



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."

**AMENDED AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JUNE 17, 2026 at 6:00 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/81397728938?pwd=boxVg4hgawUbXntxSbHmHxwVtp1au8.1>

one Tap Mobile: 1-253-215-8782 or 1-346-248-7799

Meeting ID: 813 9772 8938

Passcode: 977604

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

1. **Call to Order**
2. **Roll Call.** Council Members Brian Bolton, Robert Foreman, Robin Godwin, Jessie Murdock, Patricia Seybold, Vice Mayor Wendy Escoffier, and Mayor Marie Moore.
3. **Pledge of Allegiance**
4. **Consent Agenda** – All those items listed below may be approved by one motion as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) **Approval of the Minutes:**
 - 1) Special Session (Public Portion) – May 27, 2026 at 5:00 p.m. Pg. 5
 - 2) Special Session – May 27, 2026 at 6:00 p.m. Pg. 7
 - 3) Work Session – June 3, 2026 at 5:00 p.m. Pg. 11
 - 4) Regular Session – June 3, 2026 at 6:00 p.m. Pg. 13
 - b) **Set Next Meeting, Date and Time:**
 - 1) Regular Session – July 1, 2026 at 6:00 p.m.
 - 2) Regular Session – July 15, 2026 at 6:00 p.m.
 - 3) Regular Session – August 5, 2026 at 6:00 p.m.
 - c) **Consideration and possible approval of Resolution 2026-1219, designating Finance Director Michael Showers as the Town's Chief Fiscal Officer for the purpose of submitting the FY27 Expenditure Limitation Report to the Arizona Auditor General.** Staff Resource: Finance Director Michael Showers. Pg. 19
 - d) **Consideration and possible approval of the Town of Camp Verde's Public Safety Personnel Retirement System Pension Funding Policy.** Staff Resource: Finance Director Michael Showers. Pg. 23

e) **Consideration and possible approval of the FY27 special assessment levy in the amount of \$222,057 for annual debt service payments on Camp Verde Sanitary District WIFA Note 910175, and certification of the FY27 debt levy in the amount of \$365,451 to Yavapai County, acting as Trustee of the Camp Verde Sanitary District.** Staff Resource: Finance Director Michael Showers. Pg. 27

f) **Consideration and possible approval of the Affiliate Library Agreement between the Yavapai County Free Library District and the Town of Camp Verde for FY27.** Staff Resource: Town Manager Miranda Fisher. Pg. 33

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

Arizona law prohibits any Town resource, including staff time, equipment, and anything of value to influence an election. This prohibition applies to Call to the Public at the Council meeting. You may discuss a Town issue but do not “advocate” for a specific candidate or ballot measure. Additionally, soliciting petition signatures or campaign contributions or distributing campaign materials is prohibited on Town property. The Town appreciates your efforts to help the Town comply with state law and avoid using taxpayer monies to influence an election.

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

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

- **Proclamation in memory of the Granite Mountain Hotshots.** Resource: Mayor Marie Moore. Pg. 59

8. **Discussion, consideration, and possible appointment of one applicant to the Parks and Recreation Commission, with a term ending January 1, 2028.** Staff Resource: Town Manager Miranda Fisher. Pg. 61

9. **Discussion, consideration, and possible appointment of two applicants to the Planning and Zoning Commission, with terms ending January 1, 2028.** Staff Resource: Town Manager Miranda Fisher. Pg. 67
10. **Discussion, consideration, and possible approval to release Request for Qualifications #2026-232 for a Town Magistrate for the Camp Verde Municipal Court.** Staff Resource: Town Manager Miranda Fisher. Pg. 91
11. **Discussion and possible direction regarding a request from the Artist Guild of Camp Verde to display artwork in the Town Council Chambers and/or utilize the Business Resource and Innovation Center for art-related activities.** Staff Resource: Town Manager Miranda Fisher. Pg. 101
12. **Discussion, consideration, and possible approval of the revisions and amendments to the Town's Permanent Salary Range Table.** Staff Resource: Human Resources Director Julia Kaiser. Pg. 109
13. **Discussion, consideration, and possible direction regarding the proposed revisions and amendments to the Town's Personnel Manual.** Staff Resource: Human Resources Director Julia Kaiser. Pg. 115
14. **Discussion, consideration, and possible award of RFQ No. 26-229, Heritage Pool Renovations Design, to Landmark Aquatic, LLC in the amount of \$48,000.00.** Staff Resource: CIP Manager Martin Smith. Pg. 127
15. **Discussion, consideration and possible direction amending Section 2-3-6 of the Town Code regarding Town Council agenda-setting procedures, including agenda item placement requests, agenda approval authority, and related amendments to Town Code and Council policies.** Resource: Town Manager Miranda Fisher and Town Attorney Trish Stuhan. Pg. 183
16. **Discussion, consideration, and possible direction regarding the establishment of requirements and procedures for virtual attendance and participation by Town Council, Board, and Commission members at public meetings.** Resource: Town Manager Miranda Fisher and Town Attorney Trish Stuhan. Pg. 191
17. **An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney related to regulations regarding the carrying of firearms on Town property and facilities.** Resource: Town Attorney Trish Stuhan and Councilor Robert Foreman.
18. **An executive session pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) for discussion or consultation with the Town Attorney in order to consider its position and instruct the Town Attorney regarding the public body's position regarding contracts that are the subject of negotiations. The purpose of the executive session is to discuss dispatch services.** Staff Resource: Town Manager Miranda Fisher and Town Marshal Dan Jacobs.

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 June 16, 2026 at 4:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk



DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL WORK SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MAY 27, 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.** Council Members Brian Bolton, Robert Foreman, Robin Godwin (absent), Jessie Murdock, Patricia Seybold (absent), Vice Mayor Wendy Escoffier, and Mayor Marie Moore.

Also Present

Town Manager Miranda Fisher and Town Attorney Trish Stuhan.

3. **Pledge of Allegiance**
Councilor Murdock led the Pledge.

Mayor Moore read Agenda Item 4.

4. **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 annual performance evaluation of Miranda Fisher.** Staff Resource: Town Manager Miranda Fisher.

A **motion** was made by Vice Mayor Escoffier to go into Executive Session for Item 4. Councilor Foreman seconded the motion.

Roll Call Vote:

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

Motion Carried 5-0.

Mayor Moore reconvened the Regular Session at 6:00 pm.

Mayor Moore stated no direction was given.

5. Adjournment

Mayor Moore adjourned the meeting at 6:00 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 May 27, 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



DRAFT MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MAY 27, 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 the meeting to order at 6:00 p.m.
2. **Roll Call.** Council Members Brian Bolton, Robert Foreman, Robin Godwin (absent), Jessie Murdock, Patricia Seybold (absent), Vice Mayor Wendy Escoffier, and Mayor Marie Moore.

Also Present

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

3. **Pledge of Allegiance**
Vice Mayor Escoffier led the Pledge.
4. **Public Hearing:** Discussion, consideration and possible approval of Resolution 2026-1217, adopting the 2026-2027 consolidated fee schedule for Town services, use of Town facilities, permits and licenses; providing for repeal of conflicting resolutions; providing for severability. Staff Resource: Town Manager Miranda Fisher and Finance Director Michael Showers.

Staff Presentation: Town Manager Fisher stated that the fee schedule remains substantially the same as previously presented to the Council, with the exception of one modification related to the fingerprinting fee. Town staff met to review the proposed fingerprinting fee and determined that there are certain circumstances under which such a fee cannot legally be assessed. As a result, Town Manager Fisher reported that staff is recommending removal of the fingerprinting fee from the fee schedule.

Marshal Daniel Jacobs responded to questions regarding fingerprinting fee.

Open Public Hearing: Mayor Moore opened the public hearing at 6:07 p.m.

Public Comment:

Cheri Wischmeyer expressed concern regarding the proposed increase in the fee for the Board of Adjustment and Appeals appeal charge.

Close Public Hearing: Mayor Moore closed the public hearing at 6:08 p.m.

Council Discussion: Mayor Moore inquired about the proposed increase in the Board of Adjustment and Appeals fee related to the appeal process.

Town Manager Fisher responded that the increase in the appeal fee reflects the amount of staff time required to prepare and process the appeal. Town Manager Fisher stated that staff could draft a policy specific to Board and Adjustment and Appeals that addresses the possibility of a fee discount or a deferred payment. Vice Mayor Escoffier confirmed that if an appeal is upheld, the fee is returned. Town Manager Fisher confirmed.

Mayor Moore requested that staff review fee payment processes in other jurisdictions and evaluate available options and provide an update to the Council at a future meeting.

On a **motion** made by Councilor Murdock, seconded by Vice Mayor Escoffier, the Council **moved to approve** Resolution 2026-1217, adopting the 2026-2027 consolidated fee schedule for Town services, use of Town facilities, permits and licenses; providing for repeal of conflicting resolutions; providing for severability with the removal of the fingerprinting fee.

Roll Call Vote:

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

Motion Carried: 5-0

5. **Public Hearing:** Discussion, consideration and possible approval of Ordinance 2026-A513 an ordinance of the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona, increasing the rate of taxation in Chapter 8 – Transaction Privilege Tax, Article 8-1 – Adoption of Tax Code, relating to an increase in the transient lodging transaction privilege tax levied by the Town of Camp Verde from 3.00% to 8.00%; amending the Town Tax Code; providing for repeal of conflicting ordinances; providing for severability; and providing for penalties for violations thereof. Staff Resource: Town Manager Miranda Fisher and Finance Director Michael Showers.

Staff Presentation: Town Manager Fisher provided an overview of the Town's current general transaction privilege tax rate for lodging, which is 3 percent. Town Manager Fisher noted should the Council agree to approve the proposed 5 percent increase, bringing the total lodging tax rate to 8 percent, 5.65 percent would remain unrestricted and could be deposited into the General Fund, while the remaining 2.35 percent would

be restricted for tourism-related expenditures.

Open Public Hearing: Mayor Moore opened the public hearing at 6:19 p.m. and there were no speakers.

Close Public Hearing: Mayor Moore closed the public hearing at 6:19 p.m.

Council Discussion: No further discussion.

Town Manager Fisher responded to questions from the Council.

On a **motion** made by Councilor Murdock, seconded by Councilor Foreman, the Council **moved to approve** Ordinance 2026-A513 an ordinance of the Mayor and Council of the Town of Camp Verde, Yavapai County, Arizona, increasing the rate of taxation in Chapter 8 – Transaction Privilege Tax, Article 8-1 – Adoption of Tax Code, relating to an increase in the transient lodging transaction privilege tax levied by the Town of Camp Verde from 3.00% to 8.00%.

Roll Call Vote:

Councilor Bolton: aye

Councilor Seybold: absent

Councilor Foreman: aye

Councilor Murdock: aye

Councilor Godwin: absent

Vice Mayor Escoffier: aye

Mayor Moore: aye

Motion Carried: 5-0

6. **Discussion and review of the FY27 operations budgets for the General, Highway User Revenue Fund, Water & Wastewater Funds.** Staff Resource: Town Manager Miranda Fisher and Finance Director Michael Showers.

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

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

Mayor Moore recessed the meeting for a break at 6:58 p.m. and reconvened the meeting at 7:10 p.m.

7. **Continued discussion of the FY27 Proposed Capital Improvement Plan.** Staff Resource: Town Manager Miranda Fisher & Finance Director Michael Showers.

Town Manager Fisher provided an update on the Equestrian Center bleachers, shade structure, and secondary arena, as well as the proposed reallocation of funds that would

allow the Town to retain the Parks and Recreation bus purchase in Fiscal Year 2027. Town Manager Fisher also requested Council feedback regarding the five-year Capital Improvement Program (CIP) projects and presented an overview of each project line item scheduled for future fiscal years.

The Council provided input on the projects they believe should remain on the CIP list.

Town Manager Fisher, Public Works Director Ken Krebbs and Parks and Recreation Manager Shawna Figy responded to questions.

8. Discussion, consideration, and possible direction regarding future use of Town-owned parcels and/or vacant buildings. Staff Resource: Town Manager Miranda Fisher & Special Initiatives Manager Cliff Bryson.

Town Manager Fisher stated that staff is seeking direction from the Town Council regarding the future approach to Town-owned properties, specifically whether the Council has interest in the potential sale of any Town-owned assets. Town Manager Fisher also presented a comprehensive report on the Town-owned properties.

The Council directed staff to pursue the sale of the BRIC building on Main Street and the home in Verde Lakes and to return later in the fall with appraisals for the select properties.

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

9. Adjournment

Mayor Moore adjourned the meeting at 8:05 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 May 27, 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
WORK SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JUNE 3, 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.** Council Members Brian Bolton, Robert Foreman, Robin Godwin, Jessie Murdock, Patricia Seybold (absent), Vice Mayor Wendy Escoffier, and Mayor Marie Moore.

Also Present

Town Manager Miranda Fisher, Town Attorney Trish Stuhan, Finance Director Michael Showers and Town Clerk Leah Rhodes.

3. Pledge of Allegiance

Councilor Godwin led the Pledge.

- 4. Discussion and presentation of the FY25 financial audit.** Staff Resource: Finance Director Michael Showers.

Finance Director Showers introduced the item and Jean Marie Dietrich, Principal for CliftonLarsonAllen LLP.

Ms. Dietrich provided an overview of the FY25 audit results and the required communications, the Annual Comprehensive Financial Report (ACFR), Highway User Revenue Fund (HURF) compliance report, and the annual expenditure limitation and reporting.

Town Manager Fisher, Finance Director Michael Showers and Ms. Dietrich responded to questions from the Council.

5. Adjournment

Mayor Moore adjourned the meeting at 5:15 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 June 3, 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



DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JUNE 3, 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 the meeting to order at 6:00 p.m.
2. **Roll Call.** Council Members Brian Bolton, Robert Foreman, Robin Godwin, Jessie Murdock, Patricia Seybold (joined remotely at 6:03 p.m.), Vice Mayor Wendy Escoffier, and Mayor Marie Moore.

Also Present

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

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

a) Approval of the Minutes:

- 1) Regular Session – May 6, 2026 at 6:00 p.m.
- 2) Budget Work Session – May 7, 2026 at 5:00 p.m.
- 3) Special Session (Public Portion) – May 13, 2026 at 5:00 p.m.

b) Set Next Meeting, Date and Time:

- 1) Special Session – June 17, 2026 at 5:00 p.m.
- 2) Regular Session – June 17, 2026 at 6:00 p.m.
- 3) Regular Session – July 1, 2026 at 6:00 p.m.
- 4) Regular Session – July 15, 2026 at 6:00 p.m.
- 5) Regular Session – August 5, 2026 at 6:00 p.m.

Mayor Moore announced that there will be an additional Council meeting held on June 10, 2026 at 5:00 p.m.

On a **motion** made by Vice Mayor Escoffier, seconded by Councilor Foreman, the Council **moved to approve** the consent agenda with the addition of the June 10, 2026 meeting at 5:00 p.m.

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(I))

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 events they attended

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

- **Administration of Oath of Office of the Newly Hired Town Employees.** Staff Resource: Town Clerk Leah Rhodes.

Town Clerk Leah Rhodes swore in newly hired employee Sofia Gonzalez, Janitor

for the Public Works Department.

- **Update on funding for the Verde Lakes Drive Flood Study.** Town Manager Miranda Fisher.

Town Manager Fisher reported that the Department of Emergency and Military Affairs (AZDEMA) has awarded the Town a grant in the amount of \$1,084,340. The grant requires a 25% match, which will be funded through Yavapai County Flood Control funds allocated annually; therefore, no concerns were noted regarding the match requirement. The AZDEMA-funded project scope includes flood control planning, engineering analysis, and preliminary design efforts intended to support future construction and mitigation improvements.

Town Manager Fisher also shared that the project has been selected to advance for Congressionally Directed Spending through Senator Kelly's office. If awarded, Town Manager Fisher explained that Town staff will seek to convert that funding for construction since the required study will be done using the DEMA funds.

8. Discussion, consideration, and possible awarding of the FY26 Community Outreach Funds in the amount not to exceed \$20,000. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated that the Town Council had budgeted \$20,000 to support nonprofit organizations that directly serve Camp Verde residents. A review committee consisting of Vice Mayor Escoffier, Councilor Foreman and Councilor Seybold, evaluated the applications received and developed funding recommendations for the following organizations:

- Senior Citizens of Camp Verde (\$2,450)
- St. Vincent de Paul (\$2,450)
- Camp Verde Seventh-day Adventist (\$2,600)
- America Youth Soccer Association (\$2,000)
- Wheel Fun (\$2,000)
- Human Society of Sedona (\$3,000)
- Verde Valley Sanctuary (\$2,000)
- Manzanita Outreach (\$3,500)

On a **motion** made by Councilor Foreman, seconded by Vice Mayor Escoffier, the Council **moved** to approve distributing the \$20,000 Community Outreach Funds as recommend by the committee.

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 adoption of Resolution 2026-1218, approving the waiver of fees for three renewal use permit applications for Use Permit 16-955, Use Permit 2006-01 and Use Permit 2006-02.** Staff Resource: Development Services Director Christian Green.

Acting Senior Planner Cory Mulcaire stated the resolution for approval would waive use permit renewal application fees for three active use permits that were not renewed on time. As discussed at the May 6, 2026, Council meeting, the renewal deadlines were inadvertently missed by both the property owners and Town staff. Acting Senior Planner Mulcaire explained that the Town's current fee waiver policy does not specifically address this type of circumstance; therefore, staff had prepared a resolution for Council consideration and approval.

Acting Senior Planner Mulcaire responded to questions from the Council.

On a **motion** made by Councilor Godwin, seconded by Vice Mayor Escoffier, the Council **moved** to approve Resolution No. 2026-1218.

Roll Call Vote:

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

Motion Carried 7-0.

7. **Adjournment**

Mayor Moore adjourned the meeting at 6:36 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 June 3, 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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**Meeting Date:** June 17, 2026**Agenda Item Type:**

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

Requesting Department: Finance**Staff Resource:** Finance Director Mike Showers

Agenda Title: Consideration and possible approval of Resolution 2026-1219, designating Finance Director Michael Showers as the Town's Chief Fiscal Officer for the purpose of submitting the FY27 Expenditure Limitation Report to the Arizona Auditor General.

Attached Documents:

- Resolution 2026-1219

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

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

Financial Review (if applicable):

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

Background Information:

Arizona law requires municipalities to annually designate a Chief Fiscal Officer responsible for preparing and submitting the Expenditure Limitation Report to the Arizona Auditor General. Resolution 2026-1219 designates Finance Director Michael Showers as the Town's Chief Fiscal Officer for FY27, authorizing him to complete and submit the required report on behalf of the Town.

Question(s) before the Council:

- Does Council have any questions for staff?
- Does Council approve Resolution 2026-1219?

Proposed Motion(s):

Move to **APPROVE** Resolution 2026-1219 designating Finance Director Michael Showers as the Town's Chief Fiscal Officer for the purpose of submitting the FY27 Expenditure Limitation Report to the Arizona Auditor General.



RESOLUTION NO. 2026-1219

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, DESIGNATING THE CHIEF FISCAL OFFICER FOR OFFICIALLY SUBMITTING THE FISCAL YEAR 2027 EXPENDITURE LIMITATION REPORT TO THE ARIZONA AUDITOR GENERAL

WHEREAS, A.R.S. §41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Arizona Auditor General by July 31 the name of the Chief Fiscal Officer the governing body designated to officially submit the current year's annual expenditure limitation report (AELR) on the governing body's behalf; and

WHEREAS, the Town of Camp Verde Mayor and Council desires to designate Michael Showers, as the Town's Chief Fiscal Officer; and

WHEREAS, Entities must submit an updated form and documentation for any changes in the individuals designated to file the AELR; and

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

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. Michael Showers is hereby designated as the Town's Chief Fiscal Officer for purposes of submitting the fiscal year 2027 AELR to the Arizona Auditor General on the governing body's behalf.

PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS 17th DAY OF JUNE, 2026.

Marie Moore, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC

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Town Council

Agenda Information Memorandum

Meeting Date: June 17, 2026

Agenda Item Type:

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

Requesting Department: Finance

Staff Resource: Finance Director Mike Showers

Agenda Title: Consideration and possible approval of the Town of Camp Verde's Public Safety Personnel Retirement System Pension Funding Policy.

Attached Documents:

- The proposed FY27 Town of Camp Verde Public Safety Personnel Retirement System Pension Funding Policy

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

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

Financial Review (if applicable):

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

Background Information:

Arizona law requires participating employers in the Public Safety Personnel Retirement System (PSPRS) to annually review and adopt a Pension Funding Policy. The policy is a state-prescribed document that establishes guidelines for funding pension obligations and contains limited Town-specific information, including contribution rates, funding targets, and financial assumptions. Adoption of the policy demonstrates the Town's commitment to maintaining the long-term financial sustainability of its public safety retirement obligations. Following approval, the policy will be posted on the Town's website in accordance with state requirements. The Town's PSPRS plans are currently funded at more than 99.8%.

Question(s) before the Council:

- Does Council have any questions on staff's proposal regarding funding of the PRPRS Pension Plan?

Proposed Motion(s):

Move to **APPROVE** the Town of Camp Verde's Public Safety Personnel Retirement System Pension Funding Policy.

Town of Camp Verde Public Safety Personnel Retirement System Pension Funding Policy

The intent of this policy is to clearly communicate the Council's pension funding objectives and its commitment to our employees and the sound financial management of the Town and to comply with new statutory requirements of Laws 2018, Chapter 112.

Several terms are used throughout this policy:

Unfunded Actuarial Accrued Liability (UAAL) – Is the difference between trust assets and the estimated future cost of pensions earned by employees. This UAAL results from actual results (interest earnings, member mortality, disability rates, etc.) being different from the assumptions used in previous actuarial valuations.

Annual Required Contribution (ARC) – Is the annual amount required to pay into the pension funds, as determined through annual actuarial valuations. It is comprised of two primary components: normal pension cost – which is the estimated cost of pension benefits earned by employees in the current year; and, amortization of UAAL – which is the cost needed to cover the unfunded portion of pensions earned by employees in previous years. The UAAL is collected over a period of time referred to as the amortization period. The ARC is a percentage of the current payroll.

Funded Ratio – Is a ratio of fund assets to actuarial accrued liability. The higher the ratio the better funded the pension is with 100% being fully funded.

Intergenerational equity – Ensures that no generation is burdened by substantially more or less pension costs than past or future generations.

The Town's marshals employees who are regularly assigned hazardous duty participate in the Public Safety Personnel Retirement System (PSPRS).

Public Safety Personnel Retirement System (PSPRS)

PSPRS is administered as an agent multiple-employer pension plan. An agent multiple-employer plan has two main functions: 1) to commingle assets of all plans under its administration, thus achieving economy of scale for more cost efficient investments, and invest those assets for the benefit of all members under its administration and 2) serve as the statewide uniform administrator for the distribution of benefits.

Under an agent multiple-employer plan each agency participating in the plan has an individual trust fund reflecting that agencies' assets and liabilities. Under this plan all contributions are deposited to and distributions are made from that fund's assets, each fund

has its own funded ratio and contribution rate, and each fund has a unique annual actuarial valuation. The Town of Camp Verde has one trust fund for marshals employees.

Council formally accepts the assets, liabilities, and current funding ratio of the Town's PSPRS trust funds from the June 30, 2025 actuarial valuation, which are detailed below.

Trust Fund	Assets	Accrued Liability	Unfunded Actuarial Accrued Liability	Funded Ratio
Camp Verde Police	\$9,452,629	\$9,473,816	\$21,187	99.8%

PSPRS Funding Goal

Pensions that are less than fully funded place the cost of service provided in earlier periods (amortization of UAAL) on the current taxpayers. Fully funded pension plans are the best way to achieve taxpayer and member intergenerational equity.

The Council's PSPRS funding ratio goal is to maintain 95-100% funding.

Council established this goal for the following reasons:

- The PSPRS trust funds represent only the Town of Camp Verde's liability
- The fluctuating cost of an UAAL causes strain on the Town's budget, affecting our ability to provide services
- A fully funded pension is the best way to achieve taxpayer and member intergenerational equity

Council has taken the following actions to achieve this goal:

- Maintain ARC payment from operating revenues – Council is committed to maintaining the full ARC payment (normal cost and UAAL amortization) from operating funds. The estimated combined ARC for FY27 is \$250,000 and will be able to be paid from operating funds without diminishing Town services.
- Created a reserve fund to allow the Town the ability to cover potential annual shortfalls within the PSPRS investment fund. The balance of these funds as of 6/30/25 was \$474,049.57.

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**Meeting Date:** June 17, 2026**Agenda Item Type:**

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

Requesting Department: Finance**Staff Resource:** Finance Director Mike Showers

Agenda Title: Consideration and possible approval of the FY27 special assessment levy in the amount of \$222,057 for annual debt service payments on Camp Verde Sanitary District WIFA Note 910175, and certification of the FY27 debt levy in the amount of \$365,451 to Yavapai County, acting as Trustee of the Camp Verde Sanitary District.

Attached Documents:

- Notice of Special Assessment Debt
- Notice of Debt Levy
- Certification to Yavapai County

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

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

Financial Review (if applicable):

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

Background Information:

The attached assessment and debt levy calculations represent the amounts necessary to fund the FY27 debt service obligations of the former Camp Verde Sanitary District. The Town Council serves as Trustee for the District and is responsible for annually certifying to Yavapai County the amounts required to pay principal and interest on the outstanding debt obligations.

The special assessment levy of \$222,057 will fund the annual debt service payment associated with WIFA Note 910175. Additionally, the FY27 debt levy of \$365,451 reflects the amount necessary to satisfy the District's remaining debt obligations incurred under Arizona Revised Statutes Title 48. The debt levy is calculated annually based on the assessed valuation within the District, which may fluctuate from year to year.

It is important to note that these obligations remain the responsibility of the former Camp Verde Sanitary District and are not debts of the Town of Camp Verde. The Town's role is limited to administering the collections and debt payments in its capacity as Trustee. Following the retirement of the National Bank loans in FY26, the FY27 debt levy has been reduced by approximately \$244,000. The remaining debt obligations are scheduled to be fully retired in July 2032.



Town Council Agenda Information Memorandum

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion(s):

Move to **APPROVE** the FY27 special assessment levy of \$222,057 for annual payments against the Camp Verde Sanitary District's WIFA note 910175 and the FY27 debt levy certification to Yavapai County for \$365,451, acting as the Trustee of the Camp Verde Sanitary District.

SPECIAL ASSESSMENT DEBT

Council will be discussing and approving the special assessment

For FY27 Sanitary District Debt Service payments

Special Assessment Levy: \$ 222,057

WIFA Debt Service Budget: \$ 222,057

NOTICE OF PROPOSED DEBT SERVICE LEVY for FY27

The Town of Camp Verde will be discussing

The proposed debt service levy for FY27

On June 17, 2026 at 6:00 pm in the Council Chambers

at 473 S. Main St., Room 106, Camp Verde, AZ

Interested parties are invited to attend and present their comments

FY2026-27

Debt Service Budget of the Camp Verde Sanitary District

Amount to be certified:

Debt Reduction Levy of \$0.875 per \$100 of Net Assessed Value of \$41,767,971

Debt Service Levy: \$365,451

WIFA Debt Service Budget: \$365,451

YAVAPAI COUNTY



SPECIAL TAXING DISTRICT TAX LEVY CONFIRMATION FORM

FISCAL YEAR _____

NAME OF DISTRICT: _____

TAX LEVY REQUIRED: \$ _____

BOND DEBT SERVICE LEVY REQUIRED: \$ _____
(use only if you have bonded indebtedness)

COMMUNITY FACILITIES DISTRICTS (CFD):

(for City and/or Town Municipality use only)

NAME OF CFD

TAX RATE REQUIRED

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Prepared By: _____ Title: _____

Date: _____ Telephone Number: _____

E-mail Address: _____

This form is not supported by Google Chrome or Microsoft Edge. Please open this form using Internet Explorer or FireFox Web Browsers.

Please use the **submit button**, located in the upper right hand corner, above to send this form to Brenda Peterson, Administrative Assistant, Yavapai County Board of Supervisors.

We will need preliminary district information no later than June 25, 2018, in order to include your information on the July 3, 2018, tentative budget hearing schedule.

If you have questions, please contact Brenda Peterson at 928-771-3200.

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Town Council

Agenda Information Memorandum

Meeting Date: June 17, 2026

Agenda Item Type:

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

Requesting Department: Library

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Consideration and possible approval of the Affiliate Library Agreement between the Yavapai County Free Library District and the Town of Camp Verde for FY27

Attached Documents:

- Affiliate Library Agreement

Estimated Presentation Time: N/A

Estimated Discussion Time: N/A

Reviewed By:

- ☒ Town Manager ☒ Legal ☐ Finance ☐ Other:

Financial Review (if applicable): N/A

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

Background Information

The Yavapai County Free Library District (YCFLD) annually enters into Affiliate Library Agreements with participating libraries throughout Yavapai County. This agreement establishes the terms under which the Camp Verde Community Library remains a participating member of the Yavapai Library Network (YLN) and is eligible to receive financial support and shared services from the District. The agreement outlines the responsibilities of both parties, including resource sharing, public access requirements, reporting obligations, and participation in countywide library programs and services.

As part of the agreement, the Camp Verde Community Library is eligible to receive an FY27 contribution of \$77,397.79 from the Yavapai County Free Library District. These funds must be used to directly support library operations and services and are subject to annual reporting and certification requirements. The contribution amount is determined through a formula adopted by the District that considers factors such as population, assessed valuation, circulation, active users, and collection size.

Approval of the agreement authorizes the Town to continue participating in the Yavapai Library Network, maintain access to shared library resources and services, and receive the FY27 funding allocation from the District.

Connection to the [FY27 Strategic Plan](#)



Town Council Agenda Information Memorandum

Participation in the Yavapai Library Network leverages regional collaboration and outside funding to maximize community services while minimizing local taxpayer costs, supporting the Town's commitment to responsible fiscal stewardship.

Question(s) before the Council

- Does Council have any questions for staff?
Does the Council approve the Affiliate Library Agreement between the Yavapai County Free Library District and the Town of Camp Verde for FY27?

Proposed Motion(s)

Move to **APPROVE** the Affiliate Library Agreement between the Yavapai County Free Library District and the Town of Camp Verde for FY27.

AFFILIATE LIBRARY AGREEMENT BETWEEN THE YAVAPAI COUNTY FREE LIBRARY DISTRICT AND THE TOWN OF CAMP VERDE

This Affiliate Library Agreement (hereinafter referred to as this “Agreement”) is made by and between the Yavapai County Free Library District, a special taxing subdivision of the State of Arizona (hereinafter referred to as “DISTRICT”), and the Town of Camp Verde, a(n) Arizona corporation / non-profit corporation / a political subdivision of the State of Arizona (hereinafter referred to as “AFFILIATE”). DISTRICT and AFFILIATE may each be referred to individually as a “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, DISTRICT is a special taxing subdivision of the State of Arizona established in 1987 for the purpose of providing library services to participating town and city libraries and unincorporated areas of Yavapai County, pursuant to A.R.S. §§ 48-3901 *et seq.*; and,

WHEREAS, DISTRICT is authorized to exercise the powers granted generally to municipal corporations by the constitution and laws of the State of Arizona, pursuant to A.R.S. § 48-3902; and,

WHEREAS, DISTRICT is a county free library district established and maintained pursuant to A.R.S. § 11-901; and,

WHEREAS, AFFILIATE has requested affiliate status with the DISTRICT and pursuant to the powers granted to DISTRICT in accordance with A.R.S. §48-3902, and/or AFFILIATE previously applied for and received affiliate status with the DISTRICT pursuant to A.R.S. §11-903, and is therefore eligible to receive support from DISTRICT; and DISTRICT desires to provide library support services and enter into Agreement with AFFILIATE to provide those library support services as set forth herein, as those service are of value to the residents of Yavapai County; and

WHEREAS, DISTRICT acknowledges that the services to be performed by the AFFILIATE have a value to the residents of Yavapai County and that if AFFILIATE did not perform library services for its community, then DISTRICT may have to bear the costs of providing library services to residents benefitting from the AFFILIATE.

WHEREAS, the Parties have determined that it is in their mutual interest to enter into an agreement whereby DISTRICT shall provide support and other library services (collectively referred to as “library support services”) to AFFILIATE, subject to the terms and conditions set forth herein.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual promises and conditions set forth below and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties, intending to become legally bound, agree as follows:

1. **Term of Agreement.** The initial term of this Agreement shall commence on July 1, 2026, and shall continue through June 30, 2027.

2. **Termination.**

2.1. **Termination for Convenience/Without Cause.** Either Party may terminate or cancel this Agreement at any time for any reason, with or without just cause, with ninety (90) days written notice to the other Party specifying the termination date.

2.2. **Termination for Breach.** In the event of a breach of any term or condition of this Agreement by any Party, the Party claiming a breach shall provide written notice to the Party for which a breach is alleged, with said notice setting forth the factual basis for the determination that a breach has occurred. If the alleged breach is not remedied within fifteen (15) days of receipt of the notice by the Party for which a breach is alleged, this Agreement may terminate, at the option of the Party alleging a breach.

2.3. **Residual Obligations.** Unless otherwise expressly agreed by the Parties, all obligations of the Parties, including payment of charges and fees, for the fiscal year during which termination is effective shall remain in full force and effect and binding on the respective Parties. AFFILIATE agrees to forfeit any right, title, or interest in tangible or intangible monies, materials, equipment, or property contributed or allocated to the DISTRICT if AFFILIATE terminates this Agreement or is no longer a participant in the Yavapai Library Network (YLN).

2.4. **Cancellation for Conflict of Interest.** This Agreement is subject to cancellation pursuant to A.R.S. §38-511, the pertinent provisions of which are incorporated herein by reference.

3. **Duties and Obligations for Library Support Services.**

3.1. AFFILIATE shall provide equal access to use all of AFFILIATE's facilities and services, including core services such as borrowing privileges and computer use, if available, free of charge, to all the residents of Yavapai County.

3.2. DISTRICT and AFFILIATE shall cooperate in planning and implementing resource sharing activities acceptable to DISTRICT and AFFILIATE. Shared resources shall be free to Yavapai County residents, except if there are inter-library loans or materials sent to/from a library that is not a participant in the YLN. If the borrowing/lending library is not a participant of the YLN, then postage recovery costs for library materials may be passed on to the user, up to a maximum total cost of \$6.00 per item or transaction.

3.3. AFFILIATE may be eligible for a distribution of funds from DISTRICT according to the formula as set forth in "AFFILIATE CONTRIBUTION FORMULA" attached hereto as Exhibit C.

3.4. The Parties recognize and acknowledge that DISTRICT is a governmental entity, and that, if applicable, AFFILIATE is a governmental entity. The Parties recognize that the

availability or unavailability of public funding, or changes in the allocation of said public funding, may cause one or both Parties to this Agreement to encounter difficulty fulfilling the anticipated duties and obligations of the Parties set forth under this Agreement. In the event public funds are not appropriated for the performance of either Party's obligations under this Agreement, then the Party who is subject to the reduced or non-appropriated funding shall notify the other Party in writing of any such non-allocation of funds or reduction in funding allocation at the earliest possible date. In such an instance, the Parties agree to discuss in good faith the possibility of temporary reduction in scope of this Agreement. If no mutually agreeable resolution of the matter of temporary reduction in scope can be reached by the Parties, the Parties shall terminate this Agreement pursuant to Section 2.1 herein (either Party may initiate said Termination), with residual obligations handled pursuant to Section 2.3 herein. If the Parties are able to reach mutually agreeable resolution of the matter of temporary reduction in scope, then the specific terms of the reduction in scope, other relevant and related terms, and the time period of reduction in scope must be set forth as an Addendum to this Agreement, in writing and signed by both Parties, in order to be valid.

- 3.5. AFFILIATE agrees and acknowledges that DISTRICT, in its sole discretion, may or may not allocate funds for a contribution, and although there may be distribution or disbursement / contribution of funds from DISTRICT TO AFFILIATE that may occur during the term of this agreement, there is no obligation for DISTRICT to distribute or disburse / contribute any funds to AFFILIATE at any time.
- 3.6. AFFILIATE shall complete the Yavapai County Free Library District Affiliate Contribution Request Form which is attached as Exhibit B before **May 29th, 2026**. AFFILIATE will only be eligible to receive funds if the YCFLD Affiliate Request form is completed and received by **May 29th, 2026**. AFFILIATE may be asked to present their proposal to the Board of Directors of the Library District at a public meeting. DISTRICT reserves the right to request and require additional information or explanation and/or clarification of information contained in the Affiliate Contribution Request Form and the AFFILIATE'S responses thereto, and AFFILIATE agrees to cooperate and provide such information, explanation, and/or clarification as requested by DISTRICT.
- 3.7. AFFILIATE agrees and acknowledges that the combined contribution for funds for the Fiscal Year (FY) covered by this agreement, before the Contribution Formula is applied, is **\$1,440,000**, as evidenced on Exhibit C.
- 3.8. Exhibit C also lists the eligible contribution amounts for each affiliate should the Affiliate Contribution Request Form (Exhibit B) be properly submitted and accepted.
- 3.9. AFFILIATE may receive an annual contribution so long as AFFILIATE is a participant of the YLN.
- 3.10. If AFFILIATE receives funds from DISTRICT, then AFFILIATE shall solely use funds received from DISTRICT to directly support library operations, and AFFILIATE shall

provide a certification on or before **July 31, 2027** that AFFILIATE has solely used funds from DISTRICT to directly support the library. The Certification Form is Exhibit A of this agreement.

- 3.11. AFFILIATE agrees and acknowledges that all unused funds AFFILIATE receives from DISTRICT in a fiscal year shall be forfeited to DISTRICT.
- 3.12. AFFILIATE agrees and acknowledges that contributions and funds that are declared for a specific purpose shall be used for their declared purpose. Any declared purpose(s) will be stated in an award letter sent by the DISTRICT after this agreement has been approved.
- 3.13. AFFILIATE agrees and acknowledges that contributions and funds that are not used for their declared purpose are forfeited and shall be the property of DISTRICT. AFFILIATE shall be responsible to return, refund, and/or reimburse to DISTRICT any and all funds that are not used for their declared purpose.
- 3.14. All library materials purchased with DISTRICT funds for AFFILIATE are the property of the AFFILIATE.
- 3.15. AFFILIATE will provide recognition for the DISTRICT in all publicity collateral, including but limited to, websites, brochures, posters, etc. and such recognition will be “This service is funded and made available by the Yavapai County Free Library District” for services and materials provided by DISTRICT or utilizing DISTRICT funding except for books, DVDs, video games or other such physical materials made available for circulation.
- 3.16. AFFILIATE may wish to utilize technology support services from DISTRICT in accordance with the detailed description of “TECHNOLOGY SUPPORT SERVICES” attached hereto as Exhibit D. AFFILIATE shall check the appropriate box immediately below this paragraph to indicate whether AFFILIATE elects to utilize these services:

3.16.1. ☐ AFFILIATE WILL utilize technology support services as outlined in Exhibit D.

3.16.2. ☒ AFFILIATE will NOT utilize technology support services as stated in Exhibit D.

- 4. **Insurance.** The Parties shall maintain appropriate insurance. Certificates of Insurance shall be provided to a Party upon request.
- 5. **Mutual Indemnification.** To the maximum extent permitted by law, each Party (as “**Indemnitor**”) agrees to indemnify, defend and hold harmless the other Party, its officers, officials, agents, employees, or volunteers (as “**Indemnitee**”) from and against any and all claims, losses, liability, costs or expenses to which any Indemnitee may become subject under any theory of liability whatsoever, including reasonable attorney’s fees, court costs and the costs of appellate proceedings arising out of actions taken in performance of this Agreement (hereinafter collectively referred to as “Claims”) to the extent that such Claims are caused by the acts, omissions, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. This indemnity includes any claim

or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of such Indemnitor to conform to any federal, state, or local law, statute, ordinance, rule, regulation, or court decree.

6. **Notices.** All notices required or permitted to be given under the terms of this Agreement shall be in writing, and shall be effective upon hand delivery, deposit with a reputable overnight courier such as FedEx for overnight delivery or three (3) business days after deposit with the U.S. Mail via certified or registered mail, postage prepaid, return receipt requested as follows:

DISTRICT:

Yavapai County Free Library District
Attn: Corey Christians, Director
1971 Commerce Center Circle, Suite D
Prescott, AZ 86301

AFFILIATE:

Town of Camp Verde Public Library
130 Black Bridge Road
Camp Verde, AZ 86322

The Parties shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other Party.

7. **Relationship of Parties.** Nothing contained in this Agreement shall be deemed or construed as creating a joint venture, partnership, agency, employment or fiduciary relationship between the Parties. The Parties' employees shall not be considered employees of the other Party, and neither Party's personnel will, by virtue of this Agreement, be entitled or eligible, by reason of this Agreement, to participate in any benefits or privileges given or extended by the other Party to its employees. Neither Party shall be liable for any debts, accounts, obligations or other liabilities whatsoever of the other, including (without limitation) the other Party's obligation to withhold Social Security and income taxes for itself or any of its employees.
8. **Third Parties.** Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against DISTRICT or AFFILIATE. This Agreement is not intended to benefit any third party.
9. **Assignment.** AFFILIATE is prohibited from assigning, transferring, conveying, or otherwise disposing of its obligations under this Agreement, in whole or in part, or its power to execute such agreement to any other person, company, or corporation without the prior written consent of DISTRICT, which may be withheld at the sole discretion of DISTRICT. Any purported assignment of rights or delegation of performance in violation of this section is void.
10. **Compliance with Law.** The Parties shall comply with all applicable laws, statutes, ordinances, codes, rules and regulations, and lawful orders of public authorities in performing this Agreement, including environmental laws.
11. **Fingerprint and E-Verify.** If required, and only to the extent required, the Parties shall comply with the fingerprinting provisions in A.R.S. § 15-512(H) and the E-verify provisions in A.R.S. § 41-4401.
12. **Non-discrimination.** The Parties shall comply with Arizona State Executive Order 2009-09, and 2023-01, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or

political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, color, sex, pregnancy, childbirth or medical conditions related to pregnancy or childbirth, political or religious affiliation or ideas, culture, creed, social origin or condition, genetic information, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, military service or veteran status, or marital status by the persons performing the contract or subcontract.

- 13. Americans With Disabilities Act.** The Parties shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. §§ 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.
- 14. Legal Arizona Workers Act Compliance.** The Parties hereby warrant that they will at all times during the term of this Agreement comply with all federal immigration laws applicable to their employment of their employees and with the requirements of A.R.S. §§ 23-214 and 41-4401 (together the “State and Federal Immigration Laws”). A breach of the foregoing warranty shall be deemed a material breach, and the Parties shall have the right to terminate this Agreement for such a breach, in addition to any other applicable remedies. The Parties retain the legal right to inspect the papers of each contractor or subcontractor employee who performs work pursuant to this Agreement to verify performance of the foregoing warranty of compliance with the State and Federal Immigration Laws.
- 15. Workers’ Compensation.** For purposes of workers’ compensation, an employee working under the jurisdiction or control of, or who works within the jurisdictional boundaries of another Party pursuant to this Agreement, will be provided workers’ compensation coverage solely by their primary employer. The Parties herein shall comply with the provisions of A.R.S. § 23-1022(E) by posting the public notice required.
- 16. Written Certification Pursuant to A.R.S. § 35-393.01.** If either Party engages in for-profit activity and has 10 or more employees, and if this Agreement has a value of \$100,000 or more, each Party certifies to the other that it is not currently engaged in, and agrees for the duration of this Agreement to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to 50 U.S.C. § 4842.
- 17. Written Certification Pursuant to A.R.S. §35-394.** The Parties certify to each other that they do not currently, and agree for the duration of the agreement will not, use: 1) the forced labor of ethnic Uyghurs in the People’s Republic of China; 2) any goods or services produced by the forced labor of ethnic Uyghurs in the People’s Republic of China; and 3) 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. If either Party becomes aware during the term of the agreement that the other Party is not in compliance with the written certification, that Party shall notify the non-compliant Party within five business days after becoming aware of the noncompliance. If the non-compliant Party does not provide the notifying Party with a written certification that the non-compliant Party has remedied the noncompliance within 180 days after said notification of noncompliance, this Agreement terminates,

except that if the Agreement termination date occurs before the end of the remedy period, the Agreement terminates on the Agreement termination date.

- 18. Alternative Dispute Resolution.** In the event of any dispute under this Agreement, the Parties will immediately attempt to resolve the dispute prior to taking formal action. Pursuant to A.R.S. § 12-1518, disputes under this Agreement shall be resolved through the use of arbitration when the case or lawsuit is subject to mandatory arbitration pursuant to rules adopted under A.R.S. § 12-133.
- 19. Waiver of Jury Trial/Waiver of Attorneys' Fees.** The Parties hereby waive their respective rights to trial by jury in any action or proceeding arising out of this Agreement. The Parties hereto expressly covenant and agree that in the event of litigation arising from this Agreement, neither Party shall be entitled to an award of attorneys' fees, either pursuant to this Agreement, pursuant to A.R.S. § 12-341.01(A) and (B), or pursuant to any other state or federal statute, court rule, or common law.
- 20. Governing Law.** This Agreement shall in all respects be interpreted and construed in accordance with and governed by the laws of the State of Arizona. The Parties agree to bring any legal proceedings arising under this Agreement in a state or federal court of competent jurisdiction within Yavapai County, Arizona. Any changes in governing laws, rules, and regulations that do not materially affect this Agreement will apply during the term of this Agreement and will not require an amendment.
- 21. Material Change in Law or Regulation.** In the event of adoption of legislation, regulations, or instructions or the initiation of an enforcement action by a governmental agency, any of which materially affects the legality of this Agreement or the relationship among the Parties hereto, either Party may propose amendments to this Agreement to bring this Agreement into conformity with such laws. If the Parties are unable to reach agreement on the renegotiation of this Agreement within thirty (30) days of the initiation of negotiations, then either Party may terminate this Agreement upon written notice to the other Party.
- 22. Implied Contract Terms.** Each provision of law and any terms required by law to be in this Agreement are a part of this Agreement as if fully stated herein.
- 23. Severability/Unenforceable Provisions.** In the event that any of the provisions of this Agreement are held to be unenforceable or invalid, the validity and enforceability of the remaining provisions shall not be affected and effect shall be given to the intent manifested by the provisions held enforceable and valid. If any of the provisions of this Agreement are inapplicable to a person or circumstance, the same provisions shall remain applicable to all other persons and circumstances.
- 24. Waiver.** A Party's failure or neglect to enforce any term, covenant, condition, right, or duty in this Agreement does not constitute a waiver of any term, covenant condition, right, or duty, nor is it deemed to be a waiver of that Party's rights or remedies under this Agreement. A waiver or extension is only effective if it is in writing and signed by the Party granting it. No single or partial exercise of any right or remedy will preclude any other or further exercise of any right or remedy. One or more waivers by a Party of any term, covenant, condition, right, or duty in this Agreement shall not be construed as a waiver of a subsequent default or breach of the same covenant, term, condition, right, or duty.

- 25. Headings and Construction of Agreement.** In construing this Agreement, all headings and titles are for the convenience of the Parties and for organizational purposes only and shall not be considered in interpreting the meaning of any provision in this Agreement or considered a part of this Agreement. Whenever required by the context, each number shall include the plural, each gender shall include all genders, and unless the context otherwise requires, the word "person" shall include corporation, firm or association. This Agreement shall not be construed as if prepared by one of the Parties, but rather according to its fair meaning as a whole, as if both Parties had prepared it.
- 26. Parol Evidence.** This Agreement is intended by the Parties as a final and complete expression of their agreement. No course of prior dealings between the Parties and no usage of the trade shall supplement or explain any terms used in this Agreement.
- 27. Incorporated Documents and Order of Precedence.** All Exhibits identified herein, are incorporated in this Agreement by reference. In the event of conflicts or discrepancies among this Agreement and any amendments or exhibits thereto, or with the terms of the Yavapai Library Network Membership Agreement, interpretations will be based on the following priorities in the following order:
- 27.1.** Amendments and/or modifications to this Agreement;
 - 27.2.** This Agreement; and
 - 27.3.** All Exhibits identified herein and incorporated by reference; and
 - 27.4.** The Yavapai Library Network (YLN) Membership Agreement.
- 28. Entire Agreement.** This Agreement contains the entire, integrated agreement of the Parties and there are no oral agreements, understandings, or representations relied upon by the Parties. This Agreement supersedes and merges all prior negotiations, representations, or agreements, whether written or oral. Any modifications or amendments to this Agreement must be in writing and signed by all Parties.
- 29. Execution in Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument. The signature page of any counterpart may be detached therefrom without impairing the legal effect of the signature(s) thereon, provided such signature page is attached to any other counterpart identical thereto. Each of the Parties may sign any number of copies of this Agreement. Each signed copy shall be deemed to be an original, but all of them together shall represent one and the same agreement.

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30. Legal Agreement. This Agreement is an important, binding legal document, and each Party warrants it has had an opportunity to consult with an attorney about the terms set forth herein. By signing this Agreement, each person signing this Agreement represents and warrants that he or she is duly authorized and has the legal capacity to execute this Agreement and understands the meaning of all terms contained herein and agrees to their application and enforceability.

APPROVALS

Each person signing this Agreement represents and warrants that he or she is duly authorized and has the legal capacity to execute this Agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this “Affiliate Library Agreement between the Yavapai County Free Library District and the Town of Camp Verde” to be executed by their duly authorized officials in their official capacities with legal authority to do so, and have affixed their signatures to this Agreement on the date(s) written below.

DISTRICT: Yavapai County Free Library District

Brooks Compton, Chair of the Yavapai County
Free Library District Board of Directors

Date: _____

ATTEST:

Jayme Rush, Clerk of the Yavapai County
Free Library District Board of Directors

Date: _____

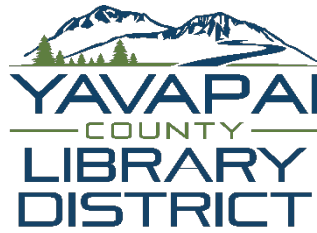
AFFILIATE: Town of Camp Verde

Signature

Printed Name and Title

Date: _____

EXHIBIT A: ANNUAL REPORT AND CERTIFICATION OF EXPENDITURES



Yavapai County Free Library District

FISCAL YEAR 2026-27 CONTRIBUTIONS

ANNUAL REPORT AND CERTIFICATION OF EXPENDITURES

DUE: JULY 31, 2027

1. Provide a narrative report explaining how these funds were used.
2. Attach a general ledger accounting showing where the funds were applied and expended.
3. Return the completed report to YCFLD by the above due date.

The following narrative and general ledger reports, required in the Agreement for Library Support Services Section 3.9, are submitted to support that the funds were expended accordingly.

I hereby certify that the Fiscal Year 2026-27 Contribution funds have been completely expended or the unused portion is being returned. The attached reports are a true and accurate statement of all related expenditures.

Name of Library

Signature

Title

Date

EXHIBIT B: AFFILIATE CONTRIBUTION REQUEST FORM

EXHIBIT B: AFFILIATE CONTRIBUTION REQUEST FORM

ORGANIZATION INFORMATION

Library Name: Camp Verde Community Library		
Street Address: 130 Black Bridge Loop		
City: Camp Verde	State: AZ	Zip: 86322
Employer Identification Number: 86-0573698		
Library Director Name: Carson Ralston		
Library Director Phone: 928-554-8391	E-mail: Carson.Ralston@campverde.az.gov	
Library Board Chair Name*: Town Council - Mayor Moore		
Board Chair Phone*: 928-554-0000	Board Chair E-mail*: Marie.Moore@campverde.az.gov	
Provide a list of your organization's Board of Directors/Trustees and titles**		
Mayor Marie Moore		
Vice Mayor Wendy Escoffier		
Councilor Brian Bolton		
Councilor Patricia Seybold		
Councilor Jessie Murdock		
Councilor Robert Foreman		
Councilor Robin Godwin		

*If the AFFILIATE's Library has no Board of Directors or Trustees, or if that Board of Directors or Trustees are not duly authorized to make decisions for and/or make management directives for the AFFILIATE's Library, then please list the name(s) and contact information for the duly authorized officers of AFFILIATE's organization who are responsible for management and decision-making relating to AFFILIATE's Library.

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CONTRIBUTION ALLOCATION INFORMATION

Amount Allocated by Library District:	\$77,397.79

OVERVIEW OF BUDGET INFORMATION

Date when upcoming budget cycle preparation begins:	4/22/2026
Date when upcoming budget cycle preparation ends:	5/27/2026
Date of final upcoming budget adoption:	7/1/2026
Total annual organization budget for upcoming fiscal year:	\$590,640
Total annual organization budget for current fiscal year:	\$736,080
Total annual organization budget for previous fiscal year:	\$665,082

ORGANIZATION'S STAFF COMPOSITION

Full-time FTE	Part-time FTE	Number of Part-Time Staff	Volunteers	Degreed Librarians
7	2	0	37	2 - Not in Library Science

CERTIFICATION

The undersigned Board Chair, Library Director, or duly authorized official, does hereby certify that the information set forth in this contribution request is true and correct.

Print Name:	Miranda Fisher
Title:	Town Manager
Signature:	<i>Miranda Fisher</i>
Date:	5/29/2026

Please provide the information for your organization on separate paper(s).

1. Provide a complete list of the organization's income sources and the amount and percentage of total income including investments.
2. If organization is not a political subdivision of the State of Arizona, provide current IRS recognized 501(c)3 status.
3. If organization is not a political subdivision of the State of Arizona, provide IRS Form 990 filings for the last tax year.
4. If organization is not a political subdivision of the State of Arizona, provide the organization's Arizona Corporation Commission annual filing for the most current year.
5. Provide a list of all services that the library charges for and what the fee is for each service.
6. Provide a budget for how Library District funds are going to be spent.

EXHIBIT C: AFFILIATE CONTRIBUTION FORMULA

An AFFILIATE of DISTRICT is eligible to receive an annual contribution, if allocated, so long as AFFILIATE is an AFFILIATE of the YLN. The basis for determining an AFFILIATE's portion of the total allocated funds shall be based on the following factors:

1. Ten percent (10%) of the total funds available will be a base amount and apportioned to each AFFILIATE based on the ratio of the total number of Affiliate Libraries.
2. Five percent (5%) of the total funds available will be based on the population of the incorporated municipality, and service area for AFFILIATE's branches in unincorporated areas, that governs the AFFILIATE divided by the combined population of the incorporated Municipalities. Official census data shall be used to determine the population for each incorporated area.
3. Fifty percent (50%) is based on total net assessed value (NAV) of the property of the incorporated municipality that is responsible for AFFILIATE divided by the total NAV of the incorporated municipalities. If an AFFILIATE has a library in unincorporated area, then DISTRICT, at DISTRICT's sole discretion, shall use the NAV that DISTRICT determines most closely matches the AFFILIATE's service area. NAV data shall be provided from publicly available data released from the assessor's office for the last full calendar year.
4. Twenty percent (20%) is based on total amount of the circulation, including first-time checkouts and renewals of physical and electronic items, and the number of items lent to AFFILIATE divided by the total number of the same for all Affiliate Libraries.
5. Ten percent (10%) of contribution is based on total number of active users of the AFFILIATE divided by the total number of the same for all Affiliate Libraries.
6. Five percent (5%) of contribution is based on total number of items held by the AFFILIATE divided by the total number of the same for all Affiliate Libraries.

Affiliate allocation amounts

Library District Affiliate	FY26-27 Contribution	
Contribution Amounts	\$1.44M Base Amount	
<i>Library Name</i>	<i>Contribution</i>	<i>Percent</i>
Camp Verde Community Library	\$77,397.79	5.37%
Chino Valley Public Library	\$94,044.87	6.53%
Clarkdale Public Library	\$37,144.47	2.58%
Cottonwood Public Library	\$131,904.68	9.16%
Dewey-Humboldt Public Library	\$33,898.12	2.35%
Jerome Public Library	\$21,505.92	1.49%
Prescott Public Library	\$504,971.48	35.07%
Prescott Valley Public Library	\$320,917.96	22.29%
Sedona Public Library	\$218,214.71	15.15%
Total	\$1,440,000.00	100.00%

EXHIBIT D: TECHNOLOGY SUPPORT SERVICES

The following services are provided in response to the need for the provision of technology support services to AFFILIATE. The provided services are limited to issues and maintenance for computing and networking equipment owned and operated by AFFILIATE with DISTRICT acting as support for AFFILIATE's equipment and procurement of such equipment in accordance with AFFILIATE's needs.

1. Technology Support Services. The following services are provided by DISTRICT in response to the basic maintenance and support needs of AFFILIATE:

a. Maintenance and Monitoring. DISTRICT shall be responsible for monitoring and managing AFFILIATE's servers as follows:

- i. Backup – includes maintaining and monitoring backups based upon the procedures and schedule already in place by DISTRICT.
- ii. Hardware errors – specifically servers procured with the assistance of DISTRICT shall include monitoring and remote support.
- iii. Event log filtering – includes monitoring vendor application issues that might arise and working with the vendor to the best of DISTRICT's ability.
- iv. Antivirus – includes routine monitoring of AFFILIATE's servers for possible infections.
- v. Routine maintenance of the servers shall include file system space monitoring, file system defragmentation and the application of critical updates.
- vi. DISTRICT shall be responsible for monitoring and managing AFFILIATE's workstations.
- vii. Antivirus – includes routine monitoring of AFFILIATE's workstations for possible infections.
- viii. Software updates – Includes providing updates for software installed by DISTRICT. Only software deemed necessary by DISTRICT can be installed on the workstations.

b. Ordering and setup of new equipment as follows:

- i. AFFILIATE shall obtain written verification from DISTRICT that any hardware or software purchased by AFFILIATE is compatible with DISTRICT hardware and software prior to acquisition.

- ii. Operating System installation as needed – this includes installing any and all licensed software DISTRICT deems necessary for the provision of services to library users and staff.
- iii. Securing the device with antivirus software.
- iv. Working with software vendors on implementation of new products.
 - 1. DISTRICT shall not be held responsible for defects in any vendor's software.
 - 2. If desired by AFFILIATE, DISTRICT shall provide a project plan with expected milestones based upon the availability of DISTRICT resources.
 - 3. DISTRICT shall not be held responsible for delays created by AFFILIATE's hardware and software vendors.
- v. Work with AFFILIATE staff on migrating to any new equipment.
- vi. Provide status reports as requested.
- c. Provide Disaster/Recovery services as needed on servers as follows:
 - i. Restoring files that were deleted.
 - ii. Restoring the server to the last full backup.
 - iii. Reloading software and recovering all data available.
 - iv. DISTRICT is not responsible for data lost due to the failures of AFFILIATE's backup media.
- d. AFFILIATE shall be responsible for all costs, including, but not limited to, the following:
 - i. All hardware costs.
 - ii. All antivirus software costs.
 - iii. Purchasing any and all software licenses.
 - iv. All warranty costs that exceed a manufacturers' warranty.
- e. Domain Name Service as follows:
 - i. DISTRICT shall allow AFFILIATE to use a subdomain name of yavapailibrary.org.

- ii. AFFILIATE may use its own domain name hosted on the DNS server of AFFILIATE's choice.

f. Web Site Hosting and Support as follows:

- i. If desired by AFFILIATE, DISTRICT shall maintain the web site and act as a hosting site for AFFILIATE, including basic design services based on web pages already in production that were developed by DISTRICT.
- ii. Future changes to the website shall happen at the discretion of DISTRICT.
- iii. Changes to the website shall be coordinated with DISTRICT and AFFILIATE designee.
- iv. AFFILIATE designee has all necessary authority to request changes to the website.
- v. AFFILIATE website shall not exceed 2 GB of disk storage.
- vi. DISTRICT shall resolve any support issues related to AFFILIATE's website.

g. Network maintenance and monitoring as follows:

- i. DISTRICT shall maintain and monitor any and all network equipment that is installed by DISTRICT, including firewalls, routers, modems, or switches that are used to connect AFFILIATE to the Internet and DISTRICT network.
- ii. DISTRICT shall maintain and monitor any and all filtering and authentication equipment attached to AFFILIATE's network that is installed by DISTRICT.

2. Requests for Services NOT Covered Under This Agreement. This Agreement does not cover the following requests:

- a. Assistance with application usage when unsupported or nonstandard hardware or software is involved—Use of unsupported or nonstandard hardware or software often results in unexpected behavior of otherwise reliable systems.

- b. Hardware procurement – DISTRICT is not responsible for procuring workstations, peripherals, and other technology-related hardware. If possible, DISTRICT may assist AFFILIATE with procurement depending on the procurement policies of Yavapai County. The cost of all hardware is the responsibility of AFFILIATE.
- 3. Service Request Process. AFFILIATE shall create a help desk ticket through help@yln.info or AFFILIATE may call DISTRICT help desk to communicate its needs with DISTRICT. AFFILIATE shall include a description of the request and specify its impact on business. DISTRICT shall assess the situation and respond within two (2) hours during normal business hours of 8:00 AM to 5:00 PM Monday through Friday, excluding Yavapai County holidays. DISTRICT shall do its best to respond to each situation in a timely fashion; however, it is not possible to guarantee a resolution to any individual problem in a given time period.
- 4. Cost of Services as follows:
 - a. The level of service shall be decided on an annual basis. AFFILIATE must decide what tier of service it would like DISTRICT to provide. If AFFILIATE does not adjust the tier of service in writing prior to March 1, then the tier from the previous year shall be used.
 - b. DISTRICT offers four tiers of service and support hours as follows:
 - i. Tier One (12 hrs.) (remote support only): \$600.
 - ii. Tier Two (25 hrs.): \$1,250.
 - iii. Tier Three (50 hrs.): \$2,500.
 - iv. Tier Four (100 hrs.): \$5,000.
 - c. Unused hours shall roll over to the next year.
 - d. Travel time shall count as support hours.
 - e. If desired, AFFILIATE may choose to upgrade to the next tier within a fiscal year after all support hours have been used under the current tier.
 - f. Additional hours may be purchased for \$75 per hour.

5. Billing of Services

- a. Billing for services shall be invoiced on July 30. Quarterly statements may be sent with remaining balances.
- b. There shall be no funding available for services not provided herein.

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Meeting Date: June 17, 2026

Agenda Item Type:

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

Requesting Department: Town Council

Staff Resource: Mayor Marie Moore

Agenda Title: Proclamation in memory of the Granite Mountain Hotshots.

Attached Documents: Proclamation

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable): N/A

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

Background Information:

The Granite Mountain Interagency Hotshot Crew was founded as a fuels mitigation crew in 2001 and became the first municipal hotshot crew in the United States. The Granite Mountain Hotshots were an elite ground firefighting crew, which hailed from diverse backgrounds and worked long hours in extreme environmental conditions while performing physically demanding fire line tasks. On June 30, 2013, nineteen of the Granite Mountain Hotshots gave their lives in Yarnell protecting Arizona. The loss of these 19 firefighters makes the Yarnell Hill Fire the worst wildland firefighter fatality incident in the United States.

Question(s) before the Council:

- Does Council have any questions for staff?



Town of Camp Verde Proclamation

WHEREAS, The Granite Mountain Interagency Hotshot Crew was founded as a fuels mitigation crew in 2001, and became the first municipal hotshot crew in the United States; and

WHEREAS, The Granite Mountain Hotshots were an elite ground firefighting crew, which hailed from diverse backgrounds and worked long hours in extreme environmental conditions while performing physically demanding fire line tasks; and

WHEREAS, on June 30, 2013 nineteen of the Granite Mountain Hotshots gave their lives in Yarnell protecting Arizona: and

WHEREAS, the loss of these 19 firefighters makes the Yarnell Hill Fire the worst wildland firefighter fatality incident in the United States and:

WHEREAS, the 19 members of the Granite Mountain Hotshots who lost their lives are:

Andrew Ashcraft	Robert Caldwell	Travis Carter	Dustin DeFord	Christopher MacKenzie
Eric Marsh	Grant McKee	Sean Misner	Scott Norris	Wade Parker
John Percin Jr.	Anthony Rose	Jesse Steed	Joe Thurston	Travis Turbyfill
William Warneke	Clayton Whitted	Kevin Woyjeck	Garret Zuppiger	

WHEREAS, June 30, 2013 is a day that all Arizona residents shall never forget.

NOW THEREFORE, I, Marie Moore, Mayor of the Town of Camp Verde, on behalf of the Town Council and the residents of Camp Verde, do hereby proclaim June 30, 2026 a day to remember all of the Granite Mountain Hotshots that gave their life in the line of duty.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the Town of Camp Verde on this 17th day of June 2026.

Marie Moore, Mayor

Attest:

Leah Rhodes, Town Clerk



Meeting Date: June 17, 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 appointment of one applicant to the Parks and Recreation Commission, with a term ending in January 1, 2028

Attached Documents:

- Application

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable): N/A

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

Background Information

On April 27, 2026, Parks & Recreation Commissioner Zachary McKay resigned from the Commission because he was moving out of Camp Verde. The resulting vacancy was posted on April 30, 2026, with applications due by May 28, 2026. The Town received one application by the due date from Sylvia Strobel.

Interviews were conducted on June 8, 2026, by an Interview Committee consisting of Vice Mayor Escoffier, Councilor Foreman, Parks & Recreation Manager Shawna Figy and Town Manager Miranda Fisher. The applicant was asked a series of structured questions, with responses scored individually. Final scores were then tabulated and averaged.

Following this process, the Interview Committee recommends the appointment of Sylvia Strobel to the Parks & Recreation Commission to serve until January 1, 2028.

Question(s) before the Council

- Does the Council have questions for the applicant?
- Does Council have any questions for the Interview Committee?
- Does Council approve appointing Sylvia Strobel to the Parks & Recreation Commission with a term ending January 1, 2028?



Town Council Agenda Information Memorandum

Proposed Motion(s)

Move to **APPROVE** appointing Sylvia Strobel to the Parks & Recreation Commission with a term ending January 1, 2028.

RECEIVED
BY: Clark Office

MAY 26 REC'D, addle

Print Form



Camp Verde, Arizona

Sylvia Strobel		Date: 5-24-26	
Home Address: [REDACTED] Verde, AZ 86322			
Mailing Address, if different:			
Email Address: [REDACTED]			
Are you a resident of the Town of Camp Verde? ☐ Yes ☐ No ☐ Yes ☐		Work Telephone:	
Home Telephone: [REDACTED]		Do you own commercial property in the Town of Camp Verde? ☐ Yes ☐ No No ☐	
Length of residency in the Town of Camp Verde: 8 years		Do you operate a business in Camp Verde? ☐ No	
Name and address of business (if applicable): [REDACTED]			
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: I am a retired teacher. I taught Biology and Chemistry for 30 years. My last ten years of teaching were at the Orme School, in Mayer, AZ where I taught Biology, Chemistry and Art. The school closed in 2025. I now am a full time artist with my studio at my home.			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☐ Yes ☐ No If yes, please list names of board commission and dates served: Yes. I am currently a member of the Rural Watershed Committee.			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. Parks and Recreation		3.	
2.		4.	

Education and Community Service

Schools Attended:	Degree:	Year:	
University of Rochester Rochester N.Y.	M.S.	1997	
Nazareth College Rochester N.Y.	B.S. biology		
Civic Activities-Service Organizations	Office Held:	Year Begun	Year Ended:

Please state why you would like to be appointed to a Town Board, Commission, or Committee: Since participating in the first Citizens Academy in 2025, I have gained valuable insight into how I can further contribute to Camp Verde as a private citizen. I currently serve on the Rural Watershed Committee and was proud to participate in the development of the new Rural Watershed Ordinance. These experiences have deepened my commitment to serving our community. I am a retired veteran teacher with 30 years of experience, concluding my career in 2025 at The Orme School. Currently, I am a full-time painter at my studio, Sylvia's A Place to Create, and I am deeply involved in the local art community. I teach oil and pastel painting at the Verde Valley Archaeology Center (VVAC), where I also serve as a docent. I am particularly interested in helping the art community thrive in Camp Verde. I would like to explore initiatives such as establishing dedicated gallery, class, and studio space along Main Street, creating a gallery space in the Council Chambers, sponsoring local Art Walks, and potentially reviving the Fine Arts Show. I am a founding member of the Artist Guild of Camp Verde, which supports local artists through a collaborative leadership model. Our group formed in February 2026. We had our inaugural booth at the Pecan and Wine Festival. We will be showing at the library in December. In addition to my teaching career, my professional background includes serving as the Executive Director of the Sedona Community Center and the Sedona Food Bank from 2000 to 2012, as well as working as an administrator at a large community college in Rochester, N.Y. These roles, combined with my teaching career, have provided me with significant experience in leadership, teamwork, and community collaboration.			
What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?			
(a) As a commissioner on the Parks and Recreation Commission the Commissioners work closely with the Parks and Recreation Department. It is my understanding the commission develops policy, regulations and sets fees for use of the town's parks and facilities. Along with other commission members the commission recommends the above to the Town Board for their approval.			
(b) The Parks and Recreation Commission, working with the Parks and Recreation Department, should inform the public about upcoming events, and inform the public of new regulations and fees at Camp Verde parks, sports facilities and public facilities. The Commission also helps promote upcoming town events and festivals. The commission should monitor citizen input and recommend management of Camp Verde public spaces, parks, trails, and sports facilities. The commission should work with the Parks and Recreation Department to organize community events and recreational programs to promote social engagement, youth events, health and wellness too.)			
(c) As part of the Parks and Recreation Commission I will work collaboratively with other committees, commissions and the Town Board to advise and recommend management of Camp Verde public spaces,			
parks trails and sports facilities. I will support the Parks and Recreation commission and the Parks and Recreation Department, helping to organize community events and recreational programs, promote classes and sporting events.			

Please state the reasons you feel you are qualified to serve on a board, commission or committee:

As stated above, my professional background, including 30 years as a teacher, serving as the Executive Director of the Sedona Community Center and the Sedona Food Bank from 2000 to 2012, as well as working as an administrator at a large community college in Rochester, N.Y. These roles, combined with my teaching career, have provided me with significant experience in leadership, teamwork, and community collaboration.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 554-0021, extension 100 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Email or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board Commission Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: _____ Date: _____

5-26-26

Sylvia Strobel

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

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**Meeting Date:** June 17, 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 appointment of two applicants to the Planning and Zoning Commission, with terms ending January 1, 2028**Attached Documents:**

- Applications

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

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

Financial Review (if applicable): N/A

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

Background Information

On April 20, 2026, Planning & Zoning Commissioner Renee Hall resigned from the Commission effective June 1, 2026 because she was moving out of Camp Verde. Additionally, on May 5, 2026, Vice Chairperson Peter Gutierrez resigned from the Commission effective May 15, 2026 because he was also moving out of Camp Verde.

The resulting vacancies were posted on April 30, 2026, with applications due by May 28, 2026. The Town received seven applications for the following candidates:

- Kai Buchanan
- Crisi Clark
- Kelli Cousineau
- Jessica Iler
- Jerry Morris
- Jane Whitmire
- Susan Fisher
 - *NOTE: Susan requested that her prior application be submitted for consideration, which is why it is dated 2025. Susan was seeking appointment only to the Planning & Zoning Commission; however, did not present for her interview.*



Town Council Agenda Information Memorandum

Interviews were conducted on June 8, 2026 by an Interview Committee consisting of Vice Mayor Escoffier, Councilor Foreman, Parks & Recreation Manager Shawna Figy and Town Manager Miranda Fisher. The applicants were asked a series of structured questions, with responses scored individually. Final scores were then tabulated and averaged to determine who had the highest overall score.

Following this process, the Interview Committee recommends the appointment of Crisi Clark and Jane Whitmire to the Planning & Zoning Commission to serve terms until January 1, 2028.

Question(s) before the Council

- Does the Council have questions for the applicants?
- Does Council have any questions for the Interview Committee?
- Does Council approve appointing Crisi Clark and Jane Whitmire to the Planning & Zoning Commission with a term ending January 1, 2028?

Proposed Motion(s)

Move to **APPROVE** appointing Crisi Clark and Jane Whitmire to the Planning & Zoning Commission with terms ending January 1, 2028.

Alternative Motion:

Move to **APPROVE** appointing **[INSERT NAME]** to the Planning & Zoning Commission with a term ending January 1, 2028.



Camp Verde, Arizona

LETTER OF INTEREST

Name: <u>KAI BUCHANAN</u>		Date: <u>5-20-26</u>	
Home Address: <u>[REDACTED]</u>			
Mailing Address: <u>PO BOX [REDACTED] 86322</u>			
E Address: <u>[REDACTED]</u>		GMAIL.COM	
Home Telephone: <u>[REDACTED]</u>		Work Telephone: <u>[REDACTED]</u>	
Are you a resident of Camp Verde? ☒ Yes ☐ No		Do you own commercial property in the Town of Camp Verde? ☐ Yes ☒ No	
Length of residency in the Town of Camp Verde: <u>7 YEARS</u>		Do you operate a business in Camp Verde? ☒ Yes ☐ No	
Name and address of business (if applicable): <u>FRANETEC 3700 W. CHERRY CREEK RD CAMP VERDE AZ</u>			
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: <u>DIRECTOR OF ORS</u>			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☐ Yes ☒ No If yes, please list names of board/commission and dates served:			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. <u>PLANNING & ZONING</u>		3. <u></u>	
2. <u></u>		4. <u></u>	
Education and Community Service			
Schools Attended:		Degree:	
<u>SCOTT COMMUNITY COLLEGE</u>		<u>1994</u>	
<u>PURDUE UNIVERSITY</u>		<u>CERT</u>	
<u>2018, 2025</u>			
Civic Activities-Service Organizations		Office Held:	
<u>YAVAPAI COUNTY WORKFORCE DEVELOPMENT BOARD</u>		<u>BOARD MEMBER</u>	
<u>2026</u>			
Please state why you would like to be appointed to a Town Board, Commission, or Committee: <u>I FEEL VERY STRONG ABOUT HELPING CV GROW AND DEVELOP SMART ECONOMIC ACTIVITIES</u>			
Have you ever been charged and convicted of a crime? ☐ Yes ☒ No			
If yes please explain.			
What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?			
(a) <u>REVIEW AND RECOMMEND LAND USE APPLICATIONS</u>			
(b) <u>ADVISE / PROVIDE RECOMMENDATIONS TO COUNCIL</u>			
(c) <u>INTERPRET & APPLY ZONING ORDINANCE</u>			

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

STRONG FAMILY BACKGROUND OF PUBLIC SERVICE
IN CAMP VERDE. DIVERSE AND EXPERIENCED BACKGROUND
IN PROFESSIONAL MANAGEMENT IN BOTH LARGE + SMALL
SCALE OPERATIONS. STRONG BELIEF IN DEVELOPING
OPPORTUNITIES FOR FUTURE GENERATIONS IN CV.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 554-0021 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature:



Date:

5-20-26

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

OVERVIEW OF THE TOWN OF CAMP VERDE BOARDS AND COMMISSIONS

Planning & Zoning Commission

Duties: Analyzes reviews and makes recommendations to Council regarding land use and development-related issues.

Residency Requirement: 2003-A261 must reside within the corporate limits of the Town

Membership: Seven members

Term: Three Years

Meetings: First and Second Thursday at 6:30 p.m.

Board of Adjustments & Appeals

Duties: Hears and decides appeals made by individuals regarding construction codes and decisions made by the Town Building Official. Hears and decides appeals or decisions made by the Zoning Administrator.

Residency Requirement: 2003-A261 must reside within the corporate limits of the Town

Membership: Seven members

Term: Three Years

Meetings: Third Tuesday at 3:00 p.m.
as needed.



Camp Verde, Arizona

MAY 28 '26 7:14

**TOWN OF
CAMP
VERDE**

LETTER OF INTEREST LETTER OF INTEREST

Name: Christine Clark		Date: 5/27/26	
Home Address: [REDACTED]			
Mailing Address, if different: N/A			
Email Address: [REDACTED]			
Home Telephone: [REDACTED]		Work Telephone:	
Are you a resident of the Town of Camp Verde? Yes		Do you own commercial property in the Town of Camp Verde? No	
Length of residency in the Town of Camp Verde: 6 years 7 months		Do you operate a business in Camp Verde? No	
Name and address of business (if applicable):			
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: My former occupation was Economic Development Specialist for the Town of Camp Verde			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? No If yes, please list names of board/commission and dates served:			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. Planning and Zoning Commission		3.	
2.		4.	

Education and Community Service

Schools Attended:	Degree:	Year:
Cameron County High School	Diploma	1990

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

I feel qualified to serve on the Planning and Zoning Commission because I bring both professional municipal experience and a strong personal investment in the future of Camp Verde. My previous work with the Town provided me with insight into community development, long range planning, public engagement, and the careful consideration required when evaluating land use and zoning matters. I have a solid understanding of the proposed General Plan and appreciate the importance of making decisions that support responsible growth while protecting the character and values that make Camp Verde unique. Through my continued community involvement, I have developed strong communication, collaboration, and problem solving skills that would allow me to thoughtfully represent the interests of residents and contribute positively to the commission's work.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 567-6631, extension 100 if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Mail or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature:  Date: 5/27/2026

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

Residency Requirements: 2003-A261 Citizens who reside outside the Town limits, who are full-time residents (365 days per year) with an 86322 Camp Verde Address are encouraged to serve on the Camp Verde Trails and Pathways Commission.		
Membership: Seven members (must live in 86322 zip code area)	Term: Three Years	Meetings: Second Tuesday at 6:30 p.m.
Housing Commission		
Duties: Inform and makes recommendation to Council on matters relating to affordable work force housing and oversee implementation of the Camp Verde Housing Strategy		
Residency Requirements: 2003-A261 must reside within the corporate limits of the Town		
Membership: Seven members	Term: Three Years	Meetings: Third Tuesday at 4:00 p.m.



LETTER OF INTEREST

Name: Kelli Cousineau		Date: 05/20/26	
Home Address: [REDACTED] Camp Verde, AZ 86322			
Mailing Address, if different:			
Email Address: [REDACTED]			
Home Telephone: [REDACTED]		Work Telephone: [REDACTED]	
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No		Do you own commercial property in the Town of Camp Verde? ☐ Yes ☒ No	
Length of residency in the Town of Camp Verde: 2.5 years		Do you operate a business in Camp Verde? ☐ Yes ☒ No	
Name and address of business (if applicable): [REDACTED]			
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: GM for Verde Ranch Estates			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☐ Yes ☒ No If yes, please list names of board/commission and dates served:			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. Planning & Zoning		3.	
2.		4.	
Education and Community Service			
Schools Attended:		Degree:	
Northern Az University		98-00	
Civic Activities-Service Organizations		Office Held:	
Greater Phoenix chapter of R.O.C.K. (Raising Our Celiac Kids)		VP	
PTO Vice President (Charter School)		VP	
Taught Fair Housing Class to Flagstaff Police Department		Dispatcher	
Year Begun: 2012		Year Ended: 2016	
2010		2011	
2007		2008	
Please state why you would like to be appointed to a Town Board, Commission, or Committee: To apply my community leadership and fair housing experience to support thoughtful growth, responsible development, and equitable access to housing in our community.			
What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?			
(a) To provide thoughtful, well-informed recommendations that reflect careful review of policies, community needs, and long-term impacts, helping the Council make sound, balanced decisions.			
(b) Responsible for representing the community's interests by promoting transparency, fairness, and responsible planning that supports quality of life, sustainable growth, and equitable access to resources.			
(c) Collaborate respectfully, listen to diverse perspectives, and contribute constructively to informed, objective decision-making.			

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: _____

Due to my proven leadership experience, commitment to community service, and understanding of housing and regulatory issues.

I have served in leadership roles for nonprofit organizations, where I worked collaboratively with diverse stakeholders to support community needs and organizational goals. Additionally, I have delivered fair housing training, utilizing my 20 yr experience in property management, giving me direct experience with housing laws, public education, and equitable practices. My background

demonstrates my ability to communicate effectively, evaluate issues thoughtfully, and contribute to balanced, informed decision-making

that benefits the entire community.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 554-0025, if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Email or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322 or clerk@campverde.az.gov

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: _____

Date: 5/20/26

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	



Camp Verde, Arizona

MAY 26 '26 14:57

LETTER OF INTEREST

Name: <u>Jessica Iler</u>	Date: <u>5/26/2026</u>
Home Address: <u>[Redacted] Camp Verde</u>	
Mailing Address, if different:	
Email Address: <u>[Redacted]</u>	
Home Telephone: <u>[Redacted]</u>	Work Telephone:
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No	Do you own commercial property in the Town of Camp Verde? ☐ Yes ☒ No
Length of residency in the Town of Camp Verde: <u>3 years</u>	Do you operate a business in Camp Verde? ☐ Yes ☒ No
Name and address of business (if applicable): <u>[Redacted]</u>	
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: <u>Project Management</u>	
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☐ Yes ☒ No If yes, please list names of board/commission and dates served: <u>But, currently serving on Rural Water Advisory Group</u>	
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:	
1. <u>Planning + Zoning Comm.</u>	3.
2.	4.

Education and Community Service

Schools Attended:	Degree:	Year:	
<u>U. of No. Colorado</u>	<u>Business</u>	<u>1986</u>	
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:
<u>Rural Water group</u>	<u>Member</u>	<u>2025</u>	<u>current</u>

Please state why you would like to be appointed to a Town Board, Commission, or Committee: To actively participate in our town's future & life here today!

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

- (a) To help guide zoning ordinance changes, upholding ^{AND} those in pl
- (b) Take into consideration town's input + safety needs for permit
- (c) Review and assess new development or zoning change requests, providing meaningful recommendations Summary to Town Council.

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

I have established Camp Verde as my "forever home" and am committed to ensuring our town retains its character, while protecting its longevity throughout its inevitable "evolution" as developers and other interested parties discover Camp Verde.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 554-0025, if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Email or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322 or clerk@campverde.az.gov

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: Jinda Date: 5/26/2026

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

Letter of Interest to Town of Camp Verde

Planning and Zoning Commission

Date and Time

5/16/2026

Full Name:

Jerry Morris

Home Address:

[REDACTED]

Camp Verde Arizona 86322

Email

[REDACTED]

Home Phone or Cellphone:

[REDACTED]

Are you a resident of the Town of Camp Verde?

YES

Length of residency in the Town of Camp Verde (if applicable):

5 yrs

Do you own commercial property in the Town of Camp Verde?

NO

Name and address of business (if applicable):

If you are not in business in the Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession:

Retired, Project Management, Facility Maintenance, Photographer

Are you serving, or have you ever served, on a Town of Camp Verde board or commission?

Yes

If yes, please list names of board/commission and dates served:

Parks and Rec Commission 01/23 -4/25

Board & Commission preference: Select the Board or Commission you are interested in: Planning and Zoning Commission

Education and Community Service:

List schools attended (include degree and year):

High School, School of Visual Arts, Parsons School of Design: Photography

List Civic Activities or Service Organizations (include office held, year began and year ended):

Volunteer fireman, EMT, Battalion Chief

Served on Flagstaff Public Schools, board finance committee for seven years.

Leader in Flagstaff / United States Pony Club.

President of Homeowners Association, Flagstaff

Regional Planning Committee for City of Flagstaff and Coconino County

Produced Children's Literacy Program in Arizona.

Board member Journey Home Animal Care Center Rifle Colorado

Camp Verde Archeology Center: Imaging Specialist / Facility Manager

Verde Valley Habitat for Humanity, Repair grant inspector

Friends of The Verde River, Birding Festival Tech Support

Camp Verde Citizen Academy Class 2025

Please state why you would like to be appointed to a Town Board, Commission, or Committee:

To contribute to the quality of life in our town is at the highest level possible and support the codes and regulations

Have you ever been charged and convicted of a crime:

NO

If yes, please explain.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde, (c) other Board, Commission or Committee members?

a) To help guide staff on the towns vision, to be accountable to the taxpayers for the towns action

b) To voice the public input opinions good or bad and support on the codes and regulations of the Town

c) To gather input from and make recommendations as a group to via the chairperson and the Town Manager to Town Council

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

I want to offer my understanding and experience with development and building codes and regulations. I help develop the first Dark Skies ordinance in Flagstaff with the Naval Observatory staff. Successfully secure the annexation of property to the City of Flagstaff and managed the masterplan planning, design and construction of city service the site. I was the development contact between W.L. Gore & Associates and the City of Flagstaff and Coconino County for all development.

Terms and Conditions

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 554-0024, if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Attachment

I understand that selecting this box constitutes a legal signature confirming I acknowledge and agree that all statements in this form are true and correct.

I agree

Signature



Jerry Morris

Application Date:

5/16/2026



Camp Verde, Arizona

MAY 27 '26 13:20

LETTER OF INTEREST

Name: <u>Jane Whitmire</u>		Date: <u>5-26-2026</u>	
Home Address: <u>[REDACTED]</u> <u>86322</u>			
Mailing Address, if different: <u>[REDACTED]</u>			
Email Address: <u>[REDACTED]</u>			
Home Telephone: <u>[REDACTED]</u>		Work Telephone: <u>NA</u>	
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No		Do you own commercial property in the Town of Camp Verde? ☐ Yes ☒ No	
Length of residency in the Town of Camp Verde: <u>36 years</u>		Do you operate a business in Camp Verde? ☐ Yes ☒ No	
Name and address of business (if applicable):			
If you are not in business in The Town of Camp Verde, please list your occupation; or if <u>retired</u> , please indicate your former occupation or profession: <u>Research, Consulting, Policy Analyst</u>			
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☒ Yes ☐ No If yes, please list names of board/commission and dates served: <u>Planning & Zoning Commissioner - Chair</u>			
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:			
1. <u>Planning & Zoning Commission</u>		3.	
2.		4.	

Education and Community Service

Schools Attended:	Degree:	Year:	
<u>See Attached Resume</u>			
Civic Activities-Service Organizations	Office Held:	Year Begun:	Year Ended:
<u>See Attached Resume</u>			

Please state why you would like to be appointed to a Town Board, Commission, or Committee: I believe my academic preparation, professional experience, and demonstrated commitment to volunteering are important criteria.

Have you ever been charged and convicted of a crime? ☐ Yes ☒ No

If yes please explain.

What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?

(a) Present well-reviewed & considered recommendations to Council

(b) Remain objective in reviewing items/requests brought to P-z

(c) Maintain respect, civil discourse & consideration for varying perspectives/opinions

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee: As previously stated and shown on my resume, I have been a committed volunteer for many years in a number of different capacities + my academic preparation supports these interests + demonstrates critical thinking skills. If appointed, as a Commissioner I will remain objective in receiving, reviewing, considering and recommending actions that support adopted town codes and the voter-approved General Plan.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 554-0025, if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Email or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322 or clerk@campverde.az.gov

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: Jane Whitman Date: 5/27/2026

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

OVERVIEW OF THE TOWN OF CAMP VERDE BOARDS AND COMMISSIONS

Planning & Zoning Commission

Duties: Analyzes reviews and makes recommendations to Council regarding land use and development-related issues.

Residency Requirement: 2003-A261 must reside within the corporate limits of the Town

Membership: Seven members	Term: Three Years	Meetings: First and Second Thursday at 6:30 p.m.
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Board of Adjustments & Appeals

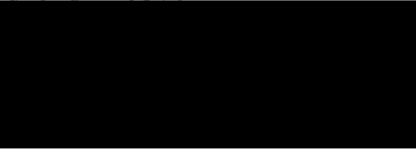
Duties: Hears and decides appeals made by individuals regarding construction codes and decisions made by the Town Building Official. Hears and decides appeals or decisions made by the Zoning Administrator.

Residency Requirement: 2003-A261 must reside within the corporate limits of the Town

Membership: Seven members	Term: Three Years	Meetings: Third Tuesday at 3:00 p.m. as needed.
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**CURRICULUM VITAE
JANE WHITMIRE, Ph.D.**

Jane Whitmire, Ph.D.



EDUCATION

Ph.D. Political Science (Spring 2013), Northern Arizona University, Flagstaff, Arizona

Specialization: Public Administration & Environmental and Natural Resource Policy

Dissertation: The Case of the Yavapai County, Arizona Water Dispute: A Power and Politics Analysis

MA Sustainable Communities (Fall 2002), Northern Arizona University, Flagstaff, Arizona

Thesis: Open Space Protection: A Case Study in the Verde Valley, Yavapai County, Arizona

BS Business Management (Spring 1997), Arizona State University West, Phoenix, Arizona

EMPLOYMENT HISTORY

2010-2023 RCI Surveys, Inc.
Principal/Senior Research Associate

Provided research, policy analysis and consulting services

2008-2010 Verde Valley Land Preservation, Inc. (Arizona)
Lead Research Consultant

Developed and presented results of qualitative assessment of open space lands for potential acquisition and/or conservation management

2007-2008 Northern Arizona University, Office of the President
Graduate Research Assistant

Researched funding sources for university equity and diversity initiatives

2005-2007 Northern Arizona Regional Behavioral Health Authority, Flagstaff, Arizona
Manager, Grants and Communications

Established and maintained a program of grants development and acquisition and internal/external organizational communications

2003-2005 Southwestern Academy, San Marino, California
Director of Admissions and Marketing

Directed admissions and marketing for an international boarding and day school with campuses in California and Arizona

- 2000-2003 Grants & More, Inc., Camp Verde, Arizona
Managing Director
- Provided planning and organizational consulting, grant writing, including research and development of funding opportunities, for 501 (c) 3 organizations
- Fall, 2002 Northern Arizona University, Graduate Assistant, Office of Environmental Initiatives, Center for Sustainable Environments
- Researched funding sources for grants development
- 1971-1990 Peoples Natural Gas Company, UtiliCorp United, Inc., Omaha, Nebraska
Employee Relations Specialist
- Administered internal management consulting and provided compensation, training and development, recruitment, and employee relations services

RECOGNITIONS AND AWARDS

The Honor Society of Phi Kappa Phi (2007)

Arizona WET/National Project WET (2000)

Certified Facilitator, Water Education for Teachers, an international, interdisciplinary, water science and education program for formal/non-formal educators of K-12 students

Center for Rural Leadership (Project CENTRL) Graduate (1999)

A two-year rural leadership development program funded by the Kellogg and Marley Foundations and administered by the University of Arizona

Economic Development Institute (1998)

Program offered by the University of Oklahoma

Governor's Pride in Arizona Award Recipient - Arizona Clean & Beautiful (1997)

Governor's Historic Preservation Award. Finalist – Individual category (1997)

PUBLICATIONS AND CONFERENCE PRESENTATIONS

Whitmire, Jane and Kira Russo Bauer. (2010). *Advancing the Utility of Ecological Economics: An Interdisciplinary Perspective*. Presented at Northern Arizona University Intellectual Intersections: A Multidisciplinary Graduate Student Conference on January 29, 2010.

Whitmire, Jane. (2010). *Neighborhood Empowerment and the Development of Grassroots Democracy: Implications for Public Policy and Administration*. Presented at the 23rd Annual Meeting of the Public Administration Theory Network on May 21, 2010.

Smith, Zachary and Jane Whitmire. (2008). *Sharing the Burden of Limits: Water Management in the State of California*. In *United States Geography*. ABC-CLIO.

<http://www.usgeography.abc-clio.com>

Watkins, Larry A. and Jane Whitmire. (2025) *The EXTRAORDINARY Life of Larry Watkins*.

COMMUNITY SERVICE AND DEVELOPMENT

Camp Verde Dark Sky Community, Inc.
Founding Board Member and President (2022-2025)

Phillip England Center for the Performing Arts Foundation, Inc.
Founding Board Member and President (2018-2024)

Northern Arizona Organic Beekeepers Association, Inc.
Founding Board Member (2017-Present)

Yavapai County Education Foundation
Board Member (2017-2020)

Verde Valley Forum for Public Affairs
Officer and Executive Committee Member (2015-2021)

Verde Valley Land Preservation, Inc.
Founding Board Member and Vice President of Planning (2003)

Verde Valley Open Space Steering Committee Member
Appointed by Camp Verde Town Council (2001-2002)

Verde Valley Regional Plan Team
Appointed to represent Natural Resource Conservation District (2000)

Camp Verde Planning & Zoning Commissioner and Chair (2001-2003)

Verde Valley Caregivers Board Member and President (2002-2003)

Yavapai County Community Foundation Board Member
Rural Economic Development Committee Co-Chair (1999-2001)

Camp Verde Community Garden
Founder and manager of public garden established for the purpose of intergenerational and educational experiences based on the history and culture of Camp Verde and the Verde Valley, Arizona (1998-2000)

Camp Verde Pride, Preservation & Progress, Inc.
Co-founder, Board Member and Executive Director (1998- 2007)

Yavapai County Project Management Team, Yavapai County Community Foundation
Chair, regional public transit project (1998 - 2000)

Camp Verde Mayoral Candidate (1997)
Winner in primary election

Camp Verde General Plan (1996)
Chaired and authored the History & Culture and Public Facilities and Services Elements

Camp Verde Tourism Working and Engagement Group Member (2026 - Present)

05222026



LETTER OF INTEREST

Name: <u>Susan Fisher</u>	Date: <u>11/25/25</u>
Home Address: <u>[REDACTED]</u>	<u>Camp Verde AZ 86322</u>
Mailing Address, if different:	
Email Address: <u>[REDACTED]</u>	
Home Telephone: <u>[REDACTED]</u>	Work Telephone: <u>Same</u>
Are you a resident of the Town of Camp Verde? ☒ Yes ☐ No	Do you own commercial property in the Town of Camp Verde ☐ Yes ☒ No
Length of residency in the Town of Camp Verde: <u>3 years</u>	Do you operate a business in Camp Verde? ☐ Yes ☒ No
Name and address of business (if applicable): <u>[REDACTED]</u>	
If you are not in business in The Town of Camp Verde, please list your occupation; or if retired, please indicate your former occupation or profession: <u>Real Estate agent, Contractor, property manager, Hair Dresser</u>	
Are you now serving, or have you ever served, on a Town of Camp Verde board or commission? ☐ Yes ☒ No If yes, please list names of board/commission and dates served:	
Board & Commission preference (s): Refer to the last page for a list of Boards & Commissions. List your choices in order of preference:	
1. <u>Planning & Zoning</u>	3.
2. <u>Parks and Rec</u>	4.
Education and Community Service	
Schools Attended: <u>Douglas McKay HS</u>	Degree: <u>Diploma</u>
	Year: <u>1982</u>
Civic Activities-Service Organizations	Office Held:
	Year Begun:
	Year Ended:
Please state why you would like to be appointed to a Town Board, Commission, or Committee: <u>I think I have the ability to assess situations for a better outcome.</u>	
What do you believe is the key responsibility of Board, Commission or Committee member to: (a) The Town Council, (b) The citizens of Camp Verde (c) other Board, Commission or Committee members?	
(a) <u>I feel planning & zoning Commission is the first step to screen out bad ideas, projects, direction of growth</u>	
(b) <u>Keep the growth in a beneficial direction for the public and decided upon town goals.</u>	
(c) <u>offering wise input for the best decisions.</u>	

Please state the reasons why you feel you are qualified to serve on a Board, Commission or Committee:

In the past I created a Property Management Company that was very successful for both owners and patrons. I also worked in real estate sales and investing and made good decisions that brought financial success. I was a partner in a construction company where upon I created estimates and completed jobs. Good problem solving and planning was excersised.

Applications are kept on file for two years. During that time, your application will be considered when there is an opening for the Board or Commission for which you have applied. As a candidate to a Board, Commission or Committee, your name, address and telephone number will be available to the media and public.

Please notify the Clerk's Office at (928) 554-0025, if you move or no longer wish to be considered for appointment.

If you have a current resume and/or certificate that may be applicable to your Board, Commission or Committee interest, please attach a copy to this application.

Email or deliver your completed application to: Town of Camp Verde, Attn: Clerk's Office, 473 S. Main Street, Camp Verde, AZ 86322 or clerk@campverde.az.gov

If appointed to a Board/Commission/Committee, I understand that Members of boards or commissions may be removed for cause including excessive lack of attendance, absences of three consecutive meetings or more than half of all scheduled meetings in any municipal year, or improper conduct as determined by the Mayor and Council.

Applicant's Signature: Sueen Fisher Date: 11/25/25

	Date:
Date Contacted & Invited to Appear before Council:	
Staff Contacting Individual	
Date Appointed by Council	
Board or Commission appointed to:	

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Town Council

Agenda Information Memorandum

Meeting Date: June 17, 2026

Agenda Item Type:

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

Requesting Department: Courts

Staff Resource: Town Manager Miranda Fisher

Agenda Title: Discussion, consideration, and possible approval to release Request for Qualifications #2026-232 for a Town Magistrate for the Camp Verde Municipal Courts.

Attached Documents:

- RFQ #2026-232

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 10 minutes

Reviewed By:

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

Financial Review (if applicable): N/A

- Funding Source / GL Account Number: Contract Services – Courts
- 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 Municipal Court is presided over by a Town Magistrate appointed by the Town Council in accordance with Town Code. The current Town Magistrate's term is set to expire in December 2026; however, Judge Horton submitted his resignation letter on June 10, 2026, with an end date tentatively set for August 10, 2026 (the Judge is willing to stay on until the Town has secured a contract with a new Town Magistrate).

Staff has prepared a Request for Qualifications (RFQ) to solicit Statements of Qualifications from qualified legal professionals interested in serving in this role.

The Town Magistrate is responsible for presiding over all matters within the jurisdiction of the Municipal Court, including criminal misdemeanors, civil traffic violations, parking violations, code enforcement matters, and other proceedings authorized by law. In addition to judicial responsibilities, the Town Magistrate oversees court operations, supervises court personnel, prepares the annual court budget, ensures compliance with Arizona Supreme Court requirements, and provides administrative oversight necessary for the effective operation of the Municipal Court.

The RFQ outlines the scope of services, minimum qualifications, and evaluation criteria for the position. Candidates will be evaluated based on their judicial experience, knowledge of Arizona municipal court operations, approach to judicial service and court administration, professional references, and proposed compensation structure. The goal of the solicitation is to identify a qualified candidate who will uphold



Town Council Agenda Information Memorandum

the integrity of the judicial system while ensuring the fair, impartial, and efficient administration of justice for the Town of Camp Verde.

Question(s) before the Council

- Does Council have any changes they'd like to see made to the RFQ?
- Does Council approve releasing the RFQ?

Proposed Motion(s)

Move to **APPROVE** releasing Request for Qualifications #2026-232 for a Town Magistrate for the Camp Verde Municipal Courts.

OR

Move to **APPROVE** releasing Request for Qualifications #2026-232 for a Town Magistrate for the Camp Verde Municipal Courts **with the following changes...**

OR

Move to **DENY** releasing Request for Qualifications #2026-232.



Request for Qualifications (RFQ)

Town of Camp Verde

Town Magistrate

RFQ #26-232

Work Summary	The Town of Camp Verde is seeking Statements of Qualifications from qualified legal professionals to serve as the Town Magistrate for the Camp Verde Municipal Court. The Town seeks an individual with strong judicial ethics, sound legal judgment, and experience in Arizona municipal court operations. The selected candidate will preside over court proceedings, oversee court administration, and ensure the fair, impartial, and efficient administration of justice in accordance with Arizona law, Town Code, and Arizona Supreme Court requirements.
Appointment Terms	The Town and the selected candidate will finalize an employment agreement setting out the terms and conditions of service. Any final agreement is subject to approval by the Town Council
Issue Date	Thursday, June 18, 2026
Due Date	Thursday, July 16, 2026; 1:00 PM (AZ Time)
Inquiries	The deadline for questions is Thursday, July 9, 2026 at 1:00 PM, Arizona Time. Questions must be emailed to Town Manager Miranda Fisher at Miranda.Fisher@campverde.az.gov . Questions submitted after this date and time may not receive a response. The Town may issue written updates or clarifications after the question period. Candidates are responsible for checking the posting location for any updates. This request may only be modified through a written update issued by the Town.
Information Session	Thursday, July 9, 2026; 1:00 PM (AZ Time). Microsoft Teams meeting https://teams.microsoft.com/meet/228610909801074?p=EIIkuHi36Wxe6UTAA Meeting ID: 228 610 909 801 074 Passcode: P4rs393R
Application Process	Statements of Qualifications will be emailed Town Manager Miranda Fisher on or before 1:00 PM (AZ TIME) Thursday, July 16, 2026. The Statements shall be in pdf format and all required information must be included. Once your Statement is received you will receive email confirmation from Town Manager Fisher.
Posting Availability	Documents can be downloaded at www.PublicPurchase.com or by contacting Town Manager Miranda Fisher by emailing Miranda.Fisher@campverde.az.gov or calling (928) 451-3670.
Contact	Town Manager Miranda Fisher Miranda.Fisher@campverde.az.gov (928) 451-3670.
Equal Opportunity	Camp Verde is an equal opportunity employer.

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1. Introduction

The Town of Camp Verde is seeking Statements of Qualifications from experienced and highly qualified legal professionals interested in serving as the Town Magistrate for the Camp Verde Municipal Court. The Town seeks an individual who demonstrates judicial integrity, impartiality, sound legal judgment, and a commitment to the fair and efficient administration of justice. The selected candidate will preside over matters within the jurisdiction of the Municipal Court, oversee court operations and personnel, assist with budget development, and ensure compliance with all applicable laws, judicial standards, and Arizona Supreme Court requirements. Experience in municipal court operations, court administration, and Arizona limited-jurisdiction courts is highly desirable.

2. Scope of Services

The selected individual shall serve as the Presiding Town Magistrate for the Town of Camp Verde Municipal Court and shall perform all duties required by Arizona law, the Arizona Code of Judicial Conduct, the Arizona Supreme Court, the Camp Verde Town Code, and other applicable regulations. Responsibilities include, but are not limited to:

- Presiding over all criminal misdemeanor, civil traffic, parking, code enforcement, and other matters within the jurisdiction of the Camp Verde Municipal Court.
- Conducting hearings, trials, arraignments, pretrial conferences, sentencing proceedings, and other judicial proceedings as required.
- Exercising all powers and duties granted to municipal court judges under Arizona law and Town Code.
- Maintaining the impartiality, independence, and integrity of the judiciary in accordance with the Arizona Code of Judicial Conduct.
- Preparing and submitting monthly reports regarding court operations and activities as required by Town Code.
- Preparing annual budget requests for Municipal Court operations in coordination with Town administration.
- Managing judicial scheduling to ensure efficient court operations while remaining within approved budgetary constraints.
- Supervising and administering Municipal Court personnel consistent with Town policies, adopted budgets, and applicable law.
- Providing coordination, input, and advice regarding court administration and operations to the Town Council, Town Manager, and staff as appropriate.
- Establishing and maintaining court procedures, schedules, and administrative practices consistent with Arizona law and Supreme Court requirements.
- Coordinating with prosecutors, defense counsel, law enforcement agencies, probation officers, court staff, and other stakeholders to ensure effective administration of justice.
- Utilizing judge pro tempore services and assistant magistrates, when necessary, within approved budgetary limits.
- Ensuring compliance with all applicable reporting, record retention, training, and judicial education requirements.

3. Minimum Qualifications

The Town is seeking a highly qualified judicial officer with demonstrated experience in municipal court operations and Arizona law.

Minimum qualifications include:

- Eligibility to serve as a municipal court judge under Arizona law.
- Minimum five (5) years of legal experience, with substantial experience in criminal law, municipal law, judicial service, or related fields preferred.
- Demonstrated knowledge of Arizona criminal law, civil traffic procedures, municipal court practices, and rules of evidence.
- Knowledge of Arizona Supreme Court administrative requirements governing limited jurisdiction courts.
- Ability to manage court operations, personnel, and budgets in an effective and professional manner.
- Excellent written and verbal communication skills.
- Ability to maintain the highest standards of judicial ethics, impartiality, and professionalism.
- Successful completion of all judicial education and training requirements established by the Arizona Supreme Court.

Preferred qualifications:

- Prior service as a municipal court judge, justice of the peace, commissioner, hearing officer, or judge pro tempore.
- Experience supervising court staff and managing court operations.
- Experience preparing and administering public-sector budgets.

4. Appointment Terms

The selected Town Magistrate will serve pursuant to an employment agreement approved by the Town Council. Key terms include:

- Appointment: Pursuant to Town Code Section 5-2-1, the Magistrate shall serve a term established by the Council and may be removed for cause during the term.
- Compensation: Candidates should provide compensation expectations, which may be discussed and finalized with the Town during the appointment process.
- Budget Responsibilities: The Magistrate shall assist in preparing the Municipal Court budget and manage court operations within approved appropriations.
- Judicial Conduct: The Magistrate shall comply with all applicable provisions of the Arizona Code of Judicial Conduct and Arizona Supreme Court requirements.
- Compliance: Must comply with all applicable federal, state, and local laws, including A.R.S. §§ 41-4401, 35-393, and 38-511.
- Standard Terms: Other contract terms shall be provided consistent with municipal practice.

5. Submittal Requirements

5.1 Statement of Qualifications

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

- Cover Letter – Introduce the candidate, summarize interest, and identify contact person.
- Qualifications – Demonstrate compliance with minimum qualifications.
- Relevant Experience – Describe judicial, legal, or court-administration experience relevant to serving as Town Magistrate.
- Approach – Brief description of approach to judicial service, court administration, availability, and ensuring the efficient and impartial operation of the Municipal Court.
- References – Provide at least three (3) references from public sector clients.
- Compensation Expectations – Provide your requested compensation or salary expectations.

5.2 Submittal Instructions

5.2.1 *Format.*

Candidates shall email their Statement of Qualification to Town Manager Miranda Fisher on or before 1:00pm (AZ TIME) Thursday, July 16, 2026.

Applications received after the stated deadline may not be considered. Each candidate is responsible for ensuring that the Statement of Qualifications is received by email by Town Manager Miranda Fisher on or before the deadline. The email should clearly identify the candidate's name and the title "Camp Verde Town Magistrate."

5.2.2 *No Modifications.*

Candidates may update their Statement of Qualifications before the submission deadline. After the deadline, revisions may be accepted only if permitted by applicable law or expressly requested by the Town.

5.3 Candidate Requirements

5.3.1. *Town's Review Authority.*

The Town of Camp Verde reserves the right to review all submissions, determine whether submitted qualifications meet the needs of the position, and request additional information as appropriate.

5.3.2. *Late Applications.*

Applications received after the deadline may not be considered. Each candidate is responsible for ensuring timely delivery of application materials.

5.3.3. *Updates or Withdrawal.*

Candidates may withdraw or update their Statement of Qualifications at any

time before the deadline. After the deadline, changes may be accepted only if permitted by applicable law or expressly requested by the Town.

5.3.4. *Public Records.*

Statements of Qualifications and related records submitted in connection with this appointment process may be subject to disclosure under Arizona public records laws. If a candidate believes any submitted information is confidential or otherwise protected from disclosure by law, the candidate should clearly identify that information in writing at the time of submission. The Town cannot guarantee confidentiality but will provide notice before releasing materials identified as confidential when legally appropriate.

5.3.5. *Communications During the Selection Process.*

From the date this request is issued until the appointment process concludes or is withdrawn, candidates should direct questions about the position or selection process to the Town Manager. Candidates should avoid discussing the substance of the selection process with other Town staff, Town officials, or Town Council members unless expressly authorized. This guidance does not restrict ordinary business interactions that are unrelated to this position.

5.3.6. *Persons with Disabilities.*

Reasonable accommodation, such as a sign language interpreter, may be requested by contacting Town Manager Miranda Fisher. Requests shall be made as early as possible to allow time to arrange the accommodation.

5.3.7. *Clarifications.*

The Town of Camp Verde reserves the right to obtain clarifications where necessary to arrive at full and complete understanding of the Candidate's response. Clarification means a communication with a Candidate for the sole purpose of eliminating ambiguities in the submittal and does not give any Candidate the opportunity to revise or modify its submittal.

5.3.8. *Written Updates.*

Candidates should review any written updates issued by the Town and include any requested acknowledgements or revised materials with their application by the stated deadline. Failure to respond to a required written update may result in the application being deemed incomplete.

5.3.9. *Acknowledgement of Updates.*

Any written update issued by the Town should be acknowledged in the candidate's submission. Failure to acknowledge a required update may result in the application being considered incomplete.

5.3.10. *Non-Collusion and Non-Discrimination.*

By signing and submitting a Statement of Qualifications, the Candidate certifies that: the Candidate did not engage in collusion or other anti-competitive practices in connection with the preparation or submittal of its Statement of Qualifications; and the Candidate certifies that it does not

discriminate against any employee or applicant for employment based on race, color, age, sex, religious or political affiliation, sexual orientation, gender identity, family status, marital status, national or ethnic origin, or mental or physical disability, and that it complies with all applicable Federal, state and local laws and executive orders regarding employment.

5.3.11 *Inquiries.*

It is the responsibility of each Candidate to examine the entire Solicitation, seek clarification (inquiries), and examine its proposal for accuracy before submitting their Statement of Qualifications. Lack of care in preparing a submittal shall not be grounds for modifying or withdrawing after the due date and time, nor shall it give rise to any claim. A Candidate shall not rely on verbal responses to inquiries. A verbal reply to an inquiry does not constitute a modification of the Solicitation.

6. Selection Process

The Town of Camp Verde seeks to appoint a qualified Town Magistrate capable of providing fair, impartial, and effective judicial services while overseeing the efficient operation of the Municipal Court. Statements of Qualifications will be reviewed based on the criteria outlined below. The Town Council reserves the right to determine the acceptability of any qualifications submitted and to select the candidate deemed to be in the best interest of the Town.

The Town reserves the right to decline any or all Statements of Qualifications, waive informalities or irregularities, request additional information, conduct interviews, discuss appointment terms, or withdraw this request at any time.

Any candidate who is legally prohibited from serving in this role or from participating in applicable public processes may be excluded from consideration.

7. Evaluation Criteria

Candidates will be evaluated using the following weighted criteria:

Qualifications and Judicial Experience (60%)

- Relevant judicial, municipal court, criminal law, or public-sector legal experience.
- Experience serving as a judge, magistrate, judge pro tempore, hearing officer, or similar judicial position.
- Knowledge of Arizona municipal courts, criminal procedures, civil traffic matters, and applicable laws.
- Experience overseeing court operations, personnel, and budgets.

Approach to Judicial Service and Court Administration (25%)

- Demonstrated understanding of the duties and responsibilities of the Town Magistrate.
- Approach to ensuring the fair, impartial, and efficient administration of justice.

- Availability to meet the operational needs of the Municipal Court.
- Approach to court management, staff supervision, and maintaining compliance with Arizona Supreme Court requirements.

References (15%)

- Quality and relevance of references from municipalities, courts, public agencies, or other professional organizations.

The Town of Camp Verde intends to appoint the candidate whose qualifications and experience are determined to best meet the needs of the Town and Municipal Court, taking into consideration the selection criteria set forth above. The Town reserves the right to conduct interviews with finalists before making an appointment recommendation.

8. Application Terms and Conditions

The Town of Camp Verde will prepare the Employment Agreement with the selected candidate for consideration at a public meeting of the Town Council. No Agreement may be awarded absent Council action. The Agreement commences upon execution.

**Meeting Date:** June 17, 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 and possible direction regarding a request from the Artist Guild of Camp Verde to display artwork in the Town Council Chambers and/or utilize the Business Resource and Innovation Center for art-related activities.

Attached Documents:

- Sample draft policy for possible art at the BRIC
- Camp Verde Town Hall Art Rotation Program Guidelines Proposal from the Artist Guild of Camp Verde

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

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

Financial Review (if applicable): N/A

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

Background Information

The Town received a request from local resident Sylvia Strobel on behalf of the Artist Guild of Camp Verde regarding opportunities to display artwork created by local artists within Town facilities.

The Artist Guild of Camp Verde consists of six local artists who are seeking a venue to showcase fine art within the community. Specifically, the Guild has expressed interest in displaying artwork within the Council Chambers, noting that other municipalities, such as Sedona, have incorporated local art exhibits into their public meeting spaces. The Guild believes a similar program could enhance the appearance of the Council Chambers while providing an opportunity to highlight local artists.

In subsequent correspondence, Mrs. Strobel also inquired whether the Town would consider allowing the Artist Guild to utilize the Business Resource and Innovation Center (BRIC) building for art displays, classes, art walks, or other temporary art-related activities until the property is sold. Mrs. Strobel acknowledged that any such use would need to be evaluated for liability, operational, and insurance considerations.

At this time, the Town does not have a formal policy governing the display of artwork in the Council Chambers or the use of Town-owned facilities for artist exhibitions.



Town Council

Agenda Information Memorandum

Discussion

Council Chambers are utilized primarily for public meetings, work sessions, board and commission meetings, and other governmental functions. Should the Council desire to pursue an art display program, staff would likely need to develop guidelines addressing matters such as:

- Selection and approval of artwork;
- Duration of exhibits;
- Installation and removal procedures;
- Insurance and liability requirements;
- Content standards;
- Security and protection of displayed works;
- Compliance with public facility requirements and public records considerations.

Similarly, use of the BRIC building would require consideration of operational impacts, insurance requirements, maintenance responsibilities, public access, and the Town's long-term plans for the property. Council may also wish to consider whether such use should be limited to the Artist Guild of Camp Verde or whether a broader policy should be developed for community organizations seeking temporary use of Town-owned facilities.

Connection to the [FY27 Strategic Plan](#)

This discussion relates to the Town's commitment to fostering community engagement and enhancing quality of life opportunities for residents through partnerships with local organizations and community groups.

Question(s) before the Council

- How does Council want to proceed on this matter? Some considerations could include:
 - Development of a policy and program for displaying local artwork in the Council Chambers.
 - Exploring temporary use opportunities for the BRIC building by the Artist Guild of Camp Verde or other community organizations.
 - Further evaluation of both options and return with additional information and recommendations.
 - Decline to pursue either option at this time.
 - Provide alternative direction to staff.

DISPLAY POLICY

PRINCIPLE(S):

Camp Verde Economic Development and Business Recourse & Innovation Center (BRIC) supports the Arts in Camp Verde.

PRACTICE:

Display:

The BRIC will consider displays of educational, cultural, civic or recreational nature on a first-come, first-served basis or as space is available. Persons or organizations providing displays in the BRIC will complete a [Display Application/Agreement form](#).

Permission may be denied to, or revoked for, any exhibit whose purpose is personal or commercial and/or has the potential to cause, or causes substantial disruptions or material interference with the functions of the Economic Development Department / BRIC or is not in compliance with [ARS § 13-3507](#) or this Display Policy. Any items causing, or have the potential to cause substantial disruptions will be removed by staff.

Permission to exhibit materials does not imply sponsorship by the BRIC or constitute an endorsement of the content of the contributing group or individual's policy or beliefs. The exhibitor accepts full responsibility for their exhibit including, but not limited to, content and/or accuracy of any statements or representation made in such materials.

The BRIC will not be responsible for any items that are displayed and/or owned by individuals or organizations. Permission to use the exhibit space is conditional upon user agreement to save, hold harmless, and indemnify the Town of Camp Verde from any claims, lawsuits, or judgments arising from loss, damage to property, or injury to persons from or during the exhibit, and/or their exhibit material(s) or any part thereof.

It is the responsibility of the person or organization providing art or materials to set up and remove the displays during normal BRIC operating hours and when staff is available. The BRIC will not provide storage for the property of individuals or organizations. BRIC staff members may move and relocate art as necessary.

BRIC staff members will not facilitate the sale of any art or displays. The individual artist/owner of the display is responsible for the sale/removal.

Artist Guild of Camp Verde Proposal Town Hall Council Chamber Art Rotation Program

On behalf of the Artist Guild of Camp Verde, we are pleased to submit a proposal for the Camp Verde Town Hall Art Rotation Program.

One of our primary goals is to promote local art, and we believe the Council Chamber at Town Hall is an ideal venue for this mission. This initiative would offer local artists maximum exposure during four-month exhibition periods in addition to beautifying council chambers. Each featured rotation would be promoted to local media and include an artist reception to engage the community.

To develop this program, Guild members Sylvia Strobel and Jill Irvin visited the City of Sedona's City Hall Art Rotation exhibit and met with their Arts and Cultural Specialist, Nancy Lattanzi. We have modeled our proposed guidelines after Sedona's successful program. In addition to the guidelines outlined below, we intend to develop specific artist loan agreements and contracts for each participating artist.

The City of Sedona showcases local art in all of their city owned buildings. Perhaps in the future, if this program is successful, we could look at expanding the program to other city owned buildings.

I have attached photos of the latest exhibit at the Sedona City Council Chambers for your reference.

Artists would be required to submit the following:

1. A draft press release
2. A head shot 300 dpi
3. Three images 300 dpi of work that will be in the exhibit

Contract & Exhibit Forms

Artists would be required to submit an exhibit form which includes the artist's name, phone number, email address, the title of the piece, an image and the value of all pieces in the exhibit. In addition, an agreement for loan of artwork with the town of Camp Verde would be developed to provide the legal details of the exhibit.

Public Relations

A press release would be sent to all local media and posted on the town's website, Visit Camp Verde and various social media platforms.

Artwork

The Artist Guild would take care of selecting the artist, the artwork and curate the exhibit. The number and pieces of artwork, their proposed exhibit location, and the desired type of hardware to be used would need to be determined.

Art Labels

Each piece of art would have an accompanying label to identify the work, all designed in the same style. Labels include the name of the piece, artist name, size, medium and price. If someone were interested in purchasing a piece of artwork, payment arrangements would be made directly between the artist and the buyer. Sold pieces would remain for the duration of the exhibit unless a buyer wanted the piece right away. The artist would then need to replace that piece.

Artist Statements

An 8 ½ x 11-inch artist statement and business cards for each artist would be provided and displayed at an appropriate location, if room is available.

Artist Reception

An artist reception would be scheduled when the Council Chamber is available. Light snacks and non-alcoholic drinks would be served.

Below, photos of the current Sedona Council Chamber exhibit. Artist is Ruth Austin.





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**Meeting Date:** June 17, 2026**Agenda Item Type:**

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

Requesting Department: Human Resources**Staff Resource:** HR Director Julia Kaiser**Agenda Title:** Discussion, consideration, and possible approval of the revisions and amendments to the Town's Permanent Salary Range Table**Attached Documents:**

- Revised Permanent Salary Range Table

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:

The proposed revisions to the Town's salary table include the establishment of updated salary ranges, modifications to job titles, the removal of positions that have been eliminated, and the reclassification of select roles. These updates are intended to more accurately reflect the current organizational structure, the work being performed by employees, and prevailing compensation standards.

It is important to note that the approval of these amendments does not, in itself, result in the addition of new staff positions. Rather, these changes are designed to ensure that job classifications and compensation levels appropriately align with existing duties, responsibilities, and market conditions.

Effective January 1, 2026, Arizona's minimum wage increased to \$15.15 per hour. In response, the Town's salary table must be adjusted accordingly to ensure compliance with state law and to maintain appropriate wage differentials across all classifications.

The following positions are recommended for title revisions to better reflect the scope and nature of the work performed: Janitor (new title Custodian), HR Specialist (new title HR Generalist), Economic Development Project Manager (new title Economic Development Program Manager), CIP Project Manager (new title CIP Manager).

The reclassification of the following positions is recommended to account for differences in skill level, required professional knowledge, and alignment with comparable roles in other municipalities: Custodian, Animal Control Officer, Property & Evidence Technician, Deputy Town Clerk, Streets



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Maintenance Foreman, Wastewater Division Foreman, Water Division Foreman, Senior Accountant, Senior Building Inspector, Senior Planner, Streets Supervisor, CIP Manager.

The following positions are recommended for removal from the salary table, reflecting organizational changes and evolving operational needs: Administrative Clerk, Utilities Clerk Trainee, Quartermaster, Stormwater Specialist, Economic Development Specialist, Recreation Supervisor, Administrative Support Manager, Maintenance Foreman, CAD Draftsman, Civil Engineer, Public Works Deputy Director, Civilian Commander.

The following positions are proposed to be added in order to address current and anticipated operational needs: Visitor Center Lead, Finance Analyst, Grants Coordinator, Deputy Town Manager.

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

Annual salary table revisions allow for more competitive wages 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 and amendments to the Town’s Permanent Salary Range Table.

OR

Move to **APPROVE** the revisions and amendments to the Town’s Permanent Salary Range Table **with the following amendments...**

OR

Move to **DENY** the revisions and amendments to the Town’s Permanent Salary Range Table.

Town of Camp Verde
Permanent Salary Range Table FY26-27

New Salary Range	Minimum (Annual/Hourly)		Midpoint (Annual/Hourly)		Maximum (Annual/Hourly)		Job Classifications
	\$ 31,512	\$ 15.15	\$38,602	\$ 18.56	\$45,692	\$ 21.97	Arizona State Minimum Wage
1	\$33,592	\$ 16.15	\$41,150	\$ 19.78	\$48,708	\$ 23.42	Janitor Library Clerk Visitor Center Ambassador
2	\$35,272	\$ 16.96	\$43,208	\$ 20.77	\$51,144	\$ 24.59	Library Clerk, Senior Custodian
3	\$37,035	\$ 17.81	\$45,368	\$ 21.81	\$53,701	\$ 25.82	Parks & Rec Leader I Visitor Center Lead
4	\$38,887	\$ 18.70	\$47,637	\$ 22.90	\$56,386	\$ 27.11	
5	\$40,831	\$ 19.63	\$50,018	\$ 24.05	\$59,205	\$ 28.46	Grounds Maintenance Worker I Building Maintenance Worker I Parks & Rec Leader II Administrative Assistant Administrative Clerk Utilities Clerk Trainee Library Specialist I
6	\$42,873	\$ 20.61	\$52,519	\$ 25.25	\$62,166	\$ 29.89	Spanish Outreach Library Specialist Animal Control Officer Senior Recreation Leader Records Specialist I Library Specialist II Court Specialist I Quartermaster Finance Clerk Property & Evidence Custodian Grounds Maintenance Worker II Building Maintenance Worker II Streets Maintenance Worker Water Operator Trainee Wastewater Operator Trainee Permit Technician I Utilities Clerk I
7	\$45,016	\$ 21.64	\$55,145	\$ 26.51	\$65,274	\$ 31.38	Permit Technician II Records Specialist II Water Operator I Wastewater Operator I Equipment Operator Court Specialist II Animal Control Officer Property & Evidence Custodian Utilities Clerk II
8	\$47,267	\$ 22.72	\$57,902	\$ 27.84	\$68,538	\$ 32.95	Parks & Rec Coordinator Court Specialist III Utilities Clerk III Permit Technician III Stormwater Specialist Equipment Operator, Senior Water Operator II Wastewater Operator II
9	\$49,631	\$ 23.86	\$60,798	\$ 29.23	\$71,964	\$ 34.60	Youth Services Supervisor Grounds Maintenance Lead Building Maintenance Lead Court Security Officer Dispatcher Trainee Water Operator III Wastewater Operator III Building Inspector I Code Enforcement Officer I Plans Examiner I
10	\$52,112	\$ 25.05	\$63,837	\$ 30.69	\$75,563	\$ 36.33	Utilities Analyst

							Finance Analyst Code Enforcement II Plans Examiner II Dispatcher Planner I Building Inspector II
11	\$54,718	\$ 26.31	\$67,029	\$ 32.23	\$79,341	\$ 38.14	Human Resources Specialist I Human Resources Generalist I Economic Development Specialist
12	\$57,454	\$ 27.62	\$70,381	\$ 33.84	\$83,308	\$ 40.05	Recreation Supervisor Accountant Human Resources Specialist II Human Resources Generalist II Deputy Town Clerk Planner II
13	\$60,326	\$ 29.00	\$73,900	\$ 35.53	\$87,473	\$ 42.05	Streets Maintenance Foreman Peace Officer Recruit Deputy Town Clerk Maintenance Foreman
14	\$63,343	\$ 30.45	\$77,595	\$ 37.31	\$91,847	\$ 44.16	Dispatch Supervisor Peace Officer Admin Support Manager Public Safety Systems Administrator Economic Development Project Manager Economic Development Program Manager Special Initiatives Manager
							Streets Maintenance Foreman Wastewater Division Foreman Water Division Foreman Grants Coordinator Court Supervisor
15	\$66,510	\$ 31.98	\$81,475	\$ 39.17	\$96,439	\$ 46.37	CAD Draftsman Wastewater Division Foreman Water Division Foreman Accountant, Senior Senior Building Inspector Senior Planner Streets Supervisor
16	\$69,835	\$ 33.57	\$85,548	\$ 41.13	\$101,261	\$ 48.68	Accountant, Senior Senior Building Inspector Police Sergeant Streets Supervisor Wastewater Division Manager Water Division Manager Planner, Senior
17	\$73,327	\$ 35.25	\$89,826	\$ 43.19	\$106,324	\$ 51.12	
18	\$76,993	\$ 37.02	\$94,317	\$ 45.34	\$111,641	\$ 53.67	Water Division Manager CIP Manager Wastewater Division Manager
19	\$80,843	\$ 38.87	\$99,033	\$ 47.61	\$117,223	\$ 56.36	Chief Building Official Library Manager Parks & Recreation Manager Court Administrator
20	\$84,885	\$ 40.81	\$103,985	\$ 49.99	\$123,084	\$ 59.17	CIP Project Manager Civil Engineer
21	\$89,130	\$ 42.85	\$109,184	\$ 52.49	\$129,238	\$ 62.13	
22	\$93,586	\$ 44.99	\$114,643	\$ 55.12	\$135,700	\$ 65.24	Public Works Deputy Director Town Engineer Town Clerk Lieutenant
23	\$98,265	\$ 47.24	\$120,375	\$ 57.87	\$142,485	\$ 68.50	Commander Civilian Commander
24	\$103,179	\$ 49.61	\$126,394	\$ 60.77	\$149,609	\$ 71.93	Parks & Rec Director Human Resources Director

25	\$108,338	\$ 52.09	\$132,714	\$ 63.80	\$157,089	\$ 75.52	Finance Director Public Works Director Utilities Director
26	\$113,754	\$ 54.69	\$139,349	\$ 66.99	\$164,944	\$ 79.30	Development Services Director
27	\$119,442	\$ 57.42	\$146,317	\$ 70.34	\$173,191	\$ 83.26	Town Marshal
28	\$125,414	\$ 60.30	\$153,632	\$ 73.86	\$181,851	\$ 87.43	Deputy Town Manager
29	\$131,685	\$ 63.31	\$161,314	\$ 77.55	\$190,943	\$ 91.80	
30	\$138,269	\$ 66.48	\$169,380	\$ 81.43	\$200,490	\$ 96.39	
31	\$145,183	\$ 69.80	\$177,849	\$ 85.50	\$210,515	\$ 101.21	
32	\$152,442	\$ 73.29	\$186,741	\$ 89.78	\$221,041	\$ 106.27	Town Manager
33	\$160,064	\$ 76.95	\$196,078	\$ 94.27	\$232,093	\$ 111.58	
34	\$168,067	\$ 80.80	\$205,882	\$ 98.98	\$243,697	\$ 117.16	
Differential	Width Max						
5%	45%						

Seasonal Staff Starting Wage

MW	Recreation Aide - Scorekeeper
MW	Recreation Aide - Camp Counselor Aide
MW	Recreation Aide - Pool Cashier
MW+\$1.00	Parks & Rec Leader I - Pool Lifeguard
MW+\$1.50	Parks & Rec Leader I - Head Pool Lifeguard
MW+\$1.00	Parks & Rec Leader I - Camp Counselor
MW+\$1.50	Parks & Rec Leader I - Head Camp Counselor
MW + \$2.50	Parks & Rec Leader I - Camp Supervisor
MW + \$2.50	Parks & Rec Leader I - Pool Supervisor
\$25.00-35.00	Recreation Aide- Sports Official

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**Meeting Date:** June 17, 2026**Agenda Item Type:**

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

Requesting Department: Human Resources**Staff Resource:** HR Director Julia Kaiser**Agenda Title:** Discussion, consideration, and possible direction regarding the proposed revisions and amendments to the Town's Personnel Manual**Attached Documents:**

- Summary of Revisions.
- Holiday Leave Policy Review and Market Assessment.

*NOTE: Copies of the complete Personnel Manual can be provided at Council's request.***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:

This document represents the annual review of the Town's Personnel Manual. The proposed revisions have been carefully evaluated and can be categorized into the following primary areas:

1) Clarifications and Enhancements to Existing Policies - Revisions intended to improve clarity, consistency, and overall quality of language to ensure policies are easily understood and effectively communicated.

- Policy 1-2 Code of Conduct, Section 1-2-1 - Performance of Duties
- Policy 5-1 - Hours of Work, Section 5-1-2 - Absences and Tardiness
- Policy 5-5 - Disciplinary System

2) Alignment with Current Practices - Amendments designed to ensure that the Personnel Manual accurately reflects existing operational practices and administrative procedures.

- Policy 2-8 - Reference Check, Section 2-8-1 - Procedure
- Policy 2-11 – Fingerprinting, Section 2-11-1 - Affected Positions
- Policy 3-2 Classification Plan, Section 3-2-2 - Plan Amendment, Section 3-2-3 - Positions Classifications



Town Council Agenda Information Memorandum

- Policy 4-9 - Sick Leave Bank, Section 4-9-3 - General Provisions
- Policy 5-5 - Disciplinary System, Section 5-5-1 - Discipline Process, Section 5-5-3 - Grounds for Disciplinary Action
- Policy 8-1 - Employment End, Section 8-1-3 - Employee-initiated Resignation
- Policy 8-2 - Exit Process, Section 8-3 Verification of Town Employment

3) Substantive Policy Changes - Significant updates to policy requirements and regulations to better address organizational needs, legal considerations, and evolving workforce dynamics.

- Policy 3-8 Paid Holiday Leave

The HR Department has conducted a comprehensive review of the Holiday Leave Policy and a market assessment that is included as an attachment.

This regular session is to discuss the proposed changes. Staff would then bring back a final updated version of the Town's Personnel Manual for approval at a future Council meeting.

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?
- Does Council have any comments regarding the staff's recommendations about the proposed revisions?

REVISED TOWN PERSONNEL MANUAL POLICIES

Please find below the revisions and amendments to the Personnel Manual policies, along with commentary outlining the rationale for each change. Please note that the content provided includes only excerpts from the policies, specifically those sections that have been revised.

POLICY 1-2 CODE OF CONDUCT

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) ~~All Town employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties.~~

Commented [JK1]: This addition is necessary to provide further clarification and guidance regarding proper conduct.

POLICY 2-8 - REFERENCE CHECK

SECTION 2-8-1 - PROCEDURE

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. The Human Resources Department shall issue a conditional offer of employment, contingent upon the successful completion of background and reference checks.~~

Commented [JK2]: This amendment is necessary to accurately reflect current practices. Given the demands of today's labor market, a more efficient recruitment and onboarding process is required; this change enables a streamlined and expedited approach.

POLICY 2-11 – FINGERPRINTING

SECTION 2-11-1 - AFFECTED POSITIONS

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

Commented [JK3]: This amendment is necessary to accurately reflect current practices. The Human Resources Department works directly with the Arizona Department of Public Safety (AZDPS) to process criminal history background checks through a digital fingerprinting system. Hiring departments vary by position and do not have the capability to conduct background checks independently.

SECTION 3-2-2 - PLAN AMENDMENT

SECTION 3-2-3 - POSITIONS CLASSIFICATIONS

H) Abolished Positions

1. The Town ~~Manager/Council~~ may abolish any position not established by Title 9, Arizona Revised Statutes.

Commented [JK4]: This amendment is necessary to align the policy with current practices. The Town Manager already possesses the legal authority to make administrative decisions related to personnel matters, including the elimination of positions.

POLICY 3-8 – PAID HOLIDAY PAYLEAVE

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 ~~recognized~~ 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	

Commented [JK5]: This amendment transitions the holiday leave policy from an accrual-based system to a designated holiday pay structure.

B) The Town Administration shall establish an annual calendar designating the observance of recognized holidays.

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. Holidays will be observed without loss of pay. Regular full-time employees in active pay status will receive an amount equivalent to their regularly scheduled shift for each Designated Holiday in the pay period in which the Holiday is observed at their current rate, not to exceed 10 hours.~~

~~C) Regular full-time employees on unpaid leave are not eligible for holiday pay.~~

~~B)D)~~ The Town will grant paid holiday leave to all eligible employees immediately upon assignment to an eligible classification with no waiting period.

~~G) Paid holiday leave shall be used to supplement employees' regular work hours when the Town offices are closed due to an observed holiday.~~

~~D) 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.~~

E) 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 pay and shall lose pay for the day absent.

F) 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.

~~G) 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. Designated Holidays observed while an employee is on Paid Time Off (PTO) will be counted as a holiday and not as PTO.~~

~~H) 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. For other positions, work on a holiday shall only be scheduled as result of an emergency or unusual and extraordinary circumstance or in cases where the nature of the Town's operations cannot be interrupted by the observance of the holiday.

B) Employees who are required to work on an ~~actual~~observed holiday shall receive time and a half ~~overtime pay rate (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 4-9 - SICK LEAVE BANK

SECTION 4-9-3 - GENERAL PROVISIONS

C) Requests for Sick Leave Bank hours shall be made through the Department Head with the processing and verification completed by the Human Resource Finance Department, administration of these provisions shall be done by the Town Manager.

POLICY 5-1 - HOURS OF WORK

SECTION 5-1-2 - ABSENCES AND TARDINESS

D) Poor attendance and frequent tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

E) Employees who fail to report to work for three consecutive business days without notifying the Town of the absence will be considered as having voluntarily resigned by job abandonment.

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.

It is the express policy of the Town that disciplinary actions be imposed in a fair and consistent manner.

Commented [JK6]: This amendment is necessary to align the policy with current practices. At present, the Finance Department's payroll staff administers and tracks all sick leave bank usage and applies the appropriate hours to employees' timesheets in accordance with established policies.

Commented [JK7]: This amendment is necessary to provide clear guidance in situations where employees cease reporting to work and discontinue communication with their department. This provision aligns with common practices adopted by other municipalities.

Commented [JK8]: This amendment reinforces the Town's commitment to administering disciplinary actions in a fair and consistent manner.

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.~~

~~B)~~

C) ~~A Performance Improvement Plan (PIP) may be utilized by supervisors as a non-disciplinary tool to address some performance issues and provide a framework to assist employees to improve performance through informal discussions and the establishment of goals and objectives. A PIP may also be used in conjunction with progressive discipline~~

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. ~~Failure to notify the Town within reasonable amount of time of being charged with a criminal offense while employed by the Town.~~

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 ~~reasonable the orders~~ directive of one's supervisor(s);

4. ~~Inability or unwillingness and/or lack of sufficient competency~~ to perform the assigned job; failure to perform assigned work in an efficient or effective manner;

Commented [JK9]: This amendment is necessary to align the policy with current practices. Performance Improvement Plans (PIPs) are utilized to ensure proper documentation of performance concerns and to provide employees with an opportunity to improve before issues escalate.

Commented [JK10]: This amendment is necessary to provide clear guidance in situations where employees are charged with criminal offenses. It also affords the Town adequate time to evaluate the circumstances and determine the appropriate course of action. This approach is consistent with common practices among other municipalities.

Commented [JK11]: This amendment is intended to improve clarity and enhance the overall precision of the language used.

Commented [JK12]: This amendment is intended to improve clarity and enhance the overall precision of the language used.

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-wide and department specific~~ policies, Town ordinances, State or federal law;
9. Violating safety rules and regulations;
- ~~9-10.~~ being wasteful of material, property or working time ~~through negligence, recklessness, or carelessness; failure to observe security or safety procedures;~~
- ~~40-11.~~ Two written reprimands or other disciplinary actions in 24 consecutive months;
- ~~44-12.~~ 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;
- ~~13.~~ ~~The use of profanity or abusive language~~ ~~Abusive attitude, language, behavior, or conduct~~ towards a fellow employee or member of the general public while performing official duties as a Town employee;
- ~~42-14.~~ ~~Engaging in behavior that has resulted in physical harm, or threat thereof, to another employee or the public;~~
- ~~43-15.~~ Abuse of sick leave privileges by reporting sick when not sick or obtaining sick leave pay falsely or under false pretenses;
- ~~16.~~ 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;
- ~~17.~~ ~~Concealing or failing to properly report or document any information or incident required to be reported to federal and/or state agencies, and/or Town management as part of the employee's job duties and responsibilities.~~
- ~~44-18.~~ ~~Refusal to cooperate in a Town investigation or official inquiry.~~
- ~~45-19.~~ 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;
- ~~46-20.~~ Such other act, error or omission detrimental to the mission of the Town;
- ~~47-21.~~ Other reasons deemed valid by Town officials.

Commented [JK13]: This amendment is intended to improve clarity and enhance the overall precision of the language used.

Commented [JK14]: This amendment is intended to improve clarity and enhance the overall precision of the language used.

Commented [JK15]: This amendment is necessary to eliminate duplication and ensure greater clarity and efficiency within the policy.

Commented [JK16]: This amendment is intended to improve clarity and enhance the overall precision of the language used.

Commented [JK17]: This amendment is necessary to provide additional clarity regarding the grounds for disciplinary action.

Commented [JK18]: This amendment is necessary to provide additional clarity regarding the grounds for disciplinary action.

POLICY 8-1 - EMPLOYMENT END

SECTION 8-1-3 - EMPLOYEE-INITIATED RESIGNATION

A) 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.

B) ~~An employee who has submitted a resignation or notice of intent to retire may not extend the period of employment using Paid Time Off, without approval from the Town Manager.~~

POLICY 8-2 - EXIT PROCESS

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. All inquiries regarding a current or former Town employee must be referred to the Human Resources Department.~~

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. Human Resources will only disclose dates of employment, job title of last position held, salary verification and eligibility for rehire when responding to requests for employment verification on current and former employees. No other information will be provided without signed consent from the current or former employee authorizing the Town to release additional information to the specifically named organization. To be acceptable, the consent form must indicate the specific type(s) of information that may be released and release the Town from all potential liability related to the authorized disclosure. The Human Resources Department reviews and handles these requests on a case-by-case basis.~~

A) ~~Employees may be listed as personal character references and may be requested to provide personal opinions regarding former or current employees. Employees are not required or prohibited from providing this information. If an employee elects to provide information as a personal character reference, the employee will clearly indicate that they are providing the information as an individual and that their statements do not reflect the official position of the Town. Employees shall not use Town or departmental letterhead, envelopes or postage to provide personal character reference information.~~

Commented [JK19]: This amendment is necessary to allow the Town Manager to review and approve any requests for the use of paid time off (PTO) during an employee's final two weeks of employment.

Commented [JK20]: This amendment provides a more accurate reflection of current practices. It is common for municipalities to limit the information disclosed in employment references to essential details. Providing only basic employment information helps minimize legal risk, including potential claims of defamation or interference with prospective employment. By adhering to neutral, fact-based disclosures, the Town reduces the risk of litigation while ensuring consistent treatment of all former employees and mitigating the potential for discrimination claims.

HOLIDAY LEAVE POLICY REVIEW AND MARKET ASSESSMENT

June 2026

CURRENT POLICY OVERVIEW

Currently, the Town utilizes a holiday leave accrual system under which employees earn holiday leave in a manner similar to vacation leave. Specifically, employees accrue approximately 3.39 hours of holiday leave each payroll cycle. Accrued balances are then applied to observed holidays as they occur.

While this system has been in place, it presents several operational and administrative challenges:

1. Insufficient Accrual for New Hires

Employees in their initial six months of employment often do not accrue enough holiday leave to cover observed holidays. As a result, payroll staff must allow employees to borrow against future accruals and subsequently reconcile those balances. This process can be confusing for new employees and increases administrative complexity.

2. Manual Processing Requirements

Non-exempt employees are required to manually submit holiday leave requests through the time and attendance system. This process is time-intensive, requires ongoing supervisory oversight, and increases the likelihood of errors or inconsistencies.

3. Overlap with Premium Holiday Pay

Employees who work on designated holidays receive premium pay at a rate of time and one-half while also continuing to accrue holiday leave. This results in a form of dual benefit that may not align with standard municipal practices and increases overall compensation costs.

4. Financial Liability for Unused Balances

Upon separation from employment, any remaining holiday leave balance must be paid out to the employee. In cases where employees accumulate or “bank” significant amounts of holiday leave, this can result in substantial and unanticipated financial liabilities for the Town.

5. Misalignment with Work Schedules

The accrual system does not consistently align with varying employee work schedules. For example, employees working 10-hour shifts receive only 8 hours of holiday leave for observed holidays, resulting in a recurring shortfall. This discrepancy requires employees to supplement holiday time with other leave types or unpaid time, leading to dissatisfaction and inequity across work groups.

Overall, these factors contribute to administrative inefficiencies, employee confusion, and increased financial exposure, highlighting the need to evaluate and modernize the current approach.

MARKET ASSESSMENT

The Human Resources Department has conducted a comprehensive review of prevailing holiday leave practices among municipalities throughout Arizona. This analysis encompassed 27 municipalities of varying sizes, including both large cities and smaller communities. The research involved a detailed review of municipal personnel policies, supplemented by data and benchmarking insights obtained from the League of Arizona Cities and Towns.

Key Findings

The findings indicate that a significant majority—78 percent (21 out of 27) of municipalities—utilize a holiday pay system rather than an accrual-based holiday leave system.

As part of this analysis, the HR Department evaluated the following key categories:

Number of Observed Holidays

Most municipalities provide between 10 and 12 paid holidays annually.

Larger cities more commonly offer 11 to 13 holidays, often supplemented by floating holidays or personal leave days.

Smaller municipalities generally provide approximately 10 holidays; however, several comparable peer jurisdictions offer 11 or more.

Floating Holidays and Personal Leave

A majority of municipalities provide at least one floating holiday or personal day.

In some jurisdictions, unused holiday hours may be converted into floating holiday banks.

Larger organizations often offer enhanced flexibility through additional benefits, such as birthday leave or expanded personal leave options.

Holiday Pay for Employees Working on Holidays

Nearly all municipalities provide premium compensation for employees required to work on designated holidays.

The most common practice is premium pay at one and one-half times (1.5x) the employee's regular rate.

This form of compensation is widely regarded as standard and is particularly important in public safety and other essential service roles.

Part-Time Employee Eligibility

Most municipalities provide prorated holiday benefits for part-time employees.

Some jurisdictions limit holiday benefits exclusively to full-time or probationary employees.

Larger municipalities are more likely to extend at least partial holiday pay benefits to part-time staff.

Overtime Treatment of Holiday Hours

Practices vary across municipalities.

Some jurisdictions include holiday hours as time worked for the purpose of calculating overtime eligibility, while others exclude such hours from overtime calculations.

STAFF RECOMMENDATION

Based on the findings of this comprehensive review, the Human Resources Department recommends transitioning from the current holiday leave accrual system to a holiday pay system. Specifically, the HR Department recommends the following:

- Abolish the holiday leave accrual system.
- Number of Holidays: Maintain the current offering of 11 paid holidays annually, consistent with existing practice in Camp Verde.
- Premium Holiday Pay: Implement premium compensation at a rate of 1.5 times the regular rate of pay for employees required to work on designated holidays.
- Eligibility: Limit holiday pay eligibility to full-time employees.

This recommended approach aligns the Town's policies with prevailing municipal practices, enhances administrative efficiency, and ensures competitive and equitable treatment of employees.

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**Meeting Date:** June 17, 2026**Agenda Item Type:**

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

Requesting Department: Public Works **Staff Resource:** CIP Project Manager Martin Smith**Agenda Title:** Discussion, consideration, and possible award of RFQ No. 26-229, Heritage Pool Renovations Design, to Landmark Aquatic, LLC in the amount of \$48,000.00.**Attached Documents:**

- Landmark Aquatic RFQ submittal
- Landmark Aquatic cost proposal
- Professional Services Agreement

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: 03-800-20-804001 | | | | |
| • Approved in the FY26 Budget? | ☐ Yes | ☒ No | ☒ N/A | ☐ Other: |
| • Is this an approved CIP Project? | ☒ Yes | ☐ No | ☒ N/A | ☐ Other: |

Funding will come from CIP. Although this project will begin in FY26, the funding will come from the FY27 budget.

Background Information:

The Heritage Pool facility was originally constructed in 1996 and serves as an important recreational and community asset for the Town and surrounding area. The pool facility is located on property owned by the Camp Verde Unified School District and is operated and maintained by the Town through an intergovernmental agreement between the two agencies.

Over the years, the Town has made investments in the maintenance and improvement of the facility to extend the pool's operational life and maintain safe, reliable service for the community. Routine maintenance activities have been performed regularly since the facility was constructed. In May 2013, the pool interior was replastered and an ADA-compliant pool entrance with handrails was installed to improve accessibility. In May 2014, additional pool decking was constructed to enhance circulation and usability around the facility. In March 2022, the existing pool heater was replaced. Most recently, in 2025, the Town completed significant upgrades to the pool's mechanical systems, including replacement of the filtration and pump equipment and installation of a new chemical automation system.

Despite these continued investments, the existing stainless steel gutter system has experienced increasing degradation and oxidation due to age and prolonged exposure to pool chemicals and



Town Council Agenda Information Memorandum

environmental conditions. The gutters have now reached the end of their useful life and require replacement to ensure continued safe and reliable operation of the facility. Additionally, the existing interior plaster finish has reached the end of its service life and is due for replacement as part of the overall renovation effort.

The Town is pursuing this project to develop construction-ready design documents for the rehabilitation of the pool gutter system and interior finish, while also evaluating the feasibility of converting the existing gutter-style circulation system to a skimmer-type system for potential long-term operational and maintenance benefits.

Goals and Objectives

The primary goal of the Heritage Pool Renovation Project is to develop construction-ready plans and specifications that will extend the useful life of the Heritage Pool facility, improve operational reliability, and support continued safe public use of the facility for the community of Camp Verde.

Specific project goals and objectives include:

- Replace the existing stainless steel gutter system, which has experienced significant degradation and oxidation and has reached the end of its useful service life.
- Replace the existing interior plaster finish to restore the structural integrity, appearance, durability, and functionality of the pool interior.
- Evaluate the feasibility of converting the existing gutter-style circulation system to a skimmer-type system, including assessment of code compliance, hydraulic performance, operational impacts, maintenance requirements, lifecycle costs, and constructability.
- Develop complete construction-ready plans, technical specifications, and engineer's cost estimates suitable for future public bidding and construction.
- Improve the long-term reliability, maintainability, and operational efficiency of the pool facility while minimizing future maintenance demands and repair costs.
- Ensure the renovated facility complies with applicable building codes, health regulations, ADA accessibility requirements, and current aquatic facility standards.
- Protect and maximize the Town's previous investments in facility improvements, including recently upgraded filtration, pumping, heating, and chemical automation systems.
- Minimize disruption to future pool operations by developing a practical, phased, and constructible design approach.
- Provide the Town with sufficient technical information and alternatives to make informed decisions regarding the preferred long-term circulation and overflow system for the facility.
- Preserve Heritage Pool as a valuable recreational and community amenity serving residents, schools, youth programs, and visitors for years to come.

Solicitation Process

On May 13, 2026, the Town initiated a public solicitation through Public Purchase seeking professional design services for the development of plans, specifications, and construction documents associated with the interior renovation of Heritage Pool. An optional pre-submittal meeting was held during the solicitation period and was attended by only one firm representative, Douglas Whiteaker of Water Technologies, Inc., who expressed interest in the project at that time.



Town Council Agenda Information Memorandum

The solicitation officially closed on June 1, 2026 and upon closing, only one submittal had been received. The sole responsive submittal was submitted by Westport Pools, LLC doing business as "Landmark Aquatic" and is attached for Council review.

While Public Purchase continues to be an effective platform for traditional construction projects, CIP Manager Martin Smith believes the limited response is largely attributable to the highly specialized nature of commercial aquatic facility design and renovation services. Recognizing that obtaining multiple submittals could be challenging, CIP Manager Smith conducted additional outreach efforts beyond the formal solicitation process in an attempt to identify and engage qualified firms willing to provide professional design services for the project.

The firms directly contacted included:

- Landmark Aquatic
- Clear Vision Pools & Spas
- Zebra Scapes
- Custom Water Creations
- Biddle's Pool, Spa & Patio
- Jim Midkiff Pools
- Arizona Pool
- Blue Dot Pools
- AZ Valley Pools
- Sunkiss Pools
- Spartan Pool Builders
- Optima Pools
- Thunderbird Pools
- Vortex Pools
- Desert Lifestyles Pools

Although CIP Manager Smith was unable to establish meaningful contact with every firm listed above, the companies that did respond generally cited similar reasons for declining to participate. Most indicated that they are currently committed to existing workloads and unable to take on additional projects, are not interested in providing design services without also performing the construction work, or consider Camp Verde to be outside of their normal service area.

Based on the response received through the formal solicitation and the supplemental outreach efforts conducted, staff recommend awarding the design portion of this project to Landmark Aquatic.

Landmark Aquatic has been a valued partner to the Town in maintaining and supporting Heritage Pool operations over the years. Through that working relationship, they have developed a thorough understanding of the facility's existing conditions, operational challenges, and long-term maintenance needs. Their familiarity with the pool places them in a strong position to develop a practical and effective renovation design to extend the useful life of the facility for the next eight to ten years.



Town Council Agenda Information Memorandum

From a cost perspective, the proposal appears reasonable. Industry standards for professional design services often range from approximately 10 to 15 percent of the anticipated construction cost. Assuming a renovation project in the range of \$1.3 million, design fees could reasonably be expected to approach or exceed \$130,000. Landmark Aquatic's proposal falls within a range that represents good value for the services being provided.

The Heritage Pool has served the Camp Verde community for nearly 30 years and remains an important recreational resource for residents, families, and local youth programs. While the Town has continued to invest in the facility through routine maintenance and major equipment upgrades, the pool now requires significant improvements. Without these improvements, the long-term operation of the pool is increasingly at risk, and the future of the facility remains uncertain.

Landmark Aquatic has extensive experience with aquatic facility renovations and has assured the Town that it has the capacity to complete the design services and, under a separate future construction contract, perform the renovations in time for the pool to reopen for the 2027 swim season. Moving forward with the design phase now will allow the Town to maintain project momentum, accurately define construction costs, and position the project for completion prior to the next swimming season.

Based on the solicitation results, market outreach efforts, and Landmark Aquatic's experience with the facility, CIP Manager Smith's recommendation is to proceed with Landmark Aquatic for the professional design phase of the project. Once the design documents are complete, the Town would still have the opportunity to publicly bid the construction phase and evaluate competitive pricing from qualified contractors at that time.

Connection to the [FY27 Strategic Plan](#)

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

Question(s) before the Council:

- Does Council have any questions regarding the process that was used to obtain qualifications and cost information?
- Does Council have any questions for staff?

Proposed Motion(s):

Move to **award** RFQ No. 26-229, Heritage Pool Renovations Design, to Landmark Aquatic in the amount of \$48,000.00.

-or-

Move to **award** RFQ No. 26-229, Heritage Pool Renovations Design, to Landmark Aquatic in the amount of \$48,000.00 **with the following modifications...**

-or-

Move to **deny** RFQ No. 26-229, Heritage Pool Renovations Design, to Landmark Aquatic.

LANDMARK AQUATIC

Professional Aquatic Design, Build, Renovation & Maintenance Services

Prepared for:



Project Name: Town of Camp Verde - Heritage Pool Renovations
RFP Number: 26-229

Project Name: Town of Camp Verde - Heritage Pool Renovations
RFP/RFQ Number: 26-229

Submitted To:

Town of Camp Verde
473 S. Main St.
Campe Verde, AZ 86322

Submitted By:

Landmark Aquatic
7721 N. 68th Ave
Glendale, AZ 85303
www.landmarkaquatic.com

Primary Contact:

Mike Stockley, Director of Renovation
(480) 861-7165
mstockley@landmarkaquatic.com

Date of Submission:

June 1st, 2026

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Thank you for the opportunity to submit Landmark Aquatic's qualifications for the Town of Camp Verde, Heritage Pool Renovations. We are honored to be considered as your aquatic partner for this important initiative.

At Landmark Aquatic, our company has been built on lasting client relationships and trusted partnerships throughout Arizona and the greater aquatics industry. By fostering strong communication, transparency, and collaboration, we provide our clients with planning and construction experience that is both seamless and exceptional. These long-standing relationships have given us valuable insight into delivering high quality aquatic facilities that meet the unique goals of each community we serve.

We are very appreciative of the current and past opportunities to support the Town of Camp Verde and value the trust your team has placed in Landmark Aquatic over the years. Those experiences have strengthened our understanding of the Town's expectations and commitment to delivering projects that serve the community with excellence.

Sincerely,
Elaine Despeaux
General Manager, Arizona
(623)-688-3585
edespeaux@landmarkaquatic.com

LANDMARK AQUATIC

Landmark Aquatic is the largest national commercial aquatics company in the United States. With a history spanning over six decades, we are dedicated to ensuring the success of aquatic facilities at every stage of their lifecycle. We offer a comprehensive suite of services from design, engineering, and construction, to maintenance, renovation, chemical distribution, and more.

We believe in a customer-centric approach, fostering positive collaboration, excellence in execution, and showing adaptability and innovation. These Core Values allow us to understand our customers' needs, embrace diverse perspectives, remain flexible in a dynamic industry, work together to achieve shared goals, and deliver outstanding results.

Everything we've learned working directly on job sites ensures that unmatched skill and craftsmanship go into the building of your aquatic space. We fully integrate our design, construction, and renovation services with your entire project team, working seamlessly with general contractors, architects, and owners to ensure your project is completed on time and on budget. Every step we take throughout the build process is done with the longevity of your facility in mind, ensuring the ability to maintain your vision for the life of your pool.

1967 first project completed

400+ nationwide employees

65+ year-round technicians

5000+ facilities serviced

85% of projects design-build

2000+ commercial facilities built or renovated

\$33.5b combined value of construction projects

50 U.S. states & territories we design in

Countless laps, lessons, and memories made at Landmark facilities

Why Partner with Landmark Aquatic?

Design

Build

Renovate

Restore

Service

Expertise

- Unmatched expertise across every stage of an aquatic facility's lifecycle.
- 100% focus on commercial aquatics with no competing project types.
- Tenured, in-house construction team.
- In-house engineering team, licensed in 50 states.
- 85%+ of projects delivered by design-build.
- 50+ Year-round, factory-trained Certified Pool Operator service technicians.

Accountability

- In-house workforce with established reporting and quality control.
- Proven record of on-time, on-budget delivery that exceeds expectations.
- Strong risk management processes, prioritizing safety for patrons and employees.
- Single source of design, construction, and ongoing maintenance, minimizing change orders.

Transparency

- Lower fees than design-only or construction-only providers.
- Budget-conscious design and construction management with no surprises.
- Guaranteed costs established early and maintained throughout the process.
- We're experiencing rapid growth, with a strategic goal of completing two additional acquisitions, strengthening our workforce.
- As the leading aquatic powerhouse, we offer unmatched career stability and industry-leading benefits for our employees.



Our Team.



J. Ryan Casserly

Chief Executive Officer

Ryan serves as CEO of Landmark Aquatic and brings more than 26 years of construction industry experience. He oversees all corporate functions, including construction operations, safety, quality initiatives, employee development, IT, and risk management. With executive experience at publicly traded companies, Ryan also provides strategic leadership and operational best practices. He has served as lead executive on aquatic projects throughout the Midwest totaling more than \$180 million in value.



Elaine Despeaux

edespeaux@landmarkaquatic.com

General Manager, Arizona

Elaine is a hands-on problem solver and strategic operator known for simplifying complexity, improving performance, and driving execution across cross-functional teams. She values clear communication, strong relationships, and collaboration as essential drivers of results. Elaine joined the Landmark Aquatic team in January 2026, bringing expertise in operations, finance, and scaling organizations to support continued growth and operational excellence.



Erik Elle

eelle@landmarkaquatic.com

Strategic Development

Erik is a strategic business development executive with more than 20 years of experience managing long-cycle, high value accounts across the construction and commercial services industries. He has a proven track record of leading complex sales initiatives involving general contractors, architects, engineers, and government municipalities.



Matt Cappello

mcappello@landmarkaquatic.com

Director of Design

Matt possesses a wealth of knowledge and design experience in combination with leadership and project management abilities that enrich the client experience. Matt has over 20 years of aquatic planning, design, and facility assessment experience where he has been principally responsible for managing and directing over 500 commercial, public-use aquatic facilities totaling well over \$500 million in aquatic construction budgets. Matt's primary responsibility is acting as the main design and engineering liaison with the client throughout the entire project assessment, programming, design and construction process.

Our Team.



Michael Stockley

mstockley@landmarkaquatic.com

Director of Renovation

Mike has been with Landmark Aquatic and has worked in the aquatics industry for over 25 years. Throughout this time, he has successfully completed a wide range of projects, including pool replastering, waterslide installations, wave equipment, filtration systems, water chemistry, and hydraulics. Mike believes that success in this field extend beyond equipment installation—it requires strict adherence to manufacturer guidelines and ensuring each system operates as designed. Over the years, he has also prioritized maintaining strong relationships with vendors to ensure customers receive dependable support and long-term satisfaction.



Robert Stath

rstath@landmarkaquatic.com

Renovation Superintendent

Robert, representing Landmark Aquatic, brings over 35 years of experience in the aquatics industry, specializing in the construction, management, and supervision of aquatic facility projects across a wide range of scales and complexities. Throughout his career, he has developed extensive hands-on expertise in all facets of aquatic construction, including structural builds, mechanical systems, finishes, and final commissioning. As Superintendent, Rob approaches each project with a focus on precise planning, attention to detail, and strict adherence to manufacturer specifications to ensure every system functions exactly as intended. He values the long-standing relationships established with vendors and partners, which contribute to Landmark Aquatic's reputation for reliability and long-term client support.



Christin Hall

chall@landmarkaquatic.com

Service Coordinator

Christin Hall brings more than 15 years of experience supporting clients, coordinating projects, and managing detailed workflows across design, manufacturing, and business development environments. Christin has successfully coordinated inventory to align with customer needs, communicated product details, pricing adjustments, availability, expediting options, and delivery timelines, and proactively addressed delays or delivery concerns. Throughout her career, Christin has built a strong reputation for clear communication, organization, and customer-focused problem solving, making her well suited to support service operations and cross-functional teams in a fast-paced environment.



Support Team

Field Operations Manager, Project Coordinators, Superintendents, Foremen

At Landmark Aquatic, our in-house Support Team is the backbone of our operations, ensuring that every project runs efficiently, safely, and to the highest standards. With a wealth of industry experience, technical expertise, and a commitment to excellence, our team is dedicated to delivering outstanding results on every job site.

AquatiCare™

LANDMARK AQUATIC

Water is your business. Staying on top of it is ours.

Commercial Pool Service Plans Built Around Your Facility.

You're in the aquatics business. But that doesn't mean you have to be consumed by the aquatic *maintenance* business.

AquatiCare service plans are designed to be fully customizable, allowing you to select the services that align with your facility's size, usage, staffing, and risk profile. Whether you need targeted technical support or comprehensive oversight, we work with you to build a service plan that supports consistent water quality, minimizes downtime, and protects long-term performance for the life of your pool.

A Smarter Approach to Aquatic Facility Care.

Let us help you identify small issues before they become costly problems. We'll equip you with all the tools and support you need, making it easy for you to maintain and deliver the highest quality facility to your guests.

Guaranteed Response



Mechanical Maintenance



Pool Interior Maintenance



Smart Pool Automation



Pool Deck Maintenance



Chemical Maintenance



Factory Trained, Certified
Pool Operators (CPO's)



Detailed Reports &
Equipment Assessments



Continuing Lifecycle
Support



Select Project Experience - Renovation



Lehi Aquatic Center

This project consisted of the demolition and removal of the existing pool and the construction of a new, modern aquatic facility. The new pool was designed and built to include an interactive play structure, providing enhanced recreational opportunities and improved functionality for the community.

OWNER:

Salt River Pima - Maricopa
Indian Community

GENERAL CONTRACTOR:

Landmark Aquatic

AQUATIC ENGINEER:

Landmark Aquatic

LOCATION:

Mesa, AZ

YEAR COMPLETED:

2025

Select Project Experience - Filter Upgrade



City of Show Low

This project involved the removal of the existing deteriorated multi-tank filtration system and installation of a new horizontal commercial filtration system. The upgrade improved water clarity, energy efficiency, and overall performance of the City of Show Low's aquatic operations.

OWNER:

City of Show Low

GENERAL CONTRACTOR:

Landmark Aquatic

AQUATIC ENGINEER:

Landmark Aquatic

LOCATION:

Show Low, AZ

YEAR COMPLETED:

2025

Select Project Experience - Heater Upgrade



Arizona Grand Resort

This project at the Arizona Grand Resort involved upgrading four commercial pool heaters serving the wave pool and lazy river. The scope of work included removal of the existing units, installation of new high-efficiency heating systems, and integration with the resort's existing mechanical and control systems to enhance energy efficiency, system reliability, and guest comfort.

OWNER:

Arizona Grand Resort
& Spa

GENERAL CONTRACTOR:

Landmark Aquatic

AQUATIC ENGINEER:

Landmark Aquatic

LOCATION:

Phoenix, AZ

YEAR COMPLETED:

2025

Select Project Experience - Replaster



Arizona State University East Pool

This project involved the complete replastering of the existing swimming pool at Arizona State University's East Campus. The scope of work included surface preparation, removal of the deteriorated plaster finish, application of a new high-performance plaster surface, and final finishing to restore functionality and improve the pool's appearance and longevity.

OWNER:

Arizona State University

GENERAL CONTRACTOR:

Landmark Aquatic

AQUATIC ENGINEER:

Landmark Aquatic

LOCATION:

Chandler, AZ

YEAR COMPLETED:

2024



J. Ryan Casserly

Chief Executive Officer

o. 314-432-1801
156 Weldon Parkway,
Maryland Heights, MO 63043
rcasserly@landmarkaquatic.com

EDUCATION

BSACC, University of Missouri, Columbia

MBA – The Olin School of Business –
Washington University

PROFESSIONAL AFFILIATIONS & CERTIFICATIONS

Pool & Hot Tub Alliance
(Certified Pool Operator - Instructor)

Pool & Hot Tub Alliance
(Certified Pool Operator)

American Shotcrete Association
(Pool and Recreational Shotcrete Committee).

American Concrete Institute (ACI) Voting
Member of Committee 322, Concrete Pool and
Watershape Code.

National Plasters Council (NPC)

Town Council Regular Session
University of Missouri 100
passionate advocate for higher education

Profile

Ryan serves as CEO of Landmark Aquatic with more than 26 years of experience in the construction industry. Ryan provides a strong knowledge of management and operational practices. His executive level experience at publicly traded companies brings additional perspective in operations and corporate best practices.

In his role, Ryan is responsible for all corporate functions which include construction activities, safety programs, quality initiatives, employee development, information technology, and risk management. In addition, Ryan has served as lead executive on both design-build and bid-build projects throughout the Midwest totaling over \$180 million in aquatic value with specific responsibility for design development, specification planning, budgeting, and resource allocation.

Select Project Experience

- City of Mexico, Missouri
- City of Washington, Missouri
- City of New Haven, Missouri
- City of Salem, Missouri
- City of Houston, Missouri
- City of Merriam, Kansas
- MIZZOU South End Zone
- City of Decatur, Illinois
- Grand Country Resort
- City of St. Peters, Missouri
- City of Maryland Heights, Missouri
- City of Oak Grove, Missouri
- Omaha Jewish Community Center
- Overland Park Jewish Community Center
- Denver Jewish Community Center
- City of O'Fallon, Missouri
- Redhead Lakeside Grill
- Encore at Forest Park
- Everly on the Loop
- Sunnen Station
- John Burroughs High School
- Mary Institute and Saint Louis Country Day School
- Belton High School
- Alinea Town and Country
- Village of Twin Oaks
- National Training and Coaching Development Center – Sporting KC
- 100 above the Park
- Trace on the Parkway
- Margaritaville KC
- Dog Days Bar and Grill
- Two Light Tower

Seminar Presentations and Publications

- "Breathe New Life Into Your Aquatic Facility" – Water @ Work webinar
- "Amazing Play Spaces – Spray Pads In-Depth" Water @ Work webinar
- "ADA, VGBA and Health Codes...Oh My!" Water @ Work webinar
- "So You Want To Build A New Aquatic Facility" Water @ Work webinar
- "Ready, Set Go – Breathe New Life Into Your Aquatic Facility" MPRA Conference
- "Maintenance: The Aquatic Fountain of Youth" MPRA Workshop
- "Lake of the Ozarks: A Midwest Destination" Shotcrete Magazine

June 17, 2026

Page 144 of 195



Elaine Despeaux

General Manager, Arizona

o. 480-661-7788 | d. 623-688-3585

7721 N 68th Ave
Glendale, AZ 85303

edespeaux@landmarkaquatic.com

LANDMARK
AQUATIC

Profile

Finance and operations leader with extensive experience scaling companies and building efficient, customer-focused organizations.

Elaine is a hands-on problem solver and strategic operator recognized for bringing structure to complexity, improving performance, and driving execution across cross-functional teams. She places strong emphasis on clear communication, relationship-building, and collaboration as key drivers of results.

Originally from Annapolis, Maryland, she relocated to Arizona in 1994, where she has built both her career and personal life. She is married and the mother of four daughters.

Elaine joined the Landmark Aquatic team in January 2026, bringing expertise in operations, finance, and organizational scaling to support continued growth and operational excellence. Outside of work, she enjoys camping, hiking, and mountain biking.



Erik Elle

Strategic Development

o. 480-661-7788 | d.480-678-2437

7721 N 68th Ave
Glendale, AZ 85303

eelle@landmarkaquatic.com

LANDMARK
AQUATIC

Profile

Erik is a strategic business development executive with more than 20 years of experience managing long-cycle, high value accounts across the construction and commercial services industries. He has a proven track record of leading complex sales initiatives involving general contractors, architects, engineers, and government municipalities.

Known for his deep understanding of construction sequencing, trade coordination, and the full development lifecycle, Erik brings a solutions-driven approach to building lasting client partnerships and delivering successful outcomes. Throughout his career, he has managed projects totaling more than \$170 million in value.



Michael Stockley

Director of Renovation, AZ

o. 480-661-7788 | d. 480-861-7165

7721 N 68th Ave
Glendale, AZ 85303

mstockley@landmarkaquatic.com

LANDMARK
AQUATIC

Profile

Mike has been with Landmark Aquatics and has worked in the aquatics industry for over 25 years. Throughout this time, he has successfully completed a wide range of projects, including pool replastering, waterslide installations, wave equipment, filtration systems, water chemistry, and hydraulics.

He is deeply committed to his profession and to providing exceptional customer service. Mike believes that success in this field extends beyond equipment installation—it requires strict adherence to manufacturer guidelines and ensuring each system operates as designed. Over the years, he has also prioritized maintaining strong relationships with vendors to ensure customers receive dependable support and long-term satisfaction.

Even after more than 25 years in the industry, Mike remains passionate about delivering quality work, standing behind every installation, and supporting customers for the long term.

Experience

- **City of Show Low, AZ** - This project involved installing two large filters for the City of Show Low in 1998, a milestone he still recalls working on alongside his father. Twenty-five years later, he had the opportunity to return and replace those same filters—demonstrating Landmark Aquatics' long-term commitment to its customers and dedication to providing reliable service over decades.
- **Arizona Grand Resort, AZ** - This project presented a challenging situation in which the client sought improved performance from their existing system. The original heaters were outdated and installed with improper hydraulics. Landmark Aquatics replaced the old system with new heaters on a properly constructed service pad, reinforced the plumbing, and installed a new gas line. The result was a high-quality, efficient installation that showcased the team's craftsmanship and attention to detail.
- **Town of Holbrook, AZ** - Comprehensive upgrade of the community pool, including the installation of an XTherm heating system and replacement of the existing filtration equipment. The scope included integration with the current pool infrastructure, ensuring optimal water circulation, temperature control, and energy efficiency. The improvements enhanced water quality, operational reliability, and long-term performance, providing a safer and more sustainable aquatic facility for the community.



Robert Stath

Renovation Superintendent

o. 480-661-7788 | d. 602-505-2840

7721 N 68th Ave
Glendale, AZ 85303

rstath@landmarkaquatic.com

LANDMARK
AQUATIC

Profile

Robert, representing Landmark Aquatics, brings over 35 years of experience in the aquatics industry, specializing in the construction, management, and supervision of aquatic facility projects across a wide range of scales and complexities. Throughout his career, he has developed extensive hands-on expertise in all facets of aquatic construction, including structural builds, mechanical systems, finishes, and final commissioning.

As Superintendent, Rob is dedicated to delivering projects that meet the highest standards of quality, safety, and performance. He approaches each project with a focus on precise planning, attention to detail, and strict adherence to manufacturer specifications to ensure every system functions exactly as intended.

Rob's commitment to teamwork, communication, and customer satisfaction is at the core of his professional philosophy. He values the long-standing relationships established with vendors and partners, which contribute to Landmark Aquatics' reputation for reliability and long-term client support.

Experience

- **Lehi Aquatic Center, AZ** - This project involved the demolition of an existing pool and the construction of a new pool and play structure. The work presented several challenges due to unforeseen site conditions; however, addressing and overcoming those obstacles exemplified the team's adaptability and commitment to excellence.
- **ASU West, AZ** - This was a complex repair project after an 8-inch fitting broke beneath the pool, nearly draining it overnight. Locating the issue, completing the repair, recompacting, and restoring the interior finish—all while keeping visible changes to a minimum—was both challenging and rewarding.
- **Phoenix Kroc Center, AZ** - Oversaw all phases of construction from initiation through completion, managing scheduling, budgeting, subcontractor coordination, and client communication to ensure successful project delivery. Responsibilities included directing daily field operations, coordinating between design and construction teams, maintaining safety and quality standards, and overseeing procurement and installation of specialized aquatic and recreational systems while ensuring the project stayed on schedule and within budget.



Christin Hall

Service Coordinator

o. 480-661-7788 | d. (480) 353-6125

7721 N 68th Ave
Glendale, AZ 85303

chall@landmarkaquatic.com

LANDMARK
AQUATIC

Profile

Christin Hall brings more than 15 years of experience supporting clients, coordinating projects, and managing detailed workflows across design, manufacturing, and business development environments. Most recently, she served as a Senior Customer Service Associate at EcoFasten, where she managed customer orders from purchase order receipt through final delivery. In this role, Christin coordinated inventory to align with customer needs, communicated product details, pricing adjustments, availability, expediting options, and delivery timelines, and proactively addressed delays or delivery concerns. She also reviewed customer financials to ensure all shipments were authorized and processed accurately.

Throughout her career, Christin has built a strong reputation for clear communication, organization, and customer-focused problem solving, making her well suited to support service operations and cross-functional teams in a fast-paced environment.

APPROACH IN PROVIDING THE REQUIRED SERVICES

Landmark Aquatic takes a quality first, project-management-driven approach to every resurfacing and renovation project. Our process blends the precision of in-house skilled technicians with the scalability of carefully vetted subcontractor partners, all working under the direction of a dedicated Landmark Project Manager. This structure ensures consistent quality control, efficient scheduling, and seamless communication throughout the project lifecycle.

Every project begins with meticulous surface preparation. Crews will grind the existing deck surface down to bare concrete to eliminate coatings, imperfections, and contaminants. From there, we apply a premium, high-quality basecoat, a defining feature that sets Landmark Aquatic apart from competitors. This basecoat is critical for adhesion, structural integrity, and long-term performance, forming the foundation for a durable, uniform finish that exceeds industry standards.

After surface prep, our team applies a new acrylic lace texture and protective sealer, allowing for proper curing and weather resistance. All deck grating will be custom-cut and installed in-house to ensure uniformity along curves and edges. Landmark technicians take the time to fit and finish each section precisely—we never bend or force materials to fit. Our installations strictly adhere to Arizona ROC standards, maintaining no more than 1/8" prominence above the existing surface for safety and aesthetic consistency.

Landmark's seasoned Project Managers provide full-time onsite supervision, ensuring all crews both in-house and subcontracted, follow the established schedule and safety protocols. Teams work concurrently to maintain efficiency without compromising quality. The result is a flawless, high performance deck surface backed by a two-year warranty that, with proper care, can last 20 years or more. When paired with our AquatiCare maintenance services, we help clients protect and extend the life of their investment year after year.

POSITION ON TAKING DIRECTION FROM THE CLIENT

At Landmark Aquatic, Quality, Integrity, Safety, and Partnership are not just values—they are the foundation of every decision we make. We pride ourselves on being a collaborative, customer-centric partner that values open communication and precision execution.

Before work begins, Landmark conducts a pre-construction meeting to align on the full Scope of Work, schedule, and performance expectations. This meeting brings together all key stakeholders—project managers, facilities teams, and ownership—to ensure complete alignment and eliminate surprises.

We actively listen to client direction, encourage transparent feedback, and adapt quickly when needs evolve. Any scope adjustments are documented through formal change orders, ensuring clear communication and accountability. From concept to completion, our objective is simple: to deliver exceptional quality and craftsmanship that earns our client's confidence and satisfaction.

Our clients consistently tell us that what differentiates Landmark Aquatic is our uncompromising attention to detail—from surface preparation to final inspection—and our commitment to doing things the right way, not the easy way. That focus on excellence is how we measure success.

APPROACH TO FURNISHING EQUIPMENT, LABOR, AND MATERIALS

Landmark Aquatic provides all equipment, labor, and materials required to complete each project to specification and beyond. We use only premium-grade materials sourced from trusted manufacturers that meet or exceed commercial aquatic industry standards. All equipment is well-maintained and safety-checked prior to mobilization.

Our in-house crews are full-time Landmark employees, CPO-certified, factory-trained, and highly experienced in commercial pool environments. Subcontractor partners are pre-qualified through our internal quality assurance program and must demonstrate proven excellence in craftsmanship, safety, and reliability.

This unified, high-quality approach ensures flawless workmanship, lasting results, and complete client confidence, hallmarks of Landmark Aquatic's reputation across Arizona's most respected aquatic facilities.

ADDENDUM ACKNOWLEDGEMENT RFQ 26-229

Bidders shall verify that they have fully read all Addendums that were officially issued over the Public Purchase Website for this specific Project Bid 26-229 by acknowledgement of those Addendums below. Add additional pages if required.

Landmark Aquatic Erik Elle

(Bidder Company Name and Name of Individual Completing this Acknowledgement)

Addendum #'s Received

Date Received

CONFLICT OF INTEREST STATEMENT:

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

REFERENCES FORM: List a minimum of three (3) customers on the fillable form below, **excluding the Town of Camp Verde (if applicable)**, for whom your company has provided services of a similar size & scope as described in this Request for Proposal, during the past three (3) years. Include the length of any contracts listed. Proposers may make multiple copies of this document as needed. These references may be used to assess the qualifications of Proposers under consideration for final award. This information may or may not be a determining factor in the award.

Reference 1:

SaltRiverPima - Maricopa Indian Community	100005 E. Osborn Rd Scottsdale, AZ 85256
Tommy Gardner, Sr Construction Manager	480-362-6606
Thomas.Gardner@SRPMIC-nsn.gov	2025
Provide a brief summary of Services provided: Lehi Pool Design, Build, Renovation	

Reference 2:

FairgroundsAquatic Center City of Mexico	300 N Coal St. Mexico, Missouri 65265
Parks and Recreation	573-581-2100
	2021
Provide a brief summary of Services provided: Design-build new construction of a zero-depth entry, aquatic play unit, single flume, slide, 1-meter diving board, climbing wall, water basketball and Aqua Zip'N.	

Reference 3:

AgnesNolting Aquatic Complex	405 Jefferson St. Washington, MO 63090
Lori Rice, Director of Parks and Recreation	636-390-1081
lrice@washmo.gov	2021
Provide a brief summary of Services provided: Design-build including zero-depth entry, splashpad, flume slide, 6-lane 25-yard lap pool, climbing wall, 1-meter diving boards, and a basketball hoop. This project also includes Life Floor surfacing and foam-rubber flooring with barefoot traction.	

PROPOSAL FORM

Proposal Form: For the proposal opening June 1, 2026 for services.

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

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

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

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

The State of Arizona)
 Navajo)
 X Yavapai County)

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

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

That Proposer has received and reviewed all Addenda Nos. 8 issued for this Proposal.
(Proposer's failure to list all Addenda numbers issued shall be grounds for rejection of the Proposal).

Erik Elle

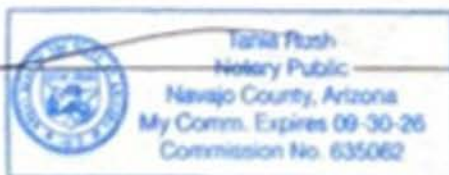
Strategic Account Development Executive

Name _____

Title

SUBSCRIBED AND SWORN TO BEFORE ME this 29 day of May, 2026, by
Erik Elle.

Notary Public



09-30-2026
My Commission Expires:

**TOWN OF CAMP VERDE, ARIZONA
AUTHORIZED SIGNATURE FORM**

Camp Verde Agreement Number: 26-229

Consultant Name: _____ N/A _____

WHEREAS, the Town of Camp Verde requires that Consultant execute documents necessary for the prompt and efficient execution of the business related to the AGREEMENT;

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

(Name of Parties Authorized)

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

- | | |
|-----------------|--------------------------------|
| 1.The AGREEMENT | 5.CHANGE ORDERS |
| 2.The Bond | 6.All other papers necessary |
| 3.Payrolls | for the conduct of the |
| 4.Claims | corporation's affairs and |
| | the execution of the AGREEMENT |

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

Name

Title

(Seal of Corporation)

STATE OF _____)
County of _____) ss.

I, _____ of the _____
corporation, do hereby certify that the above is a true and correct copy of a resolution adopted by the Board of Directors of said corporation, at a meeting of said Board held on the _____ day of _____, 2026, and that the same is in full force and effect at this time.

DATED _____, 2026.

(Officer of Corporation)

(Seal of Corporation)

STATE OF _____)
) ss.
County of _____)

This instrument was acknowledged before me this _____ day of _____, 2026 by _____, appearing before the undersigned Notary Public, and stated that he executed such instrument on behalf of said corporation for the purpose and consideration therein expressed.

Notary Public:

My Commission Expires:



LANDMARK AQUATIC

With offices across the U.S., Landmark Aquatic delivers nationwide expertise backed by a design team licensed in all 50 states and territories. Over the past 15 years, we've completed more than 1,500 projects representing \$1.5B in aquatic value—supported by technicians who know their clients' facilities inside and out.

LANDMARK AQUATIC

Martin Smith
CIP Project Manager
Town of Camp Verde
395 S Main Street
Camp Verde, AZ 86322
Tel: (928) 554-0822
Cell: (928) 554-5431
Email: Martin.Smith@campverde.az.gov

May 14, 2026

Subject: Camp Verde – Heritage Pool Aquatic Renovation Design Proposal

Dear Martin,

Thank you for the opportunity to provide a proposal for the aquatic design services for the proposed facility. This proposal outlines our understanding of the project, our documents and proposed scope of services and provides a fee for our services. This proposal is valid for thirty (30) days.

A. PROJECT INFORMATION

	DESCRIPTION
Location	The project is located at 290 W Apache Trail, Camp Verde, AZ 86322.
Proposed Improvements	Based on the Request for Proposal and scope email provided, it is proposed to provide aquatic renovation design for the existing swimming pool to obtain construction permit and Construction Administration services. Proposed scope to include: • Demo top of pool wall and stainless-steel gutter with surrounding deck and replace with a skimmer over flow system. • Demo and replacement of pool main drains. • Selective demo and replacement of pool suction and return piping and return fittings. • Demo and replacement of pool finishes (plaster and tile trim). • Resealing pool underwater lighting fixtures and conduit penetrations. • Demo and removal of existing pool waterslide. • Replacement of pool deck finish.

B. SCOPE OF SERVICES

The Client (Town of Camp Verde) retains the Consultant (Westport Pools, LLC, dba Landmark Aquatic), for professional aquatic planning and design engineering consulting services to prepare construction documents for the Pool for obtaining a construction permit and construct the Pool in conformance to the Arizona State Health and Building Codes for Public Swimming Pools. The scope of the Consultant's services shall include:

LANDMARK AQUATIC

I. PRELIMINARY DESIGN PHASE

No Out-of-Town Site Visits Planned

- A. Attend up to three meetings with Client, Design Team and Owner Representatives via online Teams or equal platform to determine and confirm desired aquatic programmatic features, filtration / chemical treatment system options, budget, code related items and aquatic points of coordination between the respective design consultants.
- B. Provide an overview of applicable codes, standards and laws related to the swimming pool design for coordination with the project team and client, including building codes, health code, ADA Accessibility Guidelines and Virginia Graeme Baker (VGB) Pool and Spa Safety Act.
- C. Confirm aquatic equipment for design of aquatic mechanical room. Provide product aquatic cut sheets or list for review and sign-off.
- D. Prepare preliminary plan of aquatic equipment room and chemical rooms showing pump, filters, and water chemistry equipment. Indicate where existing equipment to remain and piping connections will be located.
- E. Prepare aquatic plans and sections based on desired equipment in CAD for review and confirmation before proceeding into the Construction Document Phase.

II. CONSTRUCTION DOCUMENT PHASE

No Out-of-Town Site Visits Planned

- A. Attend up to five meetings with Client, Design Team and Owner Representatives via online Teams or equal platform to determine and confirm desired aquatic programmatic features, filtration / chemical treatment system options, budget, code related items and aquatic points of coordination between the respective design consultants.
- B. Prepare aquatic drawings (AQ sheets) in CAD based on the Manufacturer drawings and submit to Design/Construction Team following the drawing format indicated below. Refer to SECTION E – DESIGN TEAM COORDINATION for additional information relative to aquatic and design team scope.
 - 1. Aquatic Site Plan
 - 2. Aquatic Demo Plan
 - 3. Aquatic Renovation Plans and Sections
 - 4. Aquatic Details
 - 5. Aquatic Underwater Lighting
 - 6. Aquatic Piping Plan and Details
 - 7. Aquatic Equipment Details
 - 8. Aquatic Systems Schematic
 - 9. Aquatic Finishes
 - 10. Provide Aquatic Specifications on Plans (Equipment and Finishes)
- C. Structural Design of Pool Shell & Surrounding Pool Deck
 - 1. Prepare structural design construction documents and specifications for the renovation of the pool floor slab, walls and deck based on the project Geotechnical report.
 - 2. Specifications for poured-in-place concrete and shotcrete shall be called out on the drawing sheets.
 - 3. Coordinate pool structural documents with other disciplines.

LANDMARK AQUATIC

III. AGENCY REVIEW PHASE

No Out-of-Town Site Visits Planned

- A. Furnish sealed engineering swimming pool (AQ Series) plans, specifications, application, equipment cut sheets and additional documents as required to the Agency for obtaining a swimming pool construction permit. Furnish additional sealed engineering swimming pool plans to Client for submittal to the Department of Buildings or other agencies having jurisdiction, as required.
- B. Coordinate requirements for Owner, Architectural, Civil, Structural, Mechanical, Electrical and Plumbing plans with design team for consolidated Agency submittal by the Consultant. Agency permit filing fees and up to two resubmittals shall be by the Consultant.
- C. Coordinate Agency comments with respective design team members and furnish consolidated responses to Agency. Response to State Building Department Plan check comments shall be provided for the aquatic engineering scope items.
- D. Respond to contractor requests for information (RFI) items pertaining to the pool to clarify drawings as required.

IV. CONSTRUCTION ADMINISTRATION PHASE

Two (2) Scheduled Visits

- A. Review submittals by pool subcontractor for the pools and their related systems. Provide review and comments on submittals related to the aquatic items from the design team.
- B. Observe aquatic construction throughout construction at specific milestones and submit a report following each site visit. Suggested milestones are as detailed below and may be altered at the Client / Owner request.
 - 1. After installation of pool main drains / skimmers and sub grade piping and prior to concrete installation.
- C. Provide final observation of the aquatic facility and submit a final punch list.
- D. Address Contractor, Sub-Contractor and Design Team requests for information and provide clarifications via Bulletin response and/or drawing revisions.
- E. Address Agency requests for information during their construction observation visits.
- F. Furnish Record Documents, if requested, based on pool contractor plan markups and furnished data.

C. SCHEDULE

Completion of Construction Documents and Agency Review Submittal shall comply with the schedule as provided by the Client and/or Owner. The Consultant's schedule shall be extended based on delays provided by other Consultants or the Owner.

LANDMARK AQUATIC

D. COMPENSATION – LUMP SUM

AQUATIC TASK	LUMP SUM FEE
I. PRELIMINARY DESIGN PHASE	\$12,600
II. CONSTRUCTION DOCUMENT PHASE	\$23,400
III. AGENCY REVIEW PHASE	\$2,500
IV. CONSTRUCTION ADMINISTRATION PHASE (TWO SITE VISITS, TRAVEL REIMBURSABLES INCLUDED)*	\$9,500
TOTAL FOR AQUATIC DESIGN, PERMITTING AND CONSTRUCTION ADMINISTRATION	\$48,000

**** Construction Administration fees not required if Landmark Aquatic is the selected pool contractor. Scope shall be provided.**

The Consultant monthly invoices submitted shall be based on the percentage of the Consultant's services completed. Client shall make payments to Landmark Aquatic within thirty (30) days after receipt of invoice. Upon written notice, Consultant may suspend services until payment for past due invoices is made.

Reimbursable expenses and add services are subject to Client approval. Reimbursable expenses shall consist of travel expenses and personnel time for additional trips and be billed to the Client at cost at the rates listed below.

ADDITIONAL SERVICES

If Landmark Aquatic is not the selected Pool Contractor, Construction Administration Phase scope and fees would be required to review submittals and confirm construction of Pool conforms to plans by consultant and approved by the health department.

Consultant shall not proceed with any additional work without Client authorization in writing. The above lump sum fee is based on our current rate schedule.

If we are authorized to proceed and the client subsequently postpones or cancels the work, we will invoice the client for the costs of project set up and mobilization incurred prior to notice of cancellation.

Additional Services shall be billed out at the following rates:

President / CEO	\$225.00/hour
General Manager	\$200.00/hour
Design Director / Structural Principal	\$175.00/hour
Project Manager / Structural Designer	\$150.00/hour
Revit Designer / CAD Drafter	\$100.00/hour
Administration	\$65.00/hour
Design/Construction Administration Site Visit	\$3,500/trip, includes travel expenses

LANDMARK AQUATIC

E. DESIGN TEAM COORDINATION

1. HOLD HARMLESS

- a. The Consultant shall provide recommendation for design of the Pool building and support spaces based on previous experience, but the Client, Architect and their Engineers shall be responsible for the design of any buildings for equipment. The Client shall hold harmless the Consultant from all claims relating to building design, and specifically claims related to condensation, moisture damage, excessive humidity, absence or poor performance of vapor barriers and corrosion of surfaces.

2. ARCHITECTURAL / BUILDING STRUCTURAL

- a. No Architectural or Structural for Pool Equipment Building coordination is planned for this renovation. Existing building and fencing to remain.

3. PLUMBING/CIVIL

- a. No Plumbing / Civil coordination is planned for this renovation. Existing building plumbing, deck drains and potable / storm / sanitary connections to remain.

4. MECHANICAL

- a. No Mechanical coordination is planned for this renovation. Existing building mechanical systems to remain.

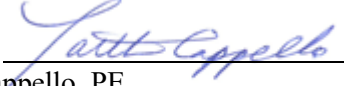
5. ELECTRICAL

- a. No Electrical coordination is planned for this renovation. Existing building electrical systems to remain. Existing underwater light conduit connections to junction boxes and power to remain.
- b. Consultant will provide details for Pool bonding and grounding per Electrical Code.

F. AUTHORIZATION

This proposal may be accepted by executing this proposal. This proposal is valid only if authorized within thirty days from the listed proposal date. If an alternative contract is proposed additional delays may occur due to reviewing the contract. We appreciate the opportunity to provide this proposal and look forward to working with you on this project. Please call the undersigned if you have any questions or comments regarding this proposal.

LANDMARK AQUATIC

BY: 
Matt Cappello, PE
Director of Design

DATE: May 14, 2026

TOWN OF CAMP VERDE

BY: _____
Martin Smith
CIP Project Manager

DATE: _____

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 Westport Pools, LLC, doing business as Landmark Aquatic, hereinafter referred to as the “Consultant.”

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

1. SERVICES AND RESPONSIBILITIES

- 1.1 Retention of the Consultant. In consideration of the mutual promises contained in this Agreement, the Town engages the Consultant to render services set forth herein, in accordance with all the terms and conditions contained in this Agreement.
- 1.2 Scope of Services. The Consultant shall do, perform, and carry out in a satisfactory and proper manner, as determined by the Town, the services set forth in this Agreement, including all exhibits (“Services”). The specific scope of work is set forth in Exhibit A.
- 1.3 Responsibility of the Consultant.
 - 1.3.1 Consultant hereby agrees that the documents and reports prepared by Consultant will fulfill the purposes of the Contract, shall meet all applicable code requirements, and shall comply with applicable laws and regulations. In addition, and not as a limitation on the foregoing, such documents and reports prepared by Consultant shall be prepared in accordance with professional standards, as applicable. Any review or approval of said documents and reports does not diminish these requirements.
 - 1.3.2 Consultant shall notify Town of any constraints associated with the Services.
 - 1.3.3 Consultant shall procure and maintain during the course of this Agreement insurance coverage required by Paragraph 4 of this Agreement.
 - 1.3.4 Consultant shall designate Michael Stockley as his/her/their Consultant Representative and all communications shall be directed to him. Key Consultant Personnel are set forth in Exhibit B. “Key Personnel” includes the Consultant’s employee who will place his license number and signature on key documents and those employees who have significant responsibilities regarding the Services and Project. Prior to changing such designation Consultant shall first obtain the approval of the Town.
 - 1.3.5 Consultant's subcontracts are set forth in Exhibit B attached hereto and made a part hereof. Any modification to the list of Subcontractors on Exhibit B, either by adding, deleting, or changing Subcontractors shall require the written consent of the Town.

- 1.3.6 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 his/her/their disposal all available information concerning the Services. Town agrees to obtain its own legal, insurance, and financial advice Town may require for the Project.
- 1.4.2 Town designates CIP Project Manager Martin Smith as its Town Representative. All communications to Town shall be through its Town Representative.

1.5 Contract Term; Renewal.

- 1.5.1 If funds for this Contract are not appropriated or budgeted by July 1, 2026, the Town may terminate this contract by giving written notice to Contractor. Otherwise, the Contract commences upon issuance of a Notice to Proceed or Purchase Order by the Town. All services shall be completed by November 1, 2026. Any intermediate deadlines or milestones are set forth in Exhibit C.

- 1.5.2 Schedule of Services. The Schedule of Services is set forth in Exhibit C.

2. **COMPENSATION AND METHOD OF PAYMENT**

- 2.1 Compensation. All compensation for complete and satisfactory completion of services rendered by Consultant, including any Subcontractors, shall be set forth in Exhibit D and shall not exceed \$48,000.00.

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

3. **CHANGES TO THE SCOPE OF SERVICES:** The Town may, at any time, and by written change order, make changes in the services to be performed under this Agreement. If such changes cause an increase or decrease in the Consultant's cost or time required for performance of any services under this Agreement, an equitable adjustment shall be made, and the Agreement shall be modified in writing accordingly. Any claim from the Consultant for adjustment under this clause must be submitted in writing within thirty (30) days from the date of receipt by the Consultant of the notification of change. It is distinctly understood and agreed by the parties that no claim for extra services provided, or materials furnished by Consultant will be allowed by Town except as provided herein nor shall Consultant provide any services or furnish any materials not covered by this Agreement unless Town first approves in writing.

4. **INSURANCE REPRESENTATIONS AND REQUIREMENTS**

4.1 General. Consultant agrees to comply with all Town ordinances and state and federal laws and regulations. Without limiting any obligations or liabilities of Consultant, Consultant shall purchase and maintain, at its own expense, hereinafter stipulated minimum insurance with insurance companies duly licensed by the State of Arizona (admitted insurer) with an AM Best, Inc. rating of A-7 or above or an equivalent qualified unlicensed insurer by the State of Arizona (non-admitted insurer) with policies and forms satisfactory to the Town. Failure to maintain insurance as specified may result in termination of this Agreement at Town's option.

4.2 No Representation of Coverage Adequacy. By requiring insurance herein, Town does not represent that coverage and limits will be adequate to protect Consultant. Town reserves the right to review any and all of the insurance policies and/or endorsements cited in this Agreement but has no obligation to do so. Failure to demand such evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Consultant from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

4.3 Additional Insured. All insurance coverage and self-insured retention or deductible portions, except Workers Compensation insurance and Professional Liability insurance if applicable, shall name, to the fullest extent permitted by law for claims arising out of the performance of this Agreement, Town, its agents, representative, officers, directors, officials, and employees as Additional Insured as specified under the respective coverage sections of this Agreement.

4.4 Coverage Term. All insurance required herein shall be maintained in full force and effect until all Services required to be performed under the terms of this Agreement is

satisfactorily performed, completed, and formally accepted by the Town, unless specified otherwise in this Agreement.

- 4.5 Primary Insurance. Consultant's insurance shall be primary insurance as respects performance of subject contract and in the protection of the Town as an Additional Insured.
- 4.6 Claims Made. In the event any insurance policies required by this Agreement are written on a "claims made" basis, coverage shall extend, either by keeping coverage in force or purchasing an extended reporting option, for three (3) years past completion and acceptance of the Services evidenced by submission of annual Certificates of Insurance citing applicable coverage is in force and contains the provisions as required herein for the three-year period.
- 4.7 Waiver. All policies, including Workers' Compensation Insurance, shall contain a waiver of rights of recovery (subrogation) against Town, its agents, representative, officials, directors, officers, and employees for any claims arising out of the Services of Consultant. Consultant shall arrange to have such subrogation waivers incorporated into each policy via formal written endorsement thereto.
- 4.8 Policy Deductibles and/or Self-Insured Retentions. The policies set forth in these requirements may provide coverage, which contain deductibles or self-insured retention amounts. Such deductibles or self-insured retention shall not be applicable with respect to the policy limits provided to Town. Consultant shall be solely responsible for any such deductible or self-insured retention amount. Town, at its option, may require Consultant to secure payment of such deductible or self-insured retention by a surety bond or irrevocable and unconditional Letter of Credit.
- 4.9 Use of Subcontractors. If any Services under this Agreement are subcontracted in any way, Consultant shall execute written agreement with Subcontractor containing the same Indemnification Clause and Insurance Requirements set forth herein protecting Town and Consultant. Consultant shall be responsible for executing the agreement with Subcontractor and obtaining Certificates of Insurance verifying the insurance requirements.
- 4.10 Evidence of Insurance. Prior to commencing any Services under this Agreement, Consultant shall furnish Town with Certificate(s) of Insurance, or formal endorsements as required by this Agreement, issued by Consultant's Insurer(s) as evidence that policies are placed with acceptable insurers as specified herein and provide the required coverage's, conditions, and limits of coverage specified in this Agreement and that such coverage and provisions are in full force and effect. Acceptance and reliance by the Town on a Certificate of Insurance shall not waive or alter in any way the insurance requirements or obligations of this Agreement. Such Certificate(s) shall identify the Agreement and be sent to the Town Risk Manager. If any of the above cited policies expire during the life of this Agreement, it shall be Consultant's responsibility to forward renewal Certificates within ten (10) days after the renewal date containing all the

aforementioned insurance provisions. Certificates shall specifically cite the following provisions:

4.10.1 Town, its agents, representatives, officers, directors, officials, and employees is an Additional Insured as follows:

- a. Commercial General Liability-Under ISO Form CG 20 10 11 85 or equivalent.
- b. Auto Liability-Under ISO Form CA 20 48 or equivalent.
- c. Excess Liability-Follow Form to underlying insurance.

4.10.2 Consultant's insurance shall be primary insurance as respects performance of this Agreement.

4.10.3 Certificate shall cite a thirty (30) day advance notice cancellation provision. If ACORD Certificate of Insurance form is used, the phrases in the cancellation provision "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" shall be deleted. Certificate forms other than ACORD form shall have similar restrictive language deleted.

4.11 Required Coverage.

4.11.1 Commercial General Liability. Consultant shall maintain "occurrence" from Commercial Liability Insurance with a policy limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate, and a \$2,000,000 General Aggregate Limit. The policy shall cover liability arising from premises, operations, independent Consultants, products-completed operations, personal injury, and advertising injury. Coverage under the policy will be at least as broad as Insurance Services Office, Inc. policy form CG 00 010 93 or equivalent thereof, including but not limited to, separation of insured clause. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, Town, its agents, representative, officers, directors, officials and employees shall be cited as an Additional Insured Endorsement form CG 20 10 11 85 or equivalent, which shall read "Who is an Insured (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you". If any Excess insurance is utilized to fulfill the requirements of this paragraph, such Excess insurance shall be "follow form" equal or broader in coverage scope than underlying insurance.

4.11.2 Professional Liability. Consultant shall maintain Professional Liability insurance covering errors and omissions arising out of the Services performed by Consultant, or anyone employed by Consultant, or anyone for whose acts,

mistakes, errors, and omissions Consultant is legally liable, with a liability insurance policy limit of \$1,000,000 each claim and \$2,000,000 all claims. Professional Liability coverage specifically shall contain contractual liability insurance covering the contractual obligations of this Agreement. In the event the Professional Liability insurance policy is written on a “claims made” basis, coverage shall extend for three (3) years past completion and acceptance of the Services, and Consultant shall be required to submit Certificates of Insurance evidencing proper coverage is in effect as required above.

4.11.3 Vehicle Liability. Consultant shall maintain Business Automobile Liability Insurance with a limit of \$1,000,000 each occurrence on Consultant’s owned, hired, and non-owned vehicles assigned to or used in the performance of the Consultant’s Services under this Agreement. Coverage will be at least as broad as Insurance Services Office, Inc., coverage code “1” any auto policy form CA 00 01 12 93 or equivalent thereof. To the fullest extent allowed by law, for claims arising out of performance of this Agreement, the Town, its agents, representative, officers, directors, officials, and employees shall be cited as an Additional Insured under the Insurance Service Offices, Inc. Business Auto Policy Designated Insured Endorsement form CA 20 48 or equivalent. If any Excess insurance is utilized to fulfill the requirements of this paragraph, such Excess insurance shall be “follow form” equal or broader in coverage scope than underlying insurance.

4.11.4 Workers’ Compensation Insurance. Consultant shall maintain Workers’ Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Consultant’s employees engaged in the performance Services under this Agreement and shall also maintain Employer Liability Insurance of not less than \$500,000 for each accident, \$500,000 disease for each employee and \$1,000,000 disease policy limit.

5. INDEMNIFICATION

5.1 To the fullest extent permitted by law, the Consultant, its successors, assigns and guarantors, shall pay, defend, indemnify and hold harmless the town, its agents, officers, officials and employees from and against all demands, claims, proceedings, suits, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), and all claim adjustment and handling expenses, relating to, arising out of, or alleged to have resulted from acts, errors, mistakes, omissions, Services caused by the Consultant, its agents, employees or any tier of Consultant’s Subcontractors related to the Services in the performance of this Agreement. Consultant’s duty to defend, hold harmless and indemnify the town, its agents, officers, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use of resulting therefrom, caused by Consultant’s acts, errors, mistakes, omissions, Services in the performance of this Agreement including any employee of the Consultant, any tier of Consultant’s

Subcontractor or any other person for whose acts, errors, mistakes, omissions, Services the Consultant may be legally liable including the Town. Such indemnity does not extend to the Town's negligence.

- 5.2 If any claim, action or proceeding is brought against the Town by reason of any event that is the subject of this Agreement and or described herein, upon demand made by Town, Consultant, at its sole costs and expense, shall pay, resist or defend such claim or action on behalf of the Town by attorney of Consultant, or if covered by insurance, Consultants' insurer, all of which must be approved by the Town, which approval shall not be unreasonably withheld or delayed. The Town shall cooperate with all reasonable efforts in the handling and defense of such claim. Included in the foregoing, the Town may engage its own attorney to defend or assist in its defense. Any settlement of claims shall fully release and discharge the indemnified parties from any further liability for those claims. The release and discharge shall be in writing and shall be subject to approval by the Town, which approval shall not be unreasonably withheld or delayed. If Consultant neglects or refuses to defend the Town as provided by this Agreement, any recovery or judgment against the Town for a claim covered under this Agreement shall conclusively establish Consultant's liability to the Town in connection with such recovery or judgment, and if the Town desires to settle such dispute, the Town shall be entitled to settle such dispute in good faith and Consultant shall be liable for the amount of such settlements and all expenses connected to the defense, including reasonable attorney fees, and other investigative and claims adjusting expenses.
- 5.3 Insurance provisions set forth in this Agreement are separate and independent from the indemnity provisions of this paragraph and shall not be construed in any way to limit the scope and magnitude of the indemnity provisions. The indemnity provisions of this paragraph shall not be construed in any way to limit the scope and magnitude and applicability of the insurance provisions.

6. TERMINATION OF THIS AGREEMENT

- 6.1 Termination. The Town may, by written notice to the Consultant, terminate this Agreement in whole or in part with seven (7) days' notice, either for the Town's convenience or because of the failure of the Consultant to fulfill his/her/their contract obligations. Upon receipt of such notice, the Consultant shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the Town copies of all data, drawings, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Consultant in performing this Agreement, whether completed or in process. This Agreement may be terminated in whole or in part by the Consultant in the event of substantial failure by the Town to fulfill its obligations.
- 6.2 Payment to Consultant Upon Termination. If the Agreement is terminated, the Town shall pay the Consultant for the services rendered prior thereto in accordance with percent completion at the time work is suspended minus previous payments.

7. ASSURANCES

- 7.1 Solicitations for Subcontractors, Including Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the Consultant for Services to be performed under a subcontract, including procurements of materials or leases of equipment, each potential Subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this Agreement and any Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- 7.2 Examination of Records. The Consultant agrees that duly authorized representatives of the Town shall, until the expiration of three (3) years after final payment under this Agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Consultant involving transactions related to this Agreement.
- 7.3 Ownership of Documents and Other Data. Provided the Consultant has been paid in full, 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:

Town Manager
Town of Camp Verde
473 S Main Street
Camp Verde, Arizona 86322

CONSULTANT:

Michael Stockley
Landmark Aquatic, LLC
7721 N 68th Avenue
Glendale, AZ 85303

The address may be changed from time to time by either party by serving notices as provided above.

- 7.12 Controlling Law. This Agreement is to be governed by the laws of the State of Arizona.
- 7.13 Israel. To the extent A.R.S. § 35-393 through § 35-393.03 is applicable, Consultant certifies that it is not currently engaged in, and agrees for the duration of Agreement that it will not engage in, a boycott of Israel, as that term is defined in A.R.S. § 35-393.
- 7.14 China. Pursuant to and in compliance with A.R.S. § 35-394, Consultant hereby agrees and certifies that it does not currently, and agrees for the duration of this Agreement that Consultant will not, use: (i) the forced labor of ethnic Uyghurs in the People's Republic of China; (ii) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; or (iii) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. Consultant also hereby agrees to indemnify and hold harmless the Town, its officials, employees, and agents from any claims or causes of action relating to the Town's action based upon reliance upon this representation, including the payment of all costs and attorney fees incurred by the Town in defending such as action.

8. SUSPENSION OF WORK

- 8.1 Order to Suspend. The Town may order the Consultant, in writing, to suspend all or any part of the Services for such period of time as he may determine to be appropriate for the convenience of the Town.
- 8.2 Adjustment to Contract Fee. If the performance of all or any part of the Services is, for any unreasonable period of time, suspended or delayed by an act of the Town in the administration of this Agreement, or by its failure to act within the time specified in this Agreement (or if no time is specified, within a reasonable time), an adjustment shall be made for any increase in cost of performance of this Agreement necessarily caused by such unreasonable suspension or modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension or delay to the extent (1) that performance was suspended or delayed for any other cause, including the fault or negligence of the Consultant, or (2) for which an equitable adjustment is provided for or excluded under any other provision of this Agreement.

9. INTERESTS AND BENEFITS

- 9.1 Interest of Consultant. The Consultant shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Consultant further covenants that in the performance of this Agreement, no person having any such interest shall be employed.
- 9.2 Interest of Town Members and Others. No officer, member or employee of the Town and no member of its governing body, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the services to be performed

under this Agreement, shall participate in any decision relating to this Agreement which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the process thereof.

- 9.3 Notice Regarding A.R.S. § 38-511. This Agreement is subject to cancellation under Section 38-511, Arizona Revised Statutes.

10. ASSIGNABILITY

The Consultant shall not assign any interest in this Agreement and shall not transfer any interest in the same without the prior written consent of the Town thereto; provided, however, that claims for money due or to become due to the Consultant from the Town under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to Camp Verde.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the date and year last set forth below.

“Town”
TOWN OF CAMP VERDE, ARIZONA,
a municipal corporation

By: _____

Its: _____

Date: _____

ATTEST:

By: _____
Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

By: _____
Trish Stuhan, Town Attorney
Pierce Coleman PLLC

“Consultant”

By: _____

Its: _____

Date: _____

EXHIBIT A SCOPE OF WORK

Project Description

The Town of Camp Verde ("Town") has retained Landmark Aquatic LLC ("Consultant") to provide professional engineering and aquatic design services for the interior renovation of Heritage Pool. The purpose of the project is to evaluate existing pool conditions and develop construction documents for improvements intended to restore functionality, extend the useful life of the facility, and improve long term maintenance and operational efficiency.

Consultant Services

The Consultant shall provide all professional services necessary to evaluate existing conditions, develop design alternatives, and prepare construction documents for the Heritage Pool Interior Renovation Project. Services shall include, but not be limited to, the following:

1. Project Investigation and Existing Conditions Assessment

- Review available record drawings, reports, and relevant facility information provided by the Town.
- Conduct site visits and field observations as necessary to assess existing pool conditions.
- Evaluate the condition of the existing stainless steel perimeter gutter system, interior plaster finish, tile system, and related pool components affected by the proposed improvements.

2. Engineering Design and Project Development

- Develop design concepts and recommendations for the removal and replacement of the existing stainless steel gutter system.
- Develop design concepts and recommendations for the removal and replacement of the existing pool plaster finish.
- Develop design concepts and recommendations for the replacement of damaged or deteriorated tile while maintaining a layout and appearance consistent with the existing pool configuration.
- Coordinate design recommendations with applicable building codes, health department requirements, industry standards, and operational considerations.

3. Alternative Analysis

- Evaluate the feasibility of eliminating the existing stainless steel gutter system and converting the pool to a skimmer type circulation system.
- Analyze anticipated impacts of the conversion alternative, including structural, hydraulic, operational, maintenance, regulatory, and cost considerations.
- Provide findings and recommendations to the Town regarding the advantages, disadvantages, and overall feasibility of pursuing the skimmer conversion alternative.

4. Construction Documents

- Prepare engineering plans, specifications, technical details, and other construction documents necessary for bidding and construction of the selected improvements.
- Incorporate comments and direction received from the Town during design development.
- Provide final bid ready construction documents suitable for public procurement and contractor bidding.

5. Cost Estimating and Bid Support

- Prepare an opinion of probable construction cost based on the final design.
- Assist the Town by responding to technical questions during the bidding process.
- Provide clarification or interpretation of construction documents as reasonably required during procurement.

Deliverables

The Consultant shall provide the following deliverables:

- Existing conditions assessment and project findings.
- Alternative analysis memorandum evaluating conversion to a skimmer type pool system.
- Preliminary design concepts for Town review.
- Engineer's opinion of probable construction cost.
- Final construction plans and specifications suitable for bidding.
- Electronic copies of all project deliverables in PDF format and editable design files upon project completion.

EXHIBIT B
CONSULTANT'S KEY PERSONNEL AND SUBCONTRACTORS

KEY PERSONNEL:

To be disclosed at project kick-off meeting.

SUBCONTRACTORS:

To be disclosed at project kick-off meeting.

EXHIBIT C SCHEDULE OF SERVICES

The Consultant shall perform the Services in accordance with the following schedule. All dates are based upon a Notice to Proceed issued on or before July 1, 2026.

<u>Milestone</u>	<u>Completion Date</u>
Notice to Proceed	July 1, 2026
Project Kickoff Meeting and Collection of Existing Information	July 15, 2026
Site Investigation and Existing Conditions Assessment	August 15, 2026
Alternative Analysis and Skimmer Conversion Feasibility Evaluation	September 1, 2026
Preliminary Design Submittal (30 Percent Design)	September 15, 2026
Town Review and Comment Period	September 30, 2026
Design Development Submittal (90 Percent Design)	October 31, 2026
Town Review and Comment Period October 31 –	November 14, 2026
Final Plans, Specifications, and Opinion of Probable Construction Cost	November 30, 2026
Bid Phase Support Services	Through Completion of Procurement Process

Project Completion

The Consultant shall complete all design services and submit final bid ready construction documents, including plans, specifications, and an opinion of probable construction cost, no later than November 30, 2026.

Should the Notice to Proceed be issued after July 1, 2026, the Consultant shall make reasonable efforts to maintain the November 30, 2026 completion date. Any adjustment to the schedule shall be mutually agreed upon in writing by the Town and Consultant.

EXHIBIT D
PAYMENT SCHEDULE

A. Compensation

1. The consideration of payment to Consultant, as provided herein shall be in full compensation for all of Consultant's work incurred in the performance hereof, including offices, travel, per diem or any other direct or indirect expenses incident to providing the services.

B. Method of Payment

Invoices shall be on a form and in the format provided by the Town and are to be submitted in PDF format to the Town via email to the Town's authorized representative.

**Meeting Date:** June 17, 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 & Town Attorney Trish Stuhan

Agenda Title: Discussion, consideration and possible direction amending Section 2-3 of the Town Code regarding Town Council agenda-setting procedures, including agenda item placement requests, agenda approval authority, and related amendments to Town Code and Council policies

Attached Documents:

- Town Code Section 2-3

Estimated Presentation Time: 5 minutes**Estimated Discussion Time:** 20 minutes**Reviewed By:**

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

Financial Review (if applicable): N/A

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

Background Information

At the request of Mayor Moore, the purpose of this discussion is to obtain Town Council direction regarding the process for developing Council meeting agendas and to determine whether amendments to the Town Code and/or Council policies are desired.

The Town Council agenda serves as the primary tool for conducting the public's business and establishing the topics that will be considered during Council meetings. The current Town Code outlines a process for agenda preparation (see Section 2-3). As part of ongoing governance discussions and the Council's recent review of working agreements and meeting procedures, staff believes it is appropriate to obtain Council direction regarding the following topics:

1. Placement of Agenda Items

The Council may wish to discuss who should be authorized to place items on a Council agenda.

Potential options include:

Option A – Current Practice

- Mayor



Town Council Agenda Information Memorandum

- Town Manager
- Any individual Council Member

Option B – Two Council Member Requirement

- Mayor
- Town Manager
- Two Council Members acting jointly

This approach is utilized by several Arizona municipalities and is intended to ensure that agenda items requested by Council Members have broader support before consuming Council meeting time.

Option C – Other Direction

- Any alternative process identified by Council.

2. Agenda Approval Authority

The Council may wish to clarify who ultimately approves the agenda prior to posting.

Potential options include:

Option A – Mayor Approval

The Mayor serves as the final approving authority for agenda content.

Option B – Town Manager Approval

The Town Manager serves as the final approving authority for agenda content.

Option C – Joint Approval

The Mayor and Town Manager jointly approve agendas.

3. Resolution of Disagreements

If the Council elects to retain a joint approval process, direction may be needed regarding situations where the Mayor and Town Manager disagree on whether an item should appear on the agenda.

Potential options include:

- Mayor has final authority.
- Town Manager has final authority.
- Any item requested by an authorized individual is automatically placed on the agenda.
- A defined dispute-resolution process is established within Council policy.
- Other direction as determined by Council.

4. Reconsideration of Previously Decided Matters

The Council may also wish to discuss whether additional standards should be established for placing previously decided matters back on a future agenda.



Town Council Agenda Information Memorandum

The Town of Payson's Council Rules of Procedure include language requiring support from members of the prevailing side of a prior vote before a matter may be reconsidered, except in emergency circumstances. Similar provisions could be considered if desired.

Comparable Policy Examples

The Town of Payson's Rules of Procedure provide that:

- The Mayor, Town Manager, or two Council Members may place an item on an agenda.
- Requests from Council Members are submitted in writing.
- Certain previously decided matters may only be reconsidered under specified conditions.
- Agendas are prepared by the Clerk under the direction of the Mayor or Town Manager.

Council may wish to consider whether similar provisions would be appropriate for Camp Verde.

Question(s) before the Council

- What amendments, if any, would the Council like to see to Section 2-3 of the Town Code?
- How does Council want to handle the items noted for discussion above?

NOTE: This is a discussion item. Depending on the outcome of the discussion, Town staff will return to Council with an Ordinance outlining any amendments for consideration and possible adoption.

Article 2-3 MEETING PROCEDURES¹

Section 2-3-1 Regular Meetings

The Town Council will hold regular meetings at 6:30 p.m. on the first and third Wednesday of the month at the Council Chambers on Main Street for general business. The second and fourth Wednesday will be set aside for Work Sessions, or Special Sessions as needed. A Work Session, in lieu of or in conjunction with a Regular meeting, may be called. If a Regular meeting is cancelled, such as near a holiday, notice of the cancellation shall be posted.

(2003-A262) (2005-A311) (2005-A314) (2008-A355) (2012-A385) (2019-A449)

Section 2-3-2 Special Meetings and Times and Places of Special Meetings

The Mayor, after public vote of the Council to schedule a Special Session within the jurisdiction of the Town, shall direct staff to schedule a Special Session of the Council, to begin at a time and place designated in the motion. In addition, the Mayor or Vice Mayor if the mayor is absent pursuant to Section 2-2-5, and the Town Manager may jointly schedule a Special session to be held at a time and in appropriate facilities within the Town limits when an urgent and/or unforeseen event or matter arises between regularly scheduled meetings after confirmation of the availability of a quorum. Special Meetings shall be posted in the same manner as Regular Meetings by the Town Clerk.

(2008-A355) (2010-A370)

Section 2-3-3 Posting of Notices

Notice of Council, Board, Commission, Committee Meetings and Agendas and other Public Notices shall be posted at Town Hall, and on the Town Website. Additional locations may be selected for courtesy postings and may be designated through Resolution of the Council. All notices shall contain a statement of posting signed by the Town Clerk or a designated representative showing the date and time of posting.

(2008-A355)

Section 2-3-4 Meetings to Be Public

All proceedings of the Council shall be open to the public, except that upon approval by a majority vote of the Council, the Council may meet in a closed Executive Session pursuant to the provisions of state law. The Town Manager or Mayor may request that a meeting or public hearing, which may attract a large audience, or need special presentation facilities, be scheduled in an alternate site suitable for public participation. If the Council votes to change the location for that meeting, notice of the location change shall be posted in the normal locations and the meeting may be called to order at the site without first being called to order at the Town Council Chambers. This does not preclude the Council from relocating a meeting that is in progress to accommodate a crowd that exceeds maximum occupancy limits as established for Council Chambers.

¹(2002-A218) (2008-A355)

(2008-A355)

Section 2-3-5 Quorum

No action shall be taken unless a quorum is present. Four (4) or more Council members (the Mayor counting as a member) shall constitute a quorum for transacting business, but a lesser number may adjourn from time to time to compel the attendance of absent members. In any meeting where a quorum is present, it shall take a majority vote of the entire Council, or a minimum of four (4) votes, to enact any measure, Resolution, Ordinance, or other business on the agenda.

(2008-A355)

Section 2-3-6 Preparation of Agenda

Prior to each Council meeting, or on or before a time fixed by the Council for preparation and distribution of an Agenda, whichever is earlier, the Clerk shall collect all written reports, communications, Ordinances, Resolutions, contracts and other documents to be submitted to the Council. The Town Clerk shall prepare an Agenda in consultation with the Manager and Mayor. Following finalization of the agenda, the Clerk shall furnish each Council member with a copy of the agenda and other necessary reports and materials. From time to time, addenda and late additions to the agenda are required and may be authorized by the Manager and Mayor due to extenuating circumstances beyond the control of the person requesting the addendum or late addition.

All Council members are authorized to place item(s) on the agenda. Agenda item requests are to be submitted in written form to the Clerk.

The Town may use a consent agenda to address routine matters coming before the Council.

(2002-A255) (2008-A355)

Section 2-3-7 Order of Business

The business of the Council shall be the following items, not necessarily in that order:

- A. Call to Order: The Mayor shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Council to order. In the absence of the Mayor, the Vice Mayor shall call the Council to order. In the absence of both the Mayor and Vice Mayor, the Clerk shall call the Council to order and an acting Mayor shall be selected to chair the meeting. Upon the arrival of the Mayor or the Vice Mayor, the Vice Mayor or the acting Mayor shall immediately relinquish the chair upon the conclusion of the business immediately before the Council. The Mayor shall preserve order and decorum and decide all questions of order and conduct. Questions from the staff or public are addressed to the Mayor and Council.
- B. Pledge of Allegiance.
- C. Roll Call: Before proceeding with the business of the Council, the Clerk or the Clerk's designee shall record the roll of the members and the names of those present shall be entered in the minutes. If a quorum is not present, the members present may adjourn pursuant to Section 2-3-5 of this code.
- D. Consent Agenda: The Council may consider any business that is considered to be routine and non-controversial items (minutes, meeting dates, Resolutions, disbursements, etc.) on a Consent Agenda. Items on the consent agenda may be approved by one motion, unless a member of the Council requests that an item be pulled for consideration.

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(Supp. No. 1)

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- E. Call to the Public for Items Not on the agenda: At this time, the public may address the Council on matters that are not listed on the agenda. All such remarks shall be addressed to the Council as a whole, and not to any member thereof, or the staff. Such remarks shall be limited to three (3) minutes. During the meeting, Council Members may not answer questions of the speaker or discuss the concerns raised with staff or other members, but at the conclusion of the Call to the Public, Council Members may respond to criticism, ask staff to review the matter, or ask that the matter be placed on a future agenda.
 - F. Ordinances/Resolutions/Other Actions Requiring Council Approval: The Council shall consider any Ordinances or Resolutions or other actions requiring Council approval as may be listed on the agenda.
 - G. Reports by Officers: Town Officials and Committees/Commissions/Boards shall present any reports required by the Council.
 - H. Information and Updates.
 - I. Adjournment.

(2008-A355)

Section 2-3-7.1 Management of Meetings

- A. Where practicable, Executive Sessions will be held prior to the Regular business meetings, as opposed to during or following a meeting.
- B. Meetings will conclude at 10:00 p.m., or prior to 10:00 p.m. The Mayor may call for a vote of the Council to allow the meeting to continue past the deadline.
- C. If an item is opened for public input, the public may address the item one (1) time. Public input is limited to three (3) minutes.
- D. All presentations are limited to ten (10) minutes for the presentation and discussion period.

(2008-A355) (2008-A358) (2022-A475)

Section 2-3-8 Voting

- A. The Mayor shall vote as a member of the Council.
- B. Per ARS 38-431.01 the minutes shall show the ayes and nays of any question to be taken. Council Members wishing to declare a conflict of interest shall state such on the record prior to any discussion or vote on the item, shall file a written declaration with the Clerk as soon as possible following the meeting, and shall refrain from voting on the matter. Any abstention must be declared at the time of the calling for a vote. The abstention is a null/void vote. The Mayor, or the Mayor's designee will announce on the record whether the motion passed or failed.

(2008-A355)

Section 2-3-9 Declaration of Vacancy

The office of any Council member is deemed vacant pursuant to ARS § 38-291, as may be amended, if such member fails to discharge the duties of his or her office for three (3) consecutive months, including failure to attend Council meetings unless otherwise authorized by the Council.

(2008-A355)

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**Meeting Date:** June 17, 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 direction regarding the establishment of requirements and procedures for virtual attendance and participation by Town Council, Board, and Commission members at public meetings

Attached Documents:

- Sample Draft Resolution

Estimated Presentation Time: 5 minutes**Estimated Discussion Time:** 20 minutes**Reviewed By:**

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

Financial Review (if applicable): N/A

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

Background Information

At the request of Mayor Moore, the purpose of this agenda item is to obtain Town Council direction regarding the use of virtual attendance for Town Council, Board, and Commission meetings and to determine whether a formal policy governing remote participation should be developed and brought forward for future adoption.

Advancements in technology and changes in workplace and public meeting practices have increased the availability and use of remote participation options for public meetings. Arizona's Open Meeting Law permits members of public bodies to participate in meetings through technological means, provided that the public is able to hear and observe the proceedings and all legal requirements are met.

Historically, the Town of Camp Verde has allowed remote participation; however, the Town has not adopted a comprehensive policy establishing expectations, limitations, or procedures for virtual attendance by members of the Town Council, Boards, or Commissions.

As the Town continues to evaluate governance practices and meeting procedures, staff believes it is appropriate to obtain Council direction regarding whether a formal policy should be established and, if so, what parameters should be included.



Town Council

Agenda Information Memorandum

While remote participation can provide flexibility and support continued engagement by elected and appointed officials, it also raises considerations related to meeting effectiveness, public transparency, quorum requirements, technology reliability, and member engagement.

The Council may wish to discuss the following policy considerations:

1. Should Remote Participation Be Allowed?

Potential options include:

Option A – Continue Current Practice

Allow remote participation on a case-by-case basis without a formal policy.

Option B – Formalize Remote Participation

Adopt a policy establishing consistent standards and expectations.

Option C – Restrict Remote Participation

Require in-person attendance except under limited emergency circumstances.

2. Frequency of Remote Participation

If remote participation is allowed, Council may wish to establish limits on usage.

Potential options include:

- No annual limitation.
- Limited number of meetings per calendar year.
- Remote participation only for specific circumstances (illness, work travel, family emergency, military service, etc.).

Council may also wish to discuss whether excessive remote participation should impact attendance requirements for appointed Board and Commission members.

3. Quorum and Voting Requirements

Arizona law allows members participating remotely to count toward a quorum when all Open Meeting Law requirements are satisfied.

The Council may wish to discuss:

- Whether remotely participating members should count toward a quorum.
- Whether roll-call voting should be required when one or more members are participating remotely.
- Procedures to follow if a member loses connection during discussion or voting.

4. Presiding Officer Participation



Town Council

Agenda Information Memorandum

The Council may wish to determine whether a Mayor, Vice Mayor, Chairperson, or Vice Chairperson participating remotely may preside over a meeting.

Potential options include:

- Allow presiding remotely without restriction.
- Allow presiding remotely only during emergency or special meetings.
- Require the presiding officer to be physically present.
- Appointment of another member of the Council, Board or Commission to preside over the meeting.

5. Executive Session Participation

Remote participation during executive sessions presents unique considerations related to confidentiality.

The Council may wish to discuss:

- Whether remote participation should be permitted during executive sessions.
- Procedures to ensure confidentiality is maintained.

6. Applicability to Boards and Commissions

The Council may wish to determine whether the same policy should apply to all Town public bodies or whether different standards should apply.

Potential options include:

- One policy applicable to all public bodies.
- Separate standards for Council and appointed Boards and Commissions.
- Greater flexibility for Boards and Commissions.

Question(s) before the Council

- How would Council like to handle virtual meeting participation by Council, Board and Commission Members?

NOTE: This is a discussion item. Depending on the outcome of the discussion, Town staff will return to Council with an Ordinance or Resolution for consideration and possible adoption.

RESOLUTION NO. ____

A RESOLUTION OF THE COUNCIL OF THE CITY/TOWN
OF _____, ARIZONA, ADOPTING A NEW POLICY
ESTABLISHING GUIDELINES FOR REMOTE
PARTICIPATION IN PUBLIC MEETINGS.

WHEREAS, the City/Town Council desires to provide standards for the
conduct of public meetings and participation by members of public bodies; and

WHEREAS, the City/Town Council recognizes the importance of maintaining
transparency, efficiency, and compliance with Arizona’s Open Meeting Law while
allowing for flexibility in member participation; and

WHEREAS, the City/Town Council finds that adopting a new policy for
remote participation in meetings will promote consistency across the City/Town and
ensure that participation by remote means is conducted in a manner that preserves
public trust and meeting integrity;

NOW THEREFORE, BE IT RESOLVED by the Common Council of the
City/Town of _____, Arizona, hereby adopts “Guidelines for Remote
Participation in Public Meetings”, attached hereto as **Exhibit A** and incorporated
herein by this reference;

BE IT FURTHER RESOLVED that all resolutions and parts of resolutions in
conflict with the provisions of this Resolution are hereby repealed.

PASSED AND ADOPTED by the Common Council of the City/Town of
_____, Arizona, this _____ day of _____, 20__.

Mayor

ATTEST:

City/Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Pierce Coleman, PLLC
City/Town Attorneys

Exhibit A

Guidelines for Remote Participation in Public Meetings

1. **Purpose:** To establish guidelines for remote participation in Public Meetings by telephone, video conference, or other similar real-time electronic means.
2. **Scope:** This policy applies to all public bodies of the City/Town. In this Policy, “public bodies” shall mean the City/Town Council and all boards, commissions and committees of the City/Town.
3. **Attendance Policy:**
 - 3.1. Members of the City’s/Town’s public bodies are expected to attend meetings in person to foster transparency, engagement, and effective deliberation.
 - 3.2. If circumstances prevent in-person attendance, a Member may participate remotely via telephone, video conference, or other real-time electronic means that allow the Member to hear and be heard by the public body and the public. Remote participation is permitted for up to **five (5) meetings per calendar year**, including special meetings scheduled immediately before a regular meeting, provided the special meeting was scheduled during a regular meeting. Additional remote participation may be permitted upon approval by a majority vote of the Council.
 - 3.3. A Member participating remotely by a continuous, reliable connection shall be counted toward the quorum and may vote as if physically present. A remote Member must be able to be clearly heard throughout the meeting, including during all votes. If a remote Member does not participate in a vote, the Member will be considered absent for that vote. If three (3) or more Members are attending remotely, a roll-call vote is required for each motion.
 - 3.4. A Member participating remotely may not preside as Mayor or Acting Mayor unless it is a Special Meeting or Emergency Meeting, or unless otherwise explicitly authorized by Council.
4. **Open Meeting Law Compliance Policy:**
 - 4.1. The definition of “meeting” in the Open Meeting Law of the State of Arizona includes participation in a meeting of the public body by telephone and video conference.
 - 4.2. Notice of all meetings of City public bodies shall include notification of the possible attendance of a member by telephone or video conference (unless the Council prior to the meeting determines that no remote participation will be available).
 - 4.3. Facilities will be used at the public body meeting to permit the public to observe and hear all telephone or video communications.
 - 4.4. Members participating in an executive session by telephone or video conference shall strictly observe the confidentiality requirements of the Arizona Open Meeting Law. Members must participate from a private and secure location where the discussion cannot be seen or heard by anyone not authorized to attend the executive session.
 - 4.5. The minutes of the public body meeting shall clearly set forth which members were present in person, and which were present by telephone or video conference. The minutes shall also describe the procedures followed to provide the public access to all communications during the meeting.