sections 607.3.3.1 through 607.3.3.5 as applicable and shall be tested by a qualified third-party entity. Testing reports shall be submitted to the building official.

608.1 BALANCING is hereby amended and revised to read as follows:

608.1 BALANCING.

Air distribution, ventilation and exhaust systems shall be provided with means to adjust the system to achieve the design airflow rates and shall be balanced by an approved method. Ventilation air distribution shall be balanced by an approved method and such balancing shall verify that the air distribution system is capable of supplying and exhausting the airflow rates required by Chapter 4. All testing shall be conducted by a qualified third-party entity and reports shall be submitted to the engineer of record for review and approval. The engineer of record shall approve and submit the final inspection reports to the building official.

1011.1 TESTS is hereby amended and revised to read as follows:

1011.1 TESTS. Upon completion of the assembly and installation of boilers and pressure vessels, acceptance tests shall be conducted by a qualified third-party entity in accordance with the requirements of the ASME Boiler and Pressure Vessel Code or the manufacturer's requirements, and such tests shall be approved. A copy of all test documents along with all manufacturer's data reports required by the ASME Boiler and Pressure Vessel Code shall be submitted to the code official.

801.7.1 SPARK ARRESTOR is hereby added as a new section, to read as follows:

801.7.1 SPARK ARRESTOR. A UL-listed spark arrestor must be installed on all solid fuel appliance flues.

805.3.1 SPARK ARRESTOR is hereby added as a new section, to read as follows:

805.3.1 SPARK ARRESTOR. A UL-listed spark arrestor must be installed on all solid fuel factory-built chimneys.

903.1.1 SPARK ARRESTOR is hereby added as a new section, to read as follows:

903.1.1 SPARK ARRESTOR. A UL-listed spark arrestor must be installed on all solid fuel factory-built chimneys.

905.2 CONNECTION TO FIREPLACE is hereby amended and revised to read as follows:

905.2 CONNECTION TO FIREPLACE. The connection of solid fuel appliances to chimney flues serving fireplaces shall comply with Sections 801.7, **801.7.1**, and 801.10.

1001.1 SCOPE is hereby amended and revised to read as follows:

1001.1 SCOPE. This chapter shall govern the installation, alteration and repair of boilers, water heaters and pressure vessels **unless installation is regulated by other agencies having jurisdiction.**

Exceptions:

1. Pressure vessels used for unheated water supply.
2. Portable unfired pressure vessels and Interstate Commerce Commission containers.
3. Containers for bulk oxygen and medical gas.
4. Unfired pressure vessels having a volume of 5 cubic feet (0.14 m³) or less operating at pressures not exceeding 250 pounds per square inch (psi) (1724 kPa) and located within occupancies of Groups B, F, H, M, R, S and U.
5. Pressure vessels used in refrigeration systems that are regulated by Chapter 11 of this code.
6. Pressure tanks used in conjunction with coaxial cables, telephone cables, power cables and other similar humidity control systems.
7. Any boiler or pressure vessel subject to inspection by federal or state inspectors.
8. Pressure vessels used in specific appliances and equipment that are regulated by Chapter 9 of this code.

1011.1 TESTS is hereby amended and revised to read as follows:

1011.1 TESTS. Upon completion of the assembly and installation of boilers and pressure vessels, acceptance tests shall be conducted **by a qualified third-party entity or other jurisdictions having authority** in accordance with the requirements of the ASME Boiler and Pressure Vessel Code or the manufacturer's requirements, and such tests shall be approved. A copy of all test documents along with all manufacturer's data reports required by the ASME Boiler and Pressure Vessel Code shall be submitted to the code official.

SECTION 1206.9.1 FLOOD HAZARD is hereby amended as follows:

SECTION 1206.9.1 FLOOD HAZARD. Piping located in a flood hazard area **as designated by the Yavapai County Flood Control District** (see Article 7-2-103.12.1 of the Town Administrative Building Code) shall be capable of resisting hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of flooding to the design flood elevation.

1301.5 TANKS ABANDONED OR REMOVED is hereby amended and revised to read as follows:

1301.5 TANKS ABANDONED OR REMOVED. All exterior above-grade fill piping shall be removed when tanks are abandoned or removed. Tank abandonment and removal shall be in accordance with Section 5704.2.13 of the International Fire Code **and/or other agencies having authority.**

1305.2.1 FLOOD HAZARD is hereby amended and revised to read as follows:

1305.2.1 FLOOD HAZARD. Fuel oil pipe, equipment and appliances located in flood hazard areas **as designated by the Yavapai County Flood Control District** (see Article 7-2-103.12.1 of the Town Administrative Building Code) shall be located above the elevation required by Section 1612 of the International Building Code for utilities and attendant equipment or shall be capable of resisting hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of flooding up to such elevation.

INTERNATIONAL PLUMBING CODE, 2018 2024 EDITION, ADOPTED BY REFERENCE

The International Plumbing Code (IPC), 2018 2024 Edition, including APPENDIX C — STRUCTURAL SAFETY, and Appendix E — Sizing of Water Piping Systems, and hereby referred to, adopted, and made a part here of as set forth herein, excepting such portions as are hereinafter deleted, modified or amended.

CHAPTER 1 SCOPE AND ADMINISTRATION is hereby deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTION 305.4.1 SEWER DEPTH is hereby amended to read as follows:

305.4.1. Sewer depth. Building sewers that connect to private sewage disposal systems shall be a minimum of 12 inches (305 mm) below finished grade at the point of septic tank connection. All non-metallic building sewers shall be installed with a green ~~18~~ **12 AWG green** tracer wire terminating 12 inches (305 mm) above grade at each end.

306.2.4: TRACER WIRE is hereby amended and revised to read as follows:

306.2.4 TRACER WIRE. For plastic sewer and water piping, an insulated copper tracer wire or other approved conductor shall be installed adjacent to and over the full length of the piping. The tracer wire water piping shall terminate above grade on each end. For sewer, tracer wire shall terminate at the cleanout between the building drain and building sewer. The tracer wire size shall be not less than **18 12 American Wire Gauge (2.5 mm²), green for sewer and blue for water, and the insulation type shall be listed for direct burial.**

SECTION 309: FLOOD HAZARD RESISTANCE

309.1 GENERAL is hereby amended and revised to read as follows:

309.1 GENERAL. Plumbing systems and equipment in structures erected in flood hazard areas as designated by the Yavapai County Flood Control District shall be constructed in accordance with the requirements of this section and the Yavapai County Flood Control District.

[BS] 309.2: FLOOD HAZARD is hereby amended and revised to read as follows:

[BS] 309.2: FLOOD HAZARD.

For structures located in flood hazard areas as designated by the Yavapai County Flood Control District, the following systems and equipment shall be located and installed as required by the Yavapai County Flood Control District.

1. Water service pipes.
2. Pump seals in individual water supply systems where the pump is located below the design flood elevation.
3. Covers on potable water wells shall be sealed, except where the top of the casing well or pipe sleeve is elevated to not less than 1 foot (305 mm) above the design flood elevation.
4. Sanitary drainage piping.
5. Storm drainage piping.
6. Manhole covers shall be sealed, except where elevated to or above the design flood elevation.
7. Other plumbing fixtures, faucets, fixture fittings, piping systems and equipment.
8. Water heaters.
9. Vents and vent systems.

312.3 DRAINAGE AND VENT AIR TEST is hereby amended and revised to read as follows:

312.3 DRAINAGE AND VENT AIR TEST. An air test shall be made by forcing air into the system until there is a uniform gauge pressure of 5 psi (34.5 kPa) or sufficient to balance a 10-inch (254 mm) column of mercury. This pressure shall be held for a test period of not less than 15 minutes. Any adjustments to the test pressure required because of changes in ambient temperatures or the seating of gaskets shall be made prior to the beginning of the test period.

316.1.4 CONSTRUCTION DOCUMENTS is hereby amended and revised to read as follows:

316.1.4 CONSTRUCTION DOCUMENTS. The registered design professional shall submit to the code official signed and sealed construction documents for the alternative engineered design in PDF format with a minimum size of 18x24 inches and a maximum size of 36x48 inches. The construction documents shall include floor plans and a riser diagram of the work. Where appropriate, the construction documents shall indicate the direction of flow, all pipe sizes, grade of horizontal piping, loading and location of fixtures and appliances.

TABLE 403.1 MINIMUM NUMBER OF REQUIRED PLUMBING FIXTURES is hereby amended to read as follows:

- a. The fixtures shown are based on one fixture being the minimum required for the number of persons indicated or any fraction of the number of persons indicated. The number of occupants shall be determined by the International Building Code.
- b. Toilet facilities for employees shall be separate from facilities for inmates or care recipients.
- c. A single-occupant toilet room with one water closet and one lavatory serving not more than two adjacent patient care recipient sleeping units shall be permitted where such room is provided with direct access from each patient care recipient sleeping unit and with provisions for privacy.
- d. The occupant load for seasonal outdoor seating and entertainment areas shall be included when determining the minimum number of facilities required.
- e. The minimum number of required drinking fountains shall comply with Table 403.1 and Chapter 11 of the International Building Code.
- f. Drinking fountains are not required for an occupant load of twenty-five (25) or fewer.
- g. For business and mercantile occupancies with an occupant load of twenty-five (25) or fewer, service sinks shall not be required.
- h. Water coolers or bottle water dispensers may be substituted for drinking fountains in A, B and M occupancies with twenty-five (25) or fewer occupants.

410.4 SUBSTITUTION is hereby amended and revised to read as follows:

410.4 SUBSTITUTION. Where restaurants provide drinking water in a container free of charge, drinking fountains shall not be required in those restaurants. In other occupancies where three or more drinking fountains are required, water dispensers shall be permitted to be substituted for not more than 50 percent of the required number of drinking fountains. Water coolers or bottled water dispensers may be substituted for drinking fountains in B, M, and S occupancies with twenty-five (25) or fewer occupants, and such water shall be free of charge to the public.

SECTION 504.6 REQUIREMENTS FOR DISCHARGE PIPING is hereby amended by revision of # 10 to read as follows:

504.6 Requirements for discharge piping. The discharge of piping serving a pressure relief valve, temperature relief valve or combination thereof shall:

1. Not be directly connected to the drainage system.
2. Discharge through an air gap located in the same room as the water heater.
3. Not be smaller than the diameter of the outlet of the valve served and shall discharge full size to the air gap.
4. Serve a single relief device and shall not connect to piping serving any other relief device or equipment.
5. Discharge to the floor, to an indirect waste receptor or to the outdoors. Where discharging to the outdoors, discharging piping shall be no less the 6 inches (152 mm) and no greater than 24 inches (610 mm) from grade.
6. Discharge in a manner that does not cause personal injury or structural damage.
7. Discharge to a termination point that is readily observable by the building occupants.
8. Not be trapped.
9. Be installed so as to flow by gravity.
10. ~~Not terminate~~ Terminate not more than 6 inches (152 mm) and not less than two times the discharge pipe diameter above the floor, ~~or~~ waste receptor flood level rim, or finished outside grade.
11. Not have a threaded connection at the end of such piping.
12. Not have valves or tee fittings.
13. Be constructed of those materials listed in Section 605.4 or materials tested, rated and approved for such use in accordance with ASME A112.4.1.
14. Be one nominal size larger than the size of the relief valve outlet, where the relief valve discharge piping is installed with insert fittings. The outlet end of such tubing shall be fastened in place.

TABLE ~~604.3~~ 604.4 MAXIMUM FLOW RATES AND CONSUMPTION FOR PLUMBING FIXTURES AND FIXTURE FITTINGS is hereby amended to read as follows:

PLUMBING FIXTURE OR FIXTURE FITTING

MAXIMUM FLOW RATE OR QUANTITY

- Lavatory, public (metering)
 - o 0.25 gallon per metering cycle
- Urinal
 - o Pint per flushing cycle

- Water closet
 - o 1.6 gallons per flushing cycle

607.2.1 COMMERCIAL ENERGY PROVISIONS is hereby deleted in its entirety.

607.2.2 CIRCULATION SYSTEMS AND HEAT TRACE SYSTEMS FOR MAINTAINING HEATED WATER TEMPERATURE IN DISTRIBUTION SYSTEMS is hereby amended and revised to read as follows:

607.2.2 CIRCULATION SYSTEMS AND HEAT TRACE SYSTEMS FOR MAINTAINING HEATED WATER TEMPERATURE IN DISTRIBUTION SYSTEMS. For Group R2, R3 and R4 occupancies that are three stories or less in height above grade plane, the installation of heated water circulation and temperature maintenance systems shall be in accordance with Section R403.5.1 of the 2018 International Energy Conservation Code as amended and adopted. For other than Group R2, R3 and R4 occupancies that are three stories or less in height above grade plane, the installation of heated water circulation and heat trace systems shall be in accordance with Section C404.6 of the 2018 International Energy Conservation Code as amended and adopted.

[E] 607.5: INSULATION OF PIPING is hereby amended and revised to read as follows:

[E] 607.5: INSULATION OF PIPING. For other than Group R2, R3 and R4 occupancies that are three stories or less in height above grade plane, piping to the inlet of a water heater and piping conveying water heated by a water heater shall be insulated in accordance with Section C404.4 of the 2018 International Energy Conservation Code as amended and adopted. For Group R2, R3 and R4 occupancies that are three stories or less in height above grade plane, piping to the inlet of a water heater and piping conveying water heated by a water heater shall be insulated in accordance with Section R403.5.2 of the 2018 International Energy Conservation Code as amended and adopted.

701.2: CONNECTION TO SEWER REQUIRED is hereby amended and revised to read as follows:

701.2: CONNECTION TO SEWER REQUIRED. Sanitary drainage piping from plumbing fixtures in buildings and sanitary drainage piping systems from premises shall be connected to a public sewer. Where a public sewer is not available, the sanitary drainage piping and systems shall be connected to a private sewage disposal system in compliance with state or local requirements. Where state or local requirements do not exist for private sewage disposal systems, the sanitary drainage piping and systems shall be connected to an approved private sewage disposal system that is in accordance with the International Private Sewage Disposal Code.

Exceptions:

1. Sanitary drainage piping and systems that convey only the discharge from bathtubs, showers, lavatories, clothes washers and laundry trays shall not be required to connect to a public sewer or to a private sewage disposal system provided that the piping or systems are connected to a system in accordance with Chapter 13 and as regulated by Yavapai County Environmental Services and ARS §18-9.

2. Manufactured composting toilets included on the Arizona Department of Environmental Quality Listing of Proprietary Products (latest version) used to receive liquid wastes or sewage are not required to be connected to the sanitary drainage system but are required to be a component in an onsite wastewater system, when approved by Yavapai County Environmental Services.

701.4 SEWAGE TREATMENT is hereby amended and revised to read as follows:

701.4 SEWAGE TREATMENT. Sewage or other waste from a plumbing system that is deleterious to surface or subsurface waters shall not be discharged into the ground or into any waterway unless it has first been rendered innocuous through subjection to an approved form of treatment as regulated by other agencies having authority.

704.4 FUTURE FIXTURES is hereby amended and revised to read as follows:

704.4 FUTURE FIXTURES. Drainage piping for future fixtures, as approved by the building official and other agencies having authority, shall terminate with an approved cap or plug.

SECTION ~~715.4~~ 714.1 SEWAGE BACKFLOW is hereby amended to read as follows:

~~715.4~~ 714.1 Sanitary drainage, backflow valves, sewage backflow. An approved backwater valve shall protect all structures connected to a public sewer system.

716.7 POST-INSTALLATION INSPECTION is hereby amended and revised to read as follows:

716.7 POST-INSTALLATION INSPECTION. The completed replacement piping section shall be inspected internally by a recorded video camera survey. The video survey shall be reviewed and approved by a qualified third-party entity and submitted to the building official prior to pressure testing of the replacement piping system.

717.4 PERMITTING is hereby amended and revised to read as follows:

717.4 PERMITTING. Prior to permit issuance, the preinstallation recorded video camera survey, conducted and approved by a qualified third-party entity to determine if the piping system is able to be relined in accordance with the proposed lining system manufacturer's installation

717.8: POST-INSTALLATION RECORDED VIDEO CAMERA SURVEY is hereby amended and revised to read as follows:

717.8: POST-INSTALLATION RECORDED VIDEO CAMERA SURVEY. The completed, relined piping system shall be inspected internally by a recorded video camera survey after the system has been flushed and flow-tested with water. The video survey shall be reviewed, evaluated, and approved by a qualified third-party entity to provide verification that no defects exist. Any defects identified shall be repaired and replaced in accordance with this code. The video survey shall be submitted to the code official prior to finalization of the permit.

803.1 NEUTRALIZING DEVICE REQUIRED FOR CORROSIVE WASTES is hereby amended and revised to read as follows:

803.1 NEUTRALIZING DEVICE REQUIRED FOR CORROSIVE WASTES. Corrosive liquids, spent acids, or other harmful chemicals that destroy or injure a drain, sewer, soil or waste pipe, or create noxious or toxic fumes or interfere with sewage treatment processes shall not be discharged into the plumbing system without being thoroughly diluted, neutralized or treated by passing through an approved dilution or neutralizing device. Such devices shall be automatically provided with a sufficient supply of diluting water or neutralizing medium so as to make the contents non-injurious before discharge into the drainage system. The nature of the corrosive or harmful waste and the method of its treatment or dilution shall be approved by agencies having authority prior to installation.

SECTION 903.1.1 ROOF EXTENSION UNPROTECTED is hereby amended to read as follows:

903.1.1 Roof extension unprotected. Open vent pipes that extend through a roof shall be terminated not less than 6 inches (152.4 mm) above the roof, except that where a roof is to be used for any purpose other than weather protection, the vent extensions shall terminate no less than 7 feet (2134 mm) above the roof.

NATIONAL ELECTRICAL CODE, 2017 2023 EDITION, ADOPTED BY REFERENCE

The National Electrical Code (NEC), 2017 2023 Edition, and hereby referred to, adopted, and made a part here of as set forth herein, excepting such portions as are hereinafter deleted, modified or amended.

SECTION 90.4 ENFORCEMENT is hereby amended to read as follows:

90.4 Enforcement. This Code is intended to be suitable for mandatory application by governmental bodies that exercise legal jurisdiction over electrical installations, including signaling and communications systems, and for use by insurance inspectors. The authority having jurisdiction for enforcement of the Code has the responsibility for making interpretations of the rules, for deciding on the approval of equipment and materials, and for granting the special permission contemplated in a number of the rules.

By special permission, the authority having jurisdiction may waive specific requirements in this Code or permit alternative methods where it is assured that equivalent objectives can be achieved by establishing and maintaining effective safety.

This Code may require new products, constructions, or materials that may not yet be available at the time the Code is adopted. In such event, the authority having jurisdiction may permit the use of the products, construction, or materials that comply with the most recent previous edition of this Code adopted by the jurisdiction.

For the purpose of administration and enforcement of the requirements of this code and amendments thereto, the provisions of the Town of Camp Verde Administrative Building Code as adopted and as may be amended from time to time, shall apply.

SECTION 210.8 GROUND-FAULT CIRCUIT-INTERRUPTER PROTECTION FOR PERSONNEL (A) DWELLING UNITS is hereby amended to read as follows:

210.8 Ground-Fault Circuit-Interrupter Protection for Personnel. A listed Class A GFCI shall provide protection in accordance with ~~Ground-fault circuit-interruption for personnel shall be provided as required in~~ 210.8(A) through (E) (F). The GFCI ~~ground-fault circuit-interrupter~~ shall be installed in a readily accessible location.

Informational Note: See 215.9 for ~~GFCI ground-fault circuit-interrupter~~ protection for personnel on feeders.

(A) Dwelling Units. All 125-volt through 250-volt ~~,single-phase, 15- and 20-ampere~~ receptacles installed in the following locations and supplied by single phase branch circuits rated 150 volts or less as specified in 210.8(A) (1) through ~~(10)~~ (12) shall have ground-fault circuit-interrupter protection for personnel.

(1) Bathrooms

(2) Garages, and also accessory buildings that have a floor located at or below grade level not intended as habitable rooms and limited to storage areas, work areas, and areas of similar use.

Exception to (2): For garages and non-habitable accessory buildings, a dedicated 15 to 20-amp Simplex receptacle serving a refrigerator or freezer is not required to be GFCI protected.

(3) Outdoors

Exception to (3): Receptacles that are not readily accessible and are supplied by a branch circuit dedicated to electric snow-melting, deicing, or pipeline and vessel heating equipment shall be permitted to be installed in accordance with 426.28 or 427.22, as applicable.

(4) Crawl spaces — at or below grade level

(5) ~~Unfinished B~~basements — ~~for purposes of this section, unfinished basements are defined as portions or areas of the basement not intended as habitable rooms and limited to storage~~

~~areas, work areas, and the like. Receptacles installed under the exception to 210.8(A)(5) shall not be considered as meeting the requirements of 210.52(G).~~

~~Exception to (5): A receptacle supplying only a permanently installed fire alarm or burglar alarm system shall not be required to have ground-fault circuit interrupter protection.~~

~~(6) Kitchens — where the receptacles are installed to serve the countertop surfaces~~

Exception to (6): A dedicated 15 to 20-amp Simplex receptacle serving a refrigerator or freezer is not required to be GFCI protected.

(7) Areas with sinks and permanent provisions for food preparation, beverage preparation, or cooking.

(8) ~~(7) Sinks — located in convenience areas other than kitchens~~ where receptacles are installed within 1.8 m (6 ft) of the outside edge of ~~the bowl of the any sink, washbasin, tub or shower.~~

(9) ~~(8) Boathouses~~

(10) Bathtubs or shower stalls – where receptacles are installed within 1.8 m (6 ft) of the outside edge of the bathtub or shower stall

(11) Laundry areas

(12) Indoor damp and wet locations

Exception No. 1: Receptacles that are not readily accessible and are supplied by a branch circuit dedicated to electric snow-melting, deicing or pipeline and vessel heating equipment shall be permitted to be installed in accordance with 426.28 or 427.22, as applicable.

Exception No. 2: A receptacle supplying only a permanently installed premises security system shall be permitted to omit ground-fault circuit interrupter protection.

Exception No. 3: Listed weight-supporting ceiling receptacles (WSCR) utilized in combination with compatible weight supporting attachment fittings (WSAF) installed for the purpose of supporting a ceiling luminaire or ceiling-suspended fan shall be permitted to omit ground-fault circuit-interrupter protection. If a general-purpose convenience receptacle is integral to the ceiling luminaire or ceiling-suspended fan, GFCI protection shall be provided.

Exception No. 4: Factory-installed receptacles that are not readily accessible and are mounted internally to bathroom exhaust fan assemblies shall not require GFCI protection unless required by the installation instructions or listing.

Informational Note: See 760.41(B) and 760.121(B) for power supply requirements for fire alarm systems.

ARTICLE 210.52(C)(2) ISLAND AND PENINSULAR COUNTERTOPS AND WORK SURFACES is hereby amended and revised to read as follows:

ARTICLE 210.52(C)(2) ISLAND AND PENINSULAR COUNTERTOPS AND WORK SURFACES.

Not less than one receptacle outlet shall be installed to serve an island or peninsular countertop or work surface in accordance with Article 210.52(C)(3).

ARTICLE 210.52.(C)(3) RECEPTACLE OUTLET LOCATION is hereby amended and revised to read as follows:

ARTICLE 210.52.(C)(3) RECEPTACLE OUTLET LOCATION. Receptacle outlets shall be located in one or more of the following:

1. On or above, but not more than 500 mm (20 in.) above, a countertop or work surface.
2. In a countertop using receptacle outlet assemblies listed for use in countertops.
3. In a work surface using receptacle outlet assemblies listed for use in work surfaces or listed for use in countertops
4. Receptacle outlets located below the countertop of an island or peninsula shall only be installed where the countertop overhang is no more than one and a half inches (1 ½") and is located within twelve (12") inches of the top of the work surface.

Receptacle outlets rendered not readily accessible by appliances fastened in place, appliance garages, sinks or rangetops as covered in 210.52(C)(1), Exception No. 1, or appliances occupying assigned spaces shall not be considered as these required outlets.

ARTICLE 230 is amended by adding the following section:

Section 230(A) (1) is hereby amended to read as follows:

(A) Location. The service disconnecting means shall be installed in accordance with **230.70(a) (1), (a)(2) and (a)(3)**.

(1) The service disconnecting means shall be installed at a readily accessible location either outside of a building or structure, or inside nearest the point of entrance of the service-entrance conductors. The service disconnecting means located inside a building shall be enclosed within a room or space separated from the rest of the building by not less than a one-hour fire-resistive occupancy separation.

ARTICLE 312.5 (3) CABLES is hereby amended with the addition of Exception No. 3, to read as follows:

Exception No. 3: Cables with entirely nonmetallic sheaths shall be permitted to enter the back of a surface-mounted main service entrance enclosure through one or more sections, provided that each section consists of an approved male fitting with a locknut and bushings, and the wires are properly secured within 8 inches of entering the section. The total amount of wires shall not exceed the allowable fill as appropriate for the conduit size.

Section 358.12 is hereby amended by adding a new item number (3).

(3). Where in direct contact with the soil.

ARTICLE 710.2 ENGINEERED DESIGN is hereby added as a new section, to read as follows:

ARTICLE 710.2 ENGINEERED DESIGN. All stand-alone electrical systems shall be designed and sealed by an Arizona-registered electrical engineer.

ARTICLE 710.15 GENERAL is hereby amended by addition of an exception, and revised to read as follows:

710.15 GENERAL. Premises wiring systems shall be adequate to meet the requirements of this Code for similar installations supplied by a feeder or service. The wiring on the supply side of the building or structure disconnecting means shall comply with the requirements of this Code, except as modified by 710.15 (A) through (G).

Exception: Stand-alone electrical systems serving residential one- and two-family dwellings must comply with Sections E3602 and E3704 of the 2024 International Residential Code, as amended and adopted.

INTERNATIONAL RESIDENTIAL CODE FOR ONE- AND TWO-FAMILY DWELLINGS (IRC), 2018 EDITION, ADOPTED BY REFERENCE

The International Residential Code For One- And Two-Family Dwellings (IRC), 2018 2024 Edition, including Appendix **BB - Tiny Houses**, Appendix **BD** – Home Day Care Occupancy, Appendix **BF** – Patio Covers, Appendix **BJ** – Strawbale Construction, **Appendix BM – 3D Printed Building Construction**, Appendix **CA** — Sizing and Capacities of Gas Piping, Appendix **CB** — Sizing of Venting Systems Serving Appliances Equipped With Draft Hoods, Category 1 Appliances and Appliances listed with use with Type B Vents, ~~Appendix C — Exit Terminals of Mechanical Draft and Direct-Vent Venting Systems~~, Appendix **CD** — Piping Standards for Various Applications, ~~Appendix H — Patio Covers~~, ~~APPENDIX M — HOME DAY CARE~~, Appendix ~~N~~ **CE** — Venting Methods, and Appendix ~~P~~ **CF** — Sizing of Water Piping Systems, and Appendix ~~S — Strawbale Construction~~.

CHAPTER 1 ADMINISTRATION is deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTION R301.1.4 INTERMODAL SHIPPING CONTAINERS, is hereby deleted and amended as follows:

R301.1.4 Intermodal shipping containers. *Intermodal shipping containers* that are repurposed for use as *buildings* or structures shall be designed and engineered by a registered design professional licensed in the State of Arizona. Such designs must comply with the structural provisions outlined in Section 3114 of the *International Building Code (IBC)*.

This section applies exclusively to intermodal shipping containers that are repurposed and fully modified *on the site* where they will be permanently placed.

Intermodal shipping containers that are repurposed for use as buildings or structures and are *fully or partially modified off-site* are classified as factory-built buildings and are subject to the regulations established by the Arizona Department of Housing.

To obtain a permit to place the structure within the Town of Camp Verde, such structures must have approved construction plans stamped by the Arizona Department of Housing.

TABLE R301.2 (4) CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA is hereby amended to read as follows:

- Ground snow load 20lb
- Wind speed ~~44~~ 105, Exposure C
- Seismic design category C
- Weathering moderate
- Frost line depth 12 inches
- Termite moderate to heavy
- Winter design temperature 20
- Ice barrier no
- Flood hazard see Yavapai County ~~f~~Flood ~~e~~C Control
- Mean annual temperature 53

SECTION R301.2.2 SEISMIC PROVISIONS is hereby amended as follows:

R301.2.2 Seismic Provisions. Buildings within the scope of this code as defined in article 7-2-101.4.9.1 of the Town Administrative Building Code (Exceptions – Residential Structures for Commercial Use) shall be constructed in accordance with the requirements of this section and other seismic requirements of this code. The seismic provisions of this code shall apply as follows:

1. Townhouses and buildings as permitted by exceptions to article 7-2-101.4.9.1 of the Town Administrative Building Code containing three or more dwelling units in Seismic Design Categories C, D₀, D₁ and D₂.

SECTION R301.2.2.1 Determination of seismic design category is hereby deleted in its entirety and amended to read as follows:

R301.2.2.1 Determination of seismic design category. Buildings shall be designed to the requirements for a seismic design category C.

R301.2.4: Floodplain construction is hereby deleted in its entirety. Refer to article 7-2-103.12.1 of the Town Administrative Building Code.

TABLE R301.5 MINIMUM UNIFORMLY DISTRIBUTED LIVE LOADS (IN POUNDS PER SQUARE FOOT) is hereby amended to read as follows (no changes were made to the footnotes):

TABLE R301.5 MINIMUM UNIFORMLY DISTRIBUTED LIVE LOADS (in pounds per square foot)

- ~~Uninhabitable attics without storage~~
~~0-10~~
- ~~Uninhabitable attics with limited storage~~
~~0-40~~
- ~~Habitable attics and attics served with fixed stairs~~
~~0-40~~
- ~~Balconies (exterior) and decks~~
~~0-40~~
- ~~Fire escapes~~
~~0-40~~
- ~~Guardrails and handrails~~
~~0-200~~
- ~~Guardrail in-fill components~~
~~0-50~~
- ~~Passenger vehicle garages~~
~~0-50~~
- ~~Rooms other than sleeping room~~
~~0-40~~
- ~~Sleeping~~
~~0-40~~
- ~~Stairs~~
~~0-40~~

USE	UNIFORM LOAD (psf)	CONCENTRATED LOAD (lb)
Uninhabitable attics without storage ^b	10	—
Uninhabitable attics with limited storage ^{b, g}	40	—
Habitable attics and attics served with fixed stairs	40	—
Balconies (exterior) and decks ^e	40	—
Fire escapes	40	—
Guards	—	200 ^{h, i}
Guard in-fill components ^f	—	50 ^h
Handrail ^d	—	200 ^h
Passenger vehicle garages	50	2,000 ^a
Areas other than sleeping areas	40	—
Sleeping areas	40	—
Stairs	40 ^c	300 ^c

TABLE R302.6 DWELLING ~~UNIT~~ GARAGE SEPARATION is hereby amended to read as follows:

SEPARATION

MATERIAL:

- ~~From the residence and attics~~
- ~~Not less than 5/8-inch Type X gypsum board or equivalent applied to the garage side~~
- ~~From all habitable rooms above the garage~~
- ~~Not less than 5/8-inch Type X gypsum board or equivalent~~
- ~~Structure(s) supporting floor/ceiling assemblies used for separation required by this section~~
- ~~Not less than 5/8-inch Type X gypsum board or equivalent~~
- ~~Garages located less than 3 feet from a dwelling unit on the same lot~~
- ~~Not less than 5/8-inch Type X gypsum board or equivalent applied to the interior side of exterior walls that are within this area~~

SEPARATION	MATERIAL
From the dwelling unit and attics	Not less than 5/8-inch Type X gypsum board or equivalent applied to the garage side

From portions of the dwelling unit above the garage	Not less than 5/8-inch Type X gypsum board or equivalent
Structure(s) supporting floor/ceiling assemblies used for separation required by this section	Not less than 5/8-inch Type X gypsum board or equivalent
Garages located less than 3 feet from a dwelling unit on the same lot	Not less than 5/8-inch Type X gypsum board or equivalent applied to the interior side of exterior walls that are within this area

Section 302.7 Under Stair Protection is amended to read as follows.

Enclosed space under stairs that is accessed by a door or access panel shall have walls, under-stair surface and any soffits protected on the enclosed side with 5/8s (15.875mm) type X gypsum board.

SECTION R302.14 Combustible insulation clearance is hereby amended and revised to read as follows:

R302.14 Combustible insulation clearance. Combustible insulation shall be separated not less than 3 inches (76 mm) from recessed luminaires, fan motors and other heat-producing devices.

Exception: Where heat-producing devices are listed for lesser clearances, combustible insulation complying with the listing requirements shall be separated in accordance with the conditions stipulated in the listing.

Recessed luminaires installed in the building thermal envelope shall meet the requirements of the 2018 IECC Section R402.4.5.

SECTION R308 SITE ADDRESS is hereby amended to read as follows:

SECTION R308.1 Address Identification. Buildings shall be provided with approved address identification. The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 6 inches (102 mm) in height with a stroke width of not less than 0.5 inch (12.7 mm). Where required by the fire code official or fire district having authority, address identification shall be provided in larger numbers and/or in additional approved locations to facilitate emergency response. Where access is by means of a private road and the building address cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address identification shall be maintained.

SECTION ~~R313.2~~ R309.2 ONE- AND TWO-FAMILY DWELLINGS AUTOMATIC FIRE SYSTEMS is hereby amended to read as follows:

~~R313.2~~ R309.2 One- and two-family dwellings automatic fire systems. An automatic residential fire sprinkler system shall be installed in one- and two-family dwellings when either of the two conditions listed below exist.

1. When such buildings have more than 5,000 square feet of livable area.
2. When operational procedures include provisions that more than one person not capable of self-preservation, that is unrelated to the person in control of the property may occupy a residential unit for more than ten consecutive days.

