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NOTE: 9-26-12 COUNCIL HEARS PLANNING & ZONING MATTERS IS CANCELLED

AGENDA
WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
WEDNESDAY, SEPTEMBER 26, 2012
6:30 P.M.

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

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Discussion, consideration, and possible identification and prioritization of specific projects for staff to prepare presentations for upcoming Capital Improvement Work Sessions.** Staff Resource: Russ Martin
5. **Discussion of and setting goals for the Manager for the upcoming year.** Staff Resource: Mayor & Council
6. **Adjournment**

Posted by: U Jones Date/Time: 9-20-2012

Note: Pursuant to A.R.S. §38-431.03.A.2 and A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

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Town of Camp Verde

Agenda Item Submission Form – Section I

Meeting Date: Sept 26, 2012

☒ *Work Session Agenda*

Requesting Department: Town Manager

Staff Resource/Contact Person: Russ Martin

Agenda Title (be exact): Discussion, consideration, and possible identification of specific projects for staff to prepare presentations for upcoming Capital Improvement Work Sessions.

List Attached Documents: N/A – the Capital Improvement Plan is located on the website and on your computers.

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 20 minutes

Prepared by:

☒ ***Department Head:*** Russ Martin

Background Information: Council approved a Capital Improvement Plan in the spring with direction to work more directly on projects going 5 years out in the fall. It would be helpful to staff if Council would request specific projects they would like to work on to develop more detail scopes for as well as projects for the future that may need initial direction to begin scoping, including possibly new projects. This session is intended to identify those so staff can prepare for upcoming meetings prioritizing what Council would like to review in more detail prior to an update to the Capital Improvements Plan.

Direction to Staff: Clearly identify projects into three categories:

1. Projects Council would like to hear more and provide further direction on
2. Projects Council is satisfied current scoping is adequate
3. Projects Council would like to pursue directing staff to work on more detail/scope

Instructions to the Clerk:

Town of Camp Verde

Capital Improvements Plan

Year One

April 4, 2012

A Capital Improvement Program (CIP) is a roadmap that provides direction and guidance for the Town of Camp Verde for carefully planning and managing its capital and infrastructure assets. Identifying capital projects and their anticipated funding sources assists in the planning and scheduling of finances for projects and the manpower needed to plan, design, and construct the projects.

The CIP promotes coordination of capital projects that are from different program areas but are similar in scope or in the same geographical area of improvement.

Examples of projects in the Town of Camp Verde's last 5-Year CIP included street construction, water treatment plants, wastewater facilities, park improvements, libraries, mass transit, airport improvements, gas lines, fire stations, police precincts, and public building construction.

The Town has not reviewed its Capital Improvements Plan (CIP) in several years. The last official plan was created and adopted in 2001. As we approach the fall of 2012, staff will work with Council to determine the path for the next five years.

Land purchases were included in the Five-Year CIP since it is considered a capital asset. The Town purchased almost 17 acres of land in 2011 for the purpose of building a public works yard, to be paid through both general funds and Highway User Revenue Funds (HURF). Projects like this are long-term in nature (over one year) to complete and are usually financed over a period of time. Typically, a CIP project has a dollar amount over $5,000.

The purpose of this document is to identify an immediate one-year plan to coincide with the budget approval process for 2012-2013. Staff intends to present years 2014-2018 in the fall of this year, and will update the five-year plan annually during the same period, beginning in 2013.

In December 2011, staff conducted an informal, non-scientific survey, asking residents to answer questions related to seven specific CIP areas, and corresponding funding options (Appendix A). 5,400 surveys were made available in the Journal and Bugle Newspapers, inserted into the Smart Shopper mailer, and made available at town hall, the parks and recreation office, and the public library. The survey tool was posted on-line using the Survey Monkey tool. Data from all surveys was submitted using the tool, and reports were generated (Appendix B).

The following assumptions were made based upon the completed and returned surveys:

- Areas of most importance: The areas identified as most important (important, very important):
    - Drainage and Street Maintenance – 46.3% important and 25.3 very important (71.6% combined)
    - Repairing recreation facilities – 46.1% important and 20.5% very important (66.6% combined)
    - Repairing the pool – 44.2% important and 19.4% very important (63.6% combined)
    - Building a new library – 20.6% important and 38.9% very important (59.5% combined)
- Areas of least importance: The areas identified as least important (unimportant, very unimportant), are:

- Equestrian facility – 21.8% unimportant, 35.4% very unimportant (57.2% combined)
- Court and Council Chambers remodeled/built – 30.4% unimportant, 16.7% very unimportant (47.1% combined)

- Numbers of responses: There were 5,296 registered voters on May 17, 2011, and we had a 30.9% turnout. There were 5,540 registered voters in March, 2011 during the primary election. There was a 35.99% turnout. We had 258 CIP surveys returned, 153 were in paper format and input into the on-line tool so analytics could be run on all. There were no Spanish language surveys returned. If we use the May 2011 number of 5,296 register voters, and if we assume that those who responded are in fact registered voters, 4.7% of registered voters responded to the survey. Since the survey was anonymous, *we cannot assume all participants were registered voters*. Though surveys were uniquely numbered, there was no safeguard in place against the survey being taken numerous times on-line.

- "Other" projects added: There were three lines provided to add projects to the list, and an area to identify a corresponding funding source. Unfortunately, the survey tool would not provide individual comments and the associated funding source together. It is safe to assume however, that for all three lines where projects could be added, the general opinion is that reserve funds should be used for these projects. The projects are listed under "comments input directly into Survey Monkey.

  - 3 of 64 indicated 2% tax on APS bills (4.7%)
  - 11 of 64 indicated 1% sales tax increase (17.2%)
  - 2 of 62 indicated 2% sales tax increase (3.2%)
  - 29 of 64 indicated use reserve funds (45.3%)
  - 9 of 64 indicated finance or sell bonds (14%)
  - 10 of 64 indicated adding a property tax (15.6%)

On January 11, 2012, Council discussed the results of the survey (Appendix C).

On February 8, 2012, Council discussed the survey results and participated in an exercise to help prioritize the projects. The projects were divided into three areas: Maintenance/upgrades, Capital outlay/equipment, and Capital outlay/new facilities. Council recognized Maintenance/upgrades to be the area in which dollars should be spent this upcoming year. They also indicated that the Capital outlay/new facilities category is the most important category in terms of return on investment and economic stimulus. Given these indications, staff identified projects for the year-one plan, with the goal of incorporating longer term Capital outlay/new facilities into the five-year plan during the fall of 2012 (Appendix D).

Public input was also given and included comments related to the importance of ball fields for children, the build out of a new park, and the building of a new library.

Year One

2012/2013

Top Priority

Projects

On March 5, 2012, Council discussed and identified four projects from a list of projects that could be included in year one (Appendix E). Based upon that input, the following prioritized list is offered to Council for consideration of year-one projects.

VAC/Town Hall-100 Building	$32,000 ↳ 52,000
Pool resurfacing	$80,000
Butler Park Improvements	$120,000
Rezzonico Park Improvements	Amount not identified 25000
Total	$232,000 + Rezzonico Park improvements costs

Project sheets for the above priority items follow this page.

$ for Tennis Court/Grant 100,000

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Maintenance: -Building 100 HVAC (Heating, Ventilation, Air Conditioning) Retrofit

Project Description:

Replace HVAC units serving Community Development, Court/Council Chambers, Town Hall

Why the Project is needed:

All units on Building 100 are over 12 years old, and sized for a work environment with fewer electronic devices (personal computers, copiers, and fax machines), the older units are not energy efficient, the coolant gas used in the existing units is being phased out and is expensive as are other parts/repairs. The new upgraded units will be energy efficient and comply with EPA standards: more cost effective to heat and cool and kinder to the environment. There will also be a need to upgrade some of the duct work.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman and Admin.to prepare project scope of work, manage the bid package and construction progress

Location of Project (if not already mentioned):

100 Building: 473 S. Main St.

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	HVAC Retrofit – 100 Building	$52,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Parks & Rec: Pool Re-Surface

Project Description:

This project would include draining the Camp Verde Heritage Pool and resurfacing the entire pool.

Why the Project is needed:

The surface of the pool is eroding away after so many years. Currently the pool is showing rust spots from reinforcement bars due to the thinness of the surface. Patrons now have to wear water shoes in the pool or they leave with the bottoms of their feet and toes eaten up and bleeding because the pool bottom is so rough. This is a safety hazard to our patrons.

Staffing Required to Complete Project (FTEs and positions):

To be contracted and would require going out to bid.

Location of Project (if not already mentioned):

Camp Verde Heritage Pool

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	Pool Re-Surface	$80,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Parks Fund

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Parks and Rec: Butler Park Improvements

Project Description:

Install ADA compliant sidewalks and drinking fountain. Additional benches, safety lighting and planters

Why the Project is needed:

Access to the park does not meet ADA requirements at any time, when there is a storm event the entrance becomes a muddy trail that makes access difficult for all visitors. Additional lighting will provide better security.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman, Maintenance Lead, Maintenance Workers will do some infrastructure work, improvements that require special equipment or expertise will be awarded through the bid process and managed by staff.

Location of Project (if not already mentioned):

Butler Park: 1214 Garner Lane

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	ADA Sidewalks & drinking fountain, Benches, Lighting, Planters	$20,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Park Improvements/CIP

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Parks & Rec.:Development of Rezzonico Park

Project Description:

Design plans would be the first requirement for the development of Rezzonico Park to locate water, power landscaping and amenities. A "vision" for the space is required; Council may direct staff with a general plan or call for public input. Staff suggests the area has sufficient space for four ramadas with tables & Bar-B-Q's, an exercise trail with exercise stations, and possibly a play structure.

Why the Project is needed:

Improvements will visually and structurally enhance the river front next to Black Bridge; an area that is seen and used by the citizens and visitors to our Town. It will add additional recreational and leisure space for the Town.

Staffing Required to Complete Project (FTEs and positions):

Engineer and support staff to obtain bids for an Engineering firm to complete the Master Plan

Location of Project (if not already mentioned):

Black Bridge Loop Road – Rezzonico Park

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	Fencing and signage	$25,000*

*Final estimate will be determined upon Councils' direction to determine type of fencing – this estimate is for a pipe –rail fence

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Year One

2012/2013

Other Projects

Staff identified the additional following projects to be completed in year one.

Attic insulation	$12,000
Replace Gymnasium Doors	$20,000
Visitors Center HVAC	$24,000
Maintenance vehicle	$21,000
Maintenance: Mower w/Backhoe Attachment	$30,500
Gym repair/refinish	$42,000
Pool upgrades (deck, sprinkler, picnic area)	$14,000
Total	$163,500

Additionally, the following project was identified, but it was suggested that this project may be funded by grant money.

Tennis court (grant)	?

Staff identified four projects and equipment replacement as *High Priority*. The projects listed will require funding from various sources including the General Fund. A managed system for the replacement of equipment is needed in order to accurately budget for future requirements.

Cliffs Pkwy basin	$40,000 HURF/Co Flood Control
Gaddis Wash drainage improvement	$45,000 HURF/Co Flood Control
Storm water improvements (annual)	$30,000 HURF/Co Flood Control
Storm water-Hollamon/Main/Town complex	$225,750 HURF/Co Flood Control
Storm water-sidewalks/curbs/gutters	$20,000 HURF/Co Flood Control
Materials spreader	$10,000 HURF
Skip loader	$35,000 HURF
Crack seal machine	$55,000 HURF
Tire replacement	$16,268 HURF
Crew cab truck	$35,000 HURF
Sign truck	$25,500 HURF/Grant
Mower	$18,500 HURF
Fleet update	$15,000
Street light retrofit	$28,000
Total	$526,018

Project sheets for the above year-one and High Priority items follow this page.

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Maintenance: Attic Insulation for Historical Society and Building 300

Project Description:

Blown in insulation has been selected to provide a tighter fit and seal in the attic space of the Historical Society and the Public Works Building.

Why the Project is needed:

To save energy costs. Monthly utility expenses will continue to increase over time; an investment in insulation now will help to keep these costs manageable. Because of the ages of the buildings the attic spaces and ceilings present challenges for the installation installers, with blown in insulation the installer uses a long hose that blows the product it will reach and cover into areas with limited access.

Staffing Required to Complete Project (FTEs and positions):

The project will be contracted out, no staff will be used. Maintenance Foreman and Admin to prepare scope and bid package

Location of Project (if not already mentioned):

Historical Society: 435 S. Main Street
Public Works: 395 S. Main Street

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	Attic Insulation	$12,000
2013/14		
2014/15		
2015/16		
2016/17		

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Maintenance: Replace Doors on 300 Building

Project Description:

1.) Replace the double doors at the Gymnasium Hollamon St. entrance with card reader system
2.) Replace single door at Gymnasium rear entrance
3.) Replace double doors at entrance to the Public Works Building

Why the Project is needed:

Both the front entrance and the rear entrance doors of the Gymnasium have been repaired and refurbished many times. The doors get constant use by the public and have been vandalized. We have been directed to provide keys to citizens allowing them 24-hour access without a way to track entrance/exit.
Replacing the **double doors** at the Gymnasium entrance on Hollamon Street the with a card reader system will provide a record of access and exit, allow staff to electronically deny access, and overall offer better control.
The **rear door** to the Gymnasium would be replaced with a new heavy metal door that would not be accessible w/the card reader; it would have a standard key lock.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman and Admin to prepare and mange bid process and oversee project

Location of Project (if not already mentioned):

395 S. Main Street

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	Replace Double Entrance and Single Rear Gymnasium Doors	$20,000
2013/14		
2014/15		
2015/16		
2016/17		

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Maintenance: Visitor Center HVAC (Heating, Ventilation, Air Conditioning) Retrofit

Project Description:

Replace 2 HVAC units at the Visitor Center with energy efficient models

Why the Project is needed:

The units on the Visitor Center are at least 15 years old and are undersized for the occupancy and square footage. The building is currently serviced by one 5-ton and one 3.5- ton units; total cooling should be at least 10-tons for the building. New units are more energy efficient that will result in reduced utility costs. The EPA has required that the coolant used in the units be phased out and requires special handling when recharging or reclaiming the gas. New units will meet all current EPA standards.

Staffing Required to Complete Project (FTEs and positions):

Work will be done by lowest responsible bidder. Maintenance Foreman and Admin time to prepare scope of work and manage the bid process.

Location of Project (if not already mentioned):

Visitor Center: 385 S. Main Street

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	HVAC Retrofit	$24,000
2013/14		
2014/15		
2015/16		
2016/17		

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Maintenance: Replacement of Maintenance Vehicles

Project Description:

Purchase new Maintenance Vehicles to replace our aging fleet

Why the Project is needed:

The current fleet of Maintenance Vehicles is aging; the frequency and expense of repairs is more frequent and costly. Vehicles used in Maintenance : 1988 Dump Truck – 161,576 miles
1988 Truck – 183,916 miles
1998 Truck – 120,000 + miles
1999 Truck – 120,000 + miles
2006 1-Ton Truck – 63,586 miles

Staffing Required to Complete Project (FTEs and positions):

Staff time to research/compare and obtain quotes would primarily be the responsibility of the Maintenance Foreman w/some Admin assistance. Vehicles may be replaced through the bid process, State surplus or State's Contract

Location of Project (if not already mentioned):

Maintenance Division of Public Works

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	¾ Ton Truck to replace 1988 Truck	$21,000
2013/14	1-Ton Dump Truck to replace 1982 Dump Truck	$30,000
2014/15	¾ Ton Truck to replace 1998 Truck	$22,000
2015/16		
2016/17	¾ Ton Truck to replace 1999 Truck	$24,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

GENERAL FUND/ CIP

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Maintenance: Purchase Equipment, Utility Vehicles and Attachment

Project Description:

Purchase Mowers, Utility Vehicle, and a Backhoe Attachment

Why the Project is needed:

- Two riding mowers were purchased used over five years ago (they are both over 10 years old); staff has added many more hours of use. The cost of maintenance and repairs is getting more expensive and parts more difficult to obtain, making the expense of repairs very close to the value of the mowers.
- A backhoe attachment to the Kubota tractor will be efficient for smaller projects and in tight spaces (Town Campus and many park areas) that use of a backhoe is not practical.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman and Admin. Research/compare features and price, obtain quotes and prepare staff summary and manage bid process.

Location of Project (if not already mentioned):

Maintenance Dept.

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	One Riding Mower and Kubota Backhoe Attachment	$30,500

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Maintenance: Gymnasium Remodel

Project Description:

Refinish wood floor and install bleachers that meet current safety standards. Remove the existing bleachers from the gym. Remove the finish on the wood floor by sanding, then make necessary repairs to a clean floor surface, apply stain, markings and sealer. Then install new bleachers. Prep and paint walls in gym, hall, restrooms and kitchen.

Why the Project is needed:

The solid wood floor in the gym is original. It has been at least five years since the floor has been refinished. Over time and the constant use it gets, the floor becomes rough and has some warping. The refinishing project is a necessary preventative maintenance that will extend the useful life of the floor and prevent a possible unsafe (trip/fall hazard) environment for the public. The bleachers are also original, they have not been inspected or maintained by a professional and lack current safety features such as guardrails, smaller openings between the footboard/seat boards that help to prevent potential fall hazards. Opening and closing the bleachers is done manually and is very strenuous, the wood bleachers are heavy and the expandable mechanism is difficult to fully open and close. They will be replaced with aluminum, lightweight folding bleachers meeting current safety standards. Finally, the room and attached areas require prep work and a fresh coat of paint.