Exception: An automatic residential fire sprinkler system shall not be required for additions or alterations to existing buildings that are not already provided with an automatic residential sprinkler system.

SECTION R315.5.2.1 WIDTH is hereby amended to read as follows:

R315.2.1 WIDTH. Stairways providing egress from a sleeping loft shall not be less than 26 inches in clear width at, above or below the handrail.

SECTION R315.5.3 LADDERS has hereby been deleted in its entirety.

SECTION R317 – GARAGES AND CARPORTS

SECTION ~~R309.5~~ R317.5 FIRE SPRINKLERS is hereby amended to read as follows:

~~R309.5~~ R317.5 Fire sprinklers. In homes with livable space greater than 5,000 square feet private garages shall be protected by fire sprinklers where the garage wall has been designed based on Table R302.1 (2), Footnote a. Sprinklers in garages shall be connected to an automatic sprinkler system that complies with Section P2904. Garage sprinklers shall be residential sprinklers or quick-response sprinklers, designed to provide a density of 0.05 gpm/ft². Garage doors shall not be considered obstructions with respect to sprinkler placement.

Section ~~R311.7.11~~ R318.7.12 Alternating tread devices is hereby amended by deleting the exception.

Section ~~R311.7.12~~ R318.7.13 Ships ladders is hereby amended by deleting the exception.

SECTION ~~R310.4~~ R319.1 EMERGENCY ESCAPE AND RESCUE REQUIRED is hereby amended to read as follows:

~~R310.4~~ R319.1 Emergency escape and rescue required. Basements, habitable attics, ~~the room to which a sleeping loft is open,~~ and every sleeping room shall have at least one operable emergency escape and rescue opening. Where basements contain one or more sleeping rooms, emergency egress and rescue openings shall be required in each sleeping

room. Where emergency escape and rescue openings are provided, they shall have a sill height of not more than 44 inches (1118 mm) measured from the finished floor to the bottom of the sill. Where a door opening having a threshold below the adjacent ground elevation serves as an emergency escape and rescue opening and is provided with a bulkhead enclosure, the bulkhead enclosure shall comply with Section ~~R310.3~~ R319.3. The net clear opening dimensions required by this section shall be obtained by the normal operation of the emergency escape and rescue openings with a finished sill height below the adjacent ground elevation shall be provided with a window well in accordance with Section ~~R310.2~~ R319.2. Emergency escape and rescue openings shall open directly into a public way, or to a yard or court that opens to a public way.

Section ~~R312.1.3~~ R321.1.3 Guard opening limitations. The following sentence is added to the first paragraph.

Required guards shall not be constructed with horizontal rails or another ornamental pattern that results in a ladder effect.

SECTION ~~R320.1~~ R322.1 SCOPE is hereby amended to read as follows:

~~R320.1~~ R322.1 Scope. Where disabled, unrelated persons occupy a residential unit, the building and bedroom entry, main level living area and at least one bathroom to be used by such persons shall comply with the provisions of Chapter 11 of the International Building code. Where there are four or more dwelling units or sleeping units in a single structure, the provisions of Chapter 11 of the International Building Code for Group R-3 shall apply.

SECTION ~~R323 ELEVATORS AND PLATFORM LIFTS~~ is hereby deleted in its entirety and rewritten to read as follows:

~~R323.1 Elevators.~~ Where provided, passenger elevators, limited-use and limited-application elevators or private residence elevators shall comply with ASME A17.1/CSA B44, and be inspected and approved by all other agencies having jurisdiction.

~~R323.1.1 Private residence elevators.~~ The design, construction and installation of private residence elevators installed within a residential unit or providing access to one individual dwelling unit shall conform to ASME A17.1/CSA B44, Section 5.3, and be inspected and approved by all other agencies having jurisdiction.

~~R323.1.1.1 Hoistway enclosures.~~ Hoistway enclosures for private residence elevators shall comply with ASME A17.1/CSA B44, Requirement 5.3.1.1, and be inspected and approved by all other agencies having jurisdiction.

~~R323.1.1.2 Hoistway opening protection.~~ Hoistway landing doors for private residence elevators shall comply with ASME A17.1/CSA B44, Requirements 5.3.1.8.1 through 5.3.1.8.3, and be inspected and approved by all other agencies having jurisdiction.

R323.2 Platform lifts. Where provided, platform lifts shall comply with ASME A18.1, and be inspected and approved by all other agencies having jurisdiction.

R323.3 Accessibility. Elevators or platform lifts that are part of an accessible route required by Chapter 11 of the International Building Code, shall comply with ICC A117.1, and be inspected and approved by all other agencies having jurisdiction.

SECTION ~~308.4.6~~ R324.4.6 GLAZING ADJACENT STAIRS AND RAMPS is hereby amended to read as follows:

~~R308.4.6~~ R324.4.6 Glazing adjacent stairs and ramps. Glazing where the bottom exposed edge of the glazing is less than 60 inches (1524 mm) above the plane of the adjacent walking surface of stairways, landings between flights of stairs and ramps shall be considered a hazardous location.

SECTION ~~308.4.7~~ R324.4.7 GLAZING ADJACENT TO THE BOTTOM OF STAIR LANDING is hereby amended to read as follows:

~~R308.4.7~~ R324.4.7 Glazing adjacent to the bottom stair landing. Glazing adjacent to the landing at the bottom of a stairway where the glazing is less than 60 inches (1524 mm) above the landing and within 60 inches (1524 mm) horizontally of the bottom tread shall be considered a hazardous location.

SECTION R325.3 Mechanical ventilation is hereby amended and revised to read as follows:

R325.3 Mechanical ventilation. Buildings and dwelling units complying with 2018 IECC Chapter 4 [RE], as amended, shall be provided with mechanical ventilation in accordance with Section M1505, or with other approved means of ventilation.

~~Section 325.6~~ is hereby deleted in its entirety.

SECTION R328.1 General is hereby amended and revised to read as follows:

R328.1 General. The design and construction of pools and spas shall comply with the International Swimming Pool and Spa Code and ARS § 36-1681, as amended and adopted. The most restrictive of the requirements contained therein will apply.

SECTION R329 SOLAR ENERGY SYSTEMS

R329.6.2.1 Alternative setback at ridge is hereby amended and revised to read as follows:

R329.6.2.1 Alternative setback at ridge. Where an automatic sprinkler system is installed within the dwelling or townhouse, permitted, installed, inspected and approved by the Town and fire district having jurisdiction, setbacks at ridges shall comply with one of the following:

1. For photovoltaic arrays occupying not more than 66 percent of the plan view total roof area, not less than an 18-inch (457 mm) clear setback is required on both sides of a horizontal ridge.
2. For photovoltaic arrays occupying more than 66 percent of the plan view total roof area, not less than a 36-inch (914 mm) clear setback is required on both sides of a horizontal ridge.

R330.1: General is hereby amended by the deletion of Exceptions, to read as follows:

R330.1 General.

Energy storage systems (ESS) shall comply with the provisions of this section.

~~**SECTION R403.1.3.1 FOUNDATIONS AND STEM WALLS** is hereby deleted in its entirety and revised to read as follows:~~

SECTION R403.1.3 Footing and stem wall reinforcing in Seismic Design D₀, D₁ and D₂, previously adopted and amended as SECTION R403.1.3.1 FOUNDATION AND STEM WALLS, is hereby deleted in its entirety and replaced with the amendments to section R403 that follow:

R403.1.3.1 R403.1.3 Foundations and stem walls reinforcement. Foundations and stem walls shall be provided with the following steel reinforcement, unless an engineered design is provided:

1. For non-retaining stem walls less than twenty-four inches (610 mm) in height, a bond beam composed of one No. 4 horizontal bar is required at the top of the wall and one No. 4 vertical bar is provided at forty-eight inches (1219 mm) on center. The vertical reinforcement shall extend into the footing with a bent hook having a minimum of six-inch (152 mm) 90° bend ~~and shall have support and cover as specified in Section R403.1.3.5.3.~~
2. For stem walls twenty-four inches (610 mm) to forty-eight inches (1219 mm) in height, a bond beam composed of two No. 4 horizontal bar, or one No. 5 bar is required at the top of the wall and one No. 4 vertical bar is provided at forty-eight inches (1219 mm) on center. The vertical reinforcement shall extend into the footing with a bent hook having a minimum of six-inch (152 mm) 90° bend ~~and shall have support and cover as specified in Section R403.1.3.5.3.~~

SECTION R408.3 Unvented crawl space, item 2, is hereby amended and revised to read as follows:

2. One of the following shall be provided for the under-floor space:

2.1. Continuously operated mechanical exhaust ventilation at a rate equal to 1 cubic foot per minute (0.47 L/s) for each 50 square feet (4.7 m²) of crawl space floor area, including an air pathway to the common area (such as a duct or transfer grille), and perimeter walls insulated in accordance with **Section R402.2.11 of the 2018 IECC.**

2.2. Conditioned air supply sized to deliver at a rate equal to 1 cubic foot per minute (0.47 L/s) for each 50 square feet (4.7 m²) of under-floor area, including a return air pathway to the common area (such as a duct or transfer grille), and perimeter walls insulated in accordance with **Section R402.2.11 of the 2018 IECC.**

SECTION R506.3.3 Vapor retarder is hereby deleted in its entirety.

SECTION R702.7 Vapor retarders is hereby amended and revised to read as follows:

R702.7 Vapor retarders. Vapor retarder materials shall be classified in accordance with Table R702.7(1). A vapor retarder shall be provided on the interior side of frame walls of the class indicated in Table R702.7(2), including compliance with Table R702.7(3) or R702.7(4) where applicable. An approved design using accepted engineering practice for hygrothermal analysis shall be permitted as an alternative. Vapor retarders shall be installed in accordance with Section R702.7.2.

The climate zone shall be 2B as amended in this code.

Exceptions:

1. Basement walls.
2. Below-grade portion of any wall.
3. Construction where accumulation, condensation or freezing of moisture will not damage the materials.
4. A vapor retarder **shall not be required in Climate Zones 1, 2 and 3.**
5. In Climate Zones 4 through 8, a vapor retarder shall not be required where the assembly complies with Table R702.7(5).

R702.7.2 Vapor retarder installation is hereby amended and revised to read as follows:

R702.7.2 Vapor retarder installation. Vapor retarders shall be installed in accordance with the retarder also functions as a component of a continuous air barrier, the vapor retarder shall be installed as an air barrier in accordance with **Section R402.4 of the 2018 IECC, as amended.**

R703.2 Water-resistive barrier is hereby amended and revised to read as follows:

R703.2 Water-resistive barrier. Not fewer than one layer of water-resistive barrier shall be applied over studs or sheathing of all exterior walls with flashing as indicated in Section R703.4, in such a manner as to provide a continuous water-resistive barrier behind the exterior wall veneer and behind deck ledgers. The water-resistive barrier material shall be continuous to

the top of walls and terminated at penetrations and building appendages in a manner to meet the requirements of the exterior wall envelope as described in Section R703.1. Where the water resistive barrier also functions as a component of a continuous air barrier, the water resistive barrier shall be installed as an air barrier in accordance with **Section R402.4 of the 2018 IECC, as amended**. Water resistive barrier materials shall comply with one of the following:

1. No. 15 felt complying with ASTM D226, Type 1.
2. ASTM E2556, Type 1 or 2.
3. Foam plastic insulating sheathing water-resistive barrier systems complying with Section R703.1.1 and installed in accordance with the manufacturer's installation instructions.
4. ASTM E331 in accordance with Section R703.1.1.
5. Other approved materials in accordance with the manufacturer's installation instructions.

R703.7.3.1 Dry Climates is hereby amended and revised to read as follows:

R703.7.3.1 Dry climates. In Dry (B) climate zones, **as amended by this code**, water-resistive barriers shall comply with one of the following:

1. The water-resistive barrier shall be two layers of 10-minute Grade D paper or have a water resistance equal to or greater than two layers of a water-resistive barrier complying with ASTM E2556, Type I. The individual layers shall be installed independently such that each layer provides a separate continuous plane. Flashing installed in accordance with Section R703.4 and intended to drain to the water-resistive barrier shall be directed between the layers.
2. The water-resistive barrier shall be 60-minute Grade D paper or have a water resistance equal to or greater than one layer of a water-resistive barrier complying with ASTM E2556, Type II. The water-resistive barrier shall be separated from the stucco by a layer of foam plastic insulating sheathing, other non-water-absorbing layer, a drainage space or means of drainage complying with Section R703.7.3.2. Flashing installed in accordance with Section 703.4 and intended to drain to the water-resistive barrier shall be directed to the exterior side of the water-resistive barrier.

SECTION R806 ROOF VENTILATION

TABLE R806.5 Insulation for condensation control, footnote a. is hereby amended and revised to read as follows:

- a. Contributes to but does not supersede the requirements in **Section R402.4 of the 2018 IECC, as amended**.

SECTION R1003.9.2 Spark arrestors is hereby amended and revised to read as follows:

R1003.9.2 Spark arrestors. Spark arrestors are required to be installed on all masonry chimneys. The spark arrestor shall meet all of the following requirements:

1. The net free area of the arrestor shall be not less than four times the net free area of the outlet of the chimney flue it serves.
2. The arrestor screen shall have heat and corrosion resistance equivalent to 19-gage galvanized steel or 24-gage stainless steel.
3. Openings shall not permit the passage of spheres having a diameter greater than 1/2 inch (12.7 mm) nor block the passage of spheres having a diameter less than 3/8 inch (9.5 mm).
4. The spark arrestor shall be located with access for cleaning and the screen or chimney cap shall be removable to allow for cleaning of the chimney flue.

SECTION R1005.3.1 Spark arrestor is hereby added as a new section, to read as follows:

R1005.3.1 Spark arrestor. A UL-listed spark arrestor must be installed on all solid fuel factory-built chimneys.

CHAPTER 11 - ENERGY EFFICIENCY is hereby deleted, with the exception of Section N1101.6 (R202) Defined terms, and replaced with the provisions of the 2018 International Energy Conservation Code (IECC) as amended and adopted in this Ordinance.

~~**TABLE N1101.7 and TABLE R301.1** is hereby amended to read climate zone 2B for the Town of Camp Verde.~~

~~**Section N1102.4.1.2 (R402.4.1.2) TESTING** is hereby deleted in its entirety.~~

~~**SECTION N1103.3.3 (R403.3.3) TESTING** is hereby deleted in its entirety.~~

~~**SECTION N1103.5.1 (R403.5.1) CIRCULATING HOT WATER SYSTEMS (MANDATORY)** is hereby deleted in its entirety.~~

~~**SECTION N1104.1 (R404.1) LIGHTING EQUIPMENT (MANDATORY)** is hereby deleted in its entirety.~~

~~**Section N1106.3 (R406.3)** Energy rating index is hereby deleted in its entirety.~~

SECTION M1307.3.1 Protection from impact is hereby amended and revised to read as follows:

M1307.3.1 Protection from impact. Appliances shall not be installed in a location subject to vehicle damage except where protected by approved barriers. See Figure R330.8.1 for areas that are subject to vehicle damage from impact.

SECTION M1411.12.1 Refrigerant line insulation protection is hereby amended and revised to read as follows:

M1411.12.1 Refrigerant line insulation protection. Refrigerant piping insulation shall be protected in accordance with the 2018 IECC.

SECTION M1601.1.2 Underground duct systems is hereby amended and revised to read as follows:

M1601.1.2 Underground duct systems. Underground duct systems shall be constructed of approved concrete, clay, metal or plastic. The maximum design temperature for systems utilizing plastic duct and fittings shall be 150°F (66°C). Metal ducts shall be protected from corrosion in an approved manner or shall be completely encased in concrete not less than 2 inches (51 mm) thick. Nonmetallic ducts shall be installed in accordance with the manufacturer's instructions. Plastic pipe and fitting materials shall conform to cell classification 12454-B of ASTM D1248 or ASTM D1784 and external loading properties of ASTM D2412. Ducts shall slope to a drainage point that has access. Ducts shall be sealed, secured and tested prior to encasing the ducts in concrete or direct burial. Duct tightness shall be verified as required by the 2018 IECC. Metallic ducts having an approved protective coating and nonmetallic ducts shall be installed in accordance with the manufacturer's instructions.

SECTION M2103 FLOOR HEATING SYSTEMS

SECTION M2103.2 Thermal barrier required is hereby amended and revised to read as follows:

M2103.2 THERMAL BARRIER REQUIRED. Radiant floor heating systems shall have a thermal barrier in accordance with Sections M2103.2.1 and M2103.2.2. Insulation R-values for slab-on-grade and suspended floor installations shall be in accordance with the 2018 IECC.

Exception: Insulation shall not be required in engineered systems where it can be demonstrated that the insulation will decrease the efficiency or have a negative effect on the installation.

SECTION M2201 – OIL TANKS

SECTION M2201.7 Tanks abandoned or removed is hereby amended and revised to read as follows:

M2201.7 Tanks abandoned or removed. Outdoor above-grade fill piping shall be removed when tanks are abandoned or removed. Tank abandonment and removal shall be in accordance with the International Fire Code, **as adopted, and with all other jurisdictions having authority.**

SECTION M2301 SOLAR THERMAL ENERGY SYSTEMS

SECTION M2301.2.5 Piping insulation is hereby amended and revised to read as follows:

M2301.2.5 Piping insulation. Piping shall be insulated in accordance with the requirements of **the 2018 IECC.** Exterior insulation shall be protected from ultraviolet degradation. The entire solar loop shall be insulated. Where split-style insulation is used, the seam shall be sealed. Fittings shall be fully insulated.

Exceptions:

1. Those portions of the piping that are used to help prevent the system from overheating shall not be required to be insulated.
2. Those portions of piping that are exposed to solar radiation, made of the same material as the solar collector absorber plate and are covered in the same manner as the solar collector absorber, or that are used to collect additional solar energy, shall not be required to be insulated.
3. Piping in thermal solar systems using unglazed solar collectors to heat a swimming pool shall not be required to be insulated.

SECTION G2406.2.1 (303.2) Hazardous locations is hereby added as a **new section**, to read as follows:

SECTION G2406.2.1 Hazardous locations. Liquefied petroleum gas piping shall not serve any gas-fired appliance or equipment in a pit or basement where heavier-than-air gas may collect to form flammable mixture.

Section G2415.12 Minimum burial depth is amended as follows.

Section 2415.12 (IFGC 404.12) Minimum burial depth. Underground piping systems shall be installed at a minimum depth of 18 inches (305mm) below grade.

Section ~~G2515.12.1~~ G2415.12.1 Individual outside appliance is deleted in its entirety.

SECTION G2417 (406) INSPECTION, TESTING AND PURGING

SECTION G2417.1.2 (406.1.2) Repairs and additions is hereby deleted in its entirety and revised to read as follows:

G2417.1.2 (406.1.2) Repairs and additions. In the event repairs or additions are made after the initial pressure test, the affected piping shall be tested and inspected.

SECTION G2420 (409) GAS SHUTOFF VALVES

SECTION G2420.2 (409.2) Meter valve is hereby deleted in its entirety and replaced by a new amended by addition to the following section to read as follows:

G2420.2 (409.2) Meter valve. Building shut off valve. Every meter All buildings shall be equipped with a shutoff valve located on the supply side of the meter or supply vessel. Such Each shutoff valve shall be manually operated, and placed installed above grade on the supply piping, located directly outside the building it supplies, and shall be readily accessible at all times.

SECTION G2420.3 (409.3.2) Individual buildings is hereby amended and revised to read as follows:

G2420.3 (409.3.2) Individual buildings. In a common system serving more than one building, shutoff valves shall be installed outdoors at each building **in accordance with Section G2420.2.**

SECTION G2447.2 (623.2) PROHIBITED LOCATION is hereby amended to read as follows:

G2447.2 (623.2) Commercial appliances. Cooking appliances designed, tested, listed and labeled for use in commercial occupancies shall be installed within dwelling units or within any area where domestic cooking operations occur according to the International Building Code (IBC), International Fire Code (IFC), and in accordance with the manufacturer's installation instructions.

SECTION P2601 GENERAL

SECTION P2601.2 (701.2) - Connections to drainage system is hereby amended by the insertion of an additional exception to read as follows:

P2601.2 Connections to drainage system. Plumbing fixtures, drains, appurtenances and appliances used to receive or discharge liquid wastes or sewage shall be directly connected to the sanitary drainage system of the building or premises, in accordance with the requirements of this code. This section shall not be construed to prevent indirect waste connections where required by the code.

Exceptions:

1. Bathtubs, showers, lavatories, clothes washers and laundry trays shall not be required to discharge to the sanitary drainage system where such fixtures discharge to systems complying with Sections P2910 and P2911.

2. Manufactured composting toilets included on the Arizona Department of Environmental

Quality Listing of Proprietary Products (latest version) used to receive liquid wastes or sewage are not required to be connected to the sanitary drainage system but are required to be a component in an onsite wastewater system.

SECTION P2602 INDIVIDUAL WATER SUPPLY AND SEWAGE DISPOSAL

SECTION P2602.1 General is hereby amended by the insertion of an additional exception to read as follows:

P2602.1 General. The water-distribution system of any building or premises where plumbing fixtures are installed shall be connected to a public water supply. Where a public water-supply system is not available, or connection to the supply is not feasible, an individual water supply shall be provided. Individual water supplies shall be constructed and installed in accordance with the applicable state and local laws. Where such laws do not address the requirements set forth in NGWA-01, individual water supplies shall comply with NGWA-01 for those requirements not addressed by state and local laws.

Sanitary drainage piping from plumbing fixtures in buildings and sanitary drainage piping systems from premises shall be connected to a public sewer. Where a public sewer is not available, the sanitary drainage piping and systems shall be connected to a private sewage disposal system in compliance with state or local requirements. Where state or local requirements do not exist for private sewage disposal systems, the sanitary drainage piping and systems shall be connected to an approved private sewage disposal system that is in accordance with the International Private Sewage Disposal Code.

Exceptions:

1. Sanitary drainage piping and systems that convey only the discharge from bathtubs, showers, lavatories, clothes washers and laundry trays shall not be required to connect to a public sewer or to a private sewage disposal system provided that the piping or systems are connected to a system in accordance with Section P2910 or P2911.

2. Manufactured composting toilets included on the Arizona Department of Environmental Quality Listing of Proprietary Products (latest version) used to receive liquid wastes or sewage are not required to be connected to the sanitary drainage system but are required to be a component in an onsite wastewater system.

SECTION P2603 STRUCTURAL AND PIPING PROTECTION

SECTION P2603.4.1 Pipes through footings is hereby added as a new section, to read as follows:

P2603.4.1 Pipes through footings. Pipes shall not be located in any footings.

Exception: Pipes located in footings are allowed when designed by an Arizona-licensed registrant.

SECTION P2603.5 FREEZING is amended by the revision of the last sentence to read as follows:

P2603.5 Freezing. Water service pipe shall be installed not less than eighteen inches (457 mm) deep and not less than six inches (152 mm) below the frost line. All nonmetallic piping shall be installed with a blue ~~18~~ 12 AWG blue tracer wire suitable for direct burial terminating 12 inches (305 mm) above grade at each end.

SECTION P2603.5.1 Sewer Depth is hereby deleted in its entirety and revised to read as follows:

P2603.5.1 Sewer Depth. Building sewers connecting to all sewage disposal systems shall be a minimum of 18" (457 mm) deep and not less than six inches (152 mm) below the frost line. A green ~~18~~-12 AWG insulated green tracer wire suitable for direct burial terminating 12 inches (305 mm) above grade at each end is required.

SECTION P2804 RELIEF VALVES

SECTION P2804.6.1 (504.6) Requirements for discharge pipe, Item #10 is amended to read as follows:

10. Terminate not more than 6 inches (152 mm) and not less than two times the discharge pipe diameter above the floor, waste receptor flood level rim, or finished outside grade.

SECTION P2903 WATER SUPPLY SYSTEM

SECTION P2903.12 Drain water heat recovery units is hereby amended and revised to read as follows:

SECTION P2903.12 Drain water heat recovery units. Drain water heat recovery units shall be in accordance with the 2018 IECC.

SECTION P2904 DWELLING UNIT AUTOMATIC SPRINKLER SYSTEMS

SECTION P2904.1.1 REQUIRED SPRINKLER LOCATIONS is hereby amended to read as follows:

P2904.1.1 Required sprinkler locations. Sprinklers shall be installed to protect all areas of a dwelling unit as specified in amended section ~~R313.2~~ R309 and in townhouses.

Exceptions:

1. Attics, crawl spaces and normally unoccupied concealed spaces that do not contain fuel-fired appliances do not require sprinklers. In attics, crawl spaces and normally unoccupied concealed spaces that contain fuel-fired equipment, a sprinkler shall be installed above the equipment; however, sprinklers shall not be required in the remainder of the space.

2. Clothes closets, linen closets and pantries not exceeding 24 square feet (2.2 m²) in area, with the smallest dimension not greater than 3 feet (915 mm) and having wall and ceiling surfaces of gypsum board.
3. Bathrooms not more than 55 square feet (5.1 m²) in area.
4. Garages that do not meet the criteria listed in section R317 as previously amended; carports; exterior porches; unheated entry areas, such as mud rooms, that are adjacent to an exterior door; and similar areas.

SECTION P2905 HEATED WATER DISTRIBUTION SYSTEMS

SECTION P2905.1 Heated water circulation systems and heat trace systems is hereby amended as follows:

P2905.1 Heated water circulation systems and heat trace systems. Circulation systems and heat trace systems that are installed to bring heated water in close proximity to one or more fixtures shall meet the requirements of the 2018 IECC.

SECTION P2905.2 Demand recirculation systems is hereby amended and revised to read as follows:

P2905.2 Demand recirculation systems. Demand recirculation water systems shall be in accordance with the 2018 IECC.

Section P2906.6.1 is hereby deleted in its entirety.

Section 3401.2 Scope is deleted in its entirety and revised as follows:

~~**Section 3401.2 Scope** is amended as follows": Add following sentence to end of section:~~

~~"where provisions of this code differ from the 2017-23 National Electrical Code the provisions of the 2017-23 NEC shall prevail.~~

E3401.2 Scope. Chapters 34 through 43 shall cover the installation of electrical systems, equipment and components indoors and outdoors that are within the scope of this code, including services, power distribution systems, fixtures, appliances, devices and appurtenances. Services within the scope of this code shall be limited to 120/240-volt, 0- to 400-ampere, single-phase systems. These chapters specifically cover the equipment, fixtures, appliances, wiring methods and materials that are most commonly used in the construction or alteration of one- and two-family dwellings and accessory structures regulated by this code. The omission from these chapters of any material or method of construction provided for in the referenced standard NFPA 70 shall not be construed as prohibiting the use of such material or method of construction. Electrical systems, equipment or components not specifically covered in these chapters shall comply with the applicable provisions of NFPA 70.

Exception: Residential stand-alone electrical systems must comply with Article 710 of the 2023 National Electrical Code (NFPA 70), as amended and adopted.

E3901.4.2 Island and peninsular countertops and work surfaces is hereby deleted in its entirety and revised to read as follows:

E3901.4.2: Island and peninsular countertops and work surfaces. Not less than one receptacle outlet shall be installed to serve an island or peninsular countertop or work surface with a long dimension of twenty-four inches (24") or greater and a short dimension of twelve inches (12") or greater.

E3901.4.3: Receptacle outlet location is hereby amended and revised to read as follows:

E3901.4.3: Receptacle outlet location.

Receptacle outlets rendered not readily accessible by appliances fastened in place, appliance garages, sinks, within cabinet drawers, or range tops as covered in the exception to Section E3901.4.1, or appliances occupying assigned spaces shall not be considered as these required outlets. Required receptacle outlets shall be located in one or more of the following:

1. On or above, but not more than 20 inches (508 mm) above, the countertop or work surface.
2. In a countertop using receptacle outlet assemblies listed for the use in countertops.
3. In a work surface using receptacle outlet assemblies listed for use in work surfaces or listed for use in countertops. [210.52(C)(3)]
4. Receptacle outlets located below the countertop of an island or peninsula shall only be installed where the countertop overhang is no more than one and a half inches (1 ½") and is located within twelve (12") inches of the top of the work surface.

E3902.2 Garage and accessory building receptacles is hereby amended by the addition of an Exception, to read as follows:

Exception: A dedicated 15 to 20-amp Simplex receptacle serving a refrigerator or freezer is not required to be GFCI protected.

E3902.6 Kitchen receptacles is hereby amended by the addition of an Exception, to read as follows:

Exception: A dedicated 15 to 20-amp Simplex receptacle serving a refrigerator or freezer is not required to be GFCI protected.

E3902.21 Arc-fault circuit interrupter protection is hereby amended by addition of a second Exception to read as follows:

2. A dedicated 15 to 20-amp Simplex receptacle serving a refrigerator/freezer is not required to be GFCI protected.

E3907.8: Cables is hereby amended by addition of Exception #2 and revised to read as follows:

E3907.8: Cables.

Where cables are used, each cable shall be secured to the cabinet, panelboard, cutout box or meter socket enclosure. [312.5(C)]

Exceptions:

1. Cables with entirely nonmetallic sheaths shall be permitted to enter the top of a surface-mounted enclosure through one or more sections of rigid raceway not less than 18 inches (457 mm) nor more than 10 feet (3048 mm) in length, provided all the following conditions are met:

- a) Each cable is fastened within 12 inches (305 mm), measured along the sheath, of the outer end of the raceway.
- b) The raceway extends directly above the enclosure and does not penetrate a structural ceiling.
- c) A fitting is provided on each end of the raceway to protect the cable(s) from abrasion and the fittings remain accessible after installation.
- d) The raceway is sealed or plugged at the outer end using *approved* means so as to prevent *access to* the enclosure through the raceway.
- e) The cable sheath is continuous through the raceway and extends into the enclosure beyond the fitting not less than ¼ inch (6.4 mm).
- f) The raceway is fastened at its outer end and at other points in accordance with Section E3802.1.
- g) The allowable cable fill for conduit or tubing shall not exceed that permitted by Table E3907.8 and shall be considered as a complete conduit or tubing system. A multiconductor cable having two or more conductors shall be treated as a single conductor for calculating the percentage of conduit fill area. For cables that have elliptical cross sections, the cross-sectional area calculation shall be based on the major diameter of the ellipse as a circle diameter. [312.5(C) Exception]

2. Cables with entirely nonmetallic sheaths shall be permitted to enter the back of a surface-mounted main service entrance enclosure through one or more sections, provided that each section consists of an approved male fitting with a locknut and bushings, and the wires are properly secured within 8 inches of entering the section. The total amount of wires shall not exceed the allowable fill as appropriate for the conduit size.

APPENDIX BB TINY HOUSES

SECTION BB102 – DEFINITIONS

SECTION BB102 – DEFINITIONS is hereby amended as follows:

TINY HOUSE. A *dwelling* that is 400 SQUARE FEET (37 M²) or less in floor area excluding lofts, that is site built or classified as an approved *factory-built building* by the Arizona Department of Housing, Office of Manufactured Housing. Park Models or any units licensed as Recreational Vehicles (RVs) are not classified as tiny houses and are only permitted in Manufactured Home Parks or RV Parks, as specified in the adopted Planning and Zoning Ordinance.

SECTION BB104 – LOFTS

SECTION BB104.2 Loft access and egress

SECTION BB104.2 Loft access and egress has been amended as follows:

SECTION BB104.2.1.1 Width has been amended as follows:

SECTION BB104.2.1.1 Width. Stairways accessing a loft shall not be less than 26 inches in clear width at, above or below the handrail.

SECTION BB104.2.2 Ladders is hereby deleted in its entirety.

SECTION BB104.2.3 Alternating tread devices is hereby deleted in its entirety.

SECTION BB104.2.4 Ship's ladders is hereby deleted in its entirety.

SECTION BB106 ENERGY CONSERVATION

SECTION BB106 ENERGY CONSERVATION is hereby deleted in its entirety and revised as follows:

BB1006 ENERGY CONSERVATION. All energy requirements must comply with the 2018 IECC as amended by this ordinance.

INTERNATIONAL SWIMMING POOL AND SPA CODE, ~~2018- 2024~~ EDITION, ADOPTED BY REFERENCE

The International Swimming Pool and Spa Code (ISPSC), 2018 2024 Edition, and hereby referred to, adopted, and made a part here of as set forth herein, excepting such portions as are hereinafter deleted, modified or amended.

CHAPTER 1 SCOPE AND ADMINISTRATION is hereby deleted in its entirety and replaced with the requirements of the Town of Camp Verde Administrative Building Code as adopted and from time to time amended.

SECTION 303 ENERGY is hereby deleted in its entirety and replaced with the provisions of the 2018 International Energy Conservation Code, as amended and adopted.

SECTION 304 FLOOD HAZARD AREAS is hereby deleted in its entirety. Enforcement and regulations of flood hazard areas within Yavapai County shall be controlled by Yavapai County Flood Control District. See article 7-2-103.12.1 of the Town Administrative Building Code.

SECTION 305 BARRIER REQUIREMENTS

305.1 GENERAL is hereby deleted in its entirety and reads as follows:

SECTION 305.1 GENERAL The provisions of this section shall apply to the design of barriers for restricting entry into areas having pools and spas. Where spas or hot tubs are equipped with a lockable safety cover complying with ASTM F1346 and swimming pools are protected by a motorized safety pool cover that complies with ASTM F1346 which requires the operation of a key switch which meets the ASTM emergency standards 13-89 and which does not require manual operation other than the use of the key switch, the areas where those spas, hot tubs or pools are located shall not be required to comply with amended Sections 305.2 through 305.7 (A.R.S. § 36-1681.C.2).

305.1.1 CONSTRUCTION FENCING REQUIRED is hereby amended and revised to read as follows:

305.1.1 CONSTRUCTION FENCING REQUIRED. The construction sites for in-ground swimming pools and spas shall be provided with construction fencing to surround the site from the time that any excavation occurs up to the time that the permanent barrier is completed. The fencing shall be not less than 60 inches (1613 mm) in height.

SECTION 305.2.1 BARRIER HEIGHT AND CLEARANCES is hereby amended to read as follows:

305.2.1 Barrier height and clearances. Barrier heights and clearances shall be in accordance with all of the following:

The top of the barrier shall be not less than 60 inches (1613 mm) above grade where measured on the side of the barrier that faces away from the aquatic vessel. Such height shall exist around the entire perimeter of the vessel and for a distance of 3 feet (914 mm) where measured horizontally from the required barrier.

1. Be entirely enclosed by at least a 60 inch (5 feet) wall, fence or other barrier as measured on the exterior side of the wall, fence or barrier (A.R.S. § 36-1681.B.1) Such height shall exist around the entire perimeter of the barrier and for a distance of 3 feet (914 mm) measured horizontally from the outside of the required barrier.
2. The vertical clearance between grade and the bottom of the barrier shall not exceed 2 inches (51 mm) for grade surfaces that are not solid, such as grass or gravel, where measured on the side of the barrier that faces away from the pool or spa.
3. The vertical clearance between a surface below the barrier to a solid surface, such as concrete, and the bottom of the required barrier shall not exceed 4 inches (102 mm) where measured on the side of the required barrier that faces away from the pool or spa.
4. Where the top of the pool or spa structure is above grade, the barrier shall be installed on grade or shall be mounted on top of the pool or spa structure. Where the barrier is mounted on the top of the pool or spa, the vertical clearance between the top of the pool or spa and the bottom of the barrier shall not exceed 4 inches (102 mm).
5. The wall, fence or barrier shall not contain openings, handholds or footholds accessible from the exterior side of the enclosure that can be used to climb the wall, fence or barrier (A.R.S. § 361681.B.4).

305.2.5 MESH FENCE AS A BARRIER is hereby amended and revised to read as follows:

305.2.4 MESH FENCE AS A BARRIER. Mesh fences, other than chain link fences in accordance with Section 305.2.7, shall be installed in accordance with the manufacturer's instructions and shall comply with ASTM F2286 and the following:

1. The bottom of the mesh fence shall be not more than 1 inch (25 mm) above the deck or installed surface or grade.
2. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall not permit the fence to be lifted more than 4 inches (102 mm) from grade or decking.
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3. The fence shall be designed and constructed so that it does not allow passage of a 4-inch (102 mm) sphere under any mesh panel. The maximum vertical clearance from the bottom of the mesh fence and the solid surface shall be not greater than 4 inches (102 mm) from grade or decking.
4. An attachment device shall attach each barrier section at a height not lower than 45 inches (1143 mm) above grade. Common attachment devices include, but are not limited to, devices that provide the security equal to or greater than that of a hook-and-eye type latch incorporating a spring-actuated retaining lever such as a safety gate hook.
5. Where a hinged gate is used with a mesh fence, the gate shall comply with Section 305.3.
6. Patio deck sleeves such as vertical post receptacles that are placed inside the patio surface shall be of a nonconductive material.
7. Mesh fences shall not be installed on top of on-ground residential pools.

305.3.2: DOUBLE OR MULTIPLE DOORS AND GATES amended and revised to read as follows:

305.3.2: DOUBLE OR MULTIPLE DOORS AND GATES. Double gates or multiple gates shall have not fewer than one leaf secured in place and the adjacent leaf shall be secured with a self-latching device. The gate and barrier shall not have openings larger than 1/2 inch (12.7 mm) within 24 inches (610 mm) of the latch release mechanism (A.R.S. § 36-1681. B.3.a). The self-latching device shall comply with the requirements of Section 305.3.3.

SECTION 305.3.3 LATCHES is hereby amended deleted in its entirety and revised to read as follows:

305.3.3 Latches. Where the release mechanism of the self-latching device is located less than 54 inches (1372 mm) from the bottom of the gate, the release mechanism shall be located on the vessel side of the gate at least 5 inches (127 mm) below the top of the gate, and the gate and barrier shall not have openings greater than 1/2 inch (12.7 mm) within 18 inches (457 mm) of the release mechanism.

305.3.3: LATCH RELEASE. For doors and gates in barriers, the door and gate latch release mechanisms shall be in accordance with the following:

1. Where door and gate latch release mechanisms are accessed from the outside of the barrier and are not of the self-locking type, such mechanism shall be located above the finished floor or ground surface in accordance with the following:

- 1.1. At public pools and spas, not less than 54 inches (1372 mm)
- 1.2. At residential pools and spas, not less than 54 inches (1372 mm).

2. Where door and gate latch release mechanisms are of the self-locking type such as where the lock is operated by means of a key, an electronic opener or the entry of a combination into an integral combination lock, the lock operation control and the latch release mechanism shall be located above the finished floor or ground surface in accordance with the following:

- 2.1. At public pools and spas, not less than 54 inches.
- 2.2. At residential pools and spas, at not less than 54 inches (1372 mm). (A.R.S. § 361681.B.3.a).

3. At private pools, where the only latch release mechanism of a self-latching device for a gate is located on the pool and spa side of the barrier, the release mechanism shall be located at a point that is at least 5 inches below the top of the gate. (A.R.S. § 36-1681.B.3.a).

305.3.4 BARRIERS ADJACENT TO LATCH RELEASE MECHANISMS is hereby amended and revised to read as follows:

305.3.4 BARRIERS ADJACENT TO LATCH RELEASE MECHANISMS. Where a latch release mechanism is located on the inside of a barrier, openings in the door, gate and barrier within 24 inches of the latch shall not be greater than 1/2 inch (12.7 mm) in any dimension.

305.4: STRUCTURE WALL AS A BARRIER is hereby amended by addition of #7, and revised to read as follows:

305.4: STRUCTURE WALL AS A BARRIER. Where a wall of a dwelling or structure serves as part of the barrier and where doors, gates or windows provide direct access to the pool or spa through that wall, one of the following shall be required:

1. Operable windows having a sill height of less than 48 inches (1219 mm) above the indoor finished floor, doors and gates shall have an alarm that produces an audible warning when the window, door or their screens are opened. The alarm shall be listed and labeled as a water hazard entrance alarm in accordance with UL 2017.
2. In dwellings not required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located at not less than 54 inches (1372 mm) above the finished floor.
3. In dwellings that are required to be Accessible units, Type A units or Type B units, the operable parts of the alarm deactivation switches shall be located not greater than 54 inches (1372 mm) and not less than 48 inches (1219 mm) above the finished floor.
4. In structures other than dwellings, the operable parts of the alarm deactivation switches shall be located not greater than 54 inches (1372 mm) and not less than 48 inches (1219 mm) above the finished floor.
5. A safety cover that is listed and labeled in accordance with ASTM F1346 is installed for the pools and spas.
6. An approved means of protection, such as self-closing doors with self-latching devices, is provided. Such means of protection shall provide a degree of protection that is not less than the protection afforded by Item 1 or 2.
7. All ground level doors or other doors with direct access to the swimming pool or other contained body of water shall be equipped with a self-latching device which meets the requirements of 305.3.3 amended. Emergency escape or rescue windows from sleeping rooms with access to the swimming pool or other contained body of water shall be equipped with a latching device not less than 54 inches (1372 mm) above the floor. All other openable dwelling unit or guest room windows with similar access shall be equipped with a screwed in place wire mesh screen, or a keyed lock that prevents opening the window more than 4 inches (102 mm), or a latching device located not less than 54 inches (1372 mm) above the floor (A.R.S. § 361681.C.3).

401.3: CHAPTER 3 COMPLIANCE REQUIRED is hereby deleted and replaced with a new section, to read as follows:

401.3: COMPLIANCE. In addition to the requirements of this chapter, public swimming pools shall comply with the requirements of Chapter 3 and all other agencies having authority, including the Arizona Department of Environmental Quality.

501.2 GENERAL is hereby deleted and replaced with a new section, to read as follows:

501.2 GENERAL. In addition to the requirements of this chapter, public spas and public exercise spas shall comply with the requirements of Chapter 3 and all other agencies having authority, including the Arizona Department of Environmental Quality.

601.3: GENERAL is hereby deleted and replaced with a new section, to read as follows:

601.3: GENERAL. In addition to the requirements of this chapter, aquatic recreation facilities shall comply with the requirements of Chapter 3 and all other agencies having authority, including the Arizona Department of Environmental Quality.

Article 7-2 – ADMINISTRATIVE BUILDING CODE

Section 7-2-101 – General

7-2-101.1 - Title

These provisions shall be known as the "Town of Camp Verde Administrative Building Code," may be cited as such, and will be referred to herein, as "this Chapter."

7-2-101.2.1 - Exceptions

The provisions of this Chapter and the technical codes shall not apply to any of the following:

1. Amusement devices and structures, including merry-go-rounds, Ferris-wheels, rotating conveyances, slides, similar devices and accessory structures whose use is necessary for the operation of such amusement devices and structures; any accessory structure included in the provisions of this sub-section shall be limited to a cover or roof over each device, but shall not include any storage building or detached structure which is not an integral part of the device.
2. Tanks or basins, without a building above, built below grade, which is a part of the town water or sewage treatment process. Storage tanks resting in or upon the ground and installed in accordance with the requirements of the International Building Code (IBC).
3. Works of art not over six feet (1829 mm) in height and their foundation and supporting structure, provided that no part of which is intended to be occupied or used as shelter.
4. Portable LP-gas equipment of all types not connected to a fixed fuel piping system.

5.Except as provided in Section 401.1.1 of the International Fuel Gas Code (IFGC), gas piping, meters, gas pressure regulators and other appurtenances used by the serving gas utility supplier in the distribution of gas, other than LP-gas.

6.Federal development on Federal land. Private development on Federal land shall not be exempted.

7.Any construction or improvement outside the Town boundaries, or beyond the jurisdictional authority of the Town of Camp Verde.

8.Items pursuant to ARS §11-865, the provisions of this Article shall not be construed to apply to:

a.Construction or operation incidental to construction and repair to irrigation and drainage ditches or appurtenances thereto, of regularly constituted districts or reclamation districts, or to farming, dairying, agriculture, viticulture, horticulture or stock or poultry raising, or clearing or other work upon land in rural areas for fire prevention purposes.

b.Devices used in manufacturing, processing or fabricating normally considered as involved in industry and construction, operation and maintenance of electric, gas or other public utility systems operated by public service corporations operating under a franchise or certificate of convenience and necessity.

7-2-101.3 - Intent

The purpose of the technical codes is to establish the minimum requirements to safeguard the public health, safety and general welfare through affordability, structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations.

7-2-101.4 - Technical Codes

The technical codes shall include all of the following codes applied as indicated, plus the codes and standards referenced in the technical codes shall be considered part of the requirements of the technical codes to the prescribed extent of each such reference.

7-2-101.4.1 - International Building Code (IBC)

The provisions of the International Building Code (IBC) and amendments thereto shall apply to the construction, alteration, relocation, enlargement, replacement, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure

or any appurtenances connected or attached to such buildings or structures. Provisions in the appendices shall not apply unless specifically adopted.

7-2-101.4.1.1 - Exceptions

1. Detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three (3) stories above grade plane in height with separate means of egress and their accessory structures shall comply with the International Residential Code (IRC).

2. Existing buildings undergoing repair, alteration or additions and change of occupancy shall be permitted to comply with the International Existing Building Code (IEBC).

3. The provisions of the International Fuel Gas Code (IFGC) shall apply to the installation of gas piping from the point of delivery, gas appliances and related accessories as covered in the International Building Code (IBC). These requirements apply to gas piping systems extending from the point of delivery to the inlet connections of appliances and the installation and operation of residential and commercial gas appliances and related accessories.

4. The provisions of the International Mechanical Code (IMC) shall apply to the installation, alterations, repairs and replacement of mechanical systems, including equipment, appliances, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air-conditioning and refrigeration systems, incinerators and other energy-related systems.

5. The provisions of the International Plumbing Code (IPC) shall apply to the installation, alteration, repair and replacement of plumbing systems, including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system all aspects of a medical gas system.

6. The provisions of the International Fire Code (IFC) shall apply to matters affecting or relating to structures, processes and premises from the hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices; from conditions hazardous to life, property or public welfare in the occupancy of structures or premises; and from the construction, extension, repair, alteration or removal of fire suppression, automatic sprinkler systems and alarm systems or fire hazards in the structure or on the premises from occupancy or operation.

7. The provisions of the International Energy Conservation Code (IECC) shall apply to all matters governing the design and construction of buildings for energy efficiency.

8. The provisions of the International Swimming Pool and Spa Code shall apply to all matters governing the design, construction, alteration, repair and maintenance of swimming pools, spas, hot tubs and aquatic facilities, both private and public.

7-2-101.4.2 - International Energy Conservation Code (IECC)

The provisions of the International Energy Conservation Code (IECC) shall apply to commercial and residential buildings and the buildings sites and associated systems and equipment. This code shall regulate the design and the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures for the effective use and conservation of energy over the useful life of each building. This code is intended to provide flexibility to permit the use of innovative approaches and techniques to achieve this objective. This code is not intended to abridge safety, health or environmental requirements contained in other applicable codes or ordinances.

7-2-101.4.3 - International Existing Building Code (IEBC)

The provisions of the International Existing Building Code (IEBC) shall apply to the repair, alteration, change of occupancy, addition and relocation of existing buildings, regardless of occupancy. Provisions in the appendices shall not apply unless specifically adopted.

7-2-101.4.3.1 - Exceptions

1. Buildings Not Previously Occupied. A building or portion of a building that has not been previously occupied, or for which a Certificate of Occupancy has not been issued or used for its intended purpose in accordance with the laws in existence at the time of its completion shall comply with the Technical Codes and provisions of the International Building Code (IBC) or International Residential Code (IRC), as applicable, for new construction or with any current permit for such occupancy.

2. Buildings Previously Occupied. The legal occupancy of any building existing on the date of adoption of this code shall be permitted to continue without change, except as is specifically covered in this code, the International Fire Code (IFC), or as is deemed necessary by the Building Official for the general safety and welfare of the occupants and the public.

7-2-101.4.4 - International Fire Code (IFC)

This code establishes regulations affecting or relating to structures, processes, premises and safeguards regarding: the hazard of fire and explosion arising from the storage, handling or use of structures, materials or devices; conditions hazardous to life, property or public welfare in the occupancy of structures or premises; fire hazards in the structure or on the premises from occupancy or operation; matters related to the construction, extension, repair, alteration or removal of fire suppression or alarm systems; and conditions affecting the safety of fire fighters and emergency responders during emergency operations. Provisions in the appendices shall not apply unless specifically adopted.

7-2-101.4.5 - International Fuel Gas Code (IFGC)

The provisions of the International Fuel Gas Code (IFGC) shall apply to the installation of fuel-gas piping systems from the point of delivery, fuel gas appliances, gaseous hydrogen systems and related accessories. These requirements apply to gas piping systems extending from the point of delivery to the inlet connections of appliances and the installation and operation of residential and commercial gas appliances and related accessories. Provisions in the appendices shall not apply unless specifically adopted.

7-2-101.4.5.1 - Exceptions

1. Detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three (3) stories high with separate means of egress and their accessory structures shall comply with the International Residential Code (IRC).

2. Fuel-gas piping systems, fuel-gas utilization equipment and related accessories on existing buildings undergoing repair, alteration or additions and change of occupancy shall be permitted to comply with the International Existing Building Code (IEBC).

3. Gaseous hydrogen systems shall be regulated by Chapter 7 of the 2018 International Fuel Gas Code (IFGC).

4. These regulations cover piping systems for natural gas with an operating pressure of 125 pounds per square inch gauge (psig) (862 kPa gauge) or less, and for LP-gas with an operating pressure of 20 psig (140 kPa gauge) or less, except as provided in the International Fuel Gas Code (IFGC) Section 402.6. Coverage shall extend from the point of delivery to the outlet of the appliance shutoff valves. Piping system requirements shall include design, materials, components, fabrication, assembly, installation, testing, inspection, operation and maintenance.

5. Requirements for gas appliances and related accessories shall include installation, combustion and ventilation air and venting and connections to piping systems.

6. Systems, Appliances and Equipment Outside the Scope. This code shall not apply to the following: portable LP-gas appliances and equipment of all types that is not connected to a fixed fuel piping system; installation of farm appliances and equipment such as brooders, dehydrators, dryers and irrigation equipment; raw material (feedstock) applications except for piping to special atmosphere generators; oxygen-fuel gas cutting and welding systems; industrial gas applications using gases such as acetylene and acetylenic compounds, hydrogen, ammonia, carbon monoxide, oxygen and nitrogen; petroleum refineries, pipeline compressor or pumping stations, loading terminals, compounding plants, refinery tank farms and natural gas processing plants; integrated chemical plants or portions of such plants where flammable or combustible liquids or gases are produced by, or used in, chemical reactions; LP-gas installations at utility gas plants; Liquefied natural gas (LNG) installations; fuel gas piping in power and atomic energy plants; proprietary items of equipment, apparatus or instruments such as gas-generating sets, compressors and calorimeters; LP-gas equipment for vaporization, gas mixing and gas manufacturing; temporary LP-gas systems for railroad

switch heating; installation of hydrogen gas, LP-gas and compressed natural gas (CNG) systems on vehicles; except as provided in the 2018 International Fuel Gas Code (IFG) Section 401.1.1, gas piping, meters, gas pressure regulators and other appurtenances used by the serving gas supplier in the distribution of gas, other than undiluted LP-gas; building design and construction, except as specified herein; piping systems for mixtures of gas and air within the flammable range with an operating pressure greater than 10 psig (69 kPa gauge); portable fuel cell appliances that are neither connected to a fixed piping system nor interconnected to a power grid.

7.The requirements for the design, installation, maintenance, alteration and inspection of mechanical systems operating with fuels other than fuel gas shall be regulated by the International Mechanical Code (IMC).

7-2-101.4.6 - International Mechanical Code (IMC)

The provisions of the International Mechanical Code (IMC) shall regulate the design, installation, maintenance, alterations, repairs and replacement of mechanical systems, and inspection of mechanical systems including equipment, appliances, fixtures, fittings and/or appurtenances, including ventilating, heating, cooling, air-conditioning and refrigeration systems, incinerators and other energy-related systems that are permanently installed and utilized to provide control of environmental conditions and related processes within buildings. This code shall also regulate those mechanical systems, system components, equipment and appliances specifically addressed herein. The installation of fuel gas distribution piping and equipment, fuel gas-fired appliances and fuel gas-fired appliance venting systems shall be regulated by the International Fuel Gas Code (IFGC). Provisions in the appendices shall not apply unless specifically adopted.

7-2-101.4.6.1 - Exceptions

1.Detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three stories high with separate means of egress and their accessory structures shall comply with the International Residential Code (IRC).

7-2-101.4.7 - National Electrical Code (NEC)

The provisions of the National Electrical Code (NEC) shall apply to the installation of electrical systems, including alterations, repairs, replacement, equipment, appliances, fixtures, fittings and appurtenances thereto. The National Electrical Code (NEC) shall cover the installation of electrical conductors, equipment, and raceways; signaling and communications conductors, equipment, and raceways; and optical fiber cables and raceways for the following: public and private premises, including buildings, structures, mobile homes, recreational vehicles, and floating buildings; yards, lots, parking lots, carnivals, and industrial substations; installations of conductors and equipment that connect to the supply of electricity; installations used by the electric utility, such as office buildings, warehouses, garages, machine shops, and

recreational buildings, that are not an integral part of a generating plant, substation, or control center.

7-2-101.4.7.1 - Exceptions

1. Detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three (3) stories high with separate means of egress and their accessory structures shall comply with the International Residential Code (IRC).

2. This code does not cover the following: installation in ships, watercraft other than floating buildings, railway rolling stock, aircraft, or automotive vehicles; installations underground in mines and self-propelled mobile surface mining machinery and its attendant electrical trailing cable; installations of railways for generation, transformation, transmission, or distribution of power used exclusively for operation of rolling stock or installations used exclusively for signaling and communications purposes; installations of communications equipment under the exclusive control of communications utilities located outdoors or in building spaces used exclusively for such installations; installations under the exclusive control of an electric utility where such installations: consists of service drops or service laterals, and associated metering, or are on property owned or leased by the electric utility for the purpose of communications, metering, generation, control, transformation, transmission, or distribution of electric energy or are located in legally established easements or rights-of-way, or are located by other written agreements either designated by or recognized by public service commissions, utility commissions, or other regulatory agencies having jurisdiction for such installations. These written agreements shall be limited to installations for the purpose of communications, metering, generation, control, transformation, transmission, or distribution of electric energy where legally established easements or rights-of-way cannot be obtained. These installations shall be limited to Federal Lands, Native American Reservations through the U.S. Department of the Interior Bureau of Indian Affairs, military bases, lands controlled by port authorities and state agencies and departments and lands owned by railroads.

3. The authority having jurisdiction for enforcing this code may grant exception for the installation of conductors and equipment that are not under the exclusive control of the electric utilities and are used to connect the electric utility supply system to the service conductors of the premises served, provided such installations are outside a building or structure, or terminate inside nearest the point of entrance of the service conductors.

7-2-101.4.8 - International Plumbing Code (IPC)

The provisions of the International Plumbing Code (IPC) shall apply to the erection, installation, alteration, repairs, relocation, replacement, addition to, use or maintenance of plumbing systems including equipment, appliances, fixtures, fittings and appurtenances, and where connected to a water or sewage system within the Town. This code shall also regulate all aspects of nonflammable medical gas, inhalation anesthetic, vacuum piping, nonmedical oxygen systems and sanitary and condensate vacuum collection systems. The installation of fuel gas distribution piping and equipment, fuel-gas-fired water heaters and water heater

venting systems shall be regulated by the International Fuel Gas Code (IFGC). Provisions in the appendices shall not apply unless specifically adopted.

7-2-101.4.8.1 - Exceptions

1. Detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three (3) stories high with separate means of egress and their accessory structures shall comply with the International Residential Code (IRC).

2. Plumbing systems in existing buildings undergoing repair, alteration or additions and change of occupancy shall be permitted to comply with the International Existing Building Code (IEBC).

3. Mechanical systems in existing buildings undergoing repair, alteration or additions and change of occupancy shall be permitted to comply with the International Existing Building Code (IEBC).

7-2-101.4.9 - International Residential Code for One- and Two-Family Dwellings (IRC)

The provisions of the International Residential Code (IRC) shall apply to the construction, alteration, movement, enlargement, replacement, repair, equipment, use and occupancy, location, removal and demolition of detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three (3) stories above grade plane in height with separate means of egress and their accessory structures. Provisions in the appendices shall not apply unless specifically adopted.

7-2-101.4.9.1 - Exceptions – Residential Structures for Commercial Use

The following shall be permitted to be constructed in accordance with this code where provided with an automatic sprinkler system complying with Section P2904.

1. Existing buildings undergoing repair, alteration or additions and change of occupancy shall be permitted to comply with the International Existing Building Code (IEBC).

2. Live/work units complying with the requirements of Section ~~419~~ 508.5 of the International Building Code (IBC) shall be permitted to be built as one- and two-family dwellings or townhouses. Fire suppression required by Section ~~419.5~~ 508.57 of the International Building Code (IBC) when constructed under the International Residential Code (IRC) shall conform to Section P2904.

3. A care facility with five or fewer persons receiving custodial care within a dwelling unit.

4. A care facility with five or fewer persons receiving custodial care within a dwelling unit.

~~35. Owner-occupied lodging houses with five (5) or fewer guestrooms shall be permitted to be constructed in accordance with the International Residential Code (IRC) when equipped with a fire sprinkler system in accordance with Section P2904.~~

6. A day care facility for five or fewer persons of any age receiving care within a dwelling unit.

7-2-101.4.10 - International Swimming Pool and Spa Code (ISPSC)

The provisions of this code shall apply to the construction, alteration, movement, renovation, replacement, repair and maintenance of aquatic vessels. Provisions in the appendices shall not apply unless specifically adopted.

7-2-101.5 - Appendices

Provisions in the appendices of the technical codes shall not apply unless specifically adopted.

7-2-101.6 – Definitions is hereby amended by addition or revision of the following words and terms:

Unless otherwise expressly stated, the following words and terms shall have the meanings as shown in this Chapter. Definitions located in the technical codes are hereby incorporated into this Chapter.

- *"Addition"* means an extension or increase in floor area or height of a building or structure.
- *"Administrative Building Code"* means the Town of Camp Verde, Arizona Administrative Building Code as set forth within Ordinance 2019-A440, as adopted by this Jurisdiction.
- *"Alter or Alteration"* means any construction or renovation to an existing structure other than repair or addition.
- *"Approved"* means acceptable to the Building Official or Authority Having Jurisdiction.
- *"Approved Agency"* means an established and recognized agency regularly engaged in conducting tests or furnishing inspection services, when such agency has been approved by the Building Official.
- *"Bedroom"* means a ~~separated~~ room intended for sleeping and noted on plans as such that may or may not contain a closet in residential use. This includes *SLEEPING LOFT*.
- *"Building"* means any structure used or intended for supporting or sheltering any use or occupancy.

- *"Building Code"* means the International Building Code (IBC) as published by the International Code Council, as adopted by this jurisdiction.
- *"Building, Existing"* means any building erected prior to the adoption of this Chapter, or one for which a legal building permit and certificate of occupancy has been issued.
- *"Building Official"* means the officer or other designated authority charged with the administration and enforcement of this Chapter and the technical codes, or a regularly authorized deputy or other designee. When the term or title administrative authority, Building Official, building inspector, code official, gas inspector, plumbing inspector, mechanical inspector or other similar designation is used in this Chapter or in any of the technical codes, it shall be construed to mean the Building Official.
- *"Building Service Equipment"* means the plumbing, mechanical, electrical and elevator equipment including piping, wiring, fixtures and other accessories which provide sanitation, lighting, heating, ventilation, cooling, refrigeration, fire-fighting and transportation facilities essential to the occupancy of the building or structure for its designated use.
- *"Carport"* means a structure used for parking of automobiles or other vehicles and completely open on at least two (2) sides.
- *"Code Council"* — as adopted by this Jurisdiction.
- *"Commercial Projects"* means any building or structure covered under the International Building Code (IBC) and not defined as town houses greater than a duplex.
- *"Condominium"* means a unit (residential or commercial) in a multi-unit structure or building that is separately owned and may be combined with an undivided interest in the common areas and facilities of the property.
- *"Crawlspace"* means an underfloor space that is not a basement and is not intended for storage.
- *"Detached Building"* means a stand-alone structure that is separated from other structures on the same property without fire resistant constructed exterior walls with a physical separation that complies with the requirements of Section R302 of the Residential Code as referenced herein.
- *"Electrical Code"* means the National Electrical Code (NEC) published by the National Fire Protection Association, as adopted by this Jurisdiction.
- *"Existing Building Code"* means the International Existing Building Code (IEBC), published by the International Code Council, as adopted by this jurisdiction.

- *"Factory-Built Building"* means a residential or non-residential building including a dwelling unit or habitable room thereof, which is either wholly or in part manufactured at an off-site location to be assembled on-site, except that it does not include a manufactured home, recreational vehicle or mobile home as defined by Arizona Statutes.
- *"Fuel Gas Code"* means the International Fuel Gas Code (IFGC), published by the International Code Council, as adopted by this Jurisdiction.
- *"Grading"* means any excavating, filling, or combination thereof for earthwork construction as covered within the grading ordinances as adopted by this Jurisdiction.
- *"Jurisdiction"* — the Town of Camp Verde, Arizona.
- *"Kitchen"* means an area with a sink and provisions for food preparation, food storage and cooking.
- *"Landing"* means a solid material platform adjacent to a doorway serving the means of egress and/or a stairway.
- *"Manufactured Home"* means a dwelling unit fabricated on a permanent chassis at an offsite manufacturing facility for installation at the building site, and bearing a label certifying it as built, or upgraded, to compliance with the Federal Manufactured Housing Construction and Safety Standards Act. It bears a mobile ID number and is larger than 400 square feet.
- *"Mechanical Code"* means the International Mechanical Code (IMC), published by the International Code Council, as adopted by this Jurisdiction.
- *"Mobile Home"* means a portable dwelling unit larger than 400 square feet and manufactured prior to June 15, 1976, designed and constructed to permit permanent occupancy as a residence and also to facilitate transfer from one site to another by means of a chassis with wheels and hitch or flatbed truck.
- *"Modular Housing"* means Factory-built housing that is certified as meeting the state or local building code. It does not have a mobile ID. Modular housing is considered site-built housing.
- *"Occupancy"* means any person, agent, firm or corporation having a legal or equitable interest in the property.
- *"Owner"* means the person, agent, firm or corporation with legal or equitable interest in a property.
- *"Overhang"* means a roof extension not exceeding four (4) feet beyond any supporting components thereof. A roof overhang exceeding four (4) feet will be considered as a patio cover.

- *"Peer Review"* means an independent and objective technical review conducted by an approved third party.
- *"Permit"* means the official document or certificate issued by the Building Official authorizing performance of a specified, legal activity.
- *"Person"* means an individual, heirs, executors, administrators or assigns, and also includes a firm, partnership or corporation, its or their successors or assigns, or the agent of any of the aforesaid.
- *"Plumbing Code"* means the International Plumbing Code (IPC), published by the International Code Council, as adopted by this Jurisdiction.
- *"Repair"* means the reconstruction or renewal of any part of an existing building, structure or building service equipment for the purpose of its maintenance.
- *"Residential Code for One- and Two-Family Dwellings"* means the International Residential Code for One- and Two-Family Dwellings, published by the International Code Council, as adopted by this Jurisdiction.
- *"Shall"* — the term, as used in this Chapter and the technical codes, is construed as mandatory.
- *"Storm Shelter"* — means a *building, structure or portion thereof, constructed in accordance with ICC 500 and designated for use during a severe wind storm event, such as a hurricane or tornado.*
- *"Structure"* means that which is built or constructed, an edifice or building of any kind, or any piece of work artificially built up or composed of parts joined together in some definite manner.
- *"Technical Codes"* means those codes adopted by this Jurisdiction containing the provisions for design, construction, alteration, addition, repair, removal, demolition, use, location, occupancy and maintenance of all buildings and structures and building service equipment as herein defined.
- *"Tiny House"* means a *dwelling that is 400 SQUARE FEET (37 M²) or less in floor area excluding lofts, that is site built or classified as an approved factory-built building by the Arizona Department of Housing, Office of Manufactured Housing. Park Models or any units licensed as Recreational Vehicles (RVs) are not classified as tiny houses and are only permitted in Manufactured Home Parks or RV Parks, as specified in the adopted Planning and Zoning Ordinance.*
- *"Townhouses"* means a single-family dwelling unit constructed in a group of three (3) or more attached units in which each unit extends from the foundation to roof and with open space

on at least two (2) sides. Such are not more than three (3) stories above grade plane in height with a separate means of egress to each unit.

- "*Trailer (Park Model)*" means a park trailer built on a single chassis, mounted on wheels and designed to be connected to utilities necessary for operation of installed fixtures and appliances and has a gross trailer area of not less than three hundred twenty (320) square feet and not more than four hundred (400) square feet when it is set up, and manufactured to comply with ANSI A119.5 standards, except that it does not include recreation vehicles, travel trailers, campers or fifth wheel trailers.
- "*Valuation or Value*" means the total estimated cost to replace, repair, build, or erect any building and its building service equipment in kind, based on current construction costs.
- "*Yurt/Tent*" means a canvas structure erected for more than fourteen (14) days or that is rented, is required to meet all life safety requirements.

Section 7-2-102 – Applicability

7-2-102.1 - General

This Chapter and the technical codes shall apply to, and shall govern, permit applications received on or after the effective date of the ordinance, except the project owner, at their discretion and prior to March 1, 2019 2026, may request such project be designed and constructed under the requirements of the administrative building code and building codes of the Town of Camp Verde in effect on September 16, 2014 April 1, 2019.

7-2-102.2 - Conflicting Provisions

When conflicting provisions or requirements occur between this Chapter, the technical codes and other codes or laws, the most restrictive provisions shall govern. When conflicts occur between the technical codes, those provisions providing the greater safety to life as determined by the Building Official shall govern. In other conflicts where sanitation, life safety or fire safety are not involved, the most restrictive provisions shall govern. Where in any specific case, different sections of the technical codes specify different materials, methods of construction or other requirements, the most restrictive shall govern. When there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable.

7-2-102.3 - Other Laws

The provisions of this Chapter and the technical codes shall not be deemed to nullify any provisions of the Town of Camp Verde Code, state or federal laws.

7-2-102.4 - Application of References

References to chapter or section numbers, or to provisions not specifically identified by number, shall be construed to refer to such chapter, section or provision of this Chapter or the technical codes.

7-2-102.5 - Referenced Codes and Standards

The codes and standards referenced in this Chapter or the technical codes shall be considered part of the requirements of this Chapter and the technical codes to the prescribed extent of each such reference. Where differences occur between provisions of this Chapter or the technical codes and the referenced codes and standards, the provisions of this Chapter and the technical codes shall apply.

7-2-102.5.1 - Exception

Where enforcement of a code provision would violate the conditions of the listed equipment or appliance, the condition of the listing and manufacturer's instructions shall apply.

7-2-102.6 - International Codes References

Within the technical codes and the referenced codes and standards therein, specific references to the following International Code Council Codes shall be deemed and interpreted to mean the specific Town of Camp Verde codes as listed herein:

1. International Building Code (IBC)
2. International Energy Conservation Code (IECC)
3. International Existing Building Code (IEBC)
4. International Fire Code (IFC)
5. International Fuel Gas Code (IFGC)
6. International Mechanical Code (IMC)
7. National Electrical Code (NEC)
8. International Plumbing Code (IPC)
9. International Residential Code (IRC)
10. International Swimming Pool and Spa Code (ISPSC)

7-2-102.7 - Partial Invalidity

In the event any part or provision of this Chapter or the technical codes is held to be invalid, illegal, unconstitutional or void, such ruling shall not affect the validity of the remaining portions of this Chapter or the technical codes.

7-2-102.8 - Additions, Alterations and Repairs

Additions, alterations or repairs may be made to a building or its building service equipment without requiring the existing building or its building service equipment to comply with all the requirements of this Chapter and the technical codes, provided the addition, alteration or repair conforms to the requirements for a new building or building service equipment. Refer to Section 7-2-101.4.3, for additional options governing additions, alterations and repairs. Additions, alterations or repairs to any structure shall conform to the requirements for a new structure without requiring the existing structure to comply with all of the requirements of this code, unless otherwise stated. Additions, alterations or repairs shall not cause an existing structure to become unsafe or adversely affect the performance of the building.

7-2-102.9 - Existing Buildings or Structures

The legal occupancy of any building or structure existing on the date of the adoption of this Chapter shall be permitted to continue without change, provided such continued use is not dangerous to life, health and safety as determined by the Building Official.

7-2-102.10 - Maintenance

Buildings, structures and building service equipment, existing and new, and parts thereof shall be maintained in a safe and sanitary condition. Devices or safeguards, required by the technical codes, shall be maintained in conformance with the technical code under which installed. The owner or the owner's designated agent shall be responsible for the maintenance of building structures and their building service equipment. To determine compliance with this Section, the Building Official may cause a structure to be re-inspected.

7-2-102.11 - Moved Buildings

Buildings, structures and their building service equipment moved into or within this jurisdiction shall comply with the provisions of the technical codes for new buildings or structures and their building service equipment.

7-2-102.12 - Historic Buildings

Repairs, alterations and additions necessary for the preservation, restoration, rehabilitation or continued use of a building, structure, or its building service equipment may be made without conforming to the requirements of the technical codes when authorized by the Building Official provided:

- 1.The building or structure has been designated by official action of the legally constituted authority as having special historical or architectural significance, and
- 2.Unsafe conditions as described in this Chapter are corrected, and
- 3.The restored building or structure and its building service equipment will be no more hazardous based on life safety, fire-safety and sanitation than the existing building as determined by the Building Official.

7-2-102.12.1 - Exception

Repairs, alterations and additions necessary for the preservation, restoration, rehabilitation or continued use of a building, structure, or its building service equipment shall be permitted to comply with the provisions of the International Existing Building Code (IEBC).

Section 7-2-103 - Duties and Powers of Building Official

7-2-103.1 - General

There is hereby established a code enforcement agency of the Community Development Department of the Town of Camp Verde known as the Building Division under the administrative and operational charge of the Building Official.

7-2-103.2 - Duties and Powers

The Building Official is hereby authorized and directed to enforce the provisions of this Chapter and technical codes. The Building Official shall have the authority to render interpretations of this Chapter and the technical codes and to adopt policies and procedures in order to clarify the application of their provisions. Such interpretations, policies and procedures shall be in compliance with the intent and purpose of this Chapter and the technical codes. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this Chapter or the technical codes.

7-2-103.2.1 – Listed Compliance

Where this code or a referenced standard requires equipment, materials, products or services to be listed and a listing standard is specified, the listing shall be based on the specified standard. Where a listing standard is not specified, the listing shall be based on an approved listing criteria. Listings shall be germane to the provision requiring the listing. Installation shall be in accordance with the listing and the manufacturer's instructions, and where required to verify compliance, the listing standard and manufacturer's instructions shall be made available to the Building Official.

7-2-103.3 - Deputies

In accordance with any applicable Town procedures, and with the concurrence of the Community Development Director, the Building Official shall have the authority to appoint technical officers, inspectors, plan examiners and other employees. Such employees shall have powers as delegated by the Building Official.

7-2-103.4 - Applications and Permits

The Building Official shall receive applications, review construction documents and issue permits for the erection, and alteration, demolition and moving of buildings, structures, and building service equipment, inspect the premises where such permits have been issued and enforce compliance with the provisions of this Chapter and the technical codes.

7-2-103.5 - Notices and Orders

The Building Official shall issue all necessary notices or orders to ensure compliance with this Chapter and the technical codes.

7-2-103.6 - Inspections

The Building Official shall make all of the required inspections, or the Building Official shall have the authority to accept reports of inspection by approved agencies or individuals. Reports of such inspections shall be in writing and be certified by a responsible officer of such approved agency or by the responsible individual. The Building Official is authorized to engage such expert opinion as deemed necessary to report upon unusual technical issues that arise subject to the approval of the appointing authority.

7-2-103.7 - Identification

The Building Official and authorized deputies shall carry proper identification when inspecting structures or premises or otherwise in the performance of duties under this Chapter or the technical codes.

7-2-103.8 - Right of Entry

Where it is necessary to make an inspection to enforce the provisions of this Chapter or the technical codes, or where the Building Official has reasonable cause to believe there exists in a structure or upon a premises a condition which is contrary to or in violation of this Chapter or the technical codes which makes the structure or premises unsafe, dangerous or hazardous, the Building Official is authorized to enter the structure or premises at **all** reasonable times to inspect or to perform the duties imposed by this Chapter or the technical codes, provided that if such structure or premises be occupied that credentials be presented to the occupant and entry requested. If such structure or premises is unoccupied, the Building Official shall first make a reasonable effort to locate the owner, **the owner's authorized agent** or other person having charge or control of the structure or premises and

request entry. If entry is refused, the Building Official shall have recourse to ~~the every~~ remedies provided by law to secure entry.

7-2-103.8.1 – Warrant is hereby added as a new section to read as follows:

7-2-103.8.1 – Warrant

Where the building official has first obtained a proper inspection warrant per Section 7-7-13 of this code or other remedy provided by law to secure entry, an owner, the owner's authorized agent, occupant or person having charge, care or control of the structure or premises shall not fail or neglect, after a proper request is made as herein provided, to permit entry therein by the building official for the purposes of inspection and examination pursuant to this Chapter or the technical codes.

7-2-103.9 - Department Records

The Building Official shall keep official records of applications received, approved plans, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued. Such records shall be retained in the official records for the period required for retention by state or local law or ordinances.

7-2-103.10 - Liability

The Building Official, members of the board of appeals or any employee charged with the enforcement this Chapter or technical codes, while acting for the jurisdiction in good faith and without malice in the discharge of the duties required by this chapter, technical codes or other pertinent law or ordinance, shall not thereby be rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against an officer or employee in the lawful discharge of duties and under the provisions of this Chapter or technical codes shall be defended by a legal representative of the jurisdiction until the final termination of the proceedings. The Building Official or any subordinate shall not be liable for cost in any action; suit or proceeding that is instituted in pursuance of the provisions of this Chapter or technical codes.

7-2-103.11 - Approved Materials and Equipment

Materials, equipment and devices approved by the Building Official shall be constructed and installed in accordance with such approval.

7-2-103.11.1 - Used Materials and Equipment

The use of used materials meeting the requirements of this Chapter or the technical codes for new materials is permitted. Used materials, equipment and devices shall not be reused unless approved by the Building Official.

7-2-103.12 - Modifications

Wherever there are practical difficulties involved in carrying out the provisions of this Chapter or the technical codes, the Building Official shall have the authority to grant modifications for individual cases, upon application of the owner or owner's representative, provided the Building Official shall first find that **one or more** special individual reason makes the strict letter of these codes impractical and the modification is in compliance with the intent and purpose of this Chapter and the technical codes and that such modification does not lessen health, accessibility, life and fire safety, or structural requirements. The details of **the written request for and** action granting modifications shall be recorded and entered in the files of the Building Division.

7-2-103.12.1 - Flood Hazard Areas is hereby deleted in its entirety and rewritten as follows:

7-2-103.12.1 Flood Hazard Areas. All provisions and references within the technical codes, as adopted by the Town of Camp Verde, that pertain to flood hazard areas, flooding, flood control projects, or flood-resistant construction shall be administered, controlled, and regulated by the Yavapai County Flood Control District, **in accordance with Resolution 88-42.**

~~The Building Official shall not grant modifications to any provision required in flood hazard areas as established by the International Building Code (IBC) Section 1612.3 unless a determination has been made that:~~

~~1.A showing of good and sufficient cause that the unique characteristics of the size, configuration or topography of the site render the elevation standards of International Building Code (IBC) Section 1612 inappropriate.~~

~~2.A determination that failure to grant the variance would result in exceptional hardship by rendering the lot undevelopable.~~

~~3.A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, cause fraud on or victimization of the public, or conflict with existing laws or ordinances.~~

~~4.A determination that the variance is the minimum necessary to afford relief, considering the flood hazard.~~

~~5.Submission to the applicant of written notice specifying the difference between the design flood elevation and the elevation to which the building is to be built, stating that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation, and stating that construction below the design flood elevation increases risks to life and property.~~

7-2-103.13 - Alternative Materials, Design and Methods of Construction and Equipment

The provisions of this Chapter and the technical codes are not intended to prevent the installation of any material or to prohibit any design or method of construction not specifically prescribed by this Chapter or the technical codes, provided any such alternative is approved by the Building Official, **and is not strictly prohibited by this code**. An alternative material, design or method of construction may be approved where the Building Official finds the proposed design is satisfactory and complies with the intent of the provisions of this Chapter and the technical codes, and the material, method or work offered is, for the purpose intended, at least the equivalent of that prescribed in this Chapter and the technical codes in quality, strength, effectiveness, fire resistance, durability and safety. Records of alternative materials, design and methods of construction approvals shall be recorded and entered in the files of the Building Division.

7-2-103.13.1 - Research Reports is hereby amended to read as follows:

Supporting data, where deemed necessary to assist in the approval of materials or assemblies not specifically provided for in this Chapter or the technical codes, shall be provided and shall consist of valid research reports from approved sources.

7-2-103.13.2 - Evaluation Reports is hereby added as a new section to read as follows:

7-2-103.13.2 - Evaluation Reports

Evaluation reports shall be issued by an approved agency and use of the evaluation report shall require approval by the building official for the installation. The alternate material, design or method of construction and product evaluated shall be within the scope of the building official's recognition of the approved agency. Criteria used for the evaluation shall be identified within the report and, where required, provided to the building official.

7-2-103.13.3 - Other Reports is hereby added as a new section to read as follows:

7-2-103.13.3 - Other Reports

Reports not complying with 7-2-103.13.2 shall describe criteria, including but not limited to any referenced testing or analysis, used to determine compliance with code intent and justify code equivalence. The report shall be prepared by a qualified engineer, specialist, laboratory or specialty organization acceptable to the building official. The building official is authorized to require design submittals to be prepared by, and bear the stamp of, a registered design professional.

7-2-103.13.4 - Peer Review is hereby added as a new section to read as follows:

7-2-103.13.4 - Peer Review

The building official is authorized to require submittal of a peer review report in conjunction with a request to use an alternative material, design or method of construction, prepared by a peer reviewer that is approved by the building official.

7-2-103.13.5 – Technical Assistance is hereby added as a new section to read as follows:

7-2-103.13.5 – Technical Assistance

To determine compliance with this code, the building official is authorized to require the owner or owner's authorized agent to provide a technical opinion and report at the owner's expense. The technical opinion and report shall be prepared by a qualified engineer, specialist, laboratory or specialty organization acceptable to the building official. The building official is authorized to require design submittals to be prepared by, and bear the stamp of, a registered design professional. The technical opinion and report shall analyze the properties of the design, operation or use of the building or premises and the facilities and appurtenances situated thereon to identify and propose necessary recommendations.

7-2-103.13.26 – Tests is hereby amended to read as follows:

7-2-103.13.26 - Tests

Whenever there is insufficient evidence of compliance with the provisions of this Chapter or the technical codes, or evidence a material or method does not conform to the requirements of this Chapter or the technical codes, or in order to substantiate claims for alternative materials or methods, the Building Official shall have the authority to require tests as evidence of compliance to be made at no expense to the Town. Test methods shall be as specified in this Chapter or the technical codes or by other recognized test standards. **Tests conducted to demonstrate equivalency in support of an alternative material, design or method of construction application or to determine equivalent fire safety in support of an alternative material, design or method of construction application shall be of a scale that is sufficient to predict performance of the end use configuration. Tests shall be performed by a party acceptable to the building official.** In the absence of recognized and accepted test methods, the Building Official may approve the testing procedures. Tests shall be performed by an approved agency. The Building Official for the period required in Section 7-2-103.9 of this Chapter shall retain reports of such tests.

7-2-103.14 - Stop Work Orders

Whenever the Building Official finds any work regulated by this Chapter or the technical codes being performed in a manner either contrary to the provisions of this Chapter or the technical codes or dangerous or unsafe, the Building Official is authorized to issue a stop work order.

7-2-103.14.1 - Issuance

The stop work order shall be in writing and shall be given to the owner of the property involved, or to the owner's agent, or to the person doing the work. Upon issuance of a stop work order, the cited work shall immediately cease. The stop work order shall state the reason for the order, and the conditions under which the cited work will be permitted to resume.

7-2-103.14.2 - Unlawful Continuance

Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be subject to penalties as prescribed by this Chapter and the law.

7-2-103.14.3 - Appeals

Any person aggrieved by a stop work order issued by the Building Official may appeal such stop work order to the appropriate technical codes Board of Appeals in accordance with the requirements of this Chapter.

7-2-103.15 - Occupancy Violations

When a building or structure or building service equipment therein regulated by this Chapter and the technical codes is being used contrary to the provisions of such codes, the Building Official may order such use discontinued by written notice served on any person causing such use to be discontinued. Such person shall, after receipt of notice, discontinue the use within the time prescribed by the Building Official and make the building, structure, or portion thereof, comply with the requirements of such codes.

7-2-103.16 - Authority to Disconnect Utilities

The Building Official shall have the authority to authorize disconnection of a utility service or energy supplied to the building, structure or building service equipment therein regulated by this Chapter or the technical codes in case of emergency where necessary to eliminate an immediate hazard to life or property or when such utility connection has been made without the approval required by Section 7-2-103.16.1 or 7-2-103.16.2. The Building Official shall notify the serving utility, and wherever possible the owner and occupant of the building, structure or building service equipment of the decision to disconnect prior to taking such action, and shall notify such serving utility, owner and occupant of the building, structure or building service equipment, in writing, of such disconnection immediately or as soon as practical thereafter.

7-2-103.16.1 - Connection of Service Utilities

No person shall make connections from a utility, source of energy, fuel, ~~or~~ power, water or sewer system to any building or system that is regulated by this Chapter or the technical codes for which a permit is required, until released by the Building Official.

7-2-103.16.2 - Temporary Connection

The Building Official shall have the authority to authorize the temporary connection of the building or system to the utility source of energy, fuel, ~~or~~ power, **water or sewer system for the purpose of testing systems for use under a temporary approval.**

7-2-103.17 - Authority to Condemn Building Service Equipment

When the Building Official determines that building service equipment regulated in the technical codes has become hazardous to life, health or property, or has become unsanitary, the Building Official shall order in writing that such equipment either be removed or restored to a safe or sanitary condition, as appropriate. The written notice shall fix a time limit for compliance with such order. Defective building service equipment shall not be used, operated or maintained after receiving such notice.

7-2-103.17.1 - Notice to Disconnect Condemned Building Service Equipment

When such equipment or installation is to be disconnected, a written notice of such disconnection and causes therefore shall be given within 24 hours to the serving utility, the owner and occupant of such building, structure or premises, unless an emergency exist under Section 7-2-103.16 of this chapter.

7-2-103.17.2 - Condemned Building Service Equipment Violation

When any building service equipment is used, operated or maintained in violation of the technical codes and in violation of a notice issued pursuant to the provisions of this Section, the individual or individuals responsible for continued use, operation or maintenance shall be subject to the penalties described in this Chapter and the Building Official shall institute appropriate action to prevent, restrain, correct or abate the violation.

7-2-103.18 - Connection After Order to Disconnect

Persons shall not make connections from an energy, fuel or power supply nor supply energy or fuel to building service equipment that has been disconnected or ordered to be disconnected or the use has been ordered to be discontinued by the Building Official until the Building Official authorizes the reconnection and use of such equipment.

Section 7-2-104 - Permits

7-2-104.1 - Required

Any owner or authorized agent who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by this Chapter or the technical codes, or to cause such

work to be done, shall first make application to the Building Official and obtain the required permit or permits.

7-2-104.1.1 - Exceptions

1. Federal developments on Federal owned land.
2. Any construction or improvement outside the Town boundaries, or beyond the jurisdictional authority of the Town of Camp Verde.
3. Annual permit holder.
4. Pursuant to ARS §11-865: Construction or operation incidental to construction and repair to irrigation and drainage ditches or appurtenances thereto, of regularly constituted districts or reclamation districts, or to farming, dairying, agriculture, viticulture, horticulture or stock or poultry raising, or clearing or other work upon land in rural areas for fire prevention purposes.
5. Pursuant to ARS §11-865: Devices used in manufacturing, processing or fabricating normally considered as involved in industry and construction of non-manned structures for the operation and maintenance of electric, gas or other public utility systems operated by public service corporations operating under a franchise or certificate of convenience and necessity.

7-2-104.2 - Annual Permits

In lieu of an individual permit for each alteration to an already approved electrical, gas, mechanical or plumbing installation, the Building Official is authorized to issue an annual permit upon application therefore to any person, firm or corporation regularly employing one or more qualified tradespersons in the building, structure or on the premises owned or operated by the applicant for permit.

7-2-104.2.1 - Qualified Tradesperson

An individual that holds one (1) or more licenses from a nationally recognized agency in the trade that work is to be performed.

7-2-104.2.2 - Annual Permit Records

The person to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The building official shall have access to such records at all times or such records shall be filed with the building official as designated.

7-2-104.3 - Work Exempt from Permit

Exemptions from permit requirements of this Chapter shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this Chapter or the technical codes or any other laws or ordinances of the Town.

7-2-104.3.1 - International Building Code (IBC) Permits is hereby amended as follows:

7-2-104.3.1 - International Building Code (IBC) Permits

A building permit shall not be required for the following:

1. One-story detached accessory structures ancillary to commercial buildings used as tool and storage sheds, and similar uses, provided the floor area does not exceed 120 square feet (11 m²).
2. Fences, **other than swimming pool barriers**, not over 7 feet (2134 mm) high.
3. Oil derricks.
4. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or IIIA liquids.
5. Water tanks supported directly on grade if the capacity is not greater than 5,000 gallons (18925 L) and the ratio of height to diameter or width is not greater than 2:1.
6. Sidewalks and driveways not more than 30 inches (762 mm) above adjacent grade and not over any basement or story below and are not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy that are less than 24 inches (610 mm) deep, are not greater than 5,000 gallons (18925 L) and are installed entirely above ground. (Note: a permit is required for the required pool barriers.)
10. Shade cloth structures constructed for nursery or agricultural purposes, not including service systems.
11. Swings and other playground equipment accessory to detached one- and two-family dwellings.
12. Window awnings in Group R-3 and U occupancies, supported by an exterior wall projecting not more than 54 inches (1372 mm) from the exterior wall, no closer than 3 feet from a property line, and do not require additional support.

13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1753 mm) in height.

7-2-104.3.2 - International Energy Conservation Code (IECC) Permits

Except as specified in the International Energy Conservation Code (IECC), this code shall not be used to require the removal, alteration or abandonment of, nor prevent the continued use and maintenance of, an existing building or building system lawfully in existence at the time of adoption of this code. Any building or structure that is listed in the State or National Register of Historic Places; designated as a historic property under local or state designation law or survey; certified as a contributing resource with a National Register listed or locally designated historic district; or with an opinion or certification that the property is eligible to be listed on the National or State Registers of Historic Places either individually or as a contributing building to a historic district by the State Historic Preservation Officer or the Keeper of the National Register of Historic Places, are exempt from this code. Additions, alterations, renovations or repairs to an existing building, building system or portion thereof shall conform to the provisions of this code as they relate to new construction without requiring the unaltered portion(s) of the existing building or building system to comply with this code. Additions, alterations, renovations or repairs shall not create an unsafe or hazardous condition or overload existing building systems. An addition shall be deemed to comply with the code if the addition alone complies or the existing building and addition comply with this code as a single building.

7-2-104.3.2.1 - Exceptions

The following work need not comply provided the energy use of the building is not increased:

1. Storm windows installed over existing fenestration.
2. Glass only replacements in an existing sash and frame.
3. Existing ceiling, wall or floor cavities exposed during construction provided that these cavities are filled with insulation.
4. Construction where the existing roof, wall or floor cavity is not exposed.
5. Reroofing for roofs where neither the sheathing nor the insulation is exposed. Roofs without insulation in the cavity and where the sheathing or insulation is exposed during reroofing shall be insulated either above or below the sheathing.
6. Replacement of existing doors that separate conditioned space from the exterior shall not require the installation of a vestibule or revolving door, provided, however, than an existing vestibule that separates a conditioned space from the exterior shall not be removed.

7.Alterations that replace less than fifty (50) percent of the luminaires in a space, provided that such alterations do not increase the installed interior lighting power.

8.Alterations that replace only the bulb and ballast within the existing luminaires in a space provided that the alteration does not increase the installed interior lighting power.

9.Spaces undergoing a change in occupancy that would result in an increase in demand for either fossil fuel or electrical energy shall comply with this code. Where the use in a space changes from one use in International Energy Conservation Code (IECC) Table C405.5.2(1) or (2) to another use in Table C405.5.2(1) or (2), the installed lighting wattage shall comply with Section C405.5.

7-2-104.3.3 - International Fuel Gas Code (IFGC) Permits

A fuel gas permit shall not be required for the following:

- 1.Portable heating appliance.
- 2.Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

7-2-104.3.4 - International Mechanical Code (IMC) Permits

A mechanical permit shall not be required for the following:

- 1.Portable heating appliance.
- 2.Portable ventilation equipment.
- 3.Portable cooling unit.
- 4.Steam, hot or chilled water piping within any heating or cooling equipment regulated by the International Mechanical Code (IMC).
- 5.Replacement of any part that does not alter its approval or make it unsafe.
- 6.Portable evaporative cooler.
- 7.Self-contained refrigeration system containing 10 pounds (5 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.
- 8.Portable-fuel-cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid.

7-2-104.3.5 - National Electrical Code (NEC) Permits

An electrical permit shall not be required for the following:

- 1.Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.
- 2.The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for a power supply and the installations of towers and antennas.
- 3.Listed cord-and-plug connected temporary decorative lighting.
- 4.A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.
- 5.Low-energy power, control and signal circuits of Class II and Class III as defined in the National Electrical Code (NEC) not installed in hazardous locations, as defined in Article 500. Installation, alteration or repair of electrical wiring, apparatus or equipment or the generation, transmission, distribution or metering of electrical energy or in the operation of signals or the transmission of intelligence by a public or private utility in the exercise of its function as a serving utility.
- 6.Installation of an approved temporary metered power outlet that has been supplied and installed by an electric utility. (FPN): a temporary metered power outlet is a device, designed to be installed in the electric utility meter socket that provides metered electrical power to receptacles mounted on or in the device, for the purpose of providing temporary construction power to a residential building. Such devices may not energize the meter socket, lugs or equipment on the customer's side of the meter socket. The temporary metered power outlet shall be an approved device with an AIC rating higher than the available fault current provided at the meter. Such devices may be installed on residential buildings when a valid building permit has been issued, provided that the structural integrity and weather resistive barrier is maintained at the panel location, or the installation is detailed on the approved building plans. This exemption from permitting does not prohibit or limit the authority having jurisdiction from directing the electric utility to disconnect the temporary metered power outlet.
- 7.Reinstallation of attachment plug receptacles but not the outlets therefor.
- 8.Replacement of branch circuit overcurrent devices of the required capacity in the same location.
- 9.Electrical wiring, devices, appliances, apparatus or equipment operating at less than twenty-five (25) volts and not capable of supplying more than fifty (50) watts of energy.
- ~~10.Minor repair work, including the replacement of lamps or the connection of approved portable electrical equipment to approved permanently installed receptacles.~~

7-2-104.3.6 - International Plumbing Code (IPC) Permits

A plumbing permit shall not be required for the following:

1. Stopping of leaks in drains, water, soil, waste or vent pipe, provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

7-2-104.3.7 - International Residential Code (IRC) Permits

Permits shall not be required for the following.

Building:

1. ~~Other than storm shelters,~~ One-story detached accessory structures ~~used as tool and storage sheds, playhouses and similar uses,~~ provided the floor area does not exceed 200 square feet (18.58 m²).
2. Fences not over 7 feet (2134 mm) high.
3. Retaining walls that are not over 4 feet (1219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks, supported directly upon grade in the capacity does not exceed 5,000 gallons (18927 L) and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks and driveways.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
8. Swings and other playground equipment accessory to detached one- and two-family dwellings.
9. Window awnings ~~in Group R-3 and U occupancies,~~ supported by an exterior wall projecting not more than 54 inches (1372 mm) from the exterior wall, no closer than 3 feet from a property line, and do not require additional support.

10. Decks not exceeding 200 square feet (18.58 m²) in area, that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling **or townhouse** and do not serve the exit door required by the International Residential Code (IRC) Section R310.4.

11. Re-roofing or replacement of roof covering materials on one- and two-family dwelling units, provided the replacement roof covering material is a like for like exchange, no sheathing is replaced, and the replacement roofing material does not increase the loads imposed along the roof structural frame.

Electrical:

1. *Listed* cord-and-plug connected temporary decorative lighting.
2. Reinstallation of attachment plug receptacles but not the outlets therefor.
3. Replacement of branch circuit overcurrent devices of the required capacity in the same location.
4. Electrical wiring, devices, *appliances*, apparatus or *equipment* operating at less than 25 volts and not capable of supplying more than 50 watts of energy.
5. Minor *repair* work, including the replacement of lamps or the connection of *approved* portable electrical equipment to *approved* permanently installed receptacles.

Gas:

1. Portable heating, cooking or clothes drying *appliances*.
2. Replacement of any minor part that does not alter approval of *equipment* or make such *equipment* unsafe.
3. Portable-fuel-cell *appliances* that are not connected to a fixed piping system and are not interconnected to a power grid.

Mechanical:

1. Portable heating *appliances*.
2. Portable ventilation *appliances*.
3. Portable cooling units.
4. Steam, hot- or chilled-water piping within any heating or cooling *equipment* regulated by this code.
5. Replacement of any minor part that does not alter approval of *equipment* or make such *equipment* unsafe.
6. Portable evaporative coolers.
7. Self-contained refrigeration systems containing 10 pounds (4.54 kg) or less of refrigerant or that are actuated by motors of 1 horsepower (746 W) or less.
8. Portable-fuel-cell *appliances* that are not connected to a fixed piping system and are not interconnected to a power grid.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe; provided, however, that if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a *permit* shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

7-2-104.4 - Emergency Repairs

Where equipment replacements and repairs requiring a permit must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the Building Official.

7-2-104.5 - Ordinary Repairs

Application or notice to the Building Official is not required for ordinary repairs to structures; replacement of lamps or the connection of approved portable electrical equipment to approve permanently installed receptacles. Such repairs shall not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements; nor shall ordinary repairs include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electrical wiring or mechanical or other work affecting public health or general safety.

7-2-104.6 - Public Service Agencies

A permit shall not be required for the installation, alteration or repair of generation, transmission, distribution or metering or other related equipment under the ownership and control of public service agencies by established right. Nothing in this Section shall be construed to exempt any electrical installation used for lighting, power, heating, ventilation, elevators pumping or for other building or premise operations, nor exempt any service equipment for electrical service to a building or premise.

7-2-104.7 is hereby renumbered as 7-2-104.7.1. **7-2-104.7** has been rewritten as a new section to read as follows:

7-2-104.7 Temporary Structures, Equipment and Systems

The building official is authorized to issue a permit for temporary structures, equipment or systems, as permitted by this chapter and the technical codes.

7-2-104.7.1 - Temporary ~~Structures and Uses~~ Service Utilities

The Building Official is authorized to give permission to temporarily supply and use power in part of an electric installation before such installation has been fully completed and the final certificate of completion has been issued. The part covered by the temporary certificate shall comply with the requirements specified for temporary lighting, heat or power in the technical codes.

7-2-104.7.2 - Termination of Approval is hereby added as a new section and shall read as follows:

7-2-104.7.2 - Termination of Approval

The building official is authorized to terminate such permit for a temporary structure, equipment or system and to order the same to be discontinued.

7-2-104.8 - Application for Permit

To obtain a permit, an applicant shall first file an application in writing on a form furnished by the Building Division of the Community Development Department for that purpose. Such application, as a minimum, shall contain the following:

1. Identify and describe the work to be covered by the permit for which the application is made.
2. Describe the land where the proposed work is to be done by legal description, street address or similar description that will readily identify and definitely locate the proposed building or work.
3. Indicate the use and occupancy for which the proposed work is intended.
4. Be accompanied by construction documents and other information as required in this Section.
5. State the valuation of the proposed work.
6. Be signed by the applicant, or the applicant's authorized agent.
7. Give such other data and information as required by the Building Official.

7-2-104.9 - Action on Application

The Building Official shall examine or cause to be examined applications for permits, related documents, and amendments thereto within a reasonable time after filing. If the application or the construction documents do not conform to the requirements of pertinent laws, the

Building Official shall reject such application in writing, stating the reasons therefor. If the Building Official is satisfied that the proposed work conforms to the requirements of this Chapter, the technical codes and applicable laws and ordinances thereto, the Building Official shall issue a permit therefor as soon as practicable, subject only to the payment of appropriate fees.

7-2-104.10 - Time Limitation of Application

An application for a permit for any proposed work shall be deemed to have been abandoned and expired one hundred eighty (180) days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the Building Official is authorized to grant a one-time extension of time for an additional period not exceeding one hundred eighty (180) days. The extension shall be requested in writing and justifiable cause demonstrated.

7-2-104.10.1 - Exception

Within ninety (90) days of the date of application expiration and for those applications with a ready to issue status prior to the 360-day expiration date, the applicant shall resubmit plans and pay fifty (50) percent of the current permit fees.

7-2-104.11 - Validity of Permit

The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of this Chapter, the technical codes or of any other ordinance of the jurisdiction. Permits presuming to give authority to violate or cancel the provisions of this Chapter, the technical codes or other ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the Building Official from requiring the correction of errors in the construction documents, other data, or in the actual construction. The Building Official is also authorized to prevent occupancy or use of a structure where in violation of this Chapter, the technical codes or of any other ordinances of this jurisdiction. Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

7-2-104.12 - Expiration of Permit

Every permit issued shall become invalid unless the work on the site authorized by such permit is commenced within one hundred eighty (180) days after its issuance, or if the work authorized on the site by such permit is suspended or declared abandoned by the owner for a period of 180 days after the date the work is commenced, or if the Building Official declares the permit suspended or abandoned after the expiration of 180 days from the date of permit issuance. The Building Official is authorized to grant a one-time extension of one hundred eighty (180) days in accordance with Sections 7-2-104.13.1 and 7-2-104.13.2.

7-2-104.13.1 - Work Not Commenced

Every permit issued under the provision of this Chapter and the technical code shall be valid for a period of one year from the date of issuance provided, however, that any permit shall expire if work authorized by such permit is not commenced and an approved inspection obtained within one hundred eighty (180) days from the date of issuance. An approved inspection shall be an inspection that is requested and approved pursuant to Section 7-2-106.6. Before work can be commenced on a structure for which the permit has expired, a new permit shall be obtained and the fee therefore shall be based on the total valuation of the structure.

7-2-104.13.1.2 - Exception

Where no work has commenced within one hundred eighty (180) days from the date of issuance, the permit may be reinstated, without a fee upon a written or verbal request from the owner or owner's agent, provided work commences and an approved inspection is obtained within one year of the original date of issuance.

7-2-104.13.2 - Work Commenced

Every permit issued under the provisions of this code shall be valid for a period of one year from the date of issuance, provided, however, that any permit shall expire one hundred eighty (180) days after the last approved inspection. An approved inspection shall be an inspection that is requested and approved pursuant to Section 7-2-106.6. Before work can be continued or resumed on a structure for which the permit has expired, a new permit shall be obtained and the fee thereof shall be determined by the Building Official on the basis of the valuation of the uncompleted portion of the work from the last approved inspection.

7-2-104.13.2.1 - Exceptions

1.A permit shall not expire if the time between approved inspections does not exceed one hundred eighty (180) days.

2.If an approved inspection is not obtained within one hundred eighty (180) days of the last approved inspection, the permit may be reinstated once, without a fee upon written or verbal request from the owner or owner's agent provided that no substantial changes have been made in the original plans and specifications for such work and provided further that an approved inspection is obtained within one year of the last approved inspection and the technical codes have not been updated.

7-2-104.14 - Unfinished Buildings or Structures

Whenever work has commenced on a building or structure for which a permit has been issued, and said permit has expired pursuant to 7-2-104.12, the owner of the property upon which structure is located, or other person or agent in control of said property, upon receipt

of notice in writing from the Department, shall within thirty (30) days from the date of such written notice, obtain a new permit to complete the work and diligently pursue the work to completion, or within said thirty (30) days, obtain a demolition permit and shall remove or demolish the building or structure within one hundred twenty (120) days from the date of written notice. Notwithstanding the provisions of Section 7-2-104.8 and this Section, whenever work on any building, structure, addition, alteration, appendage or repair has commenced, the exterior walls and roof shall be completed in accordance with the approved plans including but not limited to roofing, fenestration and finish materials including paint, within two (2) years of commencing construction. In the absence of evidence to the contrary, the date of the first inspection request shall establish the date that construction commenced. The provisions of this Section shall apply to all permits issued on and after the effective date of this ordinance and permits issued or reinstated pursuant to Section 7-2-104.8. Such building, structure, addition, alteration, appendage or repair not in compliance with this Section is subject to the enforcement and abatement procedures of Section 7-2-109.

7-2-104.15 - Suspension or Revocation

The Building Official is authorized to suspend or revoke a permit issued under the provisions of this Chapter wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of any ordinance, regulation or any of the provisions of this Chapter, the technical codes or of other ordinances of this jurisdiction.

7-2-104.16 - Placement of Permit

The building permit or copy thereof shall be kept on the site of the work until the completion of the project. The issued inspection card shall be conspicuously posted on site.

Section 7-2-105 - Construction Documents

7-2-105.1 - Submittal Documents

Submittal documents consisting of construction documents, plans, specifications, engineering calculations, diagrams, soil investigation, geotechnical reports, special inspections and structural observation programs and other data, as required by the Building Official, shall be submitted **digitally** with each application ~~for permit in two (2) or more sets~~. The construction documents shall be prepared by a registered design professional where required by Arizona State law and Section 7-2-105.3. Where special conditions exist, the Building Official is authorized to require additional construction documents to be prepared by a registered design professional.

7-2-105.1.1 - Exception

The Building Official is authorized to waive the submission of construction documents and other data not required to be prepared by a design professional if it is found that the nature

of the work applied for is such that review of construction documents is not necessary to obtain compliance with this Chapter, the technical codes and other ordinances of the Town.

7-2-105.1.2 - Information on Construction Documents

Construction documents shall be in accordance with this Section. Construction documents shall be dimensioned and drawn upon suitable material ~~for digital submission. Electronic media documents are permitted to be submitted when approved by the Building Official.~~ Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this Chapter, the technical codes and relevant laws, ordinances, rules and regulations as determined by the Building Official.

7-2-105.1.3 - Screening

Submittal construction documents, permit application, and other data may be subject to screening by the Building Official for completeness and code compliance prior to being accepted for permit review. Incomplete application submittals or application submittals containing readily apparent code violations shall be returned to the applicant without being accepted unless otherwise directed by the Building Official.

7-2-105.1.4 - Title Sheet Information

The construction documents shall contain a title sheet or title sheets indicating the name, address and phone numbers of design professionals. The title sheet shall also contain information regarding the Code review as performed by the design professional, including the size of the building, type of construction, occupancy classification(s), area and height modifications (if any), fire sprinklers (if any), required special inspection (if any), deferred submittals (if any) and any other information as directed by the Building Official. The Building Official is authorized to waive or modify the requirement for a title sheet when the application for permit is for alteration or repair or when otherwise warranted.

7-2-105.1.5 - Site Plan

The construction documents submitted with the application for permit shall be accompanied by a site plan showing to scale the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades and proposed finished grades and, as applicable, flood hazard areas, floodways, and design flood elevations; and it shall be drawn in accordance with an accurate boundary line survey. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The Building Official is authorized to waive or modify the requirement for a site plan when the application for permit is for alteration or repair or when otherwise warranted.

7-2-105.1.5.1 - Design Flood Elevations is here by deleted in its entirety. See 7-2-103.12.1.

~~Where design flood elevations are not specified, they shall be established in accordance with International Building Code (IBC) Section 1612.3.1.~~

7-2-105.1.5.2 Fire Protection System Shop Drawings is hereby added as a new section and shall read as follows:

7-2-105.1.5.2 Fire Protection System Shop Drawings

Shop drawings for fire protection systems required by this Chapter, the technical codes, or the Fire District, shall be submitted to indicate conformance to the technical codes, as adopted. Construction documents shall be approved prior to the start of system installation. Shop drawings shall contain all information as required by the referenced installation standards of the applicable technical code(s) for the project submitted.

7-2-105.1.6 - Means of Egress

The construction documents shall show in sufficient detail the location, construction, size and character of all portions of the means of egress including the path of the exit discharge to the public way in compliance with the provisions of the technical codes. In other than occupancies in Groups R-2, R-3, and I-1 as applicable in Section 7-2-101.4.9, the construction documents shall designate the number of occupants to be accommodated on every floor, and in all rooms and spaces. The Building Official is authorized to waive or modify the requirement for a means of egress plan when the application for permit is for alteration or repair or when otherwise warranted.

7-2-105.1.7 - Exterior Wall Envelope

Construction documents for all buildings shall describe the exterior wall ~~envelope assembly~~ in sufficient detail to determine compliance with the technical codes. The construction documents shall provide details of the exterior wall ~~envelope assembly~~ as required, including flashing, intersections with dissimilar materials, corners, end details, control joints, intersections at roofs, eaves or parapets, means of drainage, water-resistive membrane and details around openings. The construction documents shall include manufacturer's installation instructions that provide supporting documentation that the proposed penetration and opening details described in the construction documents maintain the weather resistance of the exterior wall ~~envelope assembly~~. The supporting documentation shall fully describe the exterior wall ~~system assembly~~, which was tested, where applicable, as well as the test procedure used. The Building Official is authorized to waive or modify the requirement for an exterior wall ~~envelope assembly~~ plan when the application for permit is for alteration or repair or when otherwise warranted.

7-2-105.1.8 – Exterior Balconies and Elevated Walking Surfaces is hereby added as a new section and shall read as follows:

7-2-105.1.8 – Exterior Balconies and Elevated Walking Surfaces

Where balconies or other elevated walking surfaces have weather-exposed surfaces, and the structural framing is protected by an impervious moisture barrier, the construction documents shall include details for all elements of the impervious moisture barrier system. The construction documents shall include manufacturer's installation instructions.

7-2-105.2 - Examination of Documents

The Building Official shall examine or cause to be examined the permit application and accompanying construction documents and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of this Chapter, the technical codes and other pertinent laws or ordinances.

7-2-105.2.1 – Technical Assistance is hereby added as a new section and shall read as follows:

7-2-105.2.1 – Technical Assistance

To determine compliance with this code, the *building official* is authorized to require the *owner* or *owner's* authorized agent to provide a technical opinion and report at the owner's expense.

The technical opinion and report shall be prepared by a qualified engineer, specialist, laboratory or specialty organization acceptable to the *building official*. The *building official* is authorized to require design submittals to be prepared by, and bear the stamp of, a *registered design professional*.

The technical opinion and report shall analyze the properties of the design, operation or use of the *building* or premises and the *facilities* and appurtenances situated thereon to identify and propose necessary recommendations.

7-2-105.2.4 2 - Approval of Construction Documents

When the Building Official issues a permit, the construction documents shall be approved, in writing or by stamp, as "Reviewed for Code Compliance." The Building Official as required by the approved Building Division retention schedule shall retain one set of construction documents so reviewed. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the Building Official or a duly authorized representative. When the submittal documents are produced electronically, the applicant shall provide an electronic copy of all drawings on compact disk or other media approved by the Building Official.

7-2-105.2.23 - Previous Approvals

This Chapter and the technical codes shall not require changes in the construction documents, construction or designated occupancy of a structure for which a lawful permit

has been heretofore issued or otherwise lawfully authorized, and the construction of which has been pursued in good faith and has not been abandoned pursuant to Section 7-2-104.10.

7-2-105.2.34 - Phased Approval

The Building Official is authorized to issue a permit for the construction of foundations, or other parts of a building or structure before the construction documents for the whole building or structure have been submitted, provided that adequate information and detailed statements have been filed complying with pertinent requirements of this Chapter and the technical codes. The holder of such permit for the foundation or other parts of a building or structure shall proceed at the holder's own risk with the building operation and without assurance that a permit for the entire structure will be granted.

7-2-105.2.34.1 - Exception

Phased construction approvals are not applicable for Group R-2, R-3 and R-4 occupancies and detached one- and two-family dwellings and multiple single-family dwellings (townhouses) not more than three (3) stories high.

7-2-105.3 - Design Professional in Responsible Charge

When it is required that permit submittal documents be prepared by a registered design professional, the Building Official shall be authorized to require the owner to engage and designate on the building permit application a registered design professional who shall act as the registered design professional in responsible charge. If the circumstances require, the owner shall designate a substitute registered design professional in responsible charge who shall perform the duties required of the original registered design professional in responsible charge. The Building Official shall be notified in writing by the owner if the registered design professional in responsible charge is changed or is unable to continue to perform the duties. The registered design professional in responsible charge shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and deferred submittal items, for compatibility with the design of the building.

7-2-105.3.1 - Special Inspections and Structural Observations

Where application is made for construction as described in the International Building Code (IBC) Section 1704, the owner or the registered design professional in responsible charge acting as the owner's agent shall employ one or more approved agencies to perform inspections during construction on the types of work listed under International Building Code (IBC) Section 1705. Prior to the commencement of structural observations or special inspections, the Building Official shall be notified in writing by the owner or design professional in responsible charge with the name of the individual or firms who are to perform structural observations and special inspections and describe the stages of construction where the structural observations and special inspections are to occur.

7-2-105.3.2 - Deferred Submittals

For the purposes of this Section, deferred submittals are defined as those portions of the design that are not submitted at the time of the application and that are to be submitted to the Building Official within a specified period, before completion of the project, and before a Certificate of Occupancy is issued. Deferral of any submittal items shall have the prior approval of the Building Official. The registered design professional in responsible charge shall list the deferred submittals on the title sheet of the construction documents for review by the Building Official. Deferred submittal items shown on the construction documents shall be clearly noted as "For Reference Only". Deferred submittals do not constitute phased approval of the construction. Documents for deferred submittal items shall be submitted to the registered design professional in responsible charge, who shall review them and forward them to the Building Official with a notation indicating the deferred submittal documents have been reviewed and been found to be in general conformance to the design of the building. The deferred submittal items shall not be installed until the deferred submittal documents have been approved by the Building Official.

7-2-105.4 - Amended Construction Documents (Revisions)

Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

7-2-105.5 - Responsibility

It shall be the duty of every person who performs work for the installation or repair of building, structure, electrical, gas, mechanical, plumbing, or fire-suppression systems, for which this Chapter or the technical codes are applicable, to comply with this Chapter and the technical codes.

7-2-105.6 - Retention of Construction Documents

One set of approved construction documents shall be retained by the Building Official for a period of time as prescribed by state or local laws and one set of approved construction documents shall be returned to the applicant, and said set shall be kept on the site of the building or work at all times during which the work authorized thereby is in progress.

Section 7-2-106 - Inspections

7-2-106.1 - General

Construction or work for which a permit is required shall be subject to inspection by the Building Official, **approved deputies, agencies, or third-parties**, and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the

provisions of this Chapter, the technical codes or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this Chapter or the technical codes or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the Building Official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

7-2-106.2 - Site Identification

It shall be the duty of the permit holder to provide an approved property address, including number and street name, at all construction sites. Such temporary premises identification shall be clearly visible from the street or roadway fronting the property, shall be installed prior to the first inspection, and shall be maintained until the permanent premises identification is installed and approved.

7-2-106.3 - Inspection Record Card

Work requiring a permit shall not commence until the permit holder or an agent of the permit holder has posted or otherwise made available the inspection record card to allow the Building Official or authorized agent to conveniently make the required entries thereon regarding inspections of the work. The permit holder shall maintain the card available until final approval, by the Building Official, has been granted.

7-2-106.4 - Preliminary Inspections

Before issuing a permit, the Building Official is authorized to examine or cause to be examined buildings, structures or sites for which an application has been filed.

7-2-106.5 - Special Inspections

When special inspection is required by the International Building Code (IBC) Sections 1704 and 1705 or as determined by the Building Official, the owner, an agent of the owner, or the engineer or registered design professional in responsible charge, but not the contractor or any other person responsible for the work, shall employ one or more special inspector(s) who shall provide inspections during construction on the type of work listed under International Building Code (IBC) Sections 1704 and 1705 of the building code or as determined by the Building Official. When special inspections are required, the special inspections are to be performed in addition to, not in lieu of, the inspections conducted by the Building Official, and shall not be construed to relieve the owner or his authorized agent from requesting the periodic and called inspections required by this Chapter and the technical codes.

7-2-106.5.1 - Special Inspector

In accordance with the International Building Code (IBC) Sections 1704 and 1705 and Section 7-2-106.5 of the building code, special inspections shall be provided by, or under the

supervision of an engineer or registered design professional in responsible charge of the structural inspection for which "Special Inspection" is required, subject to the following conditions:

7-2-106.5.1.1 - Notification

Prior to a permit being issued by the Building Official, the owner or his authorized agent shall notify the Building Division of the Community Development Department in writing on the form provided, the name of the engineer or registered design professional in responsible charge who will carry out the required special inspection(s). The responsible engineer or registered design professional of record shall notify the Building Division of any changes of "Special Inspection(s)" prior to the inspections being conducted.

7-2-106.5.1.2 - Certificate of Responsibility

The engineer or registered design professional in responsible charge of the special inspection(s) shall so certify to the Building Division in writing on the form provided prior to the issuance of the building permit, and shall notify the Building Division immediately if terminated prior to completion of the work, for which special inspection(s) is required.

7-2-106.5.1.3 - Qualifications

No person(s) shall be assigned to carry out the duties of special inspector(s) unless thoroughly qualified by knowledge and experience to render full, complete and competent inspection. Special inspector(s) shall provide written documentation to the Building Official demonstrating his or her competence and relevant experience or training. Experience or training shall be considered relevant when the documented experience or training is related in complexity to the same type of special inspection activities for projects of similar complexity and material qualities. These qualifications are in addition to qualifications specified in other sections of this code. The registered design professional in responsible charge and engineers of record involved in the design of the project are permitted to act as the approved agency and their personnel are permitted to act as the special inspector for the work designed by them, provided they qualify as special inspectors. It shall be the responsibility of the engineer or registered design professional in responsible charge of the special inspection to satisfy the duties and responsibilities as stated in the International Building Code (IBC) Sections 1704 and 1705.

7-2-106.5.1.4 - Inspection and Reports

The engineer or registered design professional in responsible charge of the special inspection(s) or the designated special inspector(s) shall provide continuous, competent and complete inspection on the work for which special inspection(s) is required in accordance with International Building Code (IBC) Sections 1704 and 1705. Special inspectors shall keep records of inspections. The special inspector shall submit inspection reports to the Building Division, and the registered design professional in responsible charge stating approval of the

work as it progresses, but not less than every two (2) weeks. Reports shall indicate that work inspected was or was not completed in conformance to approved construction documents. Discrepancies shall be brought to the immediate attention of the contractor for correction. The special inspector(s) shall notify the Building Division and the registered design professional in responsible charge immediately upon detection of all discrepancies involved in the special inspection(s) that have not been corrected in accordance with the approved construction documents and specifications prior to proceeding with the work. A final report documenting required special inspections and correction of any discrepancies noted in the inspections shall be submitted at a point in time agreed upon prior to the start of work by the applicant and the Building Official.

7-2-106.6 - Required Inspections

The Building Official, **appointed deputy, contracted agency, or approved third-party inspector**, upon notification, shall make the inspections set forth in this Section.

7-2-106.6.1 - Footing and Foundation Inspections

Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, the required forms shall be in place prior to inspection. An inspection shall be made prior to the placement of concrete. Materials for the foundation shall be on the site, except where concrete is ready mixed in accordance with ASTM C 94; the concrete need not be on the site.

7-2-106.6.2 - Underground Building Service Equipment Inspections

Underground plumbing, gas, mechanical, or electrical systems shall be inspected after trenches or ditches are excavated for approved materials, proper burial depth, slope, and installation prior to the backfilling of trenches. The piping shall be bedded-in for its entire length, and if applicable, the systems shall be under the prescribed tests required by the technical codes. When excavated soil contains rocks, broken concrete, frozen chunks and other rubble that would damage or break the piping or cause corrosive action, clean backfill shall be on the site.

7-2-106.6.3 - Concrete Slab and Under-Floor Inspections

Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and if applicable, building service equipment, conduit, piping accessories, insulation and other ancillary equipment items are in place and approved, but before any concrete is placed or floor sheathing installed, including the sub-floor.

7-2-106.6.4 - Sewer or Water Service (Building or Private) Inspections

Sewer or water service lines, that provide(s) service to a building or multiple buildings on one site and not installed in a public right-of-way or Public Utility Easement (PUE), shall be inspected for approved materials and proper slope prior to backfilling of the trenches.

7-2-106.6.5 - Floodplain or Lowest Floor Elevation Inspections

In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the elevation certification required in the International Building Code (IBC) Section 1612.5 and International Residential Code (IRC) Section R322 shall be submitted to the Building Official. The elevation certification shall be prepared and sealed by a registered design professional.

7-2-106.6.6 - Concrete or Masonry Walls or Columns Inspections

Walls and columns shall be inspected after all reinforcing steel, and if applicable, conduits and other piping are in place but prior to the placement of concrete or grout. For concrete walls or columns, required forms shall be in place prior to inspection. Masonry walls or columns constructed in lifts shall require an inspection prior to the grouting of each lift.

7-2-106.6.7 - Exterior Strap and Shear Inspections

Exterior walls shall be inspected after the sheathing (used for bracing/shear); wall bracing, metal straps or anchoring devices are in place but prior to the installation of the weather-resistive barrier or wall covering.

7-2-106.6.8 - Rough Building Service Equipment Inspections

Rough plumbing, gas, mechanical, or electrical systems shall be inspected for approved materials or proper slope after the roof, framing, fire-blocking and bracing are in place and components to be concealed are complete, and prior to the installation of wall or ceiling membranes. When applicable, the systems shall be under the prescribed tests required by the technical codes. When applicable, these inspections may be completed in conjunction with a frame inspection.

7-2-106.6.9 - Frame Inspections

Framing inspections shall be made after the roof deck or sheathing, all framing, fire-blocking, draft stopping and bracing are in place, and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts building service equipment has been approved, after the roof is loaded with roof covering material and the building has been dried-in.

7-2-106.6.10 - Energy Efficiency Inspections

Energy efficiency inspections shall be made to determine compliance with the International Building Code (IBC) Chapter 13 and the International Energy Conservation Code (IECC) and shall include, but not be limited to, inspections for: **building thermal** envelope insulation R- and U-values, fenestration U-value, duct system R-value, and HVAC and water-heating equipment efficiency. Insulation inspection shall be made after frame and exterior lath inspection and all rough plumbing, mechanical, gas, and electrical systems are approved and prior to covering or concealment. Blown or sprayed roof/ceiling insulation may be verified before final inspection with markers affixed to the trusses or joists and marked with the insulation thickness by one inch (25.5 mm) high numbers. A minimum of one (1) marker provided for each three hundred (300) square feet of area with numbers to face the attic access opening. In lieu of an insulation inspection, a certification from the insulation installer may be submitted.

7-2-106.6.11 - Moisture Barrier Inspections

A moisture barrier inspection shall be performed after all flashings, windows, and moisture barrier is installed prior to the installation of any exterior wall covering.

7-2-106.6.12 - Lath and Gypsum Board Inspections

Lath and gypsum board inspections shall be made after lathing and gypsum board, interior and exterior, is in place, but before any plastering is applied or gypsum board joints and fasteners are taped and finished.

7-2-106.6.12.1 - Exception

Gypsum board that is not part of a fire-resistance-rated assembly or a shear assembly.

7-2-106.6.13 - Fire- and Smoke-Resistant Penetrations Inspections

Protection of joints and penetrations in fire-resistance-rated assemblies, smoke barriers and smoke partitions shall not be concealed from view until inspected and approved. When applicable, this inspection shall be done in conjunction with the gypsum board inspection prior to joints and fasteners being taped and finished.

7-2-106.6.14 - Other Inspections

In addition to the inspections specified above, the Building Official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this Chapter or the technical codes and other laws enforced by the Building Division.

7-2-106.6.15 - Special Inspections

Special inspections and structural observations shall be as required in Section 1704 and 1705 of the International Building Code (IBC) in accordance with Section 7-2-106.5 of this Chapter. Special inspections are in addition to, not in lieu of, the inspections conducted by the Building Official.

7-2-106.6.16 - Final Inspections

The final inspection shall be made after all work shown on the construction documents or as required by the permit is completed.

7-2-106.6.16.1 - Flood Hazard or Elevation Documentation

If located in a flood hazard area, documentation of the elevation of the lowest floor **or the elevation of dry floodproofing, if applicable**, as required in the International Building Code (IBC) Section 1612.5 4 and International Residential Code (IRC) Section R32206.1.10 shall be submitted to the Building Official prior to the final inspection.

7-2-106.6.16.2 - Building Service Equipment

Building service equipment regulated by this Chapter or the technical codes shall not be connected to the fuel or power supply, or water or sewer systems until authorized by the Building Official. The requirements of this Chapter shall not be considered as prohibiting the operation of building service equipment installed to replace existing building service equipment serving an occupied portion of the building provided an inspection of such building service equipment has been completed and approved for use.

7-2-106.7 - Inspection Agencies

The Building Official is authorized to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability. An approved inspection agency shall be objective, competent and independent from the contractor responsible for the work being inspected. The agency shall also disclose possible conflicts of interest so that objectivity can be confirmed. An approved inspection agency shall also have adequate equipment to perform required tests and shall employ experienced personnel educated in conducting, supervising and evaluating tests and/or inspections.

7-2-106.8 - Inspection Requests

It shall be the duty of the holder of the building permit or their duly authorized agent to notify the Building Official when work is ready for inspection. It shall be the duty of the permit holder to provide access to and means for inspections of such work as required by this Chapter. The Building Official may require that every request for inspection be filed at least one (1) working day before such an inspection is desired.

7-2-106.9 - Approval Required

Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the Building Official. The Building Official, upon notification, shall make the requested inspections and shall either indicate the portion of the construction that is satisfactory as completed, or notify the permit holder or his or her authorized agent wherein the same fails to comply with this Chapter or the technical codes. Any portions that do not comply shall be corrected and such portion shall not be covered or concealed until authorized by the Building Official. There shall be a final inspection and approval of all construction when the work is completed and prior to any occupancy or use.

7-2-106.10 - Re-inspection

A re-inspection fee may be assessed for each inspection or re-inspection when such portion of work for which inspection is called is not complete or when corrections called for are not made. This Section is not to be interpreted as requiring re-inspection fees the first time a job is rejected for failure to comply with the requirements of the technical codes, but as controlling the practice of calling for inspections before the job is ready for such inspection or re-inspection. Re-inspection fees may be assessed:

1. When the inspection record card is not posted or otherwise available on the work site.
2. When the approved plans are not readily available to the inspector.
3. For failure to provide access on the date for which inspection is requested.
4. For deviating from approved plans thereby requiring the approval of the Building Official.
5. When requested work is not ready for inspection.

To obtain a re-inspection, the applicant shall pay the re-inspection fee as set forth in the fee schedule adopted by this jurisdiction. In instances where re-inspection fees have been assessed, additional inspection of the work will not be performed until the required fees have been paid.

7-2-106.11 - Connection to Utilities

No person shall make connections from a utility, source of energy, fuel or power to any building or building service equipment, regulated by the technical codes for which a permit is required by this Chapter, until approved by the Building Official. The Building Official may authorize the temporary connection of the building service equipment to the utility source of energy, fuel or power for construction power, testing of building service equipment or for use under a temporary certificate of occupancy.

Section 7-2-107 - Certificate of Occupancy and Final Approvals

7-2-107.1 - Use and Occupancy

No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the Building Official has issued a Certificate of Occupancy therefore as provided herein. Issuance of a Certificate of Occupancy shall not be construed as an approval of a violation of the provisions of this Chapter, the technical codes or other ordinances of the jurisdiction.

7-2-107.1.1 - Exception

Certificates of Occupancy are not required for work exempt from permits under Section 7-2-104.3.

7-2-107.2 - Letter of Compliance

The Building Official is authorized to issue a Letter of Compliance for a building or structure permitted as a basic or shell building, which cannot be occupied. If after a final inspection of the building or structure, and any electrical, fire protection, plumbing, mechanical, gas or similar systems shown on the approved plans, there are no violations to the provisions of this Chapter, the technical codes or other laws and ordinances that are enforced by the Building Division, the permit holder may request such Letter of Compliance. The Letter of Compliance certifies that the work performed under the permit has been satisfactorily completed, but does not authorize the occupancy of a basic or shell building or structure. The Letter of Compliance shall contain the following:

- 1.The building permit number.
- 2.The address of the structure.
- 3.A description of the building, construction type, proposed occupancy type and building area.
- 4.A statement that the permitted work has been inspected for compliance with the requirements of and the technical codes.
- 5.The name and signature of the Building Official or designee.

7-2-107.3 - Certificate of Occupancy

After the Building Official inspects the building or structure and finds no violations of the provisions of this Chapter, the technical codes or other laws that are enforced by the Building Division, the Building Official is authorized to, and shall issue a Certificate of Occupancy that contains the following:

- 1.The building permit number.
- 2.The address of the structure.

- 3.The name and address of the owner.
- 4.A description of that portion of the structure for which the certificate is issued.
- 5.A statement that the described portion of the structure has been inspected for compliance with the requirements of this Chapter and the technical codes for the occupancy and division of occupancy and the use for which the proposed occupancy is classified.
- 6.The name and signature of the Building Official or designee.
- 7.The edition of the code under which the permit was issued.
- 8.The use and occupancy, in accordance with the provisions of the International Building Code (IBC) Chapter 3.
- 9.The type of construction as defined in the International Building Code (IBC) Chapter 6.
- 10.The area of each occupancy within the building for which the permit was issued.
- 11.The design occupant load of each occupancy for which the permit was issued.
- 12.Indicate if an automatic sprinkler system is provided in the building or structure, and indicate whether the sprinkler system is required.
- 13.Any special stipulations and conditions of the building permit.

7-2-107.4 - Temporary Certificate of Occupancy

The Building Official is authorized to issue a Temporary Certificate of Occupancy before the completion of the entire work covered by the permit, provided that such portion or portions shall be occupied safely. The Building Official shall set the conditions, if any, and the time period during which the Temporary Certificate of Occupancy is valid.

7-2-107.5 - Revocation

The Building Official is authorized to, in writing, suspend or revoke a Certificate of Occupancy, Letter of Compliance or Temporary Certificate of Occupancy issued under the provisions of this Chapter wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this Chapter or the technical codes.

7-2-107.6 - Posting

The Certificate of Occupancy or Temporary Certificate of Occupancy shall be posted in a conspicuous place within the premises.

Section 7-2-108 - Unsafe Structures and Equipment

7-2-108.1 - General

Structures or existing building service equipment that are or hereafter become structurally unsafe, insanitary or deficient because of inadequate means of egress facilities, inadequate light and ventilation, or which constitute a fire hazard, or are otherwise dangerous to human life or which in relation to existing use constitutes a hazard to safety or health, or public welfare, by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, or abandonment, or that involve illegal or improper occupancy as specified in this Chapter, technical codes or any other effective ordinance, are for the purpose of this Section unsafe buildings, and shall be deemed an unsafe condition. Unsafe conditions and structures shall be taken down and removed or made safe, as the Building Official deems necessary and as provided in this Chapter. A vacant structure that is not secured against entry shall be deemed an unsafe condition. All such unsafe buildings are hereby declared to be public nuisances and shall be abated by repair, rehabilitation, demolition or removal in accordance with the procedure specified in Sections 7-2-108.2, 7-2-108.3, 7-2-108.4 and 7-2-108.5.

7-2-108.1.2 - Unsafe Buildings Appendages

Parapet walls, cornices, spires, towers, tanks, statuary and other appendages or structural members which are supported by, attached to, or a part of a building and which are in a deteriorated condition or are otherwise unable to sustain the design loads which are specified in this code, are hereby designated as unsafe building appendages. All such unsafe building appendages are public nuisances and shall be abated in accordance with Section 7-2-108.1 of this Chapter.

7-2-108.2 - Record

The Building Official shall cause a report to be filed on an unsafe condition. The report shall state the occupancy of the structure and the nature of the unsafe condition.

7-2-108.2.1 - Notice to Owner

The Building Official shall examine or cause to be examined every building or structure or portion thereof reported as dangerous or damaged and, if such is found to be an unsafe building as defined in this Section, the Building Official shall give to the owner of such building or structure written notice stating the defects thereof. This notice may require the owner or person in charge of the building premises, within forty-eight (48) hours, to commence either the required repairs or improvements or demolition and removal of the building or structure or portions thereof, and all such work shall be completed within ninety (90) days from the date of notice, unless otherwise stipulated by the Building Official. If

necessary, such notice also shall require the building, structure or portion thereof to be vacated forthwith and not reoccupied until the required repairs and improvements are completed, inspected, and approved by the Building Official.

7-2-108.2.2 - Proper Service

Proper service of such notice shall be by one (1) of the following methods; personal service upon the owner of record, if found within the Town limits; if not found within the Town limits, such service may be made upon said owner by first class mail, postage paid, addressed to the owner, occupant, agent, manager or responsible person at the last known address; delivered in any manner permitted by the Arizona Rules of Civil Procedure for service of process or posted in a conspicuous place on or about the entrance of the structure affected by such notice. Service by mail is deemed complete upon deposit in the U.S. mail. Service of such notice in the foregoing manner upon the owner's agent or upon the person responsible for the structure shall constitute service of notice upon the owner. The designated period within which said owner or person in charge is required to comply with the order of the Building Official shall begin as of the date such notice was mailed, received or posted.

7-2-108.3 - Posting of Signs

The Building Official shall cause to be posted at each entrance to such building a notice to read: DO NOT ENTER UNSAFE TO OCCUPY by order of the Building Division of the Community Development Department, of the Town of Camp Verde. Such notice shall remain posted until the required repairs, demolition or removal are completed. Such notice shall not be removed without written permission of the Building Official and no person shall enter the building except for the purpose of making the required repairs or of demolishing the building.

7-2-108.3.1 - Posting of Building Safety Assessment Placards During Emergency Conditions

The Building Official and his or her authorized representatives shall cause to be posted the appropriate building safety assessment placard at each entry point to a building or structure upon completion of a visual, non-destructive safety assessment in the event emergency conditions exist. The following are verbal descriptions of the official placards to be used to designate the condition for continued occupancy of buildings or structures:

1.INSPECTED — LAWFUL OCCUPANCY PERMITTED by order of the Building Division of the Community Development Department, of the Town of Camp Verde is to be posted on any building or structure wherein no apparent structural hazard has been found. This placard is not intended to mean that there is no damage to the building or structure.

2.CAUTION: RESTRICTED USE by order of the Building Division of the Community Development Department, of the Town of Camp Verde is to be posted on each building or structure that has been damaged wherein the damage has resulted in some form of restriction to the continued occupancy. The individual who posts this placard will note in

general terms the type of damage encountered and will clearly and concisely note the restrictions on continued occupancy.

3.UNSAFE — DO NOT ENTER OR OCCUPY by order of the Building Division of the Community Development Department, of the Town of Camp Verde is to be posted on each building or structure that has been damaged such that continued occupancy poses a threat to life safety. Buildings or structures posted with this placard shall not be entered under any circumstance except as authorized in writing by the Building Official, or his or her authorized representative. Safety assessment teams shall be authorized to enter these buildings at any time. This placard is not to be used or considered as a demolition order. The individual who posts this placard will note in general terms the type of damage encountered.

The name of the jurisdiction, its address, and phone number shall be permanently affixed to each building safety assessment placard. Once a building safety assessment placard has been attached to a building or structure, the placard shall not be removed, altered or covered until done so by an authorized representative of the Building Official. It shall be unlawful for any person, firm or corporation to alter, remove, cover or deface a placard unless authorized pursuant to this Section.

7-2-108.4 - Right to Demolish

In case the owner shall fail, neglect or refuse to comply with the notice to repair, rehabilitate, or to demolish and remove said building or structure or portion thereof, the Town Council may order the owner of the building prosecuted as a violator of the provisions of this code and may order the Building Official to proceed with the work specified in such notice.

7-2-108.5 - Costs

Costs incurred under Section 7-2-108.4 shall be paid out of the Town Treasury and shall be charged to the owner and collected by the Financial Director in the manner specified in the Town of Camp Verde Code.

7-2-108.6 - Restoration

The structure or building service equipment determined to be unsafe by the Building Official is permitted to be restored to a safe condition. To the extent that repairs, alterations or additions are made or a change of occupancy occurs during the restoration of the structure, such repairs, alterations, additions or change of occupancy shall comply with the requirements of this Chapter, the technical codes, and the International Building Code (IBC) Chapter 34.

Section 7-2-109 - Violations

7-2-109.1 - Unlawful Acts

It shall be unlawful for any person, firm or corporation to erect, construct, alter, extend, repair, move, remove, demolish or occupy any building, structure or building service equipment regulated by this Chapter and the technical codes, or cause same to be done, in conflict with or in violation of any of the provisions of this Chapter and the technical codes.

7-2-109.2 - Illegal Building

Every building or portion thereof constructed without a building permit where required by this Chapter, shall be made to conform to the provisions of this Chapter and the technical codes or shall be demolished.

7-2-109.3 - Notice of Violation

The Building Official is authorized to serve a notice of violation or order on the building owner, the owner's agent or person responsible for the erection, construction, alteration, extension, repair, moving, removal, demolition or occupancy of a building, structure or building service equipment in violation of the provisions of this Chapter, the technical codes or in violation of a permit or certificate issued under the provisions of this Chapter. Service of such notice shall be as described in Section 7-2-108.2.1 of this Chapter. Such order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.

7-2-109.4 - Prosecution of Violation

If the notice of violation is not complied with promptly, or within the time frame specified in the notice of violation, the Town may institute the appropriate proceeding at law, or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the building or structure in violation of the provisions of this Chapter or of the technical codes or of the order or direction made pursuant thereto.

7-2-109.5 - Remedies Not Exclusive

Violations of this Chapter or the technical codes are in addition to any other violation established by law, and this Chapter, and shall not be interpreted as limiting the penalties, actions, or abatement procedures that may be taken by the Town or other persons under the laws, ordinances or rules.

7-2-109.6 - Violation Penalties

Any person, firm, or corporation who violates any of the provisions of this Chapter and the technical codes or fails to comply with any of the requirements thereof or who erects, constructs, alters or repairs a building or structure in violation of the approved construction documents or directive of the Building Official, or of a permit or certificate issued under the provisions of this Chapter may be subject to one (1) or more of the penalties as prescribed in the Town of Camp Verde Code.

Civil sanction: A fine of not less than one hundred dollars (\$100) nor more than one thousand dollars (\$1000) but total fines shall not exceed two thousand dollars (\$2000) per day for each property.

Criminal misdemeanor: If found guilty of a Class 1 misdemeanor and upon conviction shall be punished by a fine not to exceed two thousand five hundred dollars (\$2,500) or by imprisonment in the Town jail for a period not to exceed six (6) months, or by both such fine and imprisonment.

Separate offense: Each day any violation is continued or the failure to perform any act or duty required by this Section shall constitute a separate violation or offense.

Section 7-2-110 - Boards of Appeals

7-2-110.1 - General

In order to hear and decide appeals of orders, decisions or determinations made by the Building Official relative to the application of this Chapter and the technical codes, there shall be and is hereby created one (1) Board of Appeals consisting of members who are qualified by experience and training to pass on matters pertaining to building construction and who are not employees of the Town. The Building Official shall be the ex-officio member of and shall consult with and provide advice to the Board during the proceedings and may act as secretary to the Board but shall have no vote on any matter before the board.

7-2-110.2 - Limitations on Authority

The Board of Appeals shall have no authority relative to interpretation of this Chapter. The Board shall not be empowered to waive the requirements of the technical codes.

7-2-110.3 - Created, Composition

7-2-110.4 - Appointment, Terms and Vacancies

Appointments and terms of members shall be in accordance with the Town Code. In the event of the unexcused absence of a member from three (3) consecutive meetings, the position shall be deemed vacant. Vacancies shall be filled in accordance with the Town Code for the unexpired term of any member unable or ineligible to serve. A member whose term expires may serve until a successor has been appointed. The Town Council may remove any member for cause or serve as the Board of Appeals.

7-2-110.5 - Officers

The Board shall elect a chairman and vice-chairman from among its members, neither of who shall be an ex-officio member. The chairman and vice-chairman shall each serve for a one-year period or until their successors are elected.

7-2-110.6 - Meetings

The board shall hold one regular meeting every three (3) months or when there is pending business. Special meetings may be called by the Community Development Director or at the request of the chairman or any three (3) members. The affirmative vote of three (3) members shall be required for passage of any matter before the Board.

7-2-110.7 - Powers, Duties, Responsibilities

1.The Board, on request or on its own motion, may interpret the technical provisions of the building code in special cases when it appears that the provisions of the code are inadequate and do not cover the point in question, and may recommend to the Council such new legislation as is consistent therewith.

2.The Board may grant a variance to the technical provisions of the building code when it can be established that a manifest injustice would be done. A variance shall not be granted by the Board unless it is found that:

- a.Special circumstances or conditions apply to the request, and
- b.Granted the variance is necessary for the preservation and enjoyment of substantial property rights; and
- c.Granted the variance will not be materially detrimental to persons residing or working in the premises, to adjacent or surrounding property or to the public in general; and
- d.Granted the variance will be in harmony with the purposes sought to be attained by the building code. Each case shall be evaluated on its individual merits and shall not be construed to set a precedent for deviating from the requirements of the building code. The findings of the Board shall be binding upon all parties except as provided under Section [7-2-110.9](#).

3.The Board may approve the use of the alternate materials or methods of construction, provided the alternate materials or method is, for the purpose intended, at least the equivalent of that prescribed by the building code in suitability, strength, effectiveness, fire resistance, durability, safety and sanitation.

4.The Board may adopt such rules and regulations necessary for the discharge of its duties, provided said rules are not in conflict with the charter or this code.

5.The Board is empowered to call upon the Town Attorney's office for legal counsel and upon any other office or Board to aid and assist the Board in its deliberations.

7-2-110.8 - Appeal from Decision of the Building Official

1.Any person dissatisfied with a decision of the Building Official may appeal the decision if: the decision conflicts with the intent of the codes in this Chapter; the decision incorrectly interprets a code in this Chapter; the requirements in this Chapter do not apply; or a person seeks to propose an alternate material or method of construction pursuant to Section 7-2-110.7. The person may also request a hearing before the Board. Appeals shall be filed with the Community Development Director on a form provided therefore.

2.Such appeal shall be heard at the next regular meeting of the Board unless such appeal is filed within twenty-one (21) days preceding the next regular board meeting, in which case such appeal shall be heard at the next succeeding regular or special board meeting.

3.All hearings shall be open to the public and any person whose interest may be affected by the decision shall be given an opportunity to be heard.

4.The Board shall render all its decisions on appeals in writing to the appellant with a copy to the Community Development Director and Building Official.

7-2-110.9 - Decision of the Board

1.The decision regarding the appeal shall be in writing and shall be filed with the Town Clerk.

2.The Board decision on the matter shall be predicated on the same findings as set forth in Section 7-2-110.7 and shall be final.

7-2-110.10 - Appeal Filing, Fees

1.Appeals shall be filed in the office of the Community Development Department on a form provided therefore. A fee shall be paid at the time of filing of an appeal, in accordance with the schedule established by Town Council.

2.No part of the fees required herein shall be refundable after an application is filed and the fee paid.

Section 7-2-111 - Fees

7-2-111.1 - Payment of Fees

A permit shall not be issued nor considered valid until the applicable fees established and adopted by the Town of Camp Verde Town Council in accordance with the Town of Camp Verde Code have been paid, nor shall an amendment to a permit be released until the additional fee, if any, has been paid.

7-2-111.2 - Schedule of Permit Fees

On buildings, structures, electrical, gas, mechanical, and fire systems or alterations thereto requiring a permit, a fee for each permit shall be paid as required in accordance with the schedule as established by the Town of Camp Verde.

7-2-111.3 - Building Permit Valuation shall be amended as follows:

The applicant for a permit shall provide an estimated permit value **of the work for which the permit is being issued** at the time of initial application. Permit- valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as finish work, painting, roofing, electrical, gas, mechanical, plumbing equipment, heating, air-conditioning, elevators, fire extinguishing systems, other permanent systems/equipment, grading, landscaping, and other site related improvements. The final building permit valuation shall be the greater of the applicant's stated valuation or the valuation calculated by using the ICC Building Valuation data, except the Building Official or designee may set the final building permit valuation when deemed necessary.

7-2-111.4 - Plan Review Fees

When Section 7-2-105.1 requires submittal documents, a plan review fee shall be paid at the time of submitting the submittal documents for plan review. Said plan review fee shall be sixty-five (65) percent of the building permit fee as shown in schedule as established by the Town of Camp Verde. The plan review fees specified in this subsection are separate fees from the permit fees specified in Section 7-2-111.1 and are in addition to the permit fees. When submittal documents are incomplete or changed so as to require additional plan review, an additional plan review fee shall be charged at the rate shown in schedule as established by the Town of Camp Verde. The plan review fees pay for the initial plan review and one (1) subsequent re-submittal for the same project. If more than two (2) plan reviews are required, or if the permit application shall expire by time limitation, additional plan review fees may be assessed as determined by the Building Official. At the time of permit issuance, additional plan review fees for any increase in valuation shall be assessed in conjunction with, and as a condition of, permit issuance.

7-2-111.5 - Investigation Fees

Any person who commences work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to an investigation fee established by the Building Official that shall be in addition to the required permit fees. The investigation fee shall be equal to the permit fees required by this Chapter. The payment of such investigation fee shall not exempt an applicant from compliance with all other provisions of this Chapter and the technical codes. An investigation fee shall be collected whether or not a permit is then or subsequently issued.

7-2-111.6 - Fee Refunds

The Building Official may authorize the refunding of any fee paid hereunder, which was erroneously paid or collected. The Building Official may authorize the refunding of that portion of the permit fee in excess of the fee for issuance when no inspection has been done for which a permit has been issued in accordance with this code. The Building Official may authorize the refunding of that portion of the plan review fee in excess of the fee for issuance when the application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done. The Building Official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than one hundred eighty (180) days after the date of fee payment.

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**Meeting Date:** February 18, 2026**Agenda Item Type:**

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

Requesting Department: Public Works**Staff Resource:** Shane Allen, Streets Supervisor

Agenda Title: Discussion, consideration, and possible approval of a lease-purchase agreement through Enterprise for a new three-fourths ton crew cab truck, not to exceed \$75,000, as approved in the FY26 Capital Improvement Program for the Streets Division.

Attached Documents:

- FY26 CIP Sheet
- Enterprise Lease Quote
- Royal Truck Body Quote

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

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

Financial Review (if applicable): The Streets vehicle was an approved CIP in the FY26 budget.

- | | | | | |
|---|---|-----------------------------|------------------------------|---------------------------------|
| • Funding Source / GL Account Number: Town Funds / 03-480-20-821000 | | | | |
| • Approved in the FY26 Budget? | ☒ Yes | ☐ No | ☐ N/A | ☐ Other: |
| • Is this an approved CIP Project? | ☒ Yes | ☐ No | ☐ N/A | ☐ Other: |

Background Information:

The Streets Department relies on heavy-duty vehicles to support essential municipal operations, including the transport of personnel, hauling materials and equipment, towing utility trailers, and responding to street and infrastructure maintenance needs throughout the Town. The Department's existing vehicle, CVT 327 (2013 Chevrolet HD 2500) has provided good use but is starting to experience more wear and tear yielding more issues, hence prompting us to replace it. The unit has experienced mechanical failures, higher repair costs, and extended downtime, all of which have negatively impacted the department's ability to maintain service efficiency while trying to maintain a professional appearance.

The Quote the Town received was from Enterprise, the vendor Town has an agreement with for the majority of the Town vehicles, for a 2026 Ford F250 three-fourths ton Crew Cab. Town also secured a quote from Royal Truck Body for an 8 Foot utility toolbox installation along with safety strobe lights. This expenditure was approved as a FY26 CIP project.

Question(s) before the Council:

- Does Council the lease purchase of the truck as listed in the CIP?



Town Council Agenda Information Memorandum

Proposed Motion:

Move to **APPROVE** of a lease-purchase agreement through Enterprise for a new three-fourths ton crew cab truck, not to exceed \$75,000, as approved in the FY26 Capital Improvement Program for the Streets Division.

OR

Move to **DENY** the request.

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Streets Crew Cab Truck*

FY26 Impact: \$75,000

5-Yr Project Cost: \$75,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Streets Division*

Contact: *Shane Allen*

Requested by: *Shane Allen*

Date Completed: *1/30/25*

Project Summary:

Purchase or lease a ¾-ton truck with crew cab and utility bed to replace CVT 306 1998 Ford F-150.

Location: 1498 W Peterson Rd



Community Impact:

This will provide the Streets crew with a more dependable work truck, allowing them to complete all road maintenance needs more efficiently while running two crews.

Project Title: *Streets Crew Cab Truck*

Operational Impact:

Impact on Staffing: Creates no anticipated impact.

Impact on operational costs: The only expected cost increases will come from extra supplies such as safety supplies and tools.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Streets Crew Cab Truck		\$75,000
	Total		\$75,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26		
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt funding – 5 year Lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
2.2	2.2	1.0	2.7	8.1



ROYAL TRUCK BODY

900 W 1ST AVE.
MESA, AZ 85210
PHONE: 602-426-1774
FAX: 602-426-1778

QUOTATION			0517855
DATE ENTERED	TRUCK ORIGIN		QUOTE DATE
1/16/2026	DLR-Drop		01/16/2026
WRITTEN BY	SALESMAN	TERR	DATE PROMISED
TC	TC	TC	
END USER (IF DIFFERENT THAN SOLD TO)			TAX SCHED
TOWN OF CAMP VERDE			AZ MAR

S ENTERPRISE FLEET SERVICES O 1440 W. DRIVERS WAY L TEMPE, AZ 85284						S SANDERSON FORD H 6400 N 51ST AVE I Glendale, AZ 85301 P					
CUST ORDER NO		TERMS		SHIP VIA		TRUCK ETA		CUSTOMER NAME		CUSTOMER PHONE NO	
		NET 30		ROYAL				CJ SPRINGER		3142740898	
MAKE TRUCK	YEAR	MODEL	COLOR	CA DIM	AUX TANK CONFIG		DEF TANK LOC	AXLE TYPE			
Ford	26	W2B176	WHITE	56				4X4 SRW(OEM)			
STOCK NO.	V.I.N. NO.			BED WIDTH	COMPT DEPTH	OA WIDTH	FUEL TYPE		CAB TYPE		
				49	15	79			Crew		
QTY	PART NO./DESCRIPTION					UNIT PRICE		EXT PRICE			
1	STREET SIDE VO CURB SIDE VO EFM CASE 154337 ROYAL MESA FORD DROP SHIP 88SPN3 2026 /DEALER UNIT/FORD/F250176/CREW CAB PICK UP BOX DELETE/GAS/4X4 MESA INSTALL 40-VO-98-IML 40"H ROYAL BODY w/OPEN TOP LID WITH INTERNAL MASTER LOCK 98" SYSTEM FEATURING A TWIST HANDLE THAT CAN BE LOCKED WITH CUSTOMER SUPPLIED PADLOCK ENABLING ADDITIONAL SECURITY,ONE-KEY SOLUTION AUTOMOTIVE LOCK PKG, ALUMINUM LID COVERS, APPEARANCE PACKAGE, 8" RECESSED ROYAL BUMPER, LED LEGAL LIGHT PKG. REMOVABLE STORAGE BINS IN OPEN TOP COMPARTMENTS BOTH SIDES, 4 TIE DOWNS IN BED AREA.WEIGHT CERT. PAINTED WHITE AND INSTALLED.					9,920.0000		9,920.00			
Continued											

SALES ORDER # 0517855

****QUOTE VALID FOR 30 DAYS****

Page 1 of 3



ROYAL TRUCK BODY

900 W 1ST AVE.
MESA, AZ 85210
PHONE: 602-426-1774
FAX: 602-426-1778

QUOTATION			0517855
DATE ENTERED	TRUCK ORIGIN		QUOTE DATE
1/16/2026	DLR-Drop		01/16/2026
WRITTEN BY	SALESMAN	TERR	DATE PROMISED
TC	TC	TC	
END USER (IF DIFFERENT THAN SOLD TO)			TAX SCHED
TOWN OF CAMP VERDE			AZ MAR

CUSTOMER NO: ENT AZ

S ENTERPRISE FLEET SERVICES
O 1440 W. DRIVERS WAY
L TEMPE, AZ 85284
D

S SANDERSON FORD
H 6400 N 51ST AVE
I Glendale, AZ 85301
P

CUST ORDER NO		TERMS		SHIP VIA		TRUCK ETA		CUSTOMER NAME		CUSTOMER PHONE NO	
		NET 30		ROYAL				CJ SPRINGER		3142740898	
MAKE TRUCK	YEAR	MODEL		COLOR		CA DIM	AUX TANK CONFIG		DEF TANK LOC	AXLE TYPE	
Ford	26	W2B176		WHITE		56				4X4 SRW(OEM)	
STOCK NO.	V.I.N. NO.			BED WIDTH		COMPT DEPTH	OA WIDTH	FUEL TYPE		CAB TYPE	
				49		15	79			Crew	

QTY	PART NO./DESCRIPTION		UNIT PRICE	EXT PRICE
	STREET SIDE VO CURB SIDE VO			
4	62411-005 ECCO ED3706A DIRECTIONAL FLASHERS **INSTALLED C/S AND S/S - FRONT GRILL AND REAR END PANEL TOWARD THE TOP		498.0000	1,992.00
1	H-4 7 BLADE/ 4 PIN TRAILER CONNECTOR **KEEP FACTORY RECEIVER**		256.0000	256.00
1	CAMF1 CAMERA FORD PICK UP BED REMOVAL ***NOT FOR CHASSIS 360 DEGREE CAMERA OPTION**** ***CHASSIS MUST BE EQUIPPED WITH FACTORY REAR VIEW CAMERA PROVISIONS***		470.0000	470.00
				Continued

SALES ORDER # 0517855

******QUOTE VALID FOR 30 DAYS******

Page 2 of 3



ROYAL TRUCK BODY

900 W 1ST AVE.
MESA, AZ 85210
PHONE: 602-426-1774
FAX: 602-426-1778

QUOTATION			0517855
DATE ENTERED	TRUCK ORIGIN		QUOTE DATE
1/16/2026	DLR-Drop		01/16/2026
WRITTEN BY	SALESMAN	TERR	DATE PROMISED
TC	TC	TC	
END USER (IF DIFFERENT THAN SOLD TO)			TAX SCHED
TOWN OF CAMP VERDE			AZ MAR

S ENTERPRISE FLEET SERVICES O 1440 W. DRIVERS WAY L TEMPE, AZ 85284						CUSTOMER NO: ENT AZ	
S SANDERSON FORD H 6400 N 51ST AVE I Glendale, AZ 85301 P							
CUST ORDER NO		TERMS	SHIP VIA	TRUCK ETA		CUSTOMER NAME	CUSTOMER PHONE NO
		NET 30	ROYAL			CJ SPRINGER	3142740898
MAKE TRUCK	YEAR	MODEL	COLOR	CA DIM	AUX TANK CONFIG	DEF TANK LOC	AXLE TYPE
Ford	26	W2B176	WHITE	56			4X4 SRW(OEM)
STOCK NO.	V.I.N. NO.		BED WIDTH	COMPT DEPTH	OA WIDTH	FUEL TYPE	CAB TYPE
			49	15	79		Crew

QTY	PART NO./DESCRIPTION		UNIT PRICE	EXT PRICE
0	STREET SIDE VO CURB SIDE VO **AME LOGISTICS (\$450) AND DELIVERY FEE (\$175) TO CD DEALER NEAR GLENDALE E AZ FROM MESA AZ INCLUDED IN FREIGHT FIELD ***OPTIONAL ITEMS - NOT INCLUDED IN QUOTE TOTAL** R-1-98-15-ECC EXT/CREW TAPERED OVER CAB RACK W/SWING AWAY X-BAR - 98"		1,843.0000	0.00

THANK YOU FOR CHOOSING ROYAL TRUCK BODY!!!

RECEIVED BY (PRINT NAME) _____

RECEIVED BY (SIGN) _____ DATE _____

Freight:	625.00
Net Order:	12,638.00
Sales Tax	
MARICOPA 8.30%:	0.00
GRAND TOTAL:	13,263.00

In Consideration of allowing you to remove your vehicle from our premises prior to full payment of the underlying work order, the undersigned as authorized agent for **SALES ORDER # 0517855**, hereby agrees that if any litigation arises out of this transaction the prevailing party shall be entitled to reimbursement for court costs and attorney's fees.

Prepared For: Town of Camp Verde Showers, Mike				Date 01/20/2026 AE/AM RB8/DLU	
Unit #					
Year	2026	Make	Ford	Model	F-250
Series	XL 4x4 SD Crew Cab 8 ft. box 176 in. WB SRW				
Vehicle Order Type	Ordered	Term	60	State	AZ Customer# 574827
\$ 64,128.00		Capitalized Price of Vehicle ¹			
\$ 0.00	*	Sales Tax <u>0.0000%</u> State <u>AZ</u>			
\$ 1,136.21	*	Initial License Fee			
\$ 0.00	Registration Fee				
\$ 820.00	Other: (See Page 2)				
\$ 6,632.00	*	Capitalized Price Reduction			
\$ 0.00	Gain Applied From Prior Unit				
\$ 0.00	*	Security Deposit			
\$933.20	*	Taxes			
\$ 58,316.00		Total Capitalized Amount (Delivered Price)			
\$ 787.27		Depreciation Reserve @ <u>1.3500%</u>			
\$ 277.01		Monthly Lease Charge (Based on Interest Rate - Subject to a Floor) ²			
\$ 1,064.28		Total Monthly Rental Excluding Additional Services			
Additional Fleet Management					
Master Policy Enrollment Fees					
\$ 0.00		Commercial Automobile Liability Enrollment			
Liability Limit <u>\$0.00</u>					
\$ 0.00		Physical Damage Management		Comp/Coll Deductible	<u>0 / 0</u>
\$ 57.49		Full Maintenance Program ³ Contract Miles <u>35,000</u>		OverMileage Charge	<u>\$ 0.0650</u> Per Mile
Incl: # Brake Sets (1 set = 1 Axle) <u>0</u>				# Tires <u>0</u>	Loaner Vehicle Not Included
\$ 57.49		Additional Services SubTotal			
\$ 112.18		Tax <u>10.0000%</u>		State <u>AZ</u>	
\$ 1,233.95		Total Monthly Rental Including Additional Services			
\$ 11,079.80		Reduced Book Value at <u>60</u> Months			
\$ 400.00		Service Charge Due at Lease Termination			

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

Order Information

Driver Name

Exterior Color (0 P) Oxford White

Interior Color Medium Dark Slate w/Cloth 40/20/40 Split Benc

Lic. Plate Type Government

GVWR 0

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

Order Information

Driver Name	
Exterior Color	(0 P) Oxford White
Interior Color	Medium Dark Slate w/Cloth 40/20/40 Split Benc
Lic. Plate Type	Government
GVWR	0

Quote based on estimated annual mileage of 7,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)
Notes

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

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

LESSEE Town of Camp Verde		
BY	TITLE	DATE

* INDICATES ITEMS TO BE BILLED ON DELIVERY.
¹ Capitalized price of vehicle may be adjusted to reflect final manufacturer's invoice, plus a pre delivery interest charge. Lessee hereby assigns to Lessor any manufacturer rebates and/or manufacturer incentives intended for the Lessee, which rebates and/or incentives have been used by Lessor to reduce the capitalized price of the vehicle.
² Monthly lease charge will be adjusted to reflect the interest rate on the delivery date (subject to a floor).
³ The inclusion herein of references to maintenance fees/services are solely for the administrative convenience of Lessee. Notwithstanding the inclusion of such references in this [Invoice/Schedule/Quote], all such maintenance services are to be performed by Enterprise Fleet Management, Inc., and all such maintenance fees are payable by Lessee solely for the account of Enterprise Fleet Management, Inc., pursuant to that certain separate [Maintenance Agreement] entered into by and between Lessee and Enterprise Fleet Management, Inc.; provided that such maintenance fees are being billed by Enterprise FM Trust, and are payable at the direction of Enterprise FM Trust, solely as an authorized agent for collection on behalf of Enterprise Fleet Management, Inc.

Aftermarket Equipment Total

Description	(B)illed or (C)apped	Price
Service/Utility - Est Pricing - working on finalized pricing for 2026 model (AME Quote: 517855)	C	\$ 13,263.00
Strobe Lights - Est Pricing - working on finalized pricing for 2026 model (AME Quote: 517855)	C	\$ 0.00
Total Aftermarket Equipment Billed		\$ 0.00
Total Aftermarket Equipment Capitalized		\$ 13,263.00
Aftermarket Equipment Total		\$ 13,263.00

Other Totals

Description	(B)illed or (C)apped	Price
Initial Administration Fee	C	\$ 170.00
Transport to Client	C	\$ 250.00
Transport AME to Dealer - Est	C	\$ 150.00
Courtesy Delivery Fee	C	\$ 250.00
Total Other Charges Billed		\$ 0.00
Total Other Charges Capitalized		\$ 820.00
Other Charges Total		\$ 820.00

VEHICLE INFORMATION:

2026 Ford F-250 XL 4x4 SD Crew Cab 8 ft. box 176 in. WB SRW - US

Series ID: W2B

Pricing Summary:

	INVOICE	MSRP
Base Vehicle	\$50,255	\$52,900.00
Total Options	\$715.00	\$785.00
Destination Charge	\$2,595.00	\$2,595.00
Total Price	\$53,565.00	\$56,280.00

SELECTED COLOR:

Exterior: Z1-(0 P) Oxford White
Interior: 1S-Medium Dark Slate w/Cloth 40/20/40 Split Bench Seat

SELECTED OPTIONS:

CODE	DESCRIPTION	INVOICE	MSRP
1	Cloth 40/20/40 Split Bench Seat	\$286.00	\$315.00
153	Front License Plate Bracket	NC	NC
176WB	176" Wheelbase	STD	STD
1S_06	Medium Dark Slate w/Cloth 40/20/40 Split Bench Seat	NC	NC
41H	Engine Block Heater	\$228.00	\$250.00
425	50-State Emissions System	STD	STD
44F	Transmission: TorqShift-G 10-Speed Automatic	Included	Included
512	Spare Tire, Wheel, Carrier & Jack	\$269.00	\$295.00
52B	Trailer Brake Controller	\$273.00	\$300.00
600A	Order Code 600A	NC	NC
64A	Wheels: 17" Argent Painted Steel	Included	Included
66D	Pickup Box Delete	\$-569.00	\$-625.00
66DRBD	Rear Bumper Delete	Included	Included
66DSPR	Spare Tire, Wheel, Jack & Tire Carrier Delete	Included	Included
66S	Upfitter Switches (6)	\$228.00	\$250.00
67D	190 Amp Alternator	NC	NC
99A	Engine: 6.8L 2V DEVCT NA PFI V8 Gas	Included	Included
FCP1	Ford Connectivity Package (1-Year Included)	Included	Included
NONGV	GVWR: 9,900 lbs	Included	Included
PAINT	Monotone Paint Application	STD	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player	Included	Included
SYNC4	SYNC 4	Included	Included
TD8	Tires: LT245/75Rx17E BSW A/S	Included	Included
WARANT	Fleet Customer Powertrain Limited Warranty	NC	NC
X37	3.73 Axle Ratio	Included	Included
Z1_01	(0 P) Oxford White	NC	NC

CONFIGURED FEATURES:

Body Exterior Features:

Number Of Doors: 4
Driver And Passenger Mirror: power remote heated manual folding side-view door mirrors with turn signal indicator
Convex Driver Mirror: convex driver and passenger mirror
Mirror Type: manual extendable trailer mirrors
Door Handles: black
Front And Rear Bumpers: black front and rear bumpers with black rub strip
Front Tow Hooks: 2 front tow hooks
Front License Plate Bracket: front license plate bracket
Body Material: aluminum body material
: class V trailering with hitch, brake controller
Grille: black grille
Upfitter Switches: upfitter switches

Convenience Features:

Air Conditioning: manual air conditioning
Air Filter: air filter
Cruise Control: cruise control with steering wheel controls
Power Windows: power windows with driver and passenger 1-touch down
Remote Keyless Entry: yes remote keyless entry
Illuminated Entry: illuminated entry
Integrated Key Remote: integrated key/remote
Auto Locking: auto-locking doors
Steering Wheel: steering wheel with manual tilting, manual telescoping
Day-Night Rearview Mirror: day-night rearview mirror
Emergency SOS: SYNC 4 911 Assist emergency communication system
Front Cupholder: front and rear cupholders
Overhead Console: full overhead console with storage
Glove Box: locking glove box
Dashboard Storage: dashboard storage
IP Storage: covered bin instrument-panel storage
Retained Accessory Power: retained accessory power
Power Accessory Outlet: 2 12V DC power outlets

Entertainment Features:

radio: AM/FM stereo with seek-scan
Voice Activated Radio: voice activated radio
Speed Sensitive Volume: speed-sensitive volume
Steering Wheel Radio Controls: steering-wheel mounted audio controls
Speakers: 6 speakers
Internet Access: 5G Modem - Ford Connectivity Package internet access
1st Row LCD: 2 1st row LCD monitor
Wireless Connectivity: wireless phone connectivity
Antenna: fixed antenna

Lighting, Visibility and Instrumentation Features:

Headlamp Type: delay-off reflector halogen headlamps
Cab Clearance Lights: cargo bed light
Front Wipers: variable intermittent wipers
Tinted Windows: light-tinted windows
Dome Light: dome light with fade
Front Reading Lights: front and rear reading lights
Variable IP Lighting: variable instrument panel lighting
Display Type: digital/analog appearance
Tachometer: tachometer
Compass: compass
Exterior Temp: outside-temperature display
Low Tire Pressure Warning: tire specific low-tire-pressure warning
Trip Computer: trip computer

Trip Odometer: trip odometer
Oil Pressure Gauge: oil pressure gauge
Water Temp Gauge: water temp. gauge
Transmission Oil Temp Gauge: transmission oil temp. gauge
Engine Hour Meter: engine hour meter
Clock: digital clock
Systems Monitor: driver information centre
Oil Pressure Warning: oil-pressure warning
Water Temp Warning: water-temp. warning
Battery Warning: battery warning
Lights On Warning: lights-on warning
Key in Ignition Warning: key-in-ignition warning
Low Fuel Warning: low-fuel warning
Door Ajar Warning: door-ajar warning
Brake Fluid Warning: brake-fluid warning

Safety And Security:

ABS four-wheel ABS brakes
Number of ABS Channels: 4 ABS channels
Brake Assistance: brake assist
Brake Type: four-wheel disc brakes
Vented Disc Brakes: front and rear ventilated disc brakes
Daytime Running Lights: daytime running lights
Spare Tire Type: full-size spare tire
Spare Tire Mount: underbody mounted spare tire w/crankdown
Driver Front Impact Airbag: driver and passenger front-impact airbags
Driver Side Airbag: seat-mounted driver and passenger side-impact airbags
Overhead Airbag: Safety Canopy System curtain 1st and 2nd row overhead airbag
Height Adjustable Seatbelts: height adjustable front seatbelts
3Point Rear Centre Seatbelt: 3 point rear centre seatbelt
Side Impact Bars: side-impact bars
Perimeter Under Vehicle Lights: remote activated perimeter/approach lights
Rear Child Safety Locks: rear child safety locks
Ignition Disable: SecuriLock immobilizer
Security System: security system Ford Security Package (1-year included with activation)
Panic Alarm: panic alarm
Electronic Stability: AdvanceTrac w/Roll Stability Control electronic stability stability control with anti-rollover
Traction Control: ABS and driveline traction control
Front and Rear Headrests: manual adjustable front head restraints
Rear Headrest Control: 3 rear head restraints

Seats And Trim:

Seating Capacity max. seating capacity of 6
Front Bucket Seats: front split-bench 40-20-40 seats
Number of Driver Seat Adjustments: 4-way driver and passenger seat adjustments
Reclining Driver Seat: manual reclining driver and passenger seats
Driver Lumbar: manual driver and passenger lumbar support
Driver Fore/Aft: manual driver and passenger fore/aft adjustment
Front Centre Armrest Storage: front centre armrest with storage
Rear Seat Type: rear 60-40 split-bench seat
Rear Folding Position: rear seat fold-up cushion
Leather Upholstery: cloth front and rear seat upholstery
Headliner Material: full cloth headliner
Floor Covering: full vinyl/rubber floor covering
Shift Knob Trim: urethane shift knob
Interior Accents: chrome interior accents

Standard Engine:

Engine 405-hp, 6.8-liter V-8 (regular gas)

Standard Transmission:

Transmission 10-speed automatic w/ OD and PowerShift automatic

**Meeting Date:** February 18, 2026**Agenda Item Type:**

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

Requesting Department: Utilities – Wastewater**Staff Resource:** Utilities Director Lisa Vaughan and Wastewater Division Manager Chet Teague**Agenda Title:** Discussion, consideration and possible approval to purchase a 1-Ton Dump Truck from Oxendale in the amount of \$66,525 plus taxes, titles, and licenses for the Utilities Wastewater Division.**Attached Documents:**

- Dump Truck CIP Sheet
- Quotes

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: Account Nos. 31-490-20-710000, 31-490-20-756753, and 31-490-20-756782
- Approved in the FY26 Budget? ☐ Yes ☒ No ☐ N/A ☐ Other:
- Is this an approved CIP Project? ☒ Yes ☐ No ☐ N/A ☐ Other:

Background Information:

The dump truck that had been used for many years (maybe even decades) at the Wastewater Treatment Plant recently experienced shifting failure that could not be fixed for a reasonable cost. Town staff recognized the need to replace the dump truck and has had a 1-Ton Dump Truck as a long-term CIP project scheduled to be purchased in FY27. With normal operations struggling to keep up after the failure of the truck, though, it is necessary to replace it now.

Wastewater Division Manager, Chet Teague, collected quotes and determined that the cost of the 1-Ton Dump Truck could be reasonably split between the following budgeted Sewer Accounts:

- Consulting/Professional Fees #31-490-20-710000
- Operational Supplies #31-490-20-756753
- Maintenance - Collections #31-490-20-756782

Town staff recommend Council consider approval for the Town to purchase the 1-Ton Dump Truck from Oxendale in the amount of \$66,525 plus taxes, titles, and licenses. Funding for this project will be split between the above provided Sewer Accounts.



Town Council Agenda Information Memorandum

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

I move to **APPROVE** the purchase of a 1-Ton Dump Truck from Oxendale in the amount of \$66,525 plus taxes, titles, and licenses to allow Wastewater Operators to continue operating the Wastewater system as normal.

OR

I move to **DENY** the contract awarding.

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *1 Ton Dump Truck*

FY26 Impact: *\$0*

5-Yr Project Cost: *\$150,000*

New Project or Rollover: *Rollover*

Dept/Div: *Utilities / Wastewater*

Contact: *Chet Teague*

Requested by: *Jeff Low*

Date Completed: *3/13/25*

Project Summary:

Replace outdated/used 1999 1 Ton Dump Truck.

Location: Townwide



Community Impact:

Replace outdated 1999 1 Ton Dump Truck

Project Title: 1 Ton Dump Truck

Operational Impact:

Impact on Staffing: No impact on current staff

Impact on operational costs: New vehicle will mean reduced vehicle maintenance.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26			\$
FY27	1 Ton Dump Truck		\$150,000
	Total		\$ 150,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Normal Annual Maintenance & Fuel	\$
		\$
	Total	\$ 0

Project Funding:

Tracking Fund: Wastewater Fund

Funding Source: Debt – 5 year lease financing

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.2	4	4.2	3.3	15.7



Ford Model F-350



PRICED AT \$79,434.00

2026 Ford F-350
Ford 7.3L V8 Gas
335HP / OTQ
Ford Torqshift 10 Speed
Stock # 1934785

CONTACT INFO:

Main Phone: 562-551-5000

LOCATION:

Rush Truck Centers - Whittier
2450 Kella Avenue
Whittier, CA 90601

SALES HOURS:

Monday-Friday: 8 am - 6 pm
Saturday: 8 am - 2 pm

General

Unit Type Light Duty
Make Ford
Model F-350
Year 2026
Body Type 2 - 3 Yard Dump
Body
Body Size 10.0
Body MFG Specialty Equipment
Co.
GVWR 14000
Stock Number 1934785

Cab

Type Standard Cab
Trim XL
Interior Color Medium Dark
Slate
Interior Fabric Vinyl

Exterior

Exterior Color OXFORD
WHITE

Engine

Engine MFG Ford

Engine Model 7.3L V8 Gas
Horse Power 335

Chassis

Type 4x2
Wheel Base 169

Tires and Wheels

Front Wheel Steel
Front Tire Size 17
Rear Wheel Steel
Rear Tire Size 17

Axle

Rear Axle Ratio 4.30

Transmission

Manufacturer Ford
Model Torqshift
Speed 10 Speed

Fuel Tanks

Tank #1 Type Steel
Tank #1 Capacity 40

**Rush Truck Center, Whittier**

2450 Kella Avenue

Whittier, CA 90601

Customer Proposal Letter

CAMP VERDE WATER PLANT
473 SOUTH MAIN ST
CAMP VERDE, AZ 86322

Thank you for trusting us with your business. Please review the proposal below, and if you approve, sign and return to us at your convenience. We look forward to working with you and will continue to do our best to earn your trust now and in the future.

VEHICLE INFORMATION

Year 2026 Make Ford Model F-350 Stock # 1934785 Serial # 1FDRF3GN0TEC10285

Quantity		Total
Truck Price per Unit	\$ 77,434.00	\$ 77,434.00
F.E.T. (Factory & Dealer Paid)	\$ 0.00	
Net Sales Price	\$ 77,434.00	\$ 77,434.00
Optional Extended Warranty(ies)		
State Sales Tax		
Out of State Vehicle Fee	\$ 1,250.00	\$ 1,250.00
Documentary Fee	\$ 80.00	\$ 80.00
Administration Fee	\$ 250.00	\$ 250.00
Electronic Filing	\$ 37.00	\$ 37.00
Tire Recycling Program	\$ 10.50	\$ 10.50
Total Sales Price	\$ 79,061.50	\$ 79,061.50
Trade Allowance (see DISCLAIMER Below)		
Deposit / Down Payment		
Unpaid Balance Due on Delivery	\$ 79,061.50	\$ 79,061.50

Sales Representative

Signature

Jameson Ashcraft

Printed Name

Date

Purchaser

Signature

Printed Name / Title

Date

Accepted by Sales Manager
or General Manager

Signature

Printed Name

Date

Quote good until 2/12/2026**Note: The above Customer Proposal is a quotation only. Sale terms subject to approval of Sales Manager of Dealer.**

DISCLAIMER: Any order based on this Proposal is subject to Customer executing Dealer's standard form Retail Sales Order and other required documents incorporating the above terms. Any documentary fees, FET, state tax, title, registration and license fees subject to adjustment and change. This Proposal is based upon Dealer's current and expected inventory, which is subject to change. Dealer is not obligated to retain any specific vehicles in stock, nor maintain any specific inventory levels. Dealer shall not be obligated to fulfill Proposal in event quoted vehicle(s) is not in stock or available within requested delivery schedule. **Manufacturer has reserved the right to change the price to Dealer of any vehicle not currently in Dealer's stock, without notice to Dealer. If a vehicle identified in this Proposal is not currently in Rush's stock at the time an order is placed by the Customer, Dealer reserves the right to change the vehicle price at any time to reflect any price increases imposed by the Manufacturer.** Dealer shall not be liable for any delay in providing or inability to provide Quoted Vehicle(s). Above listed Trade Value based upon current appraisal of Trade Vehicle(s). Dealer may adjust Trade Value of Trade Vehicle(s) to reflect changes in condition and/or mileage of Trade Vehicle(s) between date of current appraisal and acceptance of the Trade Vehicle by Customer.

⁽¹⁾ Includes subscription period for # of specified months. ⁽²⁾ Customer's use of RushCare Service is governed by the RushCare User Agreement located at <https://www.rushtruckcenters.com/rushcare-user-agreement>. ⁽³⁾ Customer's use of Telematics Services is governed by separate 3rd party license terms and Rush is not liable for the Telematic Service. ⁽⁴⁾ Gap Coverage is provided and administered by an independent 3rd party provider under a separate contract directly between Customer and the 3rd party provider.



Date: 1/5/2026
 Salesperson: Max Nalej
 Manager: Tyler Jones
 Customer ID #: 52420640353

FOR INTERNAL USE ONLY

CUSTOMER Russ Cron Home Phone : _____
395 S MAIN ST
 Address : CAMP VERDE, AZ 86322-7272 Work Phone : _____
YAVAPAI
 E-Mail : larsenth@aol.com Cell Phone : (928) 301-7866

VEHICLE
 Stock # : _____ New / Used : **New** VIN : _____ Mileage: 5
 Vehicle : _____ Color : _____
 Type : _____

Loan Payments		Estimated		
Cash Down	15,000	10,000	5,000	
48 Months	1518	1638	1758	
60 Months	1285	1387	1488	
72 Months	1139	1229	1319	
* A.P.R. Subject to equity and credit requirements.				

Market Value Selling Price	72,425.00
Discount	1,750.00
Adjusted Price	70,675.00
PermaPlate	279.00
Window Tint/Edge Guards	399.00
Total Purchase	71,353.00
Tax	5,376.95
Non Tax Fees	1,586.08
Balance	78,316.03

F350

Customer Approval: _____ Management Approval: _____
 By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.



Date: 1/5/2026
 Salesperson: Max Nalej
 Manager: Tyler Jones
 Customer ID #: 52420640353

FOR INTERNAL USE ONLY

CUSTOMER Russ Cron Home Phone : _____
395 S MAIN ST
 Address : CAMP VERDE, AZ 86322-7272 Work Phone : _____
YAVAPAI
 E-Mail : larsenth@aol.com Cell Phone : (928) 301-7866

VEHICLE

Stock # : 26109 New / Used : **New** VIN : 1FD0W4HT2TEC56826 Mileage: 5
 Vehicle : 2026 Ford F-450 Chassis Color : Oxford White
 Type : F450 4X4 CRW CC W4H

Loan Payments		Estimated		
Cash Down	15,000	10,000	5,000	
48 Months	1643	1763	1883	
60 Months	1391	1493	1594	
72 Months	1233	1323	1413	
* A.P.R. Subject to equity and credit requirements.				

Market Value Selling Price	78,430.00
Discount	2,900.00
Adjusted Price	75,530.00
PermaPlate	279.00
Window Tint/Edge Guards	399.00
Total Purchase	76,208.00
Tax	5,733.79
Non Tax Fees	1,586.08
Balance	83,527.87

Customer Approval: _____ Management Approval: _____
 By signing this authorization form, you certify that the above personal information is correct and accurate, and authorize the release of credit and employment information. By signing above, I provide to the dealership and its affiliates consent to communicate with me about my vehicle or any future vehicles using electronic, verbal and written communications including but not limited to eMail, text messaging, SMS, phone calls and direct mail. Terms and Conditions subject to credit approval. For Information Only. This is not an offer or contract for sale.

OXENDALE CHRY-DODGE-JEEP
920 E STATE ROUTE 89A
COTTONWOOD, AZ 863265443

Configuration Preview

Date Printed: 2026-01-23 6:11 PM
Estimated Ship Date:

VIN:
VON:

Quantity: 1
Status: BA - Pending order

Sold to:
OXENDALE CHRY-DODGE-JEEP (43417)
920 E STATE ROUTE 89A
COTTONWOOD, AZ 863265443

Ship to:
OXENDALE CHRY-DODGE-JEEP (43417)
920 E STATE ROUTE 89A
COTTONWOOD, AZ 863265443

Vehicle: 2026 3500 REG CAB CHASSIS 4X2 (167.5 in WB - CA of 84 in) (DD3L64)

	Sales Code	Description	MSRP(USD)
Model:	DD3L64	3500 REG CAB CHASSIS 4X2 (167.5 in WB - CA of 84 in)	50,005
Package:	2UA	Customer Preferred Package 2UA	0
	ESL	6.4L V8 HEMI HD Engine	0
	DFX	8-Spd Auto 8HP75-LCV Transmission	0
Paint/Seat/Trim:	PW7	Bright White Clear Coat	0
	APA	Monotone Paint	0
	*V9	Cloth 40/20/40 Bench Seat	295
	-X9	Black	0
Options:	XHC	Trailer Brake Control	0
	XBJ	Dual Alternators Rated at 400 Amps	495
	XAW	Rear Backup Alarm	145
	A7B	Tradesman Level 1 Equipment Group	995
	5N6	Easy Order	0
	171	Zone 71-Los Angeles	0
	4EX	Sales Tracking	0
Discounts:	YG6	6.2 Additional Gallons of Gas	0
Destination Fees:			2,595

HB: 1,558
FFP: 50,461
EP: 48,550
Total Price: 54,530

Order Type: Retail
Scheduling Priority: 4-Dealer Order
Salesperson:
Customer Name:
Customer Address:

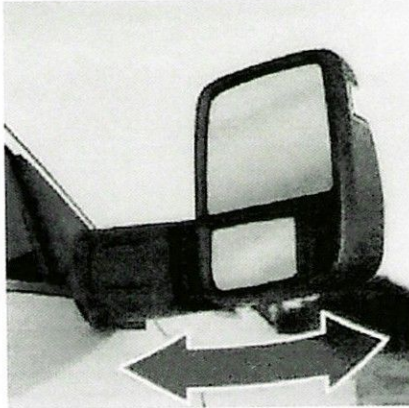
PSP Month/Week:
Build Priority: 99

Instructions:

MSRP = \$ 54530
Dump Bed = \$ 15495
TOTAL = \$ 70,025
DISCOUNT - 3500
TOTAL - 66,525 + TAX
TITLE+LIC.
MINUS ANY REBATES
AT TIME OF DELIVERY

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

Tradesman Level 1 Equipment Group (A7B)



Details:

- Rear Window Defroster (GFA)
- Speed Sensitive Power Locks (JPH)
- Mirror Pwr Heat Fold Telescope Black (GT2)
- Ext. Mirrors w/Supplemental Signals (LEB)
- Upgraded Door Trim Panel (CTY)
- Exterior Mirrors Courtesy Lamps (LEC)
- Manual Folding Exterior Mirrors (LFD)
- Trailer Light Check (JJ1)
- Exterior Mirrors w/Heating Element (NHJ)
- Pwr Windows, Front 1-Touch Down (JPY)
- Trailer Brake Control (XHC)
- Mirror Running Lights (LNY)
- Manual Telescoping Mirrors (LF3)
- Power Adjust Mirrors (LF2)
- Black Exterior Mirrors (LE4)
- Remote Keyless Entry (GXM)
- Convex Aux Mirrors, Power-Adjustable (LFX)

**Meeting Date:** February 18, 2026**Agenda Item Type:**

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

Requesting Department: Utilities – Wastewater**Staff Resource:** Utilities Director Lisa Vaughan and Finance Director Michael Showers

Agenda Title: Discussion, consideration, and possible approval of Resolution 2026-1204 authorizing a Debt Authorization to refinance the WIFA Highway 260 Sewer Line loan, increasing the authorized amount from \$1,200,000 to \$1,873,000 and extending the project timeline to allow completion of engineering design and advancement to construction.

Attached Documents:

- Resolution 2026-1204
- WIFA Online Application

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

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

Financial Review (if applicable):

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

Background Information:

In 2021, a WIFA grant was obtained to complete the design of and begin construction on the Highway 260 Sewer Line Extension Project. The project is to bring sewer lines to around 7,500 acres of partially developed and future development areas to collect into the existing sewer collection system. With growth and many aging septic systems in these areas, the Town has determined this is a high priority.

The WIFA Loan 710191-21 (previously CW 007-2021) expires on March 18, 2026. Due to requiring more support to obtain easements, complete design, and the increased costs of design and construct, Town staff are seeking to apply for a new WIFA loan for under the same project to increase funds to \$1,873,000 and provide additional time to complete.

As part of a WIFA Loan, the Town is required to provide Debt Authorization. The Debt Authorization will allow WIFA (the debtor) to initiate transactions and finalize settlement agreements with the Town (the Borrower) prior to issuing the Loan.

Question(s) before the Council:



Town Council Agenda Information Memorandum

- Does Council have any questions for staff?

Proposed Motion:

I move to **APPROVE** Resolution 2026-1204 authorizing a Debt Authorization to refinance the WIFA Highway 260 Sewer Line loan, increasing the authorized amount from \$1,200,000 to \$1,873,000 and extending the project timeline to allow completion of engineering design and advancement to construction.

OR

I move to **DENY** Resolution No. 2026-1204.



RESOLUTION NO. 2026-1204

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, AUTHORIZING THE REFINANCING OF THE LOAN AGREEMENT WITH THE WATER INFRASTRUCTURE FINANCE AUTHORITY OF ARIZONA, LOAN NO. 710191-21, TO ADD ADDITIONAL AMOUNTS NEEDED BY THE TOWN RELATED TO ADDITIONAL DESIGN COSTS ALONG WITH CERTAIN OTHER MATTERS NECESSARY FOR THE TRANSACTION; DELEGATING THE DETERMINATION OF MATTERS RELATING THERETO TO THE TOWN MANAGER AND THE FINANCE DIRECTOR OF THE TOWN; AND AUTHORIZING THE TAKING OF ALL ACTIONS NECESSARY FOR THE CONSUMMATION OF THE REFINANCED LOAN.

WHEREAS, the Mayor and Common Council of the Town of Camp Verde, Arizona (the “Town”), applied to the Water Infrastructure Finance Authority of Arizona (the “Authority”) for financial assistance in the form of a loan to assist in the design and engineering of approximately 7 miles of gravity sewer main line, 2.6 miles of sewer force main, 4 to 5 miles of smaller sewer collection mains, 1 to 2 major sewer lift stations, several hundred tap and sewer stub stations, all located along the State Route 260 (the “Project”); and

WHEREAS, the Authority is authorized to issue loans to eligible entities for water supply development projects upon terms and conditions set forth in loan agreements; and

WHEREAS, the Authority approved a loan to the Town in the amount of one million two hundred thousand dollars (\$1,200,000.00) for the Town’s Project identified as CW No. 710191-21; and

WHEREAS, the terms and conditions through which the loan were made, and the obligations of the Town were set forth in a loan agreement dated January 29, 2021, as amended, which was executed by the Town and the Authority to govern the funding; and

WHEREAS, the principle of the loan is coming due, and the Town and the Authority have discussed refinancing of the loan in the amount one million eight hundred seventy-three thousand dollars (\$1,873,000.00) for the needed engineering, construction of the Project and additional design costs and identifying a funding structure; and

WHEREAS, the Town Council hereby desires to refinance the loan agreement with the Authority in the amount of one million eight hundred seventy-three thousand dollars (\$1,873,000.00);

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

Section 1. The Manager, Finance Director, and Clerk of the Town are authorized to execute all documents and directed to take all such actions necessary and appropriate to refinance the loan agreement and consummate the transactions contemplated by this Resolution.

Section 2. If any section, paragraph, subdivision, sentence, clause or phrase of this Resolution is for any reason held to be illegal or unenforceable, such decision will not affect the validity of the remaining portions of this Resolution.

Section 3. All actions of the officers and agents of the Town including the Mayor and Common Council of the Town which conform to the purposes and intent of this Resolution and which further the execution and delivery of the loan documents related to the refinancing as contemplated by this Resolution, whether heretofore or hereafter taken, are hereby ratified, confirmed and approved.

Section 5. All formal actions of the Mayor and Common Council of the Town concerning and relating to the passage of this Resolution were taken in an open meeting of the Mayor and Common Council of the Town, and all deliberations of the Mayor and Common Council of the Town and of any committees that resulted in those formal actions were in meetings open to the public, in compliance with all legal requirements.

PASSED, APPROVED AND ADOPTED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, THIS 18th DAY OF FEBRUARY 2026.

.....
Marie Moore, Mayor

ATTEST:

.....
Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

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

1. APPLICANT AND CONTACT INFORMATION

1.1 Utility Information

Name: Camp Verde, Town of

Address: 395 S. Main St. City: Camp Verde State: AZ Zip: 86322 County: Yavapai

1.2 Utility Representative to be Contacted Regarding Application Edit Contact Information

First Name: Lisa

Last Name: Vaughan

Title: Utilities Director

Address: 395 S. Main St.

City, State & Zip: Camp Verde, AZ 86322

Phone: (928) 469-9063

Fax: (928) 554-0022

E-Mail: lisa.vaughan@campverde.az.gov

1.3 Median Household Income: \$ 58,383.00

Median household income was obtained from American Fact Finder (<http://factfinder2.census.gov>) based on US Census Bureau information.

2. SYSTEM INFORMATION

2.1 Aquifer Protection Permit #:

P-101360

2.2 Arizona Pollution Discharge Elimination System Permit #:

N/A

2.3 Number of connections to system

1,223

☐ Not Applicable

2.4 Population served by the system

3,500

☐ Not Applicable

2.5 Monthly residential fee (base + use) for 5,000 gallons, or flat rate, if applicable

\$

73.00

☐ Not Applicable

\$

2.6 Existing debt (principal only) payable by system users

1,075,295.00

2.7 System Compliance

☒ Notice of violations and/or consent orders from regulatory agency (*must mail or  upload supporting documents)

☐ In compliance

2.8 Is the system registered with the E-Verify Program? ☒ Yes ☐ No

Applicants are required to provide proof of participation prior to the execution of a loan or grant agreement.

3. PROPOSED PROJECT INFORMATION

3.1 Project Name: Town of Camp Verde Hwy 260 Sewer Line Extension Design

3.2 Select county in which project is located: Yavapai 

3.3 Is this request for a project that received financial or technical assistance from WIFA in a previous funding cycle? ☒ Yes ☐ No

3.4 Is the proposed project consistent with the Water Quality Management Plan (Clean Water Act Section 208)? ☒ Yes ☐ No

3.5 Type of loan needed: ☒ 3-year design loan only ☐ Construction loan (may include design and acquisition)

3.6 Briefly summarize the problem below.

The Town has around 7,500 acres of partially developed and future development areas that are to connect into and collect within the existing sewer collection system. With growth and many aging septic systems in these areas, the Town has determined it needs to extend the sewer line to connect these areas.

3.7 Briefly summarize the solution below.

A sewer line design is mostly completed from Interstate 17 Northward along Highway 260 to connect existing and future development to the Town's sewer system. The line will allow for the removal of aging septic systems and increase sewer flow through a wastewater system designed to convey and treat it. This will have a significant impact on both residential and commercial developments in the area, including current establishments and housing as well as providing the ability to do more. The Town requires funding to complete the engineering and reviews prior to construction.

3.8 If refinancing a prior loan, please describe the project previously financed below.

Financing was obtained from WIFA under Loan 710191-21 (previously CW 007-2021) Town of Camp Verde Hwy 260 Sewer Line Extension, which expires March 2026.

3.9 Would you like this project to be considered for WIFA's technical assistance funds? Please visit <http://www.azwifa.gov/technical-assistance-program> for more information.

No. Rick Engineering has already been contracted and completed most of the design for the project.

4. EXISTING CONDITIONS AND PROJECT BENEFITS

4.1 Select Expected Project Benefit(s)

- | | | |
|---|---------------------------------------|--|
| ☐ Surface Water | ☐ Wetlands | ☐ Source Water Protection |
| ☐ Riparian Zone Protection | ☐ Ground Water | ☐ Habitat Protection |

4.2 Current Condition (Check appropriate project category or categories) *100pts Max.

- | | |
|---|--|
| A. Surface Water Pollution | B. Ground Water Pollution |
| ☐ Project resolves an AZPDES or NPDES permit violation | ☐ Project resolves an APP violation |

4.3 Water Quality Improvement **must mail or  upload supporting documents* *100pts Max.

- A. Surface Water Protection and Restoration
- ☐ Project benefits a current Total Maximum Daily Load (TMDL) Implementation Plan or the project benefits a waterbody identified by ADEQ as not supporting one or more of its designated uses
Note: Designated uses and TMDL information are found in ADEQ's 305b List and Report.
 - ☐ Project resolves a nonpoint source pollution problem
- B. Ground Water Protection
- ☐ Project benefits a wellhead protection area for a community water system well.

4.4 Consolidation and Regionalization *50pts Max.

☐ Project consolidates individual septic systems into a cluster system

4.5 Water and Energy Efficiency Index *100pts Max.

- ☐ 50 to 100% of total project costs are for water or energy efficiency components or environmentally innovative approaches.
- ☐ 10% to 49% of project costs are for water or energy efficiency components or environmentally innovative approaches.
- ☐ less than 10% of the project costs are for any water or energy efficiency components or environmentally innovative approaches.

Use textbox to enter description of the project's green components:

\$ Cost of water or energy efficiency or environmentally innovative approaches that are part of this loan

5. READINESS TO PROCEED INDICATORS

5.1 Debt Authorized? ☒ Yes ☐ No (For more information, see WIFA Debt Authorization Guidance Document)

Enter authorization/expected authorization date:

Mail or  upload copy of official governing body debt authorization resolution, election results or ACC order

5.2 Project Design* (Select only one)

- ☐ Project is in planning stages
- ☐ Engineer has been selected
- ☒ Currently under design
- ☐ Ready for construction

Enter design completion/anticipated design completion date:

5.3 Applicable Plan and Specification Approvals* (Select only one)

- ☐ Approval to construct has been obtained
- ☐ Plans and specification have been submitted to permitting agency for approval
- ☒ Design has not been completed
- ☐ Other or not applicable

Enter permit/anticipated permit(s) receipt date:

If not applicable or if multiple permits are required, please explain:

5.4 Project Bids* (Select only one)

- ☒ Project is not ready for bid
- ☐ Project is currently out for bid
- ☐ Bidding is complete

Enter bid/anticipated bid award date:

5.5 Project Construction

When do you plan to begin project construction? If you may need to begin the project before the requested financial assistance is awarded, please provide details.

Construction should begin by March 2027. This is dependent on obtaining required easements, completing design and reviews, obtaining permits, and getting out to bid.

*** Alternative project delivery methods are acceptable for WIFA-funded projects.**

6. REQUESTED AMOUNT AND SUPPORTING DOCUMENTS

6.1 Estimated Date WIFA Funding Required: 03/18/2026

6.2 Estimated Financial Assistance Costs & Funding Source

Funding Source	Project Costs
Amount funded locally:	\$ 0.00
Amount requested from WIFA for this project:	\$ 1,873,000.00
Amount requested to refinance (For governmental entities only):	\$ 0.00
Other source:	\$ 0.00
Total:	\$ 1,873,000.00

File Attachments: Upload Documents

Reference Name	Document Name	Date Added	Added By
 Notice of Violation	Complete_with_DocuSign_23_02_03_Town_of_Camp.pdf [355 KB]	01/22/2026	Lisa Vaughan

CERTIFICATION AND AUTHORIZATION

☒ I certify that the information contained in this application is, to the best of my knowledge, true, accurate and correct.

I hereby affirm that I, first: Lisa last: Vaughan am the title: P.E. and I am authorized by Camp Verde, Town of to submit this application on behalf of the organization for which I am acting.

 Criteria by which applications will be scored and ranked

ENVIRONMENTAL REVIEW CHECKLIST

Clean Water (Wastewater and Stormwater) Projects

Project Number: CW-105-2022

Please complete the following checklist to allow WIFA to determine the necessary environmental review requirements for the proposed project.

Please contact WIFA at (602) 364-1310 or ljones@azwifa.gov with any questions.

Section 1. General Information

Applicant Name:	Camp Verde, Town of	Date:	01/22/2026
Project Contact:	Lisa Vaughan	Phone Number:	(928) 469-9063
Project Title:	Town of Camp Verde Hwy 260 Sewer Line Extension Design	Project Number:	CW-105-2022
Physical Location:	395 S. Main St.		

Section 2. Categorical Exclusions. A project for which the answer to statements 1 or 2 is "yes" may be eligible for a Categorical Exclusion. However, if any of the statements from 1a. through 1e. is answered "yes," then the project is not eligible for a Categorical Exclusion. [A.A.C. R-18-15-106(B)]

	Yes	No	NA	Comments/Documentation (as applicable)
1. The project relates to existing infrastructure systems and involves minor upgrading, minor expansion of system capacity, rehabilitation (including functional replacement) of the existing system and system components, or construction of new minor ancillary facilities adjacent to or on the same property as existing facilities.	☐	☒		
1a. The project involves new or relocated discharges to surface water or groundwater.	☐	☒		
1b. The project will likely result in the substantial increase in the volume or the loading of pollutant to the receiving water.	☐	☒		
1c. The project will provide capacity to serve a population 30% greater than the existing population.	☐	☒		
1d. A state or other regional growth plan or strategy does not support this project. <i>Answering "yes" indicates that the project is not supported.</i>	☐	☒		
1e. The project directly or indirectly involves or relates to upgrading or extending infrastructure systems primarily for the purposes of future development.	☒	☐		The project is to extend a sewer line into existing and planned
2. In unsewered communities: the project involves the replacement of existing onsite systems, providing the new onsite systems do not result in substantial increases in the volume of discharge or the loadings of pollutants from existing sources, or relocate an existing discharge.	☐	☒	☐	

Section 3. Extraordinary Circumstances [A.A.C. R-18-15-106(C)] If any of the following extraordinary circumstances apply to the project, it is not eligible for a Categorical Exclusion.

	Yes	No	Comments/Documentation (as applicable)
1. The project is known or expected to have potentially significant adverse environmental impacts on the quality of the human environment either individually or cumulatively over time.	☐	☒	
2. The project is known or expected to have disproportionately high and	☐	☒	

	adverse human health or environmental effects on any community, including minority, low-income, or federally-recognized Indian tribal communities.			
3.	The project is known or expected to significantly affect federally listed threatened or endangered species or their critical habitat.	☐	☒	
4.	The project is known or expected to significantly affect national natural landmarks or any property with nationally significant historic, architectural, prehistoric, archeological, or cultural value, including but not limited to, property listed on or eligible for the Arizona or National Registers of Historic Places. http://azstateparks.com/SHPO/review.html	☐	☒	
5.	The project is known or expected to significantly affect environmentally important natural resource areas such as:			
5a.	wetlands	☐	☒	
5b.	floodplains	☐	☒	
5c.	significant agricultural lands	☐	☒	
5d.	aquifer recharge zones	☐	☒	
5e.	wild and scenic rivers http://www.rivers.gov/arizona.php	☐	☒	
5f.	significant fish or wildlife habitat	☐	☒	
5g.	other environmentally important natural resource areas.	☐	☒	
6.	The project is known or expected to cause significant adverse air quality effects.	☐	☒	
7.	The project is known or expected to have a significant effect on the pattern and type of land use or growth and distribution of population, including altering the character of existing residential areas, or may not be consistent with state or local government, or federally-recognized Indian tribe approved land use or federal land management plans.	☐	☒	
8.	The project is known or expected to cause significant public controversy about a potential environmental impact of the proposed action.	☐	☒	
9.	The project is known or expected to be associated with providing financial assistance to a federal agency through an interagency agreement for a project that is known or expected to have potentially significant environmental impacts.	☐	☒	
10.	The project is known or expected to conflict with federal, state, or local government, or federally-recognized Indian tribe environmental, resource-protection, or land-use laws or regulations.	☐	☒	

Section 4. Special conditions

	Yes	No	Comments/Documentation (as applicable)
--	-----	----	---

- 1a. The project is a new regional wastewater treatment facility or water supply system for a community with a population greater than 100,000. ☐ ☒
- 1b. The project is an expansion of an existing wastewater treatment facility that will increase existing discharge to an impaired water by more than 10 million gallons per day (mgd). The list of impaired waters is found at: <http://www.azdeq.gov/enviro/water/assessment/assess.html> ☐ ☒
2. The project is for planning purposes only and does not include design or construction. ☐ ☒
**If yes, the project may be exempt from environmental review requirements.*
3. An Environmental Assessment under NEPA has been conducted for this project or earlier phases of this project. ☐ ☒
**If yes, provide a copy of the Environmental Assessment.*

CERTIFICATION AND AUTHORIZATION

☒ I certify that the information contained in this Environmental Review Checklist is, to the best of my knowledge, true, accurate and correct.

I hereby affirm that I, first: Lisa last: Vaughan am the title: P.E. and I am authorized by Camp Verde, Town of to submit this Environmental Review Checklist on behalf of the organization for which I am acting.

Go To Section

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Town Council

Agenda Information Memorandum

Meeting Date: February 18, 2026

Agenda Item Type:

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

Requesting Department: Utilities – Water

Staff Resource: Utilities Director Lisa Vaughan

Agenda Title: Discussion, consideration, and possible approval of Change Order No. 1, authorizing up to \$307,560 in additional funding from the existing WIFA infrastructure grant to complete professional utility locating and potholing services required for construction of the Water Main Replacement Projects.

Attached Documents:

- Change Order 1
- Contract No. 2024-186 Lyon Engineering CO 01

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 10 minutes

Reviewed By:

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

Financial Review (if applicable):

- | | | | | |
|--|---|-----------------------------|------------------------------|---------------------------------|
| • Funding Source / GL Account Number: WIFA Grant | | | | |
| • 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 is currently under contract with Lyon Engineering to prepare construction drawings and specifications for three water main replacement projects: the Finnie Flat Road Water Main Replacement Project, the Fort Verde Caves Water Main Replacement Project, and the Park Verde Water Main Replacement Project.

During final design, numerous potential utility conflicts were identified. Town Staff and Lyon Engineering contacted Arizona Public Service (APS) and UniSource to obtain utility mapping and to request identification of potential conflicts with existing electric and gas infrastructure. The information received from both utility providers was insufficient to accurately determine the horizontal and vertical locations of their underground facilities.

To avoid the high likelihood of encountering unknown conflicts during construction, which could result in numerous vertical realignments and substantial additional costs, it is necessary to pothole each identified conflict location. Potholing will verify the precise horizontal and vertical location of existing utilities and allow the engineer to resolve conflicts during the design phase. Incorporating this information into the construction plans will improve bid accuracy and significantly reduce the risk of costly and disruptive field changes during construction.



Town Council Agenda Information Memorandum

At the time of the original engineering proposal in December 2024, Town staff elected not to proceed with potholing services from T2 Utility Engineers and instead planned to perform utility locating in-house. Upon further evaluation, staff determined that the volume of potholing required could not be completed in a timely manner without placing undue strain on staff resources and negatively impacting department operations.

As a result, the Town requested that Lyon Engineering reengage T2 Utility Engineers and supplement their contract to include professional utility locating and potholing services. T2 Utility Engineers has submitted a proposal to perform potholing for all three projects in an amount not to exceed \$307,560.

The Town currently has a WIFA grant with approximately \$1 million in available funding, which is sufficient to fully cover this expense. However, the Town will be required to front the cost and bear the financial burden until staff is able to submit and receive reimbursement.

The attached materials include Lyon Engineering's justification for this contract supplement, with Attachment "A" providing T2 Utility Engineers' detailed scope of work. Staff believe these services are necessary to mitigate significant unknown costs during construction and to ensure the projects are fully designed and ready for bidding.

Staff recommends approval of the change orders to complete the design phase of these projects and advance them toward construction.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

I move to **APPROVE** Change Order No. 1, authorizing up to \$307,560 in additional funding from the existing WIFA infrastructure grant to complete professional utility locating and potholing services required for construction of the Water Main Replacement Projects.

OR

I move to **DENY** this request.



Town of Camp Verde
Public Works Division
395 South Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0820
www.campverde.az.gov

CHANGE ORDER

PROJECT: Water Main Replacement Projects

TOCV Project No. 2024-186

Contract Date: December 2024

Change Order No: 1

TO: Lyon Engineering & Surveying
2971 Willow Creek Road
Prescott, AZ 86301

Modify the Contract per the following Change Proposal Requests, which are attached to this Change Order.

Original CONTRACT PRICE	\$ 490,360.00
Original Owner's Allowance	\$ 50,000.00
Current Owner's Allowance adjusted by previous Change Order	\$ 0.00
Reduction to Owner's Allowance per this Change Order	\$ 0.00
Remaining Owner's Allowance	\$ 50,000.00
Current Contract Price adjusted by previous Change Order	\$ 490,360.00
The Contract Price due to this Change Order will be (<u>Increased</u>) (Decreased) by:	\$ 307,560.00
The new Contract Price, including this Change Order will be:	\$ 797,920.00

The Contract Time to Substantial Completion will be (increased) (decreased) by N/A calendar days.

The Contract Time to Final Completion will be (increased) (decreased) by N/A calendar days.

The date for Substantial Completion of all Work will be TBD

The date for Final Completion of all Work will be TBD

Approved for Consultant by: _____ Date: _____

Approved for Owner by: _____ Date: _____



Reason for Change Order

The Town of Camp Verde is currently under contract with Lyon Engineering to prepare construction drawings and specifications for three water main replacement projects: the Finnie Flat Road Water Main Replacement Project, the Fort Verde Caves Water Main Replacement Project, and the Park Verde Water Main Replacement Project.

During final design, numerous potential utility conflicts were identified. Town Staff and Lyon Engineering contacted Arizona Public Service (APS) and UniSource to obtain utility mapping and to request identification of potential conflicts with existing electric and gas infrastructure. The information received from both utility providers was insufficient to accurately determine the horizontal and vertical locations of their underground facilities.

To avoid the high likelihood of encountering unknown conflicts during construction—which could result in numerous vertical realignments and substantial additional costs—it is necessary to pothole each identified conflict location. Potholing will verify the precise horizontal and vertical location of existing utilities and allow the engineer to resolve conflicts during the design phase. Incorporating this information into the construction plans will improve bid accuracy and significantly reduce the risk of costly and disruptive field changes during construction.

At the time of the original engineering proposal in December 2024, Town staff elected not to proceed with potholing services from T2 Utility Engineers and instead planned to perform utility locating in-house. Upon further evaluation, staff determined that the volume of potholing required could not be completed in a timely manner without placing undue strain on staff resources and negatively impacting department operations.

As a result, the Town requested that Lyon Engineering reengage T2 Utility Engineers and supplement their contract to include professional utility locating and potholing services. T2 Utility Engineers has submitted a proposal to perform potholing for all three projects in an amount not to exceed **\$307,560**.

The Town currently has a WIFA grant with approximately \$1 million in available funding, which is sufficient to fully cover this expense. However, the Town will be required to front the cost and bear the financial burden until staff is able to submit and receive reimbursement.

The attached materials include Lyon Engineering's justification for this contract supplement, with Attachment "A" providing T2 Utility Engineers' detailed scope of work. Staff believes these services are necessary to mitigate significant unknown costs during construction and to ensure the projects are fully designed and ready for bidding.

Staff recommends approval of the change orders to complete the design phase of these projects and advance them toward construction.



January 30, 2026

Lisa Vaughan, P.E.
Utilities Director
Town of Camp Verde
395 S. Main St.
Camp Verde, AZ 86322

Subject: Water Main Replacement Project – Change Order Request #1

Dear Ms. Vaughan:

Please accept this letter as formal documentation for **Change Order Request #1** for the Water Main Replacement Project (Contract No. 2023-186).

As part of Lyon Engineering's original scope and fee proposal for the Water Main Replacement Project, a proposal was included from our subconsultant, T2 Utility Engineers (T2), to perform utility locating and potholing services. At the time of the original proposal in December 2024, Town staff elected not to proceed with T2's services due to budget considerations.

As the project has progressed, Town staff has requested that Lyon Engineering re-engage T2 to provide updated utility locating services and potholing, consisting of up to 150 potholes across the three project areas included in the Water Main Replacement Project. Lyon Engineering subsequently requested and received an updated proposal from T2 reflecting the current scope of work.

Accordingly, Lyon Engineering is submitting this Change Order Request #1 in an amount **not to exceed \$307,560** for the services of T2 Utility Engineers, as detailed in **Attachment "A."** Lyon Engineering's existing scope of services and fee do not require modification, as sufficient budget remains to cover coordination with T2 and incorporation of the utility data into the project design.

Please let us know if any additional information or documentation is required to process this request. Thank you for your time and consideration.

Sincerely,
Lyon Engineering

Richard G. Poynor, P.E.
Vice President

Attachment "A"



January 22, 2026

Lyon Engineering & Surveying
Attn: Rich Poynor
2971 Willow Creek Rd., Bldg. 2
Prescott, AZ 86301
Email: rgpoynor@gmail.com
Phone: (928) 776-1750

T2 UES, Inc. dba
T2 Utility Engineers
19621 N. 23rd Drive
Suite 150
Phoenix, AZ 85027
602-977-8000 (phone)
www.t2ue.com

RE: Camp Verde Water Main – QLB Designating
Subsurface Utility Engineering (SUE)
Scope of Services T2UE Proposal No. 16104-23-0184

Rich,

Thank you for the opportunity to propose on this project. Our experience providing subsurface utility engineering (SUE) for State DOTs, counties, municipalities, and utility providers will enable us to successfully complete this utility investigation and meet the program and project goals. The combination of our resources and experience will provide you with the confidence that T2UE is the right choice to complete the project on time and on budget. For more information, please visit www.T2UE.com

Our Scope of Services is further detailed in the project understanding section of this proposal. This proposal has been prepared for the Camp Verde Water Main Replacement project. We have provided you with a Unit Rate Fee to complete the specific items described within the Scope of Services. We respectfully request any comments or questions you may have. Thank you again for this opportunity.

PROJECT UNDERSTANDING

T2 UES, Inc. dba T2 Utility Engineers (herein referred to as T2UE) will complete an ASCE 38 Quality Level D, C, B & A SUE utility investigation in accordance with the ASCE Standard 38: *Standard Guideline for the Collection and Depiction of Existing Subsurface Utilities* within the project area as defined below. This process will include an iterative field investigation, which will ultimately produce detailed drawings that are signed and sealed by a Professional Engineer, in accordance with the requirements of the Standard.

ASCE 38 QUALITY LEVEL DEFINITIONS

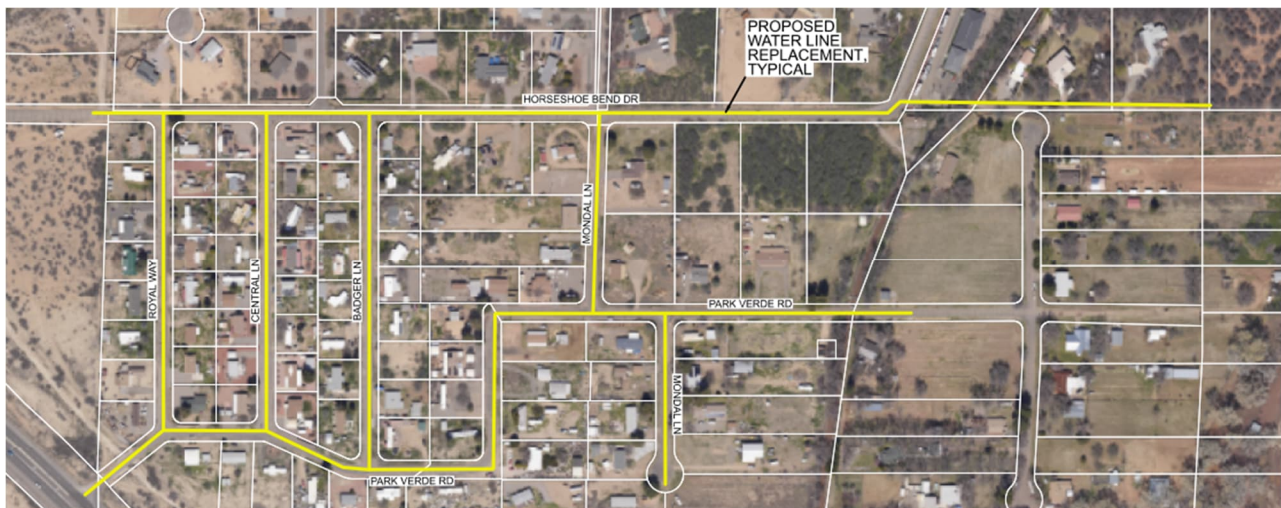
ASCE 38 provides a nationally recognized, standard guideline for the collection and depiction of existing subsurface utility data. The quality level provides a professional opinion of the quality and reliability of the utility information. The four quality levels defined by the ASCE Standard are as follows:

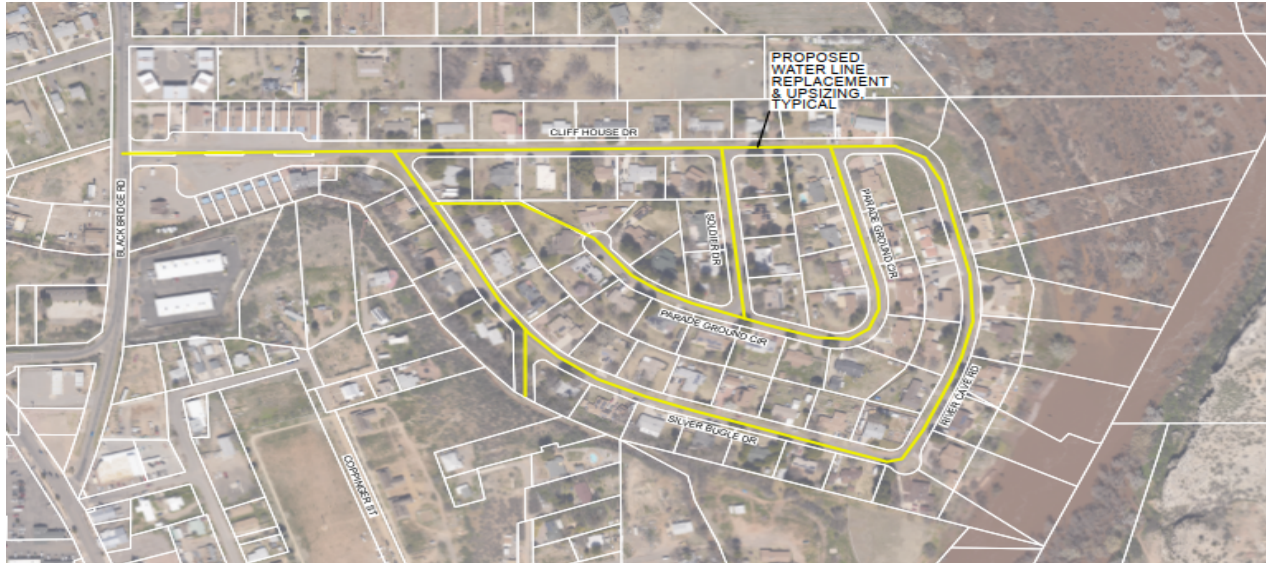
- Quality Level D (QLD): Record research of existing subsurface utilities within the project limits by contacting each utility owner and obtaining their available facility records. This process includes the investigation of untraceable (nonmetallic buried without trace wire) utilities that do not meet Quality Level C or B specifications. QLD information is based on information obtained from record drawings and includes utility type, ownership, size and material composition when available.
- Quality Level C (QLC): Inclusive of a QLD effort, the project team will provide QLC depiction of existing untraceable subsurface utilities by correlating surveyed surface evidence to the QLD utility records to obtain the utility location. QLC information includes utility type, ownership, size and material composition based on available record information.

- Quality Level B (QLB): Inclusive of the QLC and QLD effort of utility investigation further incorporates the use of surface geophysical techniques under the direction of a Professional Engineer licensed in the State of Arizona to determine the existence and horizontal position of underground utilities. This activity is called “designating.” The information obtained in this manner is surveyed to project control. Two-dimensional (2D) utility information is obtained. QLB deliverables are signed and sealed by a Professional Engineer licensed in the State of Arizona
- Quality Level A (QLA): Inclusive of the QLB, QLC and QLD levels of utility investigation, incorporates the use of minimally intrusive Air-Vacuum Excavation methods at critical points to determine the precise horizontal and vertical position of underground utilities, as well as the type, size, condition, material and other characteristics. The excavation and data documentation activity is called Locating “excavation of test holes”. It is the highest level of utility certainty presently available. When surveyed and depicted, precise plan and profile information is available for making final design decisions at the test hole locations. QLA deliverables are signed and sealed by a Professional Engineer licensed in the State of Arizona.

LIMITS OF INVESTIGATION

The utility investigation limits were outlined in an email from the Client dated 01/12/2026. T2UE will complete a utility investigation following the typical proposed water line replacement alignments at Park Verde Estates, Finnie Flat Road, and the Fort River area within Town of Camp Verde right of way limits and open space areas, as highlighted in the images below.





SCOPE OF WORK

A Professional Engineer licensed in the State of Arizona shall oversee, document, stamp and seal a Subsurface Utility Engineering (SUE) investigation of the project area to determine existing utility conditions within the project limits. As part of the SUE investigation for this project T2UE will complete the following tasks:

➤ QLD Utility Records Research

The T2UE team shall perform the following activities as part of their research effort on this project:

- Conduct a full reconnaissance and utility records research to aid in the identification of Utility Owners that may have facilities on, or be affected by the project.
- Collect all applicable utility facility records available through Utility Owner(s), such as one-call notification, service maps, as-built drawings, standard drawings, service plats, construction plans from prior projects, local government or Agency permit exhibit drawings, and oral histories gained through interviews with Utility Owner officials and authorities.
- Compile a list of all utility companies contacted for information. Note information received with contact information for each response and note non-response if applicable.
- Attempt to identify all known and unknown utilities, except as noted below, within the project area at QLB and depict those utilities at the actual achieved utility Quality Level.
- All utility owner contacts will be provided to the client

➤ Perform QLC & QLB Investigation

The T2UE team will conduct the following:

- T2UE will survey existing visible surface utility appurtenances and correlate the information provided to the QLD utility records to obtain the utility location. This effort will update the utility information to QLC, and all data will be incorporated into the CAD file and final PDF deliverable.
- Utilize geophysical utility locating techniques to determine the true horizontal position of conductive utilities within the project area. The project team will provide a QLB investigation of existing traceable (metallic or nonmetallic buried with trace wire) subsurface utilities utilizing a variety of geophysical locating equipment to detect, verify and designate the location of subsurface utilities from above ground. Once designated (horizontally positioned), verified utilities are marked using appropriate silver paint and flagging which is the standard industry color for temporary markings. This field information is then

surveyed and depicted into a digitized CAD file compatible with the project design files.

- T2UE will utilize a full suite of geophysical equipment appropriate to existing site conditions for locating the type of utility being investigated. Utilities detected that were not identified by the records research will be termed “undocumented” and depicted on the plans as “unknown” utilities.
- T2UE will use a complimentary suite of geophysical tools in an attempt to determine the location of undocumented utilities but cannot guarantee finding all undocumented utilities. Electromagnetic depths will not be recorded during this investigation.
- As an additional step, T2UE will use inductive scanning techniques in critical areas to attempt to designate the presence of conductive undocumented utilities. QLA Test Holes may be necessary to confirm the existence of undocumented utilities in areas of potential conflicts.
- GPR NOTE: T2UE will conduct an investigation of the project site using Ground Penetrating Radar (GPR) equipment in an effort to detect larger non-metallic utilities. However, the degree of success of a GPR investigation is based entirely on the composition of the soils and the depth and scale of subsurface targets. Electrically non-conductive soils, such as quartz sands, typically allow for the study of phenomena to depths greater than 15 feet. Electrically conductive soils, such as clay, moist silt or saline soils typically preclude the investigation of targets deeper than 3-6 feet. A determination of a maximum attainable depth of investigation requires on-site resistive site calibration of the GPR equipment. Subsequently, due to the unknown receptiveness of site specific soils to the passage of radar energy, conclusive results cannot be guaranteed from GPR.
- QLB depiction will be attempted on the dry utilities included within T2’s geophysical investigation. Utilities that cannot be designated at QLB, but have existing physical appurtenances in the field will be depicted at QLC; utilities which cannot be designated at QLB and for which there are no visible physical appurtenances will be depicted at QLD per record.
- Excluded utilities for this project include; underground storage tanks, septic systems, traffic loop systems and landscape irrigation. Excluded utilities can be included with a change order if directed by the Client.

➤ QLA Test Holes

- T2UE will provide up to 150 vacuum excavation test holes on existing subsurface utilities as directed by the client. The utility data obtained through our standard procedure includes the depth, horizontal and vertical positioning, and the size and material composition of the utility exposed, tied to the project survey data. T2UE will notify Blue-stake 48 hours prior to any fieldwork. T2ue will also notify the Town of Camp Verde prior to field work and conduct a site walk with the appropriate Town of Camp Verde inspector, if required.
- In accordance with Town of Camp Verde requirements, test hole procedure for this project includes slurry backfill for holes excavated in existing pavement, and native backfill for holes excavated off road. All test holes excavated in asphalt will be cored, with the core being replaced following test hole excavation, to match the existing surface.
- If additional holes are required over and above the 150 scoped for this project, they will be done so on a separate scope and fee.
- Dry test holes i.e. unable to locate the utility, will be billed at the full test hole rate.
- Test holes in which two utilities are found at a separation of more than 18” on center will be billed as two separate test holes. Test Holes which are requested at locations of the crossing of two utilities will be billed as two separate test holes.
- The test hole rate provided herein covers up to a depth of 6 feet, T2UE will invoice \$75.00 per foot after 6 feet. Furthermore, test holes wider than the standard 12”x12” hole will be billed with an extra \$330.00 per foot, for each additional foot added. For these miscellaneous charges, T2UE has included a contingency allowance of \$5,000 that will only be invoiced if these scenarios are encountered.
- For the purposes of this proposal; it is assumed there will be minor traffic control the Park Verde, Fort River and Finnie Flat RV park areas, but more significant traffic control required on Finnie Flat Road. It is also assumed there will be pavement replacement for 75% of the total potholes, and of the 150 total potholes, 40 of them will be in the Finnie Flat Road corridor.

➤ Sewer CCTV

- The T2UE team will attempt to conduct a CCTV investigation for the sewer systems within the Fort River section of the project area. T2UE will mark located sanitary sewer cleanouts on the ground surface, located laterals will be shown on the provided SUE Plans, and T2UE will also provide the Client with the resulting video. Lines may require cleanout prior to CCTV.

DELIVERABLES

- T2UE will deliver a SUE plan set and CAD drawing depicting the horizontal location of the utilities within the project area. The drawing will depict utilities within the investigation area at the achieved ASCE 38 Quality Level and a PDF plan set to be signed and stamped by a licensed Professional Engineer.
- T2UE will provide the client with the list of all utility companies (including contact information) contacted during the SUE investigation
- Pertinent utility test hole data will be presented in electronic format on our standard “Test Hole Data Summary” and individual “Test Hole Data Report” forms. Test hole data forms will include utility depth, size and material of the utilities exposed tied to the project datum via survey.

ASSUMPTIONS

- Lyon Engineering will provide the following:
 - Project survey control
 - Existing topographic survey and right-of-way mapping if available.
 - This Scope of Services has been detailed to ensure we are providing the services desired and agreed to by the client and T2. Services not specifically listed are assumed to be excluded from T2's scope.

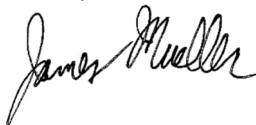
SCHEDULE

T2UE will work closely with the project team to provide deliverables in a timeframe consistent with the overall project schedule.

PROJECT ESTIMATE

For the services described, T2UE proposes compensation as outlined in the fee schedule attached. T2UE will not exceed the estimated fee without prior authorization from Client. Monthly invoices will be prepared upon conclusion for the actual work completed up to the estimated budget amount. We appreciate this opportunity to provide professional SUE and Surveying services for this project. Should you have any questions or require additional information, please do not hesitate to call.

Sincerely,



James Mueller, PE
Project Manager
Phone: 602-977-8076
Email: james.mueller@t2ue.com



Camp Verde Water Main Replacement
Subsurface Utility Engineering - SUE Services
T2 Proposal 16104-26-007

PROJECT ESTIMATE			
SUE Quality Level "D, C, B & A" Designating/Mapping & Locating			
*Quality Level "D, C, & B" Designating	82,000 LF @	\$1.40 per LF	\$114,800.00
*CCTV Investigation of Sanitary Sewer Laterals	Lump Sum		\$13,500.00
Subtotal			\$128,300.00
SUE Quality Level "A" Test Hole Excavation			
**Quality Level A" Utility Test Hole - (Less than 6-Ft Deep)	150 holes @	\$750.00 per hole	\$112,500.00
*Contingency	Extra Depth/Width and/or Concrete Work		\$5,000.00
Subtotal			\$117,500.00
Professional Services			
*Project Manager	12 hours @	\$205.00 per hour	\$2,460.00
*Registered Land Surveyor	12 hours @	\$185.00 per hour	\$2,220.00
*Engineer (SUE Supervisor)	24 hours @	\$145.00 per hour	\$3,480.00
*CAD Technician	16 hours @	\$115.00 per hour	\$1,840.00
*Administration	8 hours @	\$95.00 per hour	\$760.00
Subtotal			\$10,760.00
Misc., Permits & Maintenance of Traffic			
*Permits (assumed zero cost, Town Project)	If Required (Billed Cost + 10%)		\$0.00
*Traffic Control	Estimated, Cost + 10%		\$18,000.00
*Slurry Backfill	Estimated, Cost + 10%		\$11,000.00
*Surface Coring and Restoration	Estimated, Cost + 10%		\$17,000.00
*Mobilization or Lodging & Per Deim	Lump Sum		\$5,000.00
Subtotal			\$51,000.00
TOTAL			\$307,560.00

* Proposal estimate only, the cost may vary due to unknown field conditions & municipality requirements
 Note: T2UE will only invoice for the actual linear footage of utilities depicted

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**Meeting Date:** February 18, 2026**Agenda Item Type:**

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

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

Agenda Title: Discussion, consideration, and possible approval of a scope of work addendum authorizing Willdan Financial Services to complete a sewer capacity fee assessment in coordination with the Development Impact Fee study not to exceed \$10,000.

Attached Documents:

- Agreement for Professional Consultant Services with Willdan Financial Services for the Development Impact Fee Study
- Addendum No. 1 to the Agreement for Professional Consultant Services

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

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

Financial Review (if applicable):

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

For the FY26 budget, the Town Council has allocated \$100,000 for a Development Impact Fee Study.

Background Information:

At the January 28, 2026 work session on sewer utility rates, Council directed staff to contact Willdan Financial Services to determine if they would be able to do a sewer capacity fee study as a part of the development impact fee study. Willdan confirmed that since they are already collecting the data needed for a capacity fee study, the scope of work with them could be amended to include such study for \$10,000.

The Town budgeted \$100,000 for the Development Impact Fee and on October 8, 2025, Council approved contracting with Willdan on a not to exceed amount of \$100,000 even though their proposal for the development impact fee study came in at \$58,620. As such, there is enough funding under the development impact fee study to take on a sewer capacity fee study at \$10,000.

If Council approves the amended scope of work with Willdan Financial Services, the Town will engage them to complete the sewer capacity fee study. The study will not be done in time to amend the FY27 fee schedule; however, once available, it will be Town staff's recommendation to amend the fee schedule and hold all the proper public hearings to do so.



Town Council Agenda Information Memorandum

Question(s) before the Council:

- Does the Council have any questions for staff?
- Does Council approve amending the scope of work with Willdan Financial Services to complete a sewer capacity fee study?

Proposed Motion:

I move to **APPROVE** the scope of work addendum authorizing an additional \$10,000 for Willdan Financial Services to complete a sewer capacity fee assessment under the Development Impact Fee study.

OR

I move to **DENY** the request.

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 Willdan Financial Services., hereinafter referred to as the "Consultant."

FOR THE PURPOSE of providing a Development Impact Fee Study 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 designate Cameron Bowsky, PE, as their Consultant Representative and all communications shall be directed to him. Key Consultant Personnel are set forth in Exhibit B.

1.3.5 Any use of subcontractors shall require the written consent of the Town.

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

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

1.3.8 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.

1.3.9 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 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 Special Initiatives Manager Cliff Bryson 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 December 31, 2027. The Contract may be renewed for up to one (1) additional year upon mutual agreement of the parties. Any renewal shall be in writing and shall expressly state the prices for the services during the renewal term. Any renewal shall be contingent on funds being appropriated or budgeted for the renewal term.

2. COMPENSATION AND METHOD OF PAYMENT

2.1 Compensation. All compensation for complete and satisfactory completion of services rendered by Consultant, including any Subcontractors, shall be set forth in Exhibit C and shall not exceed \$100,000.

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

3. **CHANGES TO THE SCOPE OF SERVICES:** The Town may, at any time, and by written change order, make changes in the services to be performed under this Agreement. A form of change order is attached hereto as Exhibit D. 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 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, AZ 86322

CONSULTANT:
Kevin Burnett
Principal Consultant
Willdan Financial Services
3190 S. Vaughn Way, Suite 550, Office 523
Aurora, CO 80014

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.

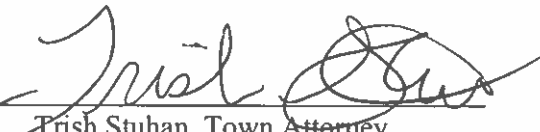
"Town"
TOWN OF CAMP VERDE, ARIZONA,
a municipal corporation

By: 
Its: Mayor
Date: 11.20.25

ATTEST:

By: 
Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

By: 
Trish Stuhan, Town Attorney
Pierce Coleman PLLC

"Consultant"
Willdan Financial Services

By: 
Its: Jeff McArvey, Managing Principal/Vice President
Date: 11-13-2025

EXHIBIT A SCOPE OF WORK

The Town of Camp Verde is seeking to prepare a comprehensive Development Impact Fee Study in accordance with Arizona Revised Statutes (A.R.S.) §9-463.05. The study will guide the Town in re-establishing development impact fees that proportionally allocate the cost of growth-related infrastructure and services.

The Town is considering the inclusion of impact fees in the following categories: land use, water and wastewater, police, parks, and administration (e.g., library). Consultants should provide a detailed scope of services and associated pricing that reflects these categories.

The selected consultant shall work closely with Town staff, the Town Attorney, and other relevant stakeholders to develop a legally compliant, financially sound, and publicly supported Development Impact Fee Program. The study will result in a comprehensive impact fee schedule tied to projected growth and capital needs, in accordance with A.R.S. §9-463.05. The project shall include, at a minimum, the tasks and deliverables outlined in the Scope of Work.

Task 1: Project Initiation & Management

- **Kickoff Meeting:** Conduct a kickoff meeting with Town leadership and designated staff to review project goals, schedule, data needs, and communication protocols.
- **Work Plan:** Prepare a detailed project work plan and timeline, identifying milestones, stakeholder engagement opportunities, and key deliverables.
- **Status Reporting:** Provide monthly progress reports to the Town Project Manager either in written format or virtual meeting.

Task 2: Data Collection and Review

- **Compile Baseline Data:** Work with Town staff to gather all relevant plans, maps, financial documents, utility master plans, capital improvement plans (CIP), infrastructure inventories, and historical development data.
- **Evaluate Existing Conditions:** Analyze the Town's current infrastructure capacity, service levels, and cost recovery systems for police, parks, administration (e.g., library), transportation, water, wastewater, and land use patterns.

Task 3: Land Use Assumptions (LUA)

- **Population & Employment Projections:** Prepare a 10-year forecast of residential and non-residential development, including population, housing units, jobs, and square footage.
- **Growth Areas Identification:** Map areas where future growth is anticipated, including densities and intensities.
- **LUA Documentation:** Produce a formal Land Use Assumptions Report that complies with A.R.S. §9-463.05.

Task 4: Infrastructure Improvements Plan (IIP)

- **Identify Service Areas:** Define logical service areas for each facility type (police, parks, water, sewer, etc.).
- **Facility Planning:** Identify new or expanded facilities needed to serve new development over the 10-year period. This should include sizing, timing, and capital cost estimates.
- **Cost Allocation:** Allocate costs to growth-related demand only and ensure proportionality as required by state law.
- **Documentation:** Prepare the IIP per statutory requirements and ready for public review.

Task 5: Development Fee Calculation and Report

- **Fee Calculation Methodology:** Calculate impact fees using methodologies consistent with professional standards and legal defensibility. Include models that accommodate per-unit or per-square-foot calculations based on land use type.
- **Sensitivity Testing:** Conduct optional scenario modeling to test potential fee outcomes under varying growth and cost assumptions.
- **Documentation:** Prepare a Development Fee Report summarizing assumptions, calculations, and justifications for each proposed fee.

Task 6: Public Engagement & Statutory Noticing

- **Noticing Compliance:** Assist the Town in meeting all statutory noticing requirements, including 60-day and 30-day public review periods for LUA/IIP and fee reports.
- **Public Hearings:** Present at a minimum of four public meetings:
 - One for LUA/IIP public hearing
 - One for LUA/IIP adoption
 - One for Development Fee public hearing
 - One for Development Fee adoption
- **Stakeholder Communication:** Help prepare FAQ sheets, website content, and graphics for public outreach.

Task 7: Implementation Guidance

- **Advisory Committee Support or Audit Recommendation:** Assist the Town in forming an advisory committee or outline steps for conducting a biennial audit to comply with A.R.S. §9-463.05(C)(2).
- **Policy Templates:** Provide draft policy templates for fee collection, fund tracking, and annual reporting.
- **Staff Training:** Offer at least one training session for Town staff to explain fee collection methodology and implementation procedures.

EXHIBIT B CONSULTANT'S KEY PERSONNEL

Project Team Key Personnel

Our management philosophy and supervision methodology of the project team is very simple: fill every position with experienced, capable personnel in sufficient numbers to deliver a superior product to the Town, on time and within budget. With that in mind, we have proposed the following experienced professionals for this engagement.

Town of Camp Verde Project Team		
Team Member	Project Role	Responsibility to the Engagement
James Edison Managing Principal	Principal-in-Charge	- Project oversight, - Policy and technical guidance, and - Report review
Kevin Burnett, MA Principal Consultant	Project Manager	- Day to Day Client Management, - Lead analytic analysis, - Arizona Revised Statute (ARS) §9-463.05 Expert, - Model development, - Produce key elements of the analysis, - Responsible for project deliverables, - Project oversight, - Quality assurance & control, - Report preparation, and - Meeting and presentation attendance.
Tiffany Sturms Senior Project Analyst	Project Analyst	- Collect, interpret, and disseminate key data; - Model development assistance; - Report preparation and meeting and presentation attendance.

EXHIBIT C
PAYMENT SCHEDULE

A. Compensation

1. The consideration of payment to Consultant, as provided herein shall be in full compensation for all of Consultant's work incurred in the performance hereof, including offices, travel, per diem or any other direct or indirect expenses incident to providing the services.

B. Method of Payment

Invoices shall be on a form and in the format provided by the Town and are to be submitted in triplicate to the Town via the Town's authorized representative.

C. Reimbursable Costs

Consultant will be reimbursed for expenses up to a maximum amount of \$100,000. The items allowable for reimbursement are as follows:

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

All reimbursable costs must be submitted with monthly bill.

**EXHIBIT D
CHANGE ORDER**

CHANGE ORDER NO. _____

Distribution: TOWN []
CONSULTANT []
OTHER []

PROJECT: _____ DATE: _____
OWNER: Town of Camp Verde, Arizona.
CONSULTANT: _____
AGREEMENT DATED: _____

CHANGES: The Agreement is changed as follows:

Not valid until signed by both Town and Consultant.

Signature of Consultant indicates acceptance. _____

The original compensation was _____

Net change by previously authorized Change Orders _____

The compensation prior to this Change Order was _____

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

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

The Contract Time will increase by _____

ACCEPTANCE STATUS:

Consultant

Town of Camp Verde

By: _____

By: _____

Date: _____

Date: _____

EXHIBIT E
WILLDAN FINANCIAL SERVICES
REQUEST FOR PROPOSAL SUBMISSION

**ADDENDUM NO. 1
TO AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES**

This Addendum No. 1 (“Addendum”) is entered into by and between the Town of Camp Verde, Arizona, a municipal corporation (“Town”), and Willdan Financial Services (“Consultant”), and amends that certain Agreement for Professional Consultant Services (“Agreement”) for the purpose of providing a Development Impact Fee Study.

RECITALS

WHEREAS, the Town and Consultant entered into the Agreement for professional consulting services related to a Development Impact Fee Study; and

WHEREAS, the Town desires to authorize additional services related to a Sewer Capacity Fee Assessment in coordination with the Development Impact Fee Study; and

WHEREAS, Consultant is qualified to perform such additional services.

NOW, THEREFORE, the Town and Consultant mutually agree as follows:

1. Amendment to Scope of Services

1.1 Section 1.2 of the Agreement is hereby amended to include the additional services described in Exhibit A-1, attached hereto and incorporated herein by reference. The additional services consist of completing a Sewer Capacity Fee Assessment in coordination with the Development Impact Fee Study.

2. Compensation for Additional Services

2.1 In consideration for the additional services authorized by this Addendum, the Town agrees to compensate Consultant for such services in an amount not to exceed Ten Thousand Dollars (\$10,000).

2.2 This amount shall be included in the total not-to-exceed compensation of \$100,000 under the Agreement. All compensation shall be subject to the same terms and conditions set forth in the Agreement.

3. Term

3.1 The additional services authorized by this Addendum shall be performed during the term of the Agreement, as set forth in Section 1.5.1, unless otherwise extended by mutual written agreement of the parties.

4. No Other Changes

4.1 Except as expressly modified by this Addendum, all terms and conditions of the Agreement shall remain unchanged and in full force and effect.

5. Effective Date

5.1 This Addendum shall become effective upon execution by both parties.

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: Mayor
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-1 AMENDED SCOPE OF WORK

Sewer Capacity Fee Assessment

In coordination with the Development Impact Fee Study, Consultant shall perform a sewer capacity fee assessment for the Town of Camp Verde. The additional scope of services shall include, but not be limited to, the following tasks:

1. Data Review and Coordination

- Review available Town planning, growth, and utility information relevant to sewer capacity and future development.

2. Infrastructure and Capacity Evaluation

- Evaluate existing sewer infrastructure capacity and planned capital improvements related to wastewater collection and treatment facilities.
- Assess the relationship between projected growth and the need for sewer capacity improvements attributable to new development.

3. Fee Methodology and Calculation

- Develop a legally supportable sewer capacity fee methodology consistent with Arizona law and accepted professional standards.
- Calculate a sewer capacity fee that allocates the cost of growth-related sewer facilities to new development.

4. Documentation and Integration

- Prepare technical documentation summarizing assumptions, methodology, calculations, and findings.