Staffing Required to Complete Project (FTEs and positions):

Work will be contracted to a third party. Staff time to prepare scope of work for manage the bid process and oversee the projects.

Location of Project (if not already mentioned):

Gymnasium in the Public Works Building at 395 S. Main Street

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	Refinish Gymnasium floor & Install New Bleachers Prep and Paint Gym, Halls, Kitchen and Restrooms	$17,000 (Floor) & $10,000 (Bleachers) $15,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Parks & Rec.:Community Pool Upgrades

Project Description:

Grade and pave the outer hillside around pool to establish useable space and use concrete or pavers to re-surface picnic table area.

Why the Project is needed:

Chemicals from the pool run out into these areas and kill the grass, creating a muddy mess. This project will cut down on mud on pool deck and dirt in the pool and also provide the community with a more useable space to relax around the pool.

Staffing Required to Complete Project (FTEs and positions):

Completed by Contractor Maintenance Supervisor- Admin Asst. for Bid Docs.

Location of Project (if not already mentioned):

Camp Verde Heritage Pool on Apache Trail

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	Community Pool Upgrades	$14,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, CIP Fund

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Parks & Rec.: Community Park Tennis Courts

Project Description:

Build two full size tennis courts in the Community Park.

Why the Project is needed:

We currently have one tennis court in the community, located at Butler Park and it is in very poor condition. Building two new courts would help to meet the recreational needs of the community.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman and Admin. to research options, post and manage the bid process, and supervise work of Contractor

Location of Project (if not already mentioned):

Community Park Site off SR 260

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	Two Tennis Courts for Community Park	$250,000
2013/14		
2014/15		
2015/16		
2016/17		

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Matching Grants, Park Fund or General Fund

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Storm Water –Cliffs Parkway Basins

Project Description:

Redesign and reconstruct the existing basins: at (1) Cliffs Parkway and Hollamon Street
(2) Cliffs Parkway and State Hwy 260
Reconstruct the basins by additional depth, reshaping the sides and slope, recontouring the layout, and installing a drainage weir system in each.

Why the Project is needed:

The current configuration of both basins do not provide for water retention. As designed, they allow the water to pass-through which contributes to the excessive runoff being handled by the drainage system downstream and adds to the possibility of flooding issues. The redesign and reconfiguration of the basins will provide for water retention and flow regulation, thus slowing the downstream flows and lessen the possibility of flooding to the downstream landowners.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process for materials *and* One additional FTE to assist existing crew in the reconstruction of basin

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	Storm Water –Cliffs Parkway Basin Phase I	$25,500
	Storm Water –Cliffs Parkway Basin Phase II	$15,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ADOT funds/CIP as a General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Gaddis Wash Drainage Improvements

Project Description:

The project includes the installation of 2-boxculverts in Gaddis wash for industrial drive, re-establishment of the Gaddis Wash's channel, and the armoring of the channel sides with rip-rap rock work. The work will be accomplished in annual stages over the 5-year period starting with the first box culvert installation under the paved portion of Industrial Drive.

Why the Project is needed:

The Gaddis Wash is a major drainage with a large drainage basin area that impacts the Industrial Road overflowing the road on occasion. The wash is adjacent to the Town Public Works yard and was identified as a concern that needed improvement when we purchased the Property.

Staffing Required to Complete Project (FTEs and positions):

Engineering, Project Management, Administrative, and the Street Crew staff time will be required to design, purchase materials, and build the improvements in house.

Location of Project (if not already mentioned):

Industrial Drive and the Gaddis Wash

Project Timeline:

Fiscal Year	Activity	Cost
	Install Box Culvert in the Gaddis Wash at Industrial Drive	$45,000
	Re-establish the Channel and Rip-Rap the Sides (250 Feet)	$7,500
	Install Box Culvert in Gaddis Wash for the access to Street Yard	$25,000
	Re-establish the Channel and Rip-Rap the Sides (250 Feet)	$7,500
	Re-establish the Channel and Rip-Rap the Sides (250 Feet)	$7,500

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/Stormwater CIP

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Stormwater: Annual Stormwater Improvements Projects

Project Description:

Each Year staff will identify the most critical Stormwater issue that requires attention. The types of projects and work required will range from installing culverts, clearing and re-grading existing channels to improving flow, rebuilding and improving detention basins, installing drywells to relieve flooding issues, installing Stormwater Pollution Prevention devises, and rip-rapping channels to prevent erosion.

Why the Project is needed:

Currently there is a large back log of stormwater improvement projects that need to be done to relieve the numerous flooding issues around Town; including many small to medium size ($5,000 to $30,000) stormwater improvement projects. The State and Federal Government Environmental Protection Agencies require communities to prevent stormwater pollution from reaching rivers and streams, each annual project that is funded will help to meet these mandates and keep us in compliance.

Staffing Required to Complete Project (FTEs and positions):

Smaller projects can be completed by streets staff (4 FTE). PW Project Manager and Administration staff time will be required to contract out the more involved projects.

Location of Project (if not already mentioned):

Throughout the Town of Camp Verde

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	Complete selected stormwater improvement projects	$30,000
2013/14	Complete selected stormwater improvement projects	$30,000
2014/15	Complete selected stormwater improvement projects	$30,000
2015/16	Complete selected stormwater improvement projects	$30,000
2016/17	Complete selected stormwater improvement projects	$30,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund & Possible Grant funding from Yavapai County

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Storm Water: Hollamon St., Main Street, & Town Complex

Project Description:

Install an underground system of Stormwater Piping and Collection Basins to collect the runoff resulting from storm events. The underground system would be along Hollamon Street, Main Street, and the Town Complex, and would be constructed in the existing Town Rights-of-Way.

Why the Project is needed:

The current system is all above ground and consists of a few curbs and gutters along with small drainage swales The lack of a complete system contributes to the flooding on Main Street and also impacts several of the business owners on Main Street. Installing an underground collection system with catch basins located along Hollamon Street, Main Street, and the Town's parking lots would eliminate a substantial amount of the stormwater flows we currently experience. And removal of the surface runoff would provide the added benefit of safer streets for the Town's residents and general public during and after a storm event.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department : Hollamon Street, Main Street, and Town Complex

Project Timeline:

Fiscal Year	Activity	Cost
	Storm Water: Hollamon St., Main Street, & Town Complex	$225,750
	Storm Water: Hollamon St., Main Street, & Town Complex	$1,675,250

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/County Flood Mitigation Funding/ CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Streets –Sidewalk, Curb, And Gutter Replacement and Development Program

Project Description:

To construct new or reconstruct the existing sidewalks, curbs, and gutters town wide as needed.

Why the Project is needed:

The current condition of the existing sidewalks, curbs, and gutters in many sections of town are deterioration due to age, construction activities, vehicular traffic, and Stormwater erosion. Also, in many locations throughout town there is a lack of connectivity for pedestrians to move safely and new sidewalks are needed. Curb and gutter are needed to direct, control, and manage the stormwater runoff that currently is causing damage to the towns roads.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process for materials/ One FTE to assist existing crew in the construction or reconstruction of the program and ongoing maintenance

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	Streets – Replacement and Development Program	$20,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Streets Materials Spreader

Project Description:

Purchase of a Materials Spreader/Handler in order to apply cinders and sand to the streets.

Why the Project is needed:

The Town is currently without any type of materials spreader. This equipment is used by the Street Crew to apply sand to the road surface for street Chip Sealing and Crack Sealing projects, the spreader will make this work more efficient and reduce overall time and materials cost. A Materials Spreader is also used during icing conditions to apply cinders or sand to bridges and streets to help prevent skidding and potential serious injury. One type of spreader is a Hopper Box insert which fits into a truck bed or tail gate; this type of spreader would provide the town with a unit that can be used by the Street Crew without the need to hold a CDL, and it will fit into the one ton truck we currently own.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research and obtain most competitive pricing for the equipment. Thereafter, the spreader will be used by Staff in their regular maintenance duties.

Location of Project (if not already mentioned):

Streets Department

Project Timeline:

Fiscal Year	Activity	Cost
	Streets Materials Spreader	$10,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ Lease-Purchase /CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Street Equipment - Skiploader

Project Description:

Purchase of Skiploader Tractor equipped w/ front end loader 1cy & Gannon blade w/ rippers

Why the Project is needed:

To maintain the approx. 200 lane miles of shoulders the town relies on the caterpillar blade to smooth and grade the shoulders. In most cases the blade is scraping a shoulder with a width of approx. 2' to 5' and the 14'blade can damage the edge of the pavement quite easily. In addition, traffic is always a concern and the larger Caterpillar requires that we use extra crew for flagging. The Skiploader tractor equipped with a Gannon blade can maneuver the approx. 2' – 5' shoulder widths while performing the same tasks as the grader with greater efficiency and safety for the crew and traveling public.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
	Skiploader Tractor equipped w/ loader &Gannon blade	$35,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ Lease-Purchase /CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Crack Seal Machine

Project Description:

Replace our 22-year old Crack Seal Machine with a new Crack Seal, Crafco Super Shot 125DC

Why the Project is needed:

The Crack Seal machine used by the Street Crew is approx. 22 years' old and has been repaired many times. Due to the age of the machine, parts are getting more difficult to find. The crack seal machine is an integral part of the Town's roads preventive maintenance annual schedule. It is used by the Street Crew to apply approx. 9500 lb. of sealant to an average of 65 lane miles of roads each year. Sealing road cracks prevents water from penetrating the pavement, causing rapid deterioration of the road. The new unit comes equipped with an air compressor that is used to clean debris from the cracks in the road prior to applying the sealant. This feature is more efficient, and will save time and money as currently the crew preforms an extra step using a separate compressor and walking the same road twice cleaning the cracks.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research and obtain bids for most competitive pricing.

Location of Project (if not already mentioned):

Streets Division of Public Works

Project Timeline:

Fiscal Year	Activity	Cost
	Crack Seal, Crafco Super Shot 125DC	$55,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ Lease-Purchase /CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Streets Division – Tire Replacement Program

Project Description:

Over the next three years schedule to replace the tires on the Street's equipment and large vehicles starting with the most worn and unsafe for road travel.

Why the Project is needed:

Equipment such as backhoes, mowers, dump trucks, loaders and blades are essential tools to accomplish the many tasks required of the Street Crew as they maintain, repair and construct the road system, drainage channels and Rights of Way throughout Town. The crew does much of the regular maintenance to keep all their equipment in safe working order. However, tires cannot be changed by staff. The Crew has evaluated the six pieces of large equipment and reported that the current condition of the tires is approaching the danger point for safe operation. Staff has placed the equipment on a tire replacement timeline.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research and obtain competitive bids

Location of Project (if not already mentioned):

Streets Division of Public Works

Project Timeline:

Fiscal Year	Activity	Cost
	Tire Replacement– Backhoe F., Mower R., Freightliner Dump	$16,268

F=Front R=Rear If nothing, all tires need replacement

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF /CIP possible General Fund

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Streets Division – Crew truck

Project Description:

Full-size, ¾ ton, two wheel drive, four door Crew Truck

Why the Project is needed:

The Street Crew currently uses a 1994 truck to transport staff and materials in the performance of their daily tasks; the truck has over 200,000 miles on it and has had numerous repairs to keep it safe and running. The repairs are becoming more costly with each year and the truck has reached the point where repairs are matching its worth. The truck is an essential vehicle to the Crew as it is used daily for many of the tasks required by the Street Division.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research and obtain competitive bids

Location of Project (if not already mentioned):

Streets Division of Public Works

Project Timeline:

Fiscal Year	Activity	Cost
	Crew - Full-size, ¾ ton two, wheel drive, four door	$35,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF /CIP possible General Fund

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Fleet-up date – Sign truck

Project Description:

Sign - Full-size, ¾ ton two, wheel drive, w/ generator, & compressor

Why the Project is needed:

FHWA mandatory sign reflectivity and letter styling replace mandate means; the town will over the next (6) six years be required to replace all signs within the town's boundary. The mandate programs schedule is; over the next three years the town will have to replace approx. 1,150 regulatory signs with the following three years the remaining warning and street identifying signs are to be replaced. The town currently doesn't have the equipment to in place to efficiently and safely remove and install the required signs. With the purchase of a vehicle and equipping it with a generator and compressor the crew will be able to perform the replacement requirements, keeping the town in compliance and grant eligible. The truck will be used to maintain the existing signs thereafter.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. time to research equipment options, prepare and manage the bid process.

Location of Project (if not already mentioned):

Streets Department of Public Works

Project Timeline:

Fiscal Year	Activity	Cost
	Fleet-up date – Sign truck	$25,500

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding, FHWA Grants/NACOG

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Road Equipment – Mower Replacement

Project Description:

Side mounted rotary mower to replace the side mounted flail mower unit. This upgraded unit can be installed without any additional modifications to the current tractor. And is serviced by the parts supplier the town uses to maintain the mower currently.

Why the Project is needed:

To maintain the approx. 200 lane miles of road sides the town relies on the towns current Tiger Side Mounted Flail Mower. The Tiger Side Mounted Flail Mower is approx. 12 years old. Due to the current conditions of the road sides the flail mower isn't suited for the task. It takes 80 blades to maintain the safe operation of the unit and all 80 blades require to be changed as a set and are changed out a minimum of five times each season. If the blades aren't changed as a set the bearings and rollers are damaged. And each blade set replacement has raised approx. 4 to5 percent in cost each time. A rotary unit only requires up to four blades and is designed to handle the town's road sides more effectively and efficiently.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
	Road Equipment – Mower Replacement	$18,500

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Fleet-up date

Project Description:

Superintendent - Mid-size, two wheel drive, extended cab

Why the Project is needed:

The current trucked used to transport the superintendent, crew and materials in the performance of their daily tasks. It is driven out of town for meetings and parts pick-ups. It is approx. 21 years old with approx. 200,000 miles and has had many repairs to keep it safe and running. The repairs are becoming more costly with each year and the truck has reached the point where repairs are matching its worth.

Staffing Required to Complete Project (FTEs and positions):

Location of Project (if not already mentioned):

Streets Department

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	Superintendent - Mid-size, two wheel drive, extended cab	$15,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Street Light – retrofit and Upgrade

Project Description:

To retrofit and upgrade the existing Main Street - street light bulbs and ballasts with LED

Why the Project is needed:

The current lighting located along Main Street use a system of 100 watt High Pressure Sodium luminaires or Bulbs and Ballasts. The upgraded LED system of 66 watts luminaires will provide the same foot-candle level with a 52% savings in energy alone. The costs savings of maintenance over the current system is approx. to the energy savings. The town has 84 lights to retrofit.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	Street Light – retrofit and Upgrade (21 lights)	$28,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/APS Energy Savings Grants and Rebates/CIP possible General Fund contribution

Years Two-Six

2013/2014-

2018/2019

Projects

The following projects will be considered for the five-year plan during the fall of this year and prioritized at that time. They appear in no particular order.

- Annual Storm water Improvement Projects
- GIS Mapping and IT services
- Urban Trail System
- Heritage Pool Splash Pad
- Community Park – Phased over 5 Years
- Rio Verde Plaza LEED Remodel
- Library
- Sanitary District Acquisition
- Water System Acquisition
- Curb Gutter and Sidewalk New and Replacements
- Intersection Upgrade @ SR-260/Industrial Dr./Goswick Way – Four Lane Round About
- Black Bridge Improvements
- Tire Replacement Program
- Top Dresser/Material Handler
- ROW Mower
- Utility Vehicle and Attachments
- Streets and Maintenance Crews Vehicles
- Lift Gate
- Power Screen
- Nine Wheel Roller/Compactor
- Steel Wheel/Drum Vibratory Roller
- Pad Foot/Sheep's Foot Roller Compactor
- Street Sweeper
- Road Assets Tracking
- Main Street Banners
- Gymnasium Repairs and Remodel
- Replace Building 300 Entrance Doors
- Upgrade Electrical Service Panel for Building 200
- Replace Shingle Roof on Public Works Building
- Remodel Room 304 (old weight room)
- Town Parking Lots Improvements
- Heating and cooling in Town Hall bathrooms
- Archive and public record storage facility/system
- Council chamber/Council office
- New court room/office area
- Courtroom only
- Court facility
- Police vehicle replacement program-Marshal's Office
- Equestrian Arena
- Animal shelter facility
- Rezzonico Park
- Main Street/Finnie Flat & MCH Tri Intersection Study and Round About Improvements
- Street Light Retrofit
- Gaddis Wash improvements
- Old Hwy 279 improvements
- Public transit
- Senior Center improvements

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Stormwater: Annual Stormwater Improvements Projects

Project Description:

Each Year staff will identify the most critical Stormwater issue that requires attention. The types of projects and work required will range from installing culverts, clearing and re-grading existing channels to improving flow, rebuilding and improving detention basins, installing drywells to relieve flooding issues, installing Stormwater Pollution Prevention devises, and rip-rapping channels to prevent erosion.

Why the Project is needed:

Currently there is a large back log of stormwater improvement projects that need to be done to relieve the numerous flooding issues around Town; including many small to medium size ($5,000 to $30,000) stormwater improvement projects. The State and Federal Government Environmental Protection Agencies require communities to prevent stormwater pollution from reaching rivers and streams, each annual project that is funded will help to meet these mandates and keep us in compliance.

Staffing Required to Complete Project (FTEs and positions):

Smaller projects can be completed by streets staff (4 FTE). PW Project Manager and Administration staff time will be required to contract out the more involved projects.

Location of Project (if not already mentioned):

Throughout the Town of Camp Verde

Project Timeline:

Fiscal Year	Activity	Cost
	Complete selected stormwater improvement projects	$30,000
	Complete selected stormwater improvement projects	$30,000
	Complete selected stormwater improvement projects	$30,000
	Complete selected stormwater improvement projects	$30,000
	Complete selected stormwater improvement projects	$30,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund & Possible Grant funding from Yavapai County

Public Works Department Project Request

Name of Project:

Storm Water: Hollamon St., Main Street, & Town Complex

Project Description:

Install an underground system of Stormwater Piping and Collection Basins to collect the runoff resulting from storm events. The underground system would be along Hollamon Street, Main Street, and the Town Complex, and would be constructed in the existing Town Rights-of-Way. The project would be completed in two phases.

Why the Project is needed:

The current system is all above ground and consists of a few curbs and gutters along with small drainage swales The lack of a complete system contributes to the flooding on Main Street and also impacts several of the business owners on Main Street. Installing an underground collection system with catch basins located along Hollamon Street, Main Street, and the Town's parking lots would eliminate a substantial amount of the stormwater flows we currently experience. And removal of the surface runoff would provide the added benefit of safer streets for the Town's residents and general public during and after a storm event.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process and project construction

Location of Project (if not already mentioned):

Streets Division of Public Works Department : Hollamon Street, Main Street, and Town Complex

Project Timeline:

Fiscal Year	Activity	Cost
	Construction Phase: Hollamon St., Main Street, & Town Complex	$1,675,250

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/County Flood Mitigation Funding/ CIP and General Fund contribution will be required

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Streets Equipment: Geographic Information Systems (GIS) Mapping and Information Technology Services.

Project Description:

Purchase Computer and Software to accurately map and build a data base of the Town's Infrastructure and assets.

Why the Project is needed:

The purpose of the County's GIS is to show property and parcel configurations, mapping, aerial imagery, and to provide property ownership data and physical attributes for all of the properties in Yavapai County. The Yavapai County GIS is helpful however; it is often not very accurate. Typically it does not show the correct alignment of the ROW and, because it is not its intended purpose, does not show utility locations. As Camp Verde moves into the future and grows, accurate mapping of Town roads, properties, utility locations, and ROW will become a critical need for managing growth. It is only with accurate mapping of Town infrastructure, that includes all data and attributes that good planning and successful growth can occur.

Staffing Required to Complete Project (FTEs and positions):

1-FTE with IT and GIS experience and Training. The duties would include providing mapping and data bases for Streets, Stormwater, Water & Sewer Utilities, and Planning and Zoning along with IT services.

Location of Project (if not already mentioned):

Public Works Administration Office.

Project Timeline:

Fiscal Year	Activity	Cost
	Hire FTE and Purchase Computer, Plotter, GIS Software, and Office Furniture/Equipment.	$105,000 ($60,000 of total for Salary + Benefits)

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

The project would be funded by a combination of General Fund, Grant, and HURF monies.

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Urban Trail System

Project Description:

Construct an Urban Trail System that links neighborhoods together and to Downtown, the parks, the river, school, and the Outpost Mall areas. The trails would be constructed with concrete or paving whenever practical but could also have an aggregate surface.

Why the Project is needed:

There already exists numerous dirt trails throughout the town that have been worn in by the sheer determination to get somewhere on foot or bicycle. Upgrading these trails and adding more new trails will not only improve the walking/biking experience of those who currently use them but would encourage others to use alternate means of transportation to get places with some exercise and at the same time save money on gas.

Staffing Required to Complete Project (FTEs and positions):

The streets and maintenance crews could build a lot of these, PW Project Manager and Administrative staff time will be required to contract out some sections of this project.

Location of Project (if not already mentioned):

Throughout Camp Verde

Project Timeline:

Fiscal Year	Activity	Cost
	Improve Existing Trails and Build new Trails	$15,000
	Improve Existing Trails and Build new Trails	$15,000
	Improve Existing Trails and Build new Trails	$15,000
	Improve Existing Trails and Build new Trails	$15,000
	Improve Existing Trails and Build new Trails	$15,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Matching Grants, Park Fund, HURF, and General Fund

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Heritage Pool Splash Pad

Project Description:

Install a Splash Pad at the Camp Verde Heritage Pool

Why the Project is needed:

This project will enhance summer recreation for the children in our community. A Splash Pad adds another dimension to the pool; it's a good way to cool off without having to get in the pool. The younger children can play without fear of drowning.

Staffing Required to Complete Project (FTEs and positions):

Completed by Contractor, Maint. Supervisor and Admin. Asst. to complete Bid Docs

Location of Project (if not already mentioned):

Camp Verde Heritage Pool located on Apache Trail

Project Timeline:

Fiscal Year	Activity	Cost
	Heritage Pool Splash Pad	$75,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Matching Grant, Park Fund or General Fund

Town of Camp Verde Capital Improvement Plan

Public Works Dept. (Parks & Rec) Project Request

Name of Project:

{Parks & Rec: Community

Project Description:

Site and Install a well or multiple wells that can produce enough water to irrigate all of the proposed ball fields and supply water to all of the other facilities such as the restroom and concession stand. The well or wells need to be sited so that they don't interfere with any existing wells in the vicinity, below the SRP surface water table, and will produce enough water for the parks operations. The project includes construction of a well house to secure and protect all of the necessary equipment to ensure safe water with adequate pressure. This would include the backflow preventers, pressure tanks, monitoring gauges, and any necessary treatment equipment to ensure the water quality needed. This project would also include a storage tank to ensure adequate water supplies.

Why the Project is needed:

The Community Park Improvements will include 4 ball fields, a restroom, and a concession stand, all of which will need an adequate supply of water for irrigation and domestic uses. The concession stand and any public drinking water will also need to be treated to ensure that the water quality meets drinking water standards.

Staffing Required to Complete Project (FTEs and positions):

PW Project Manager and Administrative staff time will be required to contract out this project.

Location of Project (if not already mentioned):

Camp Verde Community Park Located off SR 260.

Project Timeline:

Fiscal Year	Activity	Cost
	Install the well, Well House, and Equipment. Install APS Electric Service to meet all of the parks present and future power needs.	$250,000
	Install Storage Tank	$150,000
	Develop one (1) baseball and one (1) soccer/multi-use field at the Community Park Site	$458,000
	Completion of Community Park Baseball Fields	$492,000
	Community Park BMX Course	$60,000
	Community Park Concession Stand	$250,000
	Ball Field Lighting for one baseball and one soccer field	$180,000
	Community Park Playground	$100,000
	Community Park Ramada's and Picnic Areas	$130,000
	Community Park Restrooms	$250,000
	Two Tennis Courts for Community Park	$250,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Matching Grant, Parks Fund, and General Fund

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Rio Verde Plaza Remodel

Project Description:

Completely remodel Rio Verde Plaza per the LEED certified architectural plans prepared by Joel Westervelt. The remodeled building is to house the Community Development and Public Works Departments.

Why the Project is needed:

The remodel would provide improved and combined offices and workspace for both the Public Works and Community Development departments that are now housed in separate locations. By combining the two departments under one roof with adequate space would provide better customer service to the citizens of Camp Verde.

Staffing Required to Complete Project (FTEs and positions):

PW Project Manager and Administrative staff time will be required to contract out this project.

Location of Project (if not already mentioned):

Rio Verde Plaza at the Corner of Main and Fain

Project Timeline:

Fiscal Year	Activity	Cost
	Remodel the Rio Verde Plaza	$1,200,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Finance and General Fund

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Library Building

Project Description:

To build a new library to satisfy the needs of Camp Verde's growing community.

Why the Project is needed:

Our present facility was built in 1974 and is about 5,000 square feet. Since then, our population and collection has grown. The demand for modern library services has also grown over the years. In addition to lending books, library services today includes lending out books on tape and CDs, movies, providing public access to computers, and providing a space for citizens to communicate with each other in large or small groups or quiet study. The present facility can do some of that to a certain degree, but the community needs a facility that will provide all of those services at the highest possible level.

Staffing Required to Complete Project (FTEs and positions):

No additional staff is needed, but professionals will need to be hired for design, etc.

Location of Project (if not already mentioned):

The location of the current library on Black Bridge Loop Rd.

Project Timeline:

Fiscal Year	Activity	Cost
	Design and build the facility	$1,600,000.00

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

A USDA loan/grant for $1.6 million, about $250,000.00 in designated municipal funds, the sale of about 5 acres of land valued at about $300,000, and private donations from Citizens Committee for Camp Verde Library of about $250,000. We would also like to raise more money from the private sector.

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Parking Lot Improvements

Project Description:

Redesign the unpaved parking area on the East side of the library building.

Why the Project is needed:

Patron parking in this area can be tricky at times and is a safety hazard. Removing the trees installing a culvert would ease access to that area tremendously.

Staffing Required to Complete Project (FTEs and positions):

The town engineer will design the project and the maintenance department will make it happen

Location of Project (if not already mentioned):

Project Timeline:

Fiscal Year	Activity	Cost
	Remove 3 trees and put in a culvert	
	Pave (if possible) the parking lot from the street to the patio in front of the building.	

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Municipal funds

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Radio Frequency Identification (RFID)Tags for books and materials

Project Description:

Install RFID tags on all library materials

Why the Project is needed:

This project, when used to its fullest potential, will allow us to offer self-checkout services to our patrons, provide better security for our materials, and easier and more efficient inventory control.

Staffing Required to Complete Project (FTEs and positions):

10 hours per week increase for one existing part-time employee. Applying ID tags and then linking them to a specific inventory record in the system would take approximately 520 hours.

Location of Project (if not already mentioned):

This project will take place at the library and items purchased for this project will be movable to a new location when the time comes.

Project Timeline:

Fiscal Year	Activity	Cost
	Acquire the tags and a workstation to program them	$10,000
	Purchase and install a gate for security purposes	$10,000
	Purchase and install self-checkout stations for patrons to use	$10,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

This project should cost about $30,000. The Yavapai County Library District would be providing the individual tags to be placed on our items. We could spread the cost over a few years.

Town of Camp Verde Capital Improvement Plan

Public Works Deptartment Project Request

Name of Project:

Public Works: Sanitary District Acquisition.

Project Description:

Acquisition of the Camp Verde Sanitary District after it is approved by public vote. The approval process will require the voters within the Sanitary District to elect to dissolve the Sanitary District and the Town's voters to approve assuming responsibility for and the control of the Sewer System as a Town utility.

Why the Project is needed:

A municipality the size of Camp Verde, that is certain to grow in the future, should own and operate the utilities within their corporate boundary. As a Town we have better opportunities for grants and a much greater capacity for loans/debt for the funding necessary to maintain the existing system and to expand the sewer services to more residents. The goal of any municipality should be to ensure community health, safety, and lower environmental impacts while providing dependable services to the community at an affordable rate. Within our jurisdiction we need to be expanding the sewer services to as many residents as practical to; improve public health and safety, reduce the number of existing septic systems, and provide sanitary sewer for all new development in this Town.

Staffing Required to Complete Project (FTEs and positions):

1-FTE Deputy Public Works Director to manage the Utility Division Operations. (the Deputy Director position would assist the Director with the management of all of the public works divisions; streets, maintenance, stormwater, fleet, & utilities) It is assumed that the Sanitary District employees will be retained. 1-FTE Sewer System/Plant Operator, 2-FTE Utility Maintenance Workers, 1-FTE Accounts Manager, & 1-FTE Admin. Assistant.

Location of Project (if not already mentioned):

Town of Camp Verde and the Waste Water Treatment Plant.

Project Timeline:

Fiscal Year	Activity	Cost
	Bring acquisition question to the voters in November 2013.	To Be Determined

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, WIFA Grants, Finance, and Utility Billings.

Town of Camp Verde Capital Improvement Plan

Public Works Deptartment Project Request

Name of Project:

Public Works: Acquisition of the privately owned Camp Verde Water System.

Project Description:

Purchase the Camp Verde Water System (CVWS) and its assets from its current owners, retain current CVWS employees, and operate the Water System as a Town Utility and enterprise fund.

Why the Project is needed:

A municipality the size of Camp Verde, that is certain to grow in the future, should own and operate the utilities within their corporate boundary. As a Town we have better opportunities for grants and a much greater capacity for loans/debt for the funding necessary to maintain the existing system and to expand the water system services to more residents. Water is a valuable asset to any community and the ability to provide quality water at a reasonable rate to as many of our residents as possible would be our goal.

Staffing Required to Complete Project (FTEs and positions):

1-FTE Deputy Public Works Director to manage the Utility Division Operations. (the Deputy Director position would assist the Director with the management of all of the public works divisions; streets, maintenance, stormwater, fleet, & utilities) It is assumed that the CVWS employees will be retained. 1-FTE Water System supervisor, 2-FTE Utility Maintenance Workers, 1-FTE Accounts Manager, & 1-FTE Admin. Assistant.

Location of Project (if not already mentioned):

Town of Camp Verde

Project Timeline:

Fiscal Year	Activity	Cost
	Acquire Camp Verde Water System	To Be Determined

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund, WIFA Grants, Finance, and Utility Billings.

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Streets –Sidewalk, Curb, And Gutter Replacement and Development Program

Project Description:

To construct new or reconstruct the existing sidewalks, curbs, and gutters town wide as needed.

Why the Project is needed:

The current condition of the existing sidewalks, curbs, and gutters in many sections of town are deterioration due to age, construction activities, vehicular traffic, and Stormwater erosion. Also, in many locations throughout town there is a lack of connectivity for pedestrians to move safely and new sidewalks are needed. Curb and gutter are needed to direct, control, and manage the stormwater runoff that currently is causing damage to the towns roads.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process for materials/ One FTE to assist existing crew in the construction or reconstruction of the program and ongoing maintenance

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
	Streets – Replacement and Development Program (+4.5%)	$20,900
	Streets – Replacement and Development Program (+4.5%)	$21,840
	Streets – Replacement and Development Program (+4.5%)	$22,822
	Streets – Replacement and Development Program (+4.5%)	$23,848

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Street Construction –Intersection Upgrade

Project Description:

Install an upgrade to the existing intersection of State Route Hwy 260/Industrial Drive/Goswick Way: installation of a Four Lane Roundabout. With the addition of slip lanes to facilitate safer and more efficient vehicular movements while providing greater access to the business community located within the area.

Why the Project is needed:

SR 260 south of I-17 Exit 287: the current bifurcated road system and left turn lanes installed by ADOT has proven to be problematic for the safe movement of vehicular and pedestrian traffic entering and exiting the businesses. With the current pattern of restricted vehicle movement crossing from east to west bound and vice-a-versa on State Hwy 260 as well as Industrial Dr. and Goswick Way, and the absence of pedestrian crossings forces the public on foot to compete with vehicles on the roadways. This also leads vehicles to improperly cross through the turn lanes due to their configuration and location; adding to the confusion and treacherous conditions for the public.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department : at SR 260 South of I-17

Project Timeline:

Fiscal Year	Activity	Cost
2012/13	Streets Construction – Roundabout Intersection (Study)	$250,000
2013/14		
2014/15	Streets Construction – Roundabout Intersection (construction)	$1,350,500
2015/16		
2016/17		

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ADOT Funding/TE-21 Grants/HSPM Funding/PARA Grant/CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Black Bridge Improvements

Project Description:

Protect the Bridge from scour by armoring the bridge supports, replace the bearing pads, replace the guardrail, and replace the deck seals.

Why the Project is needed:

Black Bridge was built in 1975 and is the only Town owned Bridge that crosses the Verde River. Over the years Black Bridge has served the community well enduring numerous flood events and the daily wear and tear. Black bridge is in surprisingly good shape for its age but needs some critical improvements to extend its service life.

Staffing Required to Complete Project (FTEs and positions):

PW Project Manager and Administrative staff time will be required to contract out this project.

Location of Project (if not already mentioned):

Black Bridge on Montezuma Castle Highway

Project Timeline:

Fiscal Year	Activity	Cost
	Design, acquire permits and environmental clearances	$150,000
	Install Scour Prevention, replace bearing pads, guardrail, & Seals	$891,108

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Matching Grant and HURF

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Streets Division – Tire Replacement Program

Project Description:

Over the next three years schedule to replace the tires on the Street's equipment and large vehicles starting with the most worn and unsafe for road travel.

Why the Project is needed:

Equipment such as backhoes, mowers, dump trucks, loaders and blades are essential tools to accomplish the many tasks required of the Street Crew as they maintain, repair and construct the road system, drainage channels and Rights of Way throughout Town. The crew does much of the regular maintenance to keep all their equipment in safe working order. However, tires cannot be changed by staff. The Crew has evaluated the six pieces of large equipment and reported that the current condition of the tires is approaching the danger point for safe operation. Staff has placed the equipment on a tire replacement timeline.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research and obtain competitive bids

Location of Project (if not already mentioned):

Streets Division of Public Works

Project Timeline:

Fiscal Year	Activity	Cost
	Tire Replacement– Blade, Backhoe R., Auto Cart Water Truck	$27,002
	Tire Replacement– Loader, Mower F.	$6,376

F=Front R=Rear If nothing, all tires need replacement

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF /CIP possible General Fund

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Maintenance: Purchase Top Dresser/Material Handler

Project Description:

Purchaser a Top Dresser/Material Handler for the Maintenance Division to maintain the football/soccer, baseball fields and other grass areas in local parks and the Town Campus.

Why the Project is needed:

A Top Dresser or Material Handler will be used by the Maintenance Crew to maintain the playing fields and grass areas of the parks and Town Campus. After heavy use from baseball, football and soccer our fields are pocked with divots, these can be hazardous to the public causing someone to trip or fall and injure legs or ankles. Heavy storms and weather can also contribute to turf damage. In addition to injury, if the divots are not filled in, they can dry out and cause further damage to the turf. The Top Dresser will be used to spread compost, sand and soil amendments to the turf. The Top Dresser is able to spread these materials very quickly and evenly in wet or dry conditions making this an economical and efficient equipment purchase.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman and Admin. to research options & manage bid process

Location of Project (if not already mentioned):

395 S. Main Street – Maintenance Division

Project Timeline:

Fiscal Year	Activity	Cost
	Top Dresser/Material Handler	$18,500

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Streets Equipment: Mower Replacement

Project Description:

Purchase a Side Mounted Rotary Mower to replace the side mounted flail mower unit

Why the Project is needed:

To maintain the approx. 200 lane miles of road side the Street Crew uses a 12-year old "Tiger Side-Mounted Flail Mower". Due to the current conditions of the road sides, (large weeds, trash, rocks etc.) the flail mower isn't suited for the task. It takes 80 blades to maintain the safe operation of the unit and all 80 blades must be changed as a set. If the blades aren't changed as a set the bearings and rollers are damaged. The blades are changed out a minimum of five times each season. The cost of each blade set replacement has increased approximately 4 to 5 percent each time a set has been ordered. A rotary unit requires up to four blades (if a blade needs replacing, only two at a time must be changed) and is designed to handle the condition of Town's Right of Way more effectively and efficiently. This upgraded unit can be installed without any additional modifications to the current tractor. And is serviced by the parts supplier the town uses to maintain the mower currently.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
	Streets Equipment – Side Mounted Rotary Mower	**$18,500**

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Maintenance: Purchase Equipment, Utility Vehicles and Attachment

Project Description:

Purchase Mowers, Utility Vehicle, and a Backhoe Attachment

Why the Project is needed:

- Two riding mowers were purchased used over five years ago (they are both over 10 years old); staff has added many more hours of use. The cost of maintenance and repairs is getting more expensive and parts more difficult to obtain, making the expense of repairs very close to the value of the mowers.
- The addition of a Work/Utility ATV with a lift will assist maintaining the park grounds, save gas and be more efficient.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman and Admin. Research/compare features and price, obtain quotes and prepare staff summary and manage bid process.

Location of Project (if not already mentioned):

Maintenance Dept.

Project Timeline:

Fiscal Year	Activity	Cost
	Work/Utility ATV	$13,000
	One Riding Mower	$16,300

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan
Public Works Department Project Request

Name of Project:

Maintenance: Replacement of Maintenance Vehicles

Project Description:

Purchase new Maintenance Vehicles to replace our aging fleet

Why the Project is needed:

The current fleet of Maintenance Vehicles is aging; the frequency and expense of repairs is more frequent and costly. Vehicles used in Maintenance : 1988 Dump Truck – 161,576 miles
1988 Truck – 188,000 miles (Request to replace 2012/2013)
1998 Truck – 120,000 + miles
1999 Truck – 120,000 + miles
2006 1-Ton Truck – 63,586 miles

Staffing Required to Complete Project (FTEs and positions):

Staff time to research/compare and obtain quotes would primarily be the responsibility of the Maintenance Foreman w/some Admin assistance. Vehicles may be replaced through the bid process, State surplus or State's Contract

Location of Project (if not already mentioned):

Maintenance Division of Public Works

Project Timeline:

Fiscal Year	Activity	Cost
	1-Ton Dump Truck to replace 1982 Dump Truck	$30,000
	¾ Ton Truck to replace 1998 Truck	$22,000
	¾ Ton Truck to replace 1999 Truck	$24,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

GENERAL FUND/ CIP

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Streets Division Fleet Update: Lift Gate

Project Description:

Replace the tail gate of the one- ton dump truck with a flip-style lift gate.

Why the Project is needed:

The crew currently uses their own physical power to lift heavy or awkward objects into the back of any of the truck beds. Not only does this expose the crew to possible on- the- job injury, it is very inefficient. Replacing the tail gate on the Street Crew's one- ton truck with a flip-style lift gate, capable of lifting up to 1,600 lbs., will help to reduce injury and expand the use of the truck, by making it more efficient to lift and carry heavy objects to and from the job site.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
	Fleet-up date –Lift Gate for one-ton dump truck	$10,500

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Streets Division: Powerscreen

Project Description:

Purchase of Dry Screen Plant – Powerscreen

Why the Project is needed:

Millings are ground up asphalt from a road surface; the millings can be mixed with aggregates and a petroleum binder and reused in new paving projects. The Powerscreen is used to separate the gradation (according to size), of millings and materials used to construct and reconstruct the roads that the Town maintains. The milling materials are loaded onto a screen that will reject material that is too large and then sort the smaller pieces by size. The Town currently has approx. 125,000 tons of millings in storage with another 300,000 to be delivered this year (the millings were given to the Town by ADOT from re-pavement projects on I-17). Currently the town contracts out for this screening service and has to work around the schedule of the contractor due the limited number of contractors with this equipment and season of year the work needs to be completed. This piece of equipment will enable the Street Crew to better schedule projects and open possible opportunities for projects that we currently can't do.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. time to research equipment options, prepare and manage the bid process.

Location of Project (if not already mentioned):

Streets Division of Public Works.

Project Timeline:

Fiscal Year	Activity	Cost
	Road Equipment - Powerscreen	$125,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ Lease-Purchase /CIP possible General Fund contribution

PTown of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Streets Equipment : Nine Wheel Roller/Compactor

Project Description:

Purchase of Nine Wheel Roller/Compactor

Why the Project is needed:

The Town does not own a Nine Wheel Roller Compactor. A Nine Wheel Roller is a compactor that is used in the construction and repair of roads, driveways and parking lots. The roller is applied to the surface for the compaction of asphalt and base road layers. Currently the Town rents this equipment when it is required for the repair and construction of asphalt surfaced roads. The Street Crew is able to construct and repair roads in house using the millings the Town has secured from ADOT and stored the Public Works yard.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage the bid process.

Location of Project (if not already mentioned):

Streets Division of Public Works

Project Timeline:

Fiscal Year	Activity	Cost
	Nine wheel roller	$15,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/Lease Purchase /CIP/Possible contribution from General Fund

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Streets Equipment - Steel Wheel / Drum Vibratory Roller

Project Description:

Purchase a Steel Wheel / Drum Vibratory Roller (this equipment has a front wheel that is a vibrating drum, rear tires are pneumatic to achieve compaction density and smoothness)

Why the Project is needed:

Currently the town rents a vibratory roller, to compact asphalt, when making repairs of or constructing asphalt surface roads; these roads are repaired and constructed using the millings the town has secured from ADOT stored at the Public Works yard. When small or individual pot-hole repairs are made the crew has to use one of their vehicles, they make several forward/backward movements to compact the patch, not only is this inefficient and ineffective it puts stress on the vehicle's transmission. Because this type of compactor is smaller than the more expensive heavy machinery used for large freeway projects, it is a cost effective investment to accomplish the final compaction on our regional roads. The size makes it versatile and could be used for parking lots and driveways and for much of the basic infrastructure work to be done at the Streets Yard on Industrial Drive.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options, prepare and manage bid process

Location of Project (if not already mentioned):

Streets Division Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
	Steel Wheel / Drum Vibratory Roller	$17,750

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/Lease Purchase/ CIP and possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Streets Equipment: Padfoot /Sheep's foot Roller Compactor

Project Description:

Purchase of Padfoot /Sheep's foot Roller Compactor

Why the Project is needed:

This type of Padfoot /Sheep's foot Roller Compactor can be pulled behind equipment the Town currently owns. A padfoot/sheepsfoot is typically used for compacting fine-grained soils and clay and is helpful breaking up and compacting bedrock. Currently the town rents this equipment to repair and construct asphalt roads, these roads are constructed from the millings the town has secured from ADOT and stored the Public Works yard.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options, prepare and mange bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
	Padfoot /Sheep's foot Roller Compactor	$15,250

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF/Lease Purchase/ CIP possible General Fund Contribution

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Streets Division Fleet-up date – Street Sweeper

Project Description:

The replacement of the Town's 26 year-old Streets Sweeper with an updated Class 7 type Streets Sweeper

Why the Project is needed:

The current Streets Sweeper is a class 7 type; it is approx. 26 years old with approx. 10,000 hrs. of use. Due to its age, parts both for the running chassis and sweeping system are getting more difficult to locate. As the age of the current sweeper grows the maintenance and repair cost grows exponentially. A class 7 sweeper is a vacuum-type sweeper that sweeps, picks-up & contains the road debris.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options, prepare and manage bid process

Location of Project (if not already mentioned):

Streets Division Public Works Department

Project Timeline:

Fiscal Year	Activity	Cost
	Fleet-up date – Street Sweeper	$125,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/ Lease-Purchase/ CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Streets - Road Assets Tracking

Project Description:

Purchase GPS Software, Field Computer, Data Plotter

Why the Project is needed:

Federally-mandated minimum sign reflectivity standards and letter styling became final on January 22, 2008. As a result of the regulations, over the next (6) six years, the Town is required to replace all signs within the Town's boundary. The Federal Highway Administration's (FHWA) mandated schedule directs that over the next three years the town will have to replace approx. 1,150 regulatory signs; the remaining warning and street identifying signs are to be replaced within the three years following. As part of the sign replacement program the Town is also required to develop and maintain a Sign Inventory System. The FHWA Mandatory Sign Inventory System requires the establishment of sign locations, condition tracking, and monitoring for future replacement. The town currently doesn't have the equipment to perform this task.
Also, by developing the Sign Inventory System and maintenance schedule, the Town will qualify for future opportunities to secure upcoming grant funds.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. time to research equipment options, prepare and manage the bid process.

Location of Project (if not already mentioned):

Streets Division of Public Works.

Project Timeline:

Fiscal Year	Activity	Cost
	Road Assets Tracking -GPS Software, Field Computer (lap top)	$9,750
	Road Assets Tracking -Data Plotter	$12,250

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funds/ FHWA Grants/NACOG / CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Maintenance: Main Street Banners, Flags and Holiday decorations

Project Description:

Purchase new banners, flags and holiday decorations for the brackets on the Main Street Light poles.

Why the Project is needed:

The flags, banners and holiday decorations are several years old; they show their use and exposure to the elements. The banners, flags and holiday decorations are seen by citizens and travelers to our Town, and by default, reflect back an opinion of Camp Verde.

Staffing Required to Complete Project (FTEs and positions):

Staff time to research and price the flags, banners and holiday decorations: 10+ hours with possible review by Council

Location of Project (if not already mentioned):

Main Street

Project Timeline:

Fiscal Year	Activity	Cost
	Flags and Banners	$15,000
	Holiday Decorations	$10,000
	Holiday Decorations	$10,000
	Holiday Decorations	$10,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

CIP

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Maintenance: Replace the shingle roofs on the Gymnasium, Room 304 & Room 305

Project Description:

Remove and replace the shingle roofs on the Public Works Building: Rooms 304 & 305 and the Gymnasium

Why the Project is needed:

Roofs are worn, weather stressed, and leaking. Due to the age and condition, repairs are becoming less efficient. Potential damage to the gym floor can be costly and new leaks are discovered with each storm event. The new roofs will match the roofs installed in 2011 on the Administration and 200 Buildings.

Staffing Required to Complete Project (FTEs and positions):

Re-Roof project will be awarded to most responsible bidder; Maintenance Foreman and Admin to prepare scope of work manage the bid process and the contracted work.

Location of Project (if not already mentioned):

395 S. Main St.

Project Timeline:

Fiscal Year	Activity	Cost
	Remove & Replace Roof on Public Works Building: Gymnasium, Room 304 and Room 305	$120,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Maintenance: Replace Doors on 300 Building

Project Description:

1.) Replace the double doors at the Gymnasium Hollamon St. entrance with card reader system
2.) Replace single door at Gymnasium rear entrance
3.) Replace double doors at entrance to the Public Works Building

Why the Project is needed:

The **double doors** to the entrance of the Public Works Building 300 are very old, the lock assemblies require frequent maintenance, the windows are not energy efficient, they do not seal well, and it often drags on the sill.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman and Admin to prepare and mange bid process and oversee project

Location of Project (if not already mentioned):

395 S. Main Street

Project Timeline:

Fiscal Year	Activity	Cost
	Replace Double Entry doors to Public Works Building	$10,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Maintenance: Upgrade Electrical Service Panel on 200 Building

Project Description:

Replace the existing 200-amp Electric Service Panel on the 200 Building with a 400-amp Electric Service Panel

Why the Project is needed:

The existing 200-amp electric service panel does not provide sufficient capacity for the electrical demands of a modern building calling for sufficient energy to operate multiple office machines such as computers, printers, copiers and faxes all running concurrently with the HVAC unit. Prior to updating or re-purposing any of the individual rooms, sufficient electric power and wiring will be required. Replacing the existing 200-amp panel with a new 400-amp , 40-circuit Electric Service Panel will allow future upgrades (such as removing the evap. coolers and installing HVAC units) and remodeling or re-purposing the rooms to more modern spaces that will support current technology used for public presentations or office space.

Staffing Required to Complete Project (FTEs and positions):

Work will be completed by most responsible bidder. Staff time to prepare scope of work and obtain/compare three competitive bids.

Location of Project (if not already mentioned):

200 Building: 435 S. Main St.

Project Timeline:

Fiscal Year	Activity	Cost
	Electric Service Panel	$9,500

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Maintenance: Replace the shingle roofs on the Gymnasium, Room 304 & Room 305

Project Description:

Remove and replace the shingle roofs on the Public Works Building: Rooms 304 & 305 and the Gymnasium

Why the Project is needed:

Roofs are worn, weather stressed, and leaking. Due to the age and condition, repairs are becoming less efficient. Potential damage to the gym floor can be costly and new leaks are discovered with each storm event. The new roofs will match the roofs installed in 2011 on the Administration and 200 Buildings.

Staffing Required to Complete Project (FTEs and positions):

Re-Roof project will be awarded to most responsible bidder; Maintenance Foreman and Admin to prepare scope of work manage the bid process and the contracted work.

Location of Project (if not already mentioned):

395 S. Main St.

Project Timeline:

Fiscal Year	Activity	Cost
2012/13		
2013/14	Remove & Replace Roof on Public Works Building: Gymnasium, Room 304 and Room 305	$120,000
2014/15		
2015/16		
2016/17		

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Maintenance: Remodel Room 304

Project Description:

Remodel room 304 (the old weight room) so that it can be used as a meeting room for public and private use. The project includes structural improvements to the roof, window repairs, drywall repair, painting, interior & exterior lighting improvements, and new flooring.

Why the Project is needed:

Room 304 would have more value to the community as a meeting room than its current use as a storage room. In the past, room 304 has served as the community weight room and more recently a storage room. As a result of these uses the room is in poor condition and needs improvements. Additionally, the roof requires structural enforcements; the room appears to be an addition to the original building and the roof and was not constructed to meet code or with structural integrity.

Staffing Required to Complete Project (FTEs and positions):

Maintenance Foreman and Admin. to manage bid process and project work.

Location of Project (if not already mentioned):

Public Works Building: Room 304 on the East side of the Town's gym.

Project Timeline:

Fiscal Year	Activity	Cost
	Complete Engineering & Structural Repairs	$27,000
	Remodel Room 304	$18,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Town Parking Lot Improvements

Project Description:

Grade, Pave, and install parking lot lighting in the Public Parking Lots located at the back of Town Hall and on Hollamon Street.

Why the Project is needed:

The parking lots located at the back of Town Hall and on Hollamon Street currently have gravel surfaces that create dust and are eroded during rain events. Paved parking lots are required by our Town codes.

Staffing Required to Complete Project (FTEs and positions):

Street Crew will complete the work.

Location of Project (if not already mentioned):

Hollamon Street and Town Hall

Project Timeline:

Fiscal Year	Activity	Cost
	Grade, Pave, and Install Parking Lot Lighting in both Parking Lots	$45,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project: Heating and Cooling in the Employee Town Hall Restrooms

From Administration: CBrown

Date: October 20, 2011

To appropriate funding in the Capital Improvement Plan (CIP) or seek energy grants (or combination of the two) in order to add heating and cooling in the employee Town Hall restrooms.

Project Description:

Fund in the Capital Improvement Plan (CIP) or seek energy grants in order to add heating and cooling in the employee Town Hall restrooms. The aforementioned restrooms were built in the 1960's and there is no heating and cooling in this area.

Ultimately, the Town would need to hire a HVAC contractor to install ductwork that ties into the existing duct work system and HVAC units to serve the Men's and Women's Restrooms. The work would include:

1. Upgrading the existing duct work in both the Administration offices and the Council Chambers/Court offices in order to add the additional duct work with controlling dampers and thermostats to regulate the air flow in each restroom.

Why the Project is needed:

To provide: heating and cooling in the employee Town Hall restrooms

Staffing Required to Complete Project (FTEs and positions):

2

Location of Project (if not already mentioned):

SAA

Project Timeline:

Fiscal Year	Activity	Cost
	Seek Grants and or schedule work	$15,000 to $20,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Budget funding and/or seek grants in FY 2012/2013

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Town of Camp Verde Archives & Public Records Storage Facility/System

Project Description:

Identify and improve a location/facility in which to archive the Town's permanent records.

Why the Project is needed:

As defined in the Arizona **Revised Statutes (ARS §41-1350) records are: "All books, papers, maps, photographs,** or other documentary materials, regardless of physical form or characteristics made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government, or because the informational and historical value of the data contained therein..." Records as defined above are the property of the **STATE OF ARIZONA.** They are in no sense personal property, nor are they the property of a specific agency or political subdivision (ARS §41-1347).

Town records, such as current minutes, deeds, contracts, agreements, studies, etc. are stored in the Clerk's Office in filing cabinets that are unsecured and non-fireproof. Historical and/or inactive records are 'archived' in the girl's shower area of the Community Center. This area is also unsecured and non-fireproof. Neither facility offers the protection that these important records require.

Statutes require records to be stored in secure and climate-controlled areas with an environment that is free of dust, insect and/or rodent infestation, and exposure to light. Until such time as an area is identified and improved, the state's records relative to the business and history of the Town of Camp Verde remain at risk.

Staffing Required to Complete Project (FTEs and positions):

As soon as an adequate area is identified, either a contractor or a sufficient number of staff will be required to retrofit the new area with climate/humidity controlling and install rolling file storage systems. When complete, relocation, re-filing, and indexing records will be required. This is likely to take at least one FTE (Deputy Clerk) several months to complete.

Location of Project (if not already mentioned):

To be determined. Ideas for locations include, but are not limited to, new construction, the metal building near CVMO, a room at the Rio Verde Plaza, the Community Development office suite (this would require relocation of the department staff), or another office that is of sufficient size to sustain the Town's growing records for the next 5-10 years.

Project Timeline:

Fiscal Year	Activity	Cost
	Identify/retrofit-improve-construct area/Install new file system	$10,000 - $40,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund

Location of Project (if not already mentioned):

To be determined. Ideas for locations include, but are not limited to, new construction, the metal building near CVMO, a room at the Rio Verde Plaza, the Community Development office suite (this would require relocation of the department staff), or another office that is of sufficient size to sustain the Town's growing records for the next 5-10 years.

Project Timeline:

Fiscal Year	Activity	Cost
	Identify/retrofit-improve-construct area/install new file system	$10,000 - $40,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Council Chambers/Council Office

Project Description:

Improve rooms 206/207 and old Sanitary District offices to house the Council Chambers/Council offices. Upgrade equipment to facilitate live streaming during Council meetings, which will provide additional community outreach and opportunities for public participation.

Why the Project is needed:

Council Chambers are currently shared with the Magistrate Court. At times, conflicts occur and Council meetings must be rescheduled and/or relocated to other areas. Unfortunately, when this occurs it is not possible to record the meeting and place the audio on the Web site. This causes great inconvenience to the public. Further, the current Chamber facility is small, allowing for no more than 74 people. This limit includes Council members, media, and staff. Further, when executive sessions are held, the public is forced to stand outside in inclement weather until the meetings are concluded.

Room 206/207 is ideal, as the room accommodates 108 people. The old Sanitary District office is located adjacent to this room. (Note: Room 206/207 is actually one room that can be divided.) This office could be improved to provide a Council office/meeting room in which Council could hold executive sessions with the sound equipment serving both areas. This would eliminate the need to have the public stand outside while waiting for the meeting to end.

This project would necessitate the need to upgrade the recording equipment, as the Court requires use of the existing recording equipment. The upgrade would provide live feed Web streaming for meetings and other matters of community interest. This upgrade will allow the community to watch meetings in real time. Further, this media could support other means of public participation and community outreach.

Staffing Required to Complete Project (FTEs and positions):

Either a contractor or a sufficient number of staff will be required to remodel the existing facilities to include removal of existing benches and debris. Walls will need to be painted, installation of heating/cooling, flooring, cameras, telephones, sound, and computer equipment will be required in both rooms. Council and staff desks would be purchased or constructed in a manner that is conducive to public participation.

Location of Project (if not already mentioned):

Room 206-207 and the old Sanitary District office.

Project Timeline:

Fiscal Year	Activity	Cost
	Remodel Room 206/207 and Sanitary District Office to include the purchase and installation of computer/sound equipment to allow for live web streaming and community information.	$100,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

New Court Room/ Office Area

Project Description:

Improve rooms 206/207 and old Sanitary District offices to house the Court Room, court staff offices, prosecutor office, defense office, victim waiting room and jury room.

Why the Project is needed:

The new court facility in rooms 206/207 and old sanitary office will accommodate the future and current needs of this court. The current shared court room/ Council chambers do not meet the needs of the court. The prosecutor now uses the court room with a temporary cloth partition and she does not have privacy from the court proceedings, other defendants and attorneys. The court room also does not allow a room for defense attorneys to speak to their clients in private. Victims are also entitled to a private area/room away from the defendants. The current court room does not have a proper area for a jury box and a room for jury deliberations.

Staffing Required to Complete Project (FTEs and positions):

Either a contractor or a sufficient number of staff will be required to remodel the existing facilities to include removal of existing benches and debris. Walls will need to be painted; installation of heating/cooling, flooring, telephones, sound, and computer equipment will be required in both rooms. Current staff desks would be reused. The court room would require new judge's bench jury box and witness stand and seating to accommodate 50-60 people.

Location of Project (if not already mentioned):

Room 206-207 and the old Sanitary District office.

Project Timeline:

Fiscal Year	Activity	Cost
	Remodel Room 206/207 and Sanitary District Office to include the purchase and installation of phone and sound equipment required for court operations.	$100,000 - $150,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund and some court enhancements funds

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Courtroom (separate from Council chambers)

Project Description:

Develop a new area in town hall for the Council chambers by remodeling room 206/207. Council chambers would be moved to room 206/207. The court would then take over current room 106 court room/council chambers. Modification of part of raised council seating area to create a witness stand area. Create a jury box area. Enclose an approximate 10x10 office area with a door, for the prosecutor in the southeast corner of the court room. Preliminary plans have been drawn up showing the changes to both areas.

Why the Project is needed:

Currently, having both the Court and Council sharing the area in room 106 creates extra work for staff to set up and take down. It also creates problems when Council or other planning committees need to use the court room during trials or when other court matters are still in progress and cannot be interrupted.

Staffing Required to Complete Project (FTEs and positions):

None

Location of Project (if not already mentioned):

Room 106

Project Timeline:

Fiscal Year	Activity	Cost
	Room 106 modification	$20,000 - $30,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Court Enhancement Fund

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Court facility

Project Description:

The Town is in need of a new, secure court building with a court room large enough to seat 50-60 people. The court room would need to have a standard work area for the judge and clerk/s, a witness stand, a jury box and normal court room space for both prosecution and defense. The lobby/waiting area would need to be large enough for 15-20 people. A large bullet-proof window area would need to be installed between the lobby and clerk areas. There would need to be a separate room for prosecution and defense attorneys and a victim waiting area as well as a jury deliberation room. A clerk work area, large file room, office for court supervisor and chambers for the judge would also be needed. Public parking should accommodate 35+ vehicles.

Why the Project is needed:

The new court facility will accommodate the future and current needs of the court. The current shared court room/ Council chambers do not meet the needs of the court. The prosecutor now uses the court room with a temporary cloth partition and she does not have privacy from the court proceedings, other defendants and attorneys. The court room also does not allow a room for defense attorneys to speak to their clients privately. Victims are also entitled to a private area away from the defendants. The current court room does not have a proper area for a jury box nor a room for jury deliberations.

Staffing Required to Complete Project (FTEs and positions):

N/A

Location of Project (if not already mentioned):

Unknown location in downtown area. Possible use of old teen center building with the addition of a court room.

Project Timeline:

Fiscal Year	Activity	Cost
	Court building	$300,000- $800,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Staff has providing drawings for proposed court room and Council chambers facilities/remodels. The drawings are of various sizes and difficult to incorporate into the packet. Please see the Clerk's Office for original drawings.

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Police Vehicle Replacement Program – Marshal's Office

Project Description:

The Marshal's Office has attempted to maintain a vehicle replacement program whereby replacement of vehicles occurs at the 100,000 mile mark. Due to the nature of the work and use, 100,000 miles is typically the mileage that vehicles begin to break down and require substantial repairs. The 100,000 miles mark is a guide and not an absolute. During an officer's shift, the patrol vehicles are constantly running to maintain the installed electronics (i.e. emergency lights, siren, police radio, in-car camera, etc.) even when parked (i.e. traffic stops, accident investigations, etc.). The constant running of the engine is necessary to avoid draining the battery and equates to approximately 200,000 miles on the engine hours of a personal vehicle. With the exception of the K9 vehicle, vehicles are turned off when parked at the Marshal's Office. The K9 vehicle's engine runs all the time while on duty to maintain heat or cooling for the canine.

On average the typical patrol vehicle accrues 15,000 to 20,000 miles a year. Administrative vehicles accrue approximately 5,000 mile a year. Officers regularly put 100-200 miles per shift on their vehicles to cover the 48 square miles of the town.

Currently (2011), the cost is approximately $35,000 per vehicle; approximately $25,000 for the vehicle itself (state bid pricing) and $10,000 for required additional equipment which is later installed.

Why the Project is needed:

The patrol vehicle is the officer's mobile office. A properly equipped and functioning vehicle is required for the officer to respond to calls for service, patrol the streets of Camp Verde, investigate crimes, and apprehend traffic and criminal violators.

Staffing Required to Complete Project (FTEs and positions):

None

Location of Project (if not already mentioned):

Camp Verde Marshal's Office

Project Timeline:

Fiscal Year	Activity	Cost
	Purchase four (4) patrol vehicles	$140,000
	Purchase three (3) patrol vehicles	$105,000
	Purchase two (2) patrol vehicles	$ 70,000
	Purchase two (2) patrol vehicles	$ 70,000
	Purchase two (2) patrol Vehicles	$ 70,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

CIP Funds

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project: Equestrian Arena(s)/Facilities and a Trailhead

From Administration: Carol Brown

Date: October 20, 2011

To appropriate funding in the Capital Improvement Plan (CIP) in order to develop a financial, operational and strategic focus for an Equestrian Arena(s)/Facilities and Trailhead at the Town's Community 118-Acre Park.

Project Description:

To design, build and provide access to a basic, cost-effective Equestrian Arena(s)/Facilities and Trailhead at the Community Park. Also, to introduce the concept of planning for a premier equestrian facility at this site in future CIP's.

The town-owned equestrian fixed assets currently include: 110 existing panels w/alley, large roping back pens, loading and bucking chutes. A leader in the equestrian industry recommended that the Town build a permanent arena with pipes welded together. Then, utilize the Town-owned portable panels (110) for the back pens, alley, etc.

The funding in this CIP includes the minimal costs for the basic infrastructure and structures that are needed to have a 'bare-bones', but user-friendly equestrian facility. The first phase could be built to meet the needs and expectations of the local equestrian enthusiasts. The current park master plan can only accommodate parking spaces for 30 to 40 trucks/living quarter horse trailers (big-rigs).

If the Town anticipates doing a 'build-out' to make this site a premier equestrian facility and attract target market visitors (ropers, cutters, etc.) this would have to be funded in future CIP's. In addition, the master plan would need revision to accommodate more than 30 to 40 big-rigs.

A 'build-out' example is an arena cover. A covered arena would allow for an all-weather cover – no matter the weather the event can still go on. Event sponsors would be looking for this type of added value for their event. Please note: although the arena lighting ($100,000) currently is categorized as a minimum requirement in the attachment it really should be under an arena cover to protect the Town's investment.

The park property is in the R1L Zoning District. The Town can prepare and facilitate a use permit as our code allows for this type of development in this district. This is processed in-house and no permit fees are required.

Relative to:

1. The recreational site entrance, the Planning Commission will make recommendations to the Town Council of the site entrance within the permitting process.
2. The capacity to accommodate the big-rigs should be included in the use permit as this would be a quasi-RV Park, especially if the build out is completed.
3. Parking:
    a. The number of parking spaces required would fall under the Planning and Zoning Ordinance and reviewed in the use permit process.
    b. Landscaping would be required @15% of the parking area. Once the parking lot was designed for the use permit site plan, this 15% landscape area could be calculated.
4. All septic systems are permitted through Yavapai County Environmental. Research will need to be done to determine if state law requires connection to a sewer system if available within 200 feet of the site.

An American Land Title Association (ALTA) Survey was performed on the community park property which included topography and elevation contours. A site plan for the use permit would utilize this survey.

Why the Project is needed:

To provide:

1. Improve our economy via the Economic Multiplier as exhibitors, sponsors, vendors, spectators and participants will stay in our hotels, eat at our restaurants and shop at our businesses
2. Provide a living-wage employment for local residents
3. Add an additional attraction/asset to our region which already has the single greatest concentration of state parks, national monuments and popular site-seeing attractions
4. Public recreational opportunities
5. Effectively utilize open space in the Town's community park
6. A venue for entertainment activities with an emphasis on equestrian and western theme events to citizens and target market visitors

Staffing Required to Complete Project (FTEs and positions):

Eight (8) employees (EE's) and possibly volunteers

Location of Project (if not already mentioned):

Community Park/Hwy 260, Camp Verde, AZ. Our town is geographically centered in the state and our moderate climate is ideal for participants and spectators to take advantage of recreational activities.

Project Timeline:

Fiscal Year	Activity	Cost/Attachment Color Coded
2012/13	Initial Project Organization/ Inventory and Data Collection/ Conceptual Plan/General Contractor/Engineering standards	$50,000 – Purple
2013/14	Conceptual Plan/General Contractor/Engineering standards	$357,346 - Yellow
2014/15	Security Fencing, drill well AB surface parking lot, 15% landscaping, arena: build arena and install perimeter fence	$594,100 - Pink
2015/16	Judges/Announcer stand w/tables, sound system, arena lighting **(lighting s/b covered)** , portable bleachers w/trailer/ water truck, harrow, tractor, heavy equipment secure facility	$769,000.00 – Blue
2016/17	Business Administrative Office/restrooms/showers/technology, refuse/manure bins/tethering devices	$853,000.00 - Green
	5 Year Total	$2,623,446.

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Utilize a combination of funding to take advantage of every resource opportunity available to the Town.

	A	B	C	D	E
1	Town of Camp Verde				
2	Minimum/Maximum Cost of Equestrian Arena(s)/Facilities & Trailhead				
3					
4					
5	**Key Color Code**				
6	**Purple Color - 1st year**				
7	**Yellow Color - 2nd year**				
8	**Pink Color - 3rd year**				
9	**Blue Color - 4th year**				
10	**Green Color - 5th year**				
11					
12	**Minimum**	**Cost**		**Maximum**	**Cost**
13	**TBD (To be determined)**				
14	**The Planning Process**				
15	Phase 1 - Initial Project Organization- In-kind				
16	Phase 2 - Inventory and Data Collection In-kind				
17	Phase 3 - Analysis				
18	**General Contractor - Engineering Stds.**	$ 30,000.00			
19	Phase 4 - Conceptual Plan - Use ALTA Survey as basis for plan	$ 20,000.00			
20	Phase 5 - Plan Adoption				
21	Phase 6 - Implementation				
22	**Subtotal**		$ 50,000.00		
23					
24	**Fed., State, Local Agency Enviro. Requirements**				
25	Fed. Accessibility Requirements				
26	Smart Growth Plans				
27	General Plans - In-house	$ -			
28	Flood Control Plans				
29	Zoning Ordinances				
30	Bldg. Codes/Permits - In-house	$ -			
31	Other Regulatory Issues				
32	Funding and Partnership Resources				
33	Staffing Required to Complete Project (FTEs and Positions) 8				
34					
35	Craft information for Town Website/Event Calendar				
36	Facility Use Application/Mktg./Location & Map				
37					

	A	B	C	D	E
38					
39	**ROADS/FACILITY SITE ENTRANCE**				
40	Designed for Big Rigs/Living Quarter Horse Trailers				
41					
42	***Considerations for Roads below***				
43	Road Alignment				
44	Road Grade				
45	Road Profile				
46	Road Drainage				
47					
48	***Road/Parking Construction $$$ amounts From P/W Dir. Ron Long***				
49	Access from SR 260 to E. Boundary of the Community Park				
50	Acceleration & De-acceleration Lanes/Hwy 260				
51	Entry road w/Center Turn Lane, Stormwater Road Improvments	$ 300,610.00			
52					
53	0.3 mile, 2 Lane Access Road from E. Boundary to Parking Lot				
54	**$136,167 - paved**				
55	**$ 56,736 - AB/gravel road**	$ 56,736.00			
56					
57	**Subtotal**		$ 357,346.00		
58	Security Fencing	$ 100,000.00			
59	**Well installed/consideration for water issues/piping**	$ 75,000.00			
60	Potable v non-potable				
61	People H20				
62	**Horse H20**				
63	Water Hydrants				
64	Water Troughs for Horses				
65	Horse Wash Rack				
66					
67					
68	Equestrian Trailer Parking Lot AB/Surfaced (**lot s/be UNPAVED**)	$ 193,600.00			
69					
70	Parking Area Design				
71	Parking Area Grade				
72	Parking Area Layout				
73	Parking Area Landscaping - 15% of the parking area				
74	by code this could include crushed rock & native plants	$7,500			
75	Open Parking Areas				
76	Small Parking Areas				
77	Parking Delineation	$ 3,000.00			
78	Traffic Control	$ 10,000.00			
79					
80	ARENA	2			

	A	B	C	D	E
81	**Town-owned**				
82	Portable 250 X 300 Arena # 1 Main /Roping Arena 110 Existing Panels	$ -			
83	W/alley, lg. roping back pens, loading & bucking chutes	$ -			
84	Possibly missing 3's & 4's WW connector post for back pens- TBD	?			
85	WW Manuf. Dodge City, Kansas				
86	Gate included	$ -			
87	Poles s/b set in concrete to shore up portable panels (using in-kind labor)	$ 5,000.00			
88					
89	**However, the following was recommended by an arena builder**				
90	**Build a permanent arena w/welded pipes &**	**$ 25,000.00**			
91	**use existing portable panels for pens, alleys, etc.**				
92	10' High 150 x 300 Arena Chain Link Perimeter Fence	$ 25,000.00			
93	Out buildings/Tack Rooms	**$ 150,000.00**			
94	**Subtotal**		$ 594,100.00		
95				Covered Arena w/25' overhang on @side of grandstands	###########
96				***All-weather cover/ no matter the weather, the event goes on***	
97					
98					
99					
100	**Open-air portable Judges/Announcer/Secretary Stand**				
101	**8 x 12 stand w/partial truss system & set-up**	$ 8,000.00			
102	Main Arena Sound System-special event receptacles wiring installation	$ 30,000.00			
103	Tables/chairs for Announcers Stand	$ 1,000.00			
104	440 Volts/1200 Ampetage Arena Lighting s/b **under an arena cover**	$ 100,000.00			
105	Portable Bleachers w/Trailer - 2500 3000 Spectators	$ 40,000.00			
106					
107	**FOOTINGS**				
108	Proper Equestrian Arena Dirt Footings	$ 500,000.00			
109	Footings must be wonderful to attract the event sponsors/competitors				
110	Who makes the dirt and ongoing maintenance is critical				
111	requires sub-base, base and footings (Top Soil)				
112					
113	High end dirt requires proper moisture content				
114	key to keeping the ideal dirt for an equestrian arena (it's a science)				
115	Utilize water meter & water arena H20 2/per day for covered arena				
116	More waterings per day if the arena is uncovered			Minimum 100 PSI sprinkler system	
117	Footings/Horse Friendly Surface Material - Stagging Area to Arena	**$ 10,000.00**			
118	Water Truck	$ 30,000.00			

	A	B	C	D	E
119	2nd-hand, automatic Tractor' specifically for arena/1 or 2 operators allowed	$ 15,000.00			
120	100 HP John Deere Harrowing Equipment	$ 15,000.00			
121	*or 8' 'Arena Executive' Custom built in Wickenburg/$7,000*				
122	Or Kiser Drag Master /$12,000\				
123	Or Black Widow Drag $12.000				
124	Secure, storage building for heaby equipment	$ 20,000.00			
125	**Subtotal**		$ 769,000.00		
126					
127					
128					
129	Business Office/Reception/Meal Stn/1 Restroom - 2000 Sq.Ft.	$ 250,000 00			
130	(Telecommunications) phone/computers/Desks/Service Counter				
131	w/o server $3600 per person x 10 people $30,000				
132	computer, software, licenses, telephone & Wiring				
133	*with server 10 people $40,000*	$40,000			
134	Restrooms/w/showers	$500,000			
135	Women/4 stalls/showers & Sinks				
136	Men 2 stalls/2 urinals/showers				
137					
138	Septic Systems/Effluent dump station/drainage	$ 50,000.00			
139	Horse Stalls - TCV has panels for 110 stalls that can be converted				
140	for a second arena/recommendation required on this option				
141				Fly Control System	
142				Corral Panels - Existing/Convertible to 2nd Arena	$ -
143				200'W X 300'L	$ -
144				Roping shoot - purchase	
145				10 x 10 gate - purchase	
146				May need more panels	
147				Portable 15L X 6H, 6 Rails, Bleachers Seats 300	$ 2,000.00
148				Move w/Forklift	
149					
150				Out buildings	
151	Vegetation				
152	Existing Vegetation				
153	Retention of Existing Vegetation				
154					
155	Removal of Vegetation				
156	Toxic Vegetation - poisonous				

	A	B	C	D	E
157	Noxious Weeds - harmful/invasive/introduced				
158					
159					
160					
161					
162	Garbage Service/Garbage and Horse Manure Bins	$ 5,000.00			
163				**Concession Stand/Multi-purpose room 18' x 50'**	
164				Refer	
165				Stove	
166				Sink	
167				Griddle	
168				Outdoor/rollup grill/BBQ unit	
169				Picnic Tables	
170				Vendor Hookups	
171					
172	**Tethering Devices**	$ 5,000.00			
173	Hitching Posts				
174	Hitch Rails				
175				Lighting - Specific to Tethering/Enclosures	
176					
177				**Related Facilities - Arenas & Round Pens**	
178					
179				Size and Location	
180				Grade	
181				Dust Prevention	
182					
183					
184					
185				Park Perimeter Fencing for Control of Animals /Hwy 260	
186				Fence Materials & Construction	
187				Post and Rail Constructions	
188				Steel Post-and-Rail Fences	
189				Wood Post-and-Rail Fences	
190				Vinyl Post-and-Rail Fences	
191				Premanufactured Tubular Panels	
192					
193				Wire Fences	
194				Wire Mesh Fences	

	A	B	C	D	E
195					
196				Cattle Guards	
197					
198				Gates for Arenas and Round Pens - Min. 4W X 12H	
199				Gate Designs	
200				Gate Materials	
201				Gate Safety	
202				Accessible Gates	
203				Gate Latches	
204					
205				Barn	
206				Structure Locations	
207				Host team roping practice	
208				RV Hook-ups	
209					
210					
211					
212				Mounting Blocks & Ramps	
213					
214	Signage	$ 3,000.00			
215	Sign Plans				
216	Sign Design Factors				
217	Sign Types				
218	Regulatory Signs				
219	Warning Signs				
220	Guide Signs				
221	Road Guide Signs				
222	**Subtotal**		$ 853,000.00		
223					
224	Reducing Environmental Concerns				
225	Water Quality				
226					
227	Soil Erosion				
228	Dangerous Creatures				
229	Animal Diseases				
230	Low Impacts				
231					
232	**Liability Issues**				

	A	B	C	D	E
233	Equine Liability Acts & Recreational Use Statutes				
234	Risk Mgmt. Strategies				
235	ADA Compliant				
236	Insurance Policy Rider - rodeo/roping /gymkhana				
237	Liability Insurance				
238	Property & Casualty (P & C)				
239	Care Custody & Control Insurance				
240	Employee W/C & Health Insurance				
241	Maintenance and Operations (M & O)				
242	Security equipment				
243					
244				INCOMPLETE	
245				Rails To Trails	
246				Trailhead	
247				Multijurisdictional Trail Planning	
248				Trail Management	
249				Trail Master Plan	
250				Trailhead gate	
251				Trails barriers/walls/bollards	
252				Trail length	
253					
254				Trailbed construction	
255				Trail Drainage	
256				Crowned Tread	
257				Water Bars	
258				Grade Reversals, Knicks and Rolling Grade Dips	
259				Vegetation clearance	
260				Trod Area	
261				Trail Alignment	
262				Trail Clearance	
263	Total Minimumal Cost to develop/build 'bare bones' equestrian arena	$ 2,623,446.00	$ 2,623,446.00		
264					$ -
265					
266				Prep'd 10/17/11 cjb	

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

New Animal Shelter Facility – Animal Control

Project Description:

An animal shelter is the physical nucleus of a community animal care and control program. It should be constructed, maintained, and operated so that it is attractive and convenient to the community. Above all an animal shelter must be a place of security and comfort for the animals' sheltered there.

We request a new animal shelter be built on the property recently purchased by the Town on Industrial Drive. A facility design of approximately 3,500 square feet (120' X 40') meeting the recommendations of the Humane Society would be ideal.

A modern, cleaner, and more spacious building is sorely needed. This new facility would be located a good distance from residential dwellings, reduce odors and infections. It would also showcase animals waiting for adoption in a more attractive setting, possibly increasing the number of adoptions. It would provide a place where more people are willing to volunteer.

Why the Project is needed:

The Town of Camp Verde has been leasing space from a local veterinarian for the last seven years for its animal shelter. The leased space is inadequate in design, space, and location. The Humane Society recommends certain design elements for animal shelters to allow for less noise, easier cleaning, better health, and a setting inviting to the public. Our current animal shelter does not meet any of these recommendations. The space is insufficient and not properly ventilated to eliminate odors. The location of the current animal shelter is next to a residential area which creates a constant stream of noise complaints.

The current animal shelter lease cost the Town approximately $20,000 per year.

Staffing Required to Complete Project (FTEs and positions):

No additional staff

Location of Project (if not already mentioned):

Town Maintenance Yard on Industrial Drive.

Project Timeline:

Fiscal Year	Activity	Cost
2012/13		
2013/14		
2014/15		
2015/16		
2016/17	Build New Animal Shelter	$315,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Various funding including grants, fund raisers, and/or general fund

Town of Camp Verde Capital Improvement Plan

Public Works Department Project Request

Name of Project:

Parks & Rec.Development of Rezzonico Park

Project Description:

Completion of the Master Plan as outlined in 12/13 Budget year

Why the Project is needed:

Before the Park can be fully functional water and power must be provided and installed in key locations for future development of park amenities and infrastructure completed.

Staffing Required to Complete Project (FTEs and positions):

Some infrastructure items can be completed by staff, additional staff time required to manage the bid process for construction and structures that staff cannot complete.

Location of Project (if not already mentioned):

Black Bridge Loop Road – Rezzonico Park

Project Timeline:

Fiscal Year	Activity	Cost
	Establish Water and Power	$15,000
	Sprinkler System, Landscaping, Ramadas, Tables, Bar-B-Q's, S	$92,310
	Exercise Trail/Stations and Play Structure	$95,000
	New Restroom	$175,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/CIP

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Main, Finnie Flat, & MCH Tri-Intersection Study and Improvements

Project Description:

Commission a Study to determine the best method to realign and upgrade the existing intersection of Main Street, Finnie Flat Road, and Montezuma Castle Highway (Tri-Intersection) and make the recommended improvements. The extent of this project will not be determined until the study is complete.

Why the Project is needed:

The current Configuration of the Tri-Intersection is confusing at best when tourist and large semi-trucks are trying to negotiate through the intersections. As Camp Verde grows this situation will only get worse. The poor alignment is dangerous especially at the confluence of Main, Turner, and MCH where southbound drivers on Main are required to make a very sharp turn off Main to get to MCH. The northbound on Main have a better alignment to get on MCH but must watch out for oncoming traffic turning left as well as motorists pulling out of Turner.

Staffing Required to Complete Project (FTEs and positions):

PW Project Manager and Administrative staff time will be required to contract out this project.

Location of Project (if not already mentioned):

Main Street, Finnie Flat Road, and Montezuma Castle Highway Tri-Intersection

Project Timeline:

Fiscal Year	Activity	Cost
	Intersection Improvements	$448,568
	Intersection Improvements	$450,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

PARA Grant, Matching Transportation Improvement Grants, and HURF

Town of Camp Verde Capital Improvement Plan

Project Request

Name of Project:

Street Light – retrofit and Upgrade

Project Description:

To retrofit and upgrade the existing Main Street - street light bulbs and ballasts with LED

Why the Project is needed:

The current lighting located along Main Street use a system of 100 watt High Pressure Sodium luminaires or Bulbs and Ballasts. The upgraded LED system of 66 watts luminaires will provide the same foot-candle level with a 52% savings in energy alone. The costs savings of maintenance over the current system is approx. to the energy savings. The town has 84 lights to retrofit.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Admin. to research options and manage bid process

Location of Project (if not already mentioned):

Streets Division of Public Works Department

Project Timeline:

Fiscal Year	Activity		Cost
	Street Light – retrofit and Upgrade	(21 lights) +4.5%	$29,260
	Street Light – retrofit and Upgrade	(21 lights) +4.5%	$30,621
	Street Light – retrofit and Upgrade	(21 lights) +4.5%	$31,999

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF Funding/APS Energy Savings Grants and Rebates/CIP possible General Fund contribution

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Gaddis Wash Drainage Improvements

Project Description:

The project includes the installation of 2-boxculverts in Gaddis wash for industrial drive, re-establishment of the Gaddis Wash's channel, and the armoring of the channel sides with rip-rap rock work. The work will be accomplished in annual stages over the 5-year period starting with the first box culvert installation under the paved portion of Industrial Drive.

Why the Project is needed:

The Gaddis Wash is a major drainage with a large drainage basin area that impacts the Industrial Road overflowing the road on occasion. The wash is adjacent to the Town Public Works yard and was identified as a concern that needed improvement when we purchased the Property.

Staffing Required to Complete Project (FTEs and positions):

Engineering, Project Management, Administrative, and the Street Crew staff time will be required to design, purchase materials, and build the improvements in house.

Location of Project (if not already mentioned):

Industrial Drive and the Gaddis Wash

Project Timeline:

Fiscal Year	Activity	Cost
	Install Box Culvert in the Gaddis Wash at Industrial Drive	$45,000
	Re-establish the Channel and Rip-Rap the Sides (250 Feet)	$7,500
	Install Box Culvert in Gaddis Wash for the access to Street Yard	$25,000
	Re-establish the Channel and Rip-Rap the Sides (250 Feet)	$7,500
	Re-establish the Channel and Rip-Rap the Sides (250 Feet)	$7,500

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

General Fund/Stormwater CIP

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Old Highway 279 Improvements

Project Description:

Construct drainage and street improvements on the 1-mile unimproved section of Old Highway 279 in Camp Verde. The improvements will include; street and drainage design work, installation of several box culverts, and approximately 1-mile of asphalt paving.

Why the Project is needed:

There is an approximate 1-mile stretch of unimproved road that exists as portion of Old 279 in Camp Verde. This section of road causes severe dust issues during the dry season and is sometimes impassible during the monsoon season due to the inadequate drainage infrastructure. This section of Old 279 crosses several washes including Cherry Creek and will require installation of large box culverts to carry the flows. The road currently exists as a 2-lane gravel road that needs to be widened and paved to include a center turn lane to support the commercial development planned for that area.

Staffing Required to Complete Project (FTEs and positions):

Engineering, Project Manager, and Administrative staff time is required to contract this project out.

Location of Project (if not already mentioned):

HWY Old 279 in Camp Verde

Project Timeline:

Fiscal Year	Activity	Cost
	Engineering Design of Drainage and Road Improvements	$95,000
	Construct Drainage and Road Improvements	$850,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

HURF, and General Fund

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Public Transit System

Project Description:

Establish a public transit in Camp Verde by partnering with existing local, regional, and state transit systems; Cottonwood Area Transit System (CATS), Northern Arizona Intergovernmental Public Transportation Authority (NAIPTA), and ADOT's Federal Transit Administration (FTA). The first step would be to conduct a public transit feasibility study to identify service goals, objectives, profiles and users of a potential bus system. The Town could then work towards setting up a IGA with CATS and NAIPTA to establish bus stop within Camp Verde and working with ADOT FTA to purchase public busses for the new route.

Why the Project is needed:

There are numerous residents of Camp Verde that have been using the Transportation Voucher program to receive subsidized cab rides within the Verde Valley over the last 4-5 years to visit medical, government , and commercial establishments that they could not otherwise have been able to afford transportation to. In the Verde Valley CATS is the only existing public transit system in operation and has shown interest in partnering with the Town to provide service between Camp Verde and Cottonwood. This service would provide transportation between Camp Verde and Cottonwood at a reasonable price.

Staffing Required to Complete Project (FTEs and positions):

Project Manager and Administrative Staffing will be required. An additional FTE position of Public Works Analyst will be need for this project and the numerous CIP projects that need to be managed in the present and future.

Location of Project (if not already mentioned):

Town Wide, bus stop locations will be determined by the study.

Project Timeline:

Fiscal Year	Activity	Cost
	Transit Feasibility Study	Total $60,000 (Town Match $15,000)
	Initial Funding of Operations, Administration, and the Purchase of New Busses.	Total $735,000 (Town Match $146,500)

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

Matching ADOT FTA Grants, General Fund

Town of Camp Verde Capital Improvement Plan

Public Works Dept. Project Request

Name of Project:

Senior Center Improvements

Project Description:

Remodel and add-on additional square footage to the Senior Center. Improvements include; installing an elevator to the lower level, relocating the kitchen, upgrading the restrooms to be handicap accessible, and adding on to the meeting room.

Why the Project is needed:

The existing Senior Center is not completely handicap accessible it needs an elevator to the lower level, and renovations to the restrooms. The existing Kitchen is not adequate for the amount of food preparation take is required for all the members. The meeting hall is too small to accommodate meetings and meals and needs to be expanded.

Staffing Required to Complete Project (FTEs and positions):

Engineering, Architectural, Project Manager, and Administrative staff time is require to prepare the plans and specifications and to take this project out to bid.

Location of Project (if not already mentioned):

Camp Verde Senior Center

Project Timeline:

Fiscal Year	Activity	Cost
	Engineer and Design Project	$25,000
	Remodel Senior Center	$450,000

Funding Options (Finance, Lease-Purchase, Matching Grant, Reserve Fund, HURF monies, etc.):

CDBG Grant and General Fund

Appendices

A-E

2011 CAPITAL IMPROVEMENT PROJECTS (CIP) SURVEY

Dear Camp Verde Resident:

The results of this important survey will help the Town Council and staff better understand public opinion about projects being considered for inclusion in the town's five-year plan. Most of the questions concern specific projects. Others ask you to select a funding source for project categories. Also, if you wish, you can write in a project(s) and provide an importance rating(s). Completing the survey should take you 20 minutes or less.

Please note the survey is not designed to be statistically valid. Rather, it is intended to quickly and efficiently sample public opinion in a cost-effective way. However, the more questionnaires that are completed and received, the greater the likelihood results will accurately reflect the opinions of Camp Verde citizens. Therefore, your participation is especially important and appreciated. Thank you for taking the time to complete and submit your survey (instructions at the end). Results will be available by mid January 2012. Please contact Mel Preston by email at mel.preston@campverde.az.gov or (928)567-6631 X103 if you wish to receive a copy of the survey results.

Please do not copy this questionnaire. Originals are available at the addresses shown at the end. You may complete the survey on-line at: **www.surveymonkey.com/s/8M2W52Z**

1. Parks and Recreation - How important is...
   a. Upgrading existing parks?
   ☐ Very important ☐ Important ☐ Neutral ☐ Unimportant ☐ Very Unimportant

   b. Building new parks?
   ☐ Very important ☐ Important ☐ Neutral ☐ Unimportant ☐ Very Unimportant

   c. Repairing/enhancing existing recreational facilities?
   ☐ Very important ☐ Important ☐ Neutral ☐ Unimportant ☐ Very Unimportant

   d. Repairing/enhancing the swimming pool?
   ☐ Very important ☐ Important ☐ Neutral ☐ Unimportant ☐ Very Unimportant

2. Library - How important is...
   a. Building a new library?
   ☐ Very important ☐ Important ☐ Neutral ☐ Unimportant ☐ Very Unimportant

3. Town Administration Buildings - How important is...
   a. Updating Town facilities with energy/cost-saving enhancements?
   ☐ Very important ☐ Important ☐ Neutral ☐ Unimportant ☐ Very Unimportant

   b. Building/remodeling the court and council chambers?
   ☐ Very important ☐ Important ☐ Neutral ☐ Unimportant ☐ Very Unimportant

4. Streets & Walkways - How important is...
   a. Installing curbs, gutters, sidewalks and pathways?
   ☐ Very important ☐ Important ☐ Neutral ☐ Unimportant ☐ Very Unimportant

   b. Improving drainage control and maintaining local streets and roads?
   ☐ Very important ☐ Important ☐ Neutral ☐ Unimportant ☐ Very Unimportant

c. Upgrading the Highway 260/I-17 intersection (in cooperation with ADOT)?
☐ Very important ☐ Important ☐ Neutral ☐ Unimportant ☐ Very Unimportant

5. Equipment & Vehicles - How important is...
   a. Replacing aging maintenance vehicles and equipment?
   ☐ Very important ☐ Important ☐ Neutral ☐ Unimportant ☐ Very Unimportant

   b. Replacing aging Marshal's Office vehicles?
   ☐ Very important ☐ Important ☐ Neutral ☐ Unimportant ☐ Very Unimportant

6. Equestrian Facility - How important is...
   a. Building an equestrian facility?
   ☐ Very important ☐ Important ☐ Neutral ☐ Unimportant ☐ Very Unimportant

7. Animal Shelter - How important is...
   a. Building an animal shelter facility?
   ☐ Very important ☐ Important ☐ Neutral ☐ Unimportant ☐ Very Unimportant

For any of the above questions in which you answered "Very important" or "Important," how would you like to see the corresponding areas funded? Please check only one box per category.

Category	Implement a 2% tax on APS bills (generates approximately $200,000/year)	Increase in sales tax of 1% (generates approximately $750,000/year)	Increase in sales tax of 2% (generates approximately $1,500,000/year)	Use of current reserve funds. Balance is approx. $2 million. This means no additional funding source	Financing or bond sales	Implement a property tax (the Town of Camp Verde currently has no property tax)
Parks & Recreation	☐	☐	☐	☐	☐	☐
Library	☐	☐	☐	☐	☐	☐
Town Administration Buildings	☐	☐	☐	☐	☐	☐
Streets & Walkways	☐	☐	☐	☐	☐	☐
Equipment & Vehicles	☐	☐	☐	☐	☐	☐
Equestrian Facility	☐	☐	☐	☐	☐	☐
Animal Shelter	☐	☐	☐	☐	☐	☐
(other/write in)	☐	☐	☐	☐	☐	☐
(other/write in)	☐	☐	☐	☐	☐	☐
(other/write in)	☐	☐	☐	☐	☐	☐

Would you like to be added to our emailing list for public announcements? If so, please provide an email address (optional): _____

Please mail or drop off your completed survey questionnaire by **December 31, 2011**.

Mail/drop off location:
Town of Camp Verde
473 South Main Street
Camp Verde, Arizona 86322
(Mon-Thurs 7am - 6pm)

Drop off location only:
Camp Verde Library
130 Black Bridge Loop Road
Camp Verde, Arizona 86322
(Tues/Wed/Thurs 8am - 7pm
and Sat 8am - 4pm)

December 2011 CIP Survey Results
Includes Funding Preferences
Appendix B

1a. Upgrading existing parks?

Answer Options	Response Percent	Responses
Very important	21.3%	55
Important	36.0%	93
Neutral	27.5%	71
Unimportant	10.5%	27
Very Unimportant	4.7%	12
	answered question	258
	skipped question	0

1b. Building new parks?

Answer Options	Response Percent	Response
Very important	20.5%	53
Important	18.2%	47
Neutral	27.9%	72
Unimportant	18.2%	47
Very Unimportant	15.1%	39
	answered question	258
	skipped question	0

Funding Source: Parks and Recreation

Answer Options	Response Percent	Response Count
Implement a 2% tax on APS bills (generates approximately $200,000/year)	4.3%	8
Increase in sales tax of 1% (generates approximately $750,000/year)	32.3%	60
Increase in sales tax of 2% (generates approximately $1,500,000/year)	10.8%	20
Use or current reserve funds (balance is approx. $2 million). This means no additional funding source	26.9%	50
Financing or bond sales	15.6%	29
Implement a property tax (the Town of Camp Verde	10.2%	19
	answered question	186
	skipped question	72

1c. Repairing/enhancing existing recreational facilities?

Answer Options	Response Percent	Responses
Very important	20.5%	53
Important	46.1%	119
Neutral	26.0%	67
Unimportant	3.9%	10
Very Unimportant	3.5%	9
	answered question	258
	skipped question	0

1d. Repairing/enhancing the swimming pool?

Answer Options	Responses	Responses
Very important	19.4%	50
Important	44.2%	114
Neutral	24.0%	62
Unimportant	8.1%	21
Very Unimportant	4.3%	11
	answered question	258
	skipped question	0

December 201: Survey Results
Includes Funding Preferences
Appendix B

2. Library

2a. Building a new library?

Answer Options	Response Percent	Response
Very important	38.9%	100
Important	20.6%	53
Neutral	21.0%	54
Unimportant	12.1%	31
Very Unimportant	7.4%	19
	answered question	257
	skipped question	1

Funding Source: Library

Answer Options	Response Percent	Response Count
Implement a 2% tax on APS bills (generates approximately $200,000/year)	2.7%	5
Increase in sales tax of 1% (generates approximately $750,000/year)	30.2%	55
Increase in sales tax of 2% (generates approximately $1,500,000/year)	11.5%	21
Use of current reserve funds (balance is approx. $2 million).		
This means no additional funding source	21.4%	39
Financing or bond sales	23.6%	43
Implement a property tax (the Town of Camp Verde currently has no property tax)	10.4%	19
	answered question	182
	skipped question	76

December 2011 CIP Survey Results
Includes Funding Preferences
Appendix B

3. Town Administration Buildings

3a. Updating Town facilities with energy/cost-saving enhancements?

Answer Options	Response Percent	Responses
Very important	8.2%	21
Important	35.0%	90
Neutral	28.8%	74
Unimportant	19.5%	50
Very Unimportant	8.6%	22
	answered question	257
	skipped question	1

3b. Building/remodeling the court and council chambers?

Answer Options	Response Percent	Responses
Very important	2.7%	7
Important	11.7%	30
Neutral	38.5%	99
Unimportant	30.4%	78
Very Unimportant	16.7%	43
	answered question	257
	skipped question	1

Answer Options	Response Percent	Responses
Implement a 2% tax on APS bills (generates approximately $200,000/year)	6.0%	8
Increase in sales tax of 1% (generates approximately $750,000/year)	12.7%	17
Increase in sales tax of 2% (generates approximately $1,500,000/year)	7.5%	10
Use of current reserve funds (balance is approx. $2 million). This means no additional funding source	39.6%	53
Financing or bond sales	25.4%	34
Implement a property tax (the Town of Camp Verde currently has no property tax)	9.0%	12
	answered question	134
	skipped question	124

December 2011 Survey Results
Includes Funding Preferences
Appendix B

4. Streets & Walkways

4a. Installing curbs, gutters, sidewalks and pathways?

Answer Options	Response Percent	Response Count
Very important	16.3%	42
Important	29.2%	75
Neutral	27.6%	71
Unimportant	15.6%	40
Very Unimportant	11.3%	29
	answered question	257
	skipped question	1

4b. Improving drainage control and maintaining local streets and roads?

Answer Options	Response Percent	Response Count
Very important	25.3%	65
Important	46.3%	119
Neutral	18.3%	47
Unimportant	5.1%	13
Very Unimportant	5.1%	13
	answered question	257
	skipped question	1

4c. Upgrading the Highway 260/I-17 intersection (in cooperation with ADOT)?

Answer Options	Response Percent	Response
Very important	12.8%	33
Important	20.6%	53
Neutral	34.6%	89
Unimportant	20.6%	53
Very Unimportant	11.3%	29
	answered question	257
	skipped question	1

Funding Source: Streets and Walkways

Answer Options	Response Percent	Response Count
Implement a 2% tax on APS bills (generates approximately $200,000/year)	5.3%	9
Increase in sales tax of 1% (generates approximately $750,000/year)	16.6%	28
Increase in sales tax of 2% (generates approximately $1,500,000/year)	11.8%	20
Use of current reserve funds (balance is approx. $2 million). This means no additional funding source	36.1%	61
Financing or bond sales	17.2%	29
Implement a property tax (the Town of Camp Verde currently has no property tax)	13.0%	22
	answered question	169
	skipped question	89

December 2011 CIP Survey Results
Includes Funding Preferences
Appendix B

5. Equipment & Vehicles

5a. Replacing aging maintenance vehicles and equipment?

Answer Options	Response Percent	Response Coun
Very important	5.8%	15
Important	40.1%	103
Neutral	40.9%	105
Unimportant	10.5%	27
Very Unimportant	2.7%	7
	answered question	257
	skipped question	1

5b. Replacing aging Marshal's Office vehicles?

Answer Options	Response Percent	Response Count
Very important	11.7%	30
Important	32.7%	84
Neutral	36.2%	93
Unimportant	15.6%	40
Very Unimportant	3.9%	10
	answered question	257
	skipped question	1

Funding Source: Equipment and Vehicles

Answer Options	Response Percent	Response Count
Implement a 2% tax on APS bills (generates approximately $200,000/year)	3.3%	5
Increase in sales tax of 1% (generates approximately $750,000/year)	19.9%	30
Increase in sales tax of 2% (generates approximately $1,500,000/year)	8.6%	13
Use of current reserve funds (balance is approx. $2 million). This means no additional funding source	42.4%	64
Financing or bond sales	19.2%	29
Implement a property tax (the Town of Camp Verde currently has no property tax)	6.6%	10
	answered question	151
	skipped question	107

6. Equestrian Facility

6a. Building an equestrian facility?

Answer Options	Response Percent	Response Count
Very important	10.5%	27
Important	11.3%	29
Neutral	21.0%	54
Unimportant	21.8%	56
Very Unimportant	35.4%	91
	answered question	257
	skipped question	1

Funding Source: Equestrian Facility

Answer Options	Response Percent	Response Count
Implement a 2% tax on APS bills (generates approximately $200,000/year)	2.1%	2
Increase in sales tax of 1% (generates approximately $750,000/year)	18.6%	18
Increase in sales tax of 2% (generates approximately $1,500,000/year)	12.4%	12
Use of current reserve funds (balance is approx. $2 million).		
This means no additional funding source	25.8%	25
Financing or bond sales	28.9%	28
Implement a property tax (the Town of Camp Verde currently has no property tax)	12.4%	12
	answered question	97
	skipped question	161

December 2011 CIP Survey Results
Includes Funding Preferences
Appendix B

7. Animal Shelter

7a. Building an animal shelter facility?

Answer Options	Response Percent	Response Count
Very important	19.5%	50
Important	37.4%	96
Neutral	21.4%	55
Unimportant	16.0%	41
Very Unimportant	5.8%	15
	answered question	257
	skipped question	1

Funding Source: Animal Shelter

Answer Options	Response Percent	Response Count
Implement a 2% tax on APS bills (generates approximately $200,000/year)	2.8%	4
Increase in sales tax of 1% (generates approximately $750,000/year)	25.5%	36
Increase in sales tax of 2% (generates approximately $1,500,000/year)	8.5%	12
Use of current reserve funds (balance is approx. $2 million).		
This means no additional funding source	29.8%	42
Financing or bond sales	20.6%	29
Implement a property tax (the Town of Camp Verde currently has no property tax)	12.8%	18
	answered question	141
	skipped question	117

Appendix C

MINUTES
WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, JANUARY 11, 2012
5:30 P.M.

Minutes are a summary of the discussion and/or direction only. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.
Public input, where appropriate, is heard prior to the motion

1. **Call to Order**
Mayor Burnside called the meeting to order at 5:30 p.m.

2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, and Councilors Baker, Buchanan, George, and Whatley were present. Councilor German joined the meeting at 6:24 p.m. and offered an apology, stating that she thought that the meeting started at 6:30.

Also Present:
Manager Russ Martin, Economic Development Director Melissa Preston, Public Works Director Ron Long, Finance Mike Showers and Town Clerk Deborah Barber

3. **Pledge of Allegiance**
Ron Long led the pledge.

4. **Discussion and possible direction to staff relative to the development of a Capital Improvements Plan (CIP) to include, but not be limited to the survey results, the CIP process, potential funding and funding sources, prioritizing projects, etc. Staff Resource: Russ Martin**
Martin explained that the purpose of this initial meeting was to go through the CIP process; to learn what to expect; the role of Council; setting priorities; and getting staff to a point where they can present a budget in April that Council would recognize.

Martin said that the meeting was to discuss only those survey responses that were capital-outlay related. He advised that some survey responses were staff and maintenance related, but these types of requests would not be discussed. He said that this effort was intended to update the plan that would serve as guidance into the future, affecting budgeting and providing a positive impact on the community through funded and completed projects within a specified timeline. Martin suggested that the CIP should be completed in a limited fashion by April 2012, and then updated regularly on an annual basis.

Martin explained that he tried to get information out when people called about specifics, such as the library and equestrian facility. He said that the merits of these and other projects would not be discussed at this meeting. He suggested that public input could be taken at the February 8th meeting.

Commenting on the survey results, Martin explained that though there was a small response rate, it was good in that it was cost-effective and fit within the timeframe that we had. He explained that the survey was not completed or intended to be completed in a scientific manner. He suggested that Council fund a scientific survey in the upcoming budget if they wanted a more accurate picture of what the community would like. He noted that the survey responders put time and effort into the survey and they should be heard. He said that he would like Council's feedback on the timeframes to complete the CIP.

As an aside, Martin advised that he had set aside an office for Council use in the Public Works area where Valerie House used to be, noting that there was a computer and phone available.

For the benefit of the public present, Burnside summarized Martin's discussion by stating that this is the first time in 10 years that the Town has looked at a new CIP plan, noting that the Town Code requires an update

every 5 years. He said that we needed to look at how much money we have and what can be improved in the next 5 years. He advised that the February 8th meeting would include public input, noting that Council has their homework since they were not provided information prior to this meeting. He said that this meeting was more of a learning curve for Council. He advised that 10 years ago, a committee was formed and Town-wide surveys done, but this year, it was not done.

Preston explained the survey process. She advised that 6,400 surveys were made available and placed on the web and in strategic places throughout the Town. She advised that there were 258 responses, 153 of which were written. Using the May 2011 registered voter numbers; the percentage of return was 4.4%. She noted it was also made available in Spanish, but none were returned. She advised that she spent about $700.

Whatley noted that it cost about $3.00 per survey and that she was very concerned with such a low response rate and the potential to put in more than one response. Baker responded that it was available all over the Town and that it was not possible to force people to fill it out. Martin said that he would like to do a more scientific survey, noting again that the cost should be budgeted.

Preston explained that the Survey Monkey tool was an annual expense and that it was available for other projects. Preston reviewed the "2011 CIP Survey Result by Project Importance" chart, a copy of which is attached and becomes a permanent part of the record. Preston advised that she would provide additional information at the end of the meeting that addressed the comments, a copy of which also becomes a permanent part of this record. She noted that the least important was the equestrian facility and court-council chambers remodel.

Martin spoke to the importance of the design of a survey. For example, an equestrian facility could be used as an economic development tool and be compared with other economic opportunities, asking the question, would you rather see this or that? He advised that the response then might be very different. He explained that the purpose of this survey was to determine the importance of the 10 projects and the method of funding.

Preston noted that 45.3% of the responses said that reserve funds should be used as opposed to tax increases. At this point, Martin asked that Council take some time to review the information. There was a 5-minute period for review, during which an unidentified woman spoke to the importance of an equestrian facility.

Upon resuming the discussion, Burnside noted that the survey showed that Camp Verde citizens are conservative, perhaps due to the economy. Martin noted the two highest important responses were actually maintenance issues. Burnside said the reason for hiring Ron Long was improving storm drainage and then Steve Burrows was hired to help him and that storm drainage still needed to be done. Long advised that projects were underway.

Buchanan agreed with Martin in that the responses seemed to want to take care of what we have. He said that he knows the survey was put together quickly and may not reflect true data, but it was the best that could be done and it provided a starting point. He said that it was important to give the survey credit.

George agreed that the responders wanted to take care of what we have.

Martin said that regardless of the sample received, it represented what people have told him, and what he suspected constituents have told Council members, that the people want the Town to take care of what we have and that this is a priority.

German said that she was impressed with the thoughtfulness that went into the responses. She was pleased with the favorable responses relative to the library, pool, and park. She said that before we start building the community park, there needs to be infrastructure.

Long said he would have to solve the water issue before putting in ball fields. Burnside said the logical next-step is to build a road, relocate the fencing, and improve the existing building for volunteer use. He said there was lead-based paint on the door and window frames and asbestos rolled roofing.

Burnside said that two people contacted him and reminded him that our new manager said that we could go for 3 years without going in the red, and then asked him how anything new could be done. He said they were opposed to increased taxes and relayed that they believed an increase would be 'the kiss of death'.

Martin explained that the budget was running a $300,000 operational deficit, not a CIP deficit. He said that if we use the general fund to fund capital projects, it would deplete it much quicker than 3-5 years.

Burnside asked for revenue projections. Showers reported that tax revenues are down, but there was an increase in franchise and court fines, so that overall, we are close to the projections.

Buchanan said that we needed to give the public something. He said that we should get an entrance into the park and use volunteers to get as much done as possible. Long said that they had to get an easement from the US Forest Service and meet ADOT standards for a road on the east side of the park, noting that it was going to take time.

Martin reminded Council that we also need to be able to maintain what we build, noting that we do not currently have the staff for new projects. Baker said that ball fields could bring money, but that we had to have water and lights and everything else that goes along with it first, and it was important that Council needed to know from where the money would come.

Whatley said that the Town spent 2.1 million dollars of the public's money three years ago to buy a park and we have done nothing since. She suggested using the impact fees that are sitting in an account to start something.

Martin said that as Council reads through the comments, he hoped that they would recognize that we have a responsibility to understand that Camp Verde's tax structure is different from the other entities with which the public is comparing us. He noted that there is no tax on the APS bill, but there is on their other utilities. He said there is no tax on food in Camp Verde, yet people would drive to Cottonwood to pay 3% and this is how Cottonwood funds their rec center and sewer plant. He noted that the sales taxes are not coming from our citizens in a large way. He asked Council to consider a 1% sales tax increase and explain to their constituents that on a per-capita basis, we are providing services to people the size Cottonwood on 1/5 of their budget.

He advised that with the current tax structure and the economy, this CIP is an exercise in futility. He stressed that there is no way to fund even one project without changing the tax structure. He stated emphatically that keeping the same tax structure would serve only to keep the lights on. He said that if Council moves forward with the resources that are needed, and he hasn't accomplished the projects within 3 to 5 years, they should fire him. He asked that Council not waste the people's time if they are not willing to consider an increase in taxes. He noted that any of the projects would make a difference in the service delivery to our Town.

Burnside said that a major problem in Town is that the citizens do not trust the Town because the taxes were changed. He said the people forgive, but they never forget. He said that Council could make people understand, but they needed to build trust.

Martin said that Council would see a budget that is progressive if resources are provided. He explained that the difficulty with setting certain percentages is that costs increase in some areas that could cause a shift in course.

Baker said that she took offense, because Councils over the years managed to save money for these lean times. She noted that this Council has always worked hard to involve the citizens and would continue to do so.

George noting that implementing a 1% tax would take effect about the time that the State's 1% sunsets, so there would be no actual impact.

Martin advised that this is the only place that he has ever worked that does not have a property tax. He asked Council to imagine what they could do if they had a property tax that covered just the expenses of the Marshal's Office.

Burnside suggested expanding the bed tax since it only impacts the tourists.

Carol German reminded Council that the Bugle figured the cost of the tax increase and the 1/2 % would cost the average citizen $8.00. She suggested that Martin contact them. Burnside disagreed with those figures. Martin said that if a family spends $100 per week eating out, it would cost them an extra $4.00. They would contribute $10 to the Town if they spent $1,000.

In closing, Martin said that on February 8th, he would pull some of the more expensive projects out to determine if they are Council priorities. He advised that he would 'group' the maintenance projects that could be completed within the next 5 years. He explained that once priorities are set, staff would come back with the projects in the budget. He said that Council would see the results in March. He asked Council to let him know if they wanted to go through the projects individually, and he would schedule additional work sessions.

Burnside thanked Martin for his honesty.

5. **Adjournment**

The meeting was adjourned at 7:39 p.m.

2-8-12

Bob Burnside, Mayor

Deborah Barber

Deborah Barber, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion 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 the 11th day of January 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 8 day of February, 2012.

Deborah Barber

Debbie Barber, Town Clerk

Appendix D

WORK SESSION
MAYOR and COMMON COUNCIL
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
WEDNESDAY, FEBRUARY 8, 2012
6:30 P.M.

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion

1. **Call to Order**
The meeting was called to order at 6:30 p.m.

2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, Councilors Whatley, George, Buchanan and German were present; Councilor Baker was absent.

Also Present: Town Manager Russ Martin, Public Works Director Ron Long, Finance Director Mike Showers, Economic Development Director Mel Preston, Mike Dumas, Steve Burroughs, Lynda Moore, Deborah Ranney, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**
The Pledge was led by Lynda Moore.

4. **Discussion and possible direction to staff relative to the development of a Capital Improvements Plan (CIP) to include, but not be limited to the survey results, the CIP process, potential funding and funding sources, prioritizing projects, etc.** Staff Resource: Russ Martin

Town Manager Martin explained that he had a "little game" to play later on to emphasize a point and see responses. He added that it will also be critical to staff as a way to get the best information and in turn provide the Council with the best product from it, given what we are limiting ourselves to, at least in this initial CIP discussion prior to going into the budget sessions. Martin said he would plan to go over the concepts of, first, what the game will be; and, two, some of the projects that may be involved. He explained that the game would consist of the members being given some chips, to be deposited among three buckets during a break, and then after returning to the meeting the results would be revealed and the funding part addressed based on those priorities in general, followed by discussion on how to go about funding those projects, and to what level and with what mechanisms. Martin said the evening would be ended with reiterating expectations as to the next step.

Martin referred to the sets of three pages that had been handed out to each of the participants listing Capital Outlay-New Facilities, Capital Outlay Equipment, and Maintenance Upgrades/Enhancements-Existing Facilities that would be represented as three different "buckets." He generally reviewed each of the three categories and the cycle involved in the budget/CIP processes, the need to separate the vision of the community from the realities of the budget, and continuing that cycle through the following years.

Martin outlined how the "game" would be played: Each Council member would receive one red and five yellow "priority" tokens, with the red token indicating top priority. The tokens would be distributed by each member between the three "buckets" that were placed behind a wall, essentially indicating each one's general preference, or influence, as to allocating Town resources on projects, if available. Martin said the idea was to determine priorities on getting the best results that would contribute to the Town's economic development, with further discussion to follow when the results of the game were announced. Following a more detailed review of the three categories and the possible effect of each on economic development, the public was invited to voice their opinions.

PUBLI C INPUT
(Comments from the following individuals are summarized.)

Brian Pelfry, the new Board President of Camp Verde Little League, and a teacher at the Middle School, described his ties to the community, the lack of facilities for the children, and especially just the one usable Park. He detailed the crucial need for more ball fields, and how having more facilities that would accommodate more events and visitors would also greatly contribute to the economy for Camp Verde; developing the new Park would result in a major asset to the Town.

Bob Weir, now the High School Principal, involved in coaching, described at length the need for the new Park with facilities for sports and equestrian events, and stressed the economic benefit for the Town from the Park; he also pointed out the wide range of volunteer help that would be available.

Darla Weir reiterated the points that Mr. Weir had made, the need for facilities for the children, the economic benefits, and the volunteers that would be eager to help build the Park.

Linda German spoke in favor of a new Library and reminded everyone about the upcoming Denim & Lace event scheduled for April 14; her second choice was a need to improve the Heritage Pool to eliminate the injuries to children from their swimming and jumping into the river.

There was no further public input.

The round-table discussion continued with Martin reminding everyone that the survey had been simply intended to provide information; there is only so much funding available. There was further input from staff on how the three categories were identified or prioritized looking at the next five years, together with comments from the Council members regarding specific projects. Martin outlined the process that would be followed, which he referred to, not as voting, but as a "preference survey," no decisions were to be made. It was also noted that the only way the projects realistically can get done would be through a tax. Burnside stressed the need to follow through with commitments, in order to regain the trust back from the people.

Martin said that the members now were to go one at a time to deposit their tokens in the buckets behind the wall, out of the view of each other, although he noted that the public is welcome to see how those tokens are distributed.

A break in the meeting was then taken at approximately 7:33 p.m. to follow the selection process, after which the meeting continued at 7:42 p.m.

Martin announced the results of the preference survey: Capital Outlay-Equipment received 9 yellow chips, and no red; Maintenance Upgrades/Enhancements-Existing Facilities, 12 yellow chips and 1 red; Capital Outlay-New Facilities, 9 yellow and 5 red ones. Martin said that he would assume from those results, in particular the red tokens, that the preference was for investing in new facilities, and hopefully getting the best return on that investment by helping develop the economy.

The remainder of the discussion involved facing the reality of already operating at a deficit, and finding the resources to not only develop facilities but to be able to have the staff and funding to maintain and operate those facilities. Martin said that staff will be developing a plan during the next month, primarily in the relative order of need and then want. He continued to stress the real cost relationship after the initial investment, and the need to reestablish the public trust. A list will be presented for subsequent discussion regarding what staff believes are the first priorities expressed through the survey and the input from Council and public tonight. That will be the first year Capital Improvement Plan presented for cuts or revisions, and/or approval, together with a 2 through 5 year list of other projects. Burnside thanked Martin for the presentation, and also stressed the reality of not only creating new facilities, but the need to analyze the cost for maintenance and operation, and to continue fostering the public trust.

Summary
Each Council member received 5 yellow chips and one (1) red chip to place in a bucket of their preference.

"Bucket A - Maintenance/Upgrades". The project list included Main Street Banners, Gymnasium Repairs and Remodel, Replace Building 300 Entrance Doors, Upgrade Electrical Service Panel for Building 200, Attic Insulation in Historical Society and Public Works Building, Replace Shingle Roof on Public Works Building, Remodel Room 304 (former weight room), Visitor Center HVAC Retrofit, Building 100 HVAC Retrofit, Town Parking Lots Improvements, Heritage Pool Resurfacing, Heritage Pool Facilities Remodel, Butler Park Improvements, Street Light Retrofit, Community Development remodel, Archives and

Records Storage System/Facility, and Radio Frequency ID RFID Tags for books & materials. Bucket A received 12 yellow priority chips.

Councilor German selected Bucket A as a Red Chip priority.

"Bucket B – Capital Outlay: Equipment". The project list included tire replacement program, top dresser/material handler, ROW Mower, Sign Truck, Utility Vehicle and Attachments, Streets and Maintenance Crews Vehicles, Lift Gate, Project Manager Vehicle, Power Screen, Skip Loader, Materials Spreader, Nine Wheel Roller/Compactor, Steel Wheel/Drum Vibratory Roller, Pad Foot/Sheep's Foot Roller Compactor, Crack Seal Machine, Street Sweeper, Road Assets Tracking, CVMO Vehicles. Bucket B received 9 yellow priority chips.

No Council Members selected Bucket B as a Red Chip priority.

"Bucket C – Capital Outlay – New Facilities". The project list included Annual Stormwater Improvement Projects, Gaddis Wash Improvements, Cliffs Parkway Basins, GIS Mapping & IT Services, Old Highway 279 Improvements, Urban Trail System, Rezzonico Park Improvements, Heritage Pool Upgrades and Improvements to Locker Rooms and Grounds, Heritage Pool Splash Pad, Community Park – phased over 5 years, Main Street/Finnie Flat & MCH Tri-intersection Study and Roundabout Improvements, Public Transit, Rio Verde Plaza LEED Remodel, Library, Sanitary District Acquisition, Water System Acquisition, Senior Center Improvements, Curb, Gutter, and Sidewalk – new and replacements, Intersection Upgrade @ 260/Industrial Dr./Goswick Way – Four-lane Roundabout, Black Bridge Improvements, Court/Council Chambers, Equestrian Facility, Animal Shelter. Bucket C received 9 yellow priority chips.

Mayor Burnside, Vice Mayor Kovacovich, and Councilors Buchanan, George, and Whatley selected Bucket C as a Red Chip priority.

5. **Adjournment**

On a motion by Whatley, seconded by Kovacovich, the meeting was adjourned at 8:12 p.m.

2-29-12

Bob Burnside, Mayor

Margaret Harper

Margaret Harper, Recording Secretary

CERTIFICATION

I 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 the 8th day of February 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 5 day of March, 2012.

Deborah Barber

Debbie Barber, Town Clerk

Appendix E

MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS - 473 S. Main Street, # 106
MONDAY, MARCH 5, 2012 at 5:30 P.M.

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion

1. **Call to Order**
Mayor Burnside called the meeting to order at 5:30 p.m.

2. **Roll Call**
3. Mayor Burnside, Vice Mayor Kovacovich, Councilors Baker, Buchanan, George, and German were present; Councilor Whatley was excused, as she is in Ethiopia.

Also Present: Town Manager Russ Martin, Public Works Director Ron Long, Finance Director Mike Showers, Economic Development Director Mel Preston, Mike Dumas, Steve Burroughs, Lynda Moore, Deborah Ranney, and Town Clerk Deborah Barber

4. **Pledge of Allegiance**
Showers led the pledge.

5. **Discussion and possible direction to staff relative to the development of a Capital Improvements Plan (CIP) to include, but not be limited to the survey results, the CIP process, potential funding and funding sources, prioritizing projects, etc.** Staff Resource: Russ Martin

Martin explained that the purpose of this meeting was to identify 3 to 5 projects from the list in the packet to be included in the first year Capital Improvements Plan. He advised that the library construction and the community park were not included in this discussion, explaining that when the USDA loan offer is extended, no expenses would occur during the upcoming fiscal year. He further advised that staff planned to move forward with the budgeted easement acquisition for the park. After hearing opposing views from Council with regard to the park entrance, Martin advised that staff planned only to move forward with the easement in anticipation of having the opportunity to have an entrance off SR 260.

Long distributed a copy of the 2008 Master Plan for the Community Park, explaining that the plan did not address grading, drainage, or hydrology. He outlined the estimated costs for the easement acquisition from the Forest Service and ADOT requirements.

There was also discussion relative to the importance of having a development plan for Rezzonico Park that has been approved by Council and the neighborhood prior to allocating funds for specific items. Discussion also included ideas such as selling sponsorships to purchase benches and applying for a grant to resurface the tennis court.

Council members (in no particular order) selected the following projects to be included in the first year CIP:
Buchanan –

- Butler Park Improvements
- Attic Insulation
- HVAC/Town Hall 100 Building
- Rezzonico Park
- Pool Resurface
- Gym Repair/Refinish

George –

- Butler Park Improvements
- HVAC/Town Hall 100 Building
- Pool Resurface

Kovacovich –

- Butler Park Improvements
- HVAC/Town Hall 100 Building
- Rezzonico Park
- Pool Resurface

Baker –

- Butler Park Improvements (full $120,000)
- HVAC/Town Hall 100 Building
- Rezzonico Park
- Pool Resurface
- Pool Upgrades

Burnside –

- Replace Doors – 300 Building
- Attic Insulation
- HVAC/Town Hall 100 Building (with savings to be set aside for Butler & Rezzonico Parks)
- Visitors Center HVAC
- Pool Resurface
- Pool Upgrades (1/2 the proposed amount)

Martin advised that the projects would be presented with the budget, explaining that Council would have an opportunity in the fall to address the projects to be completed in future years.

6. **Adjournment**

On a motion by Baker, seconded by Buchanan, the meeting was adjourned at 7:27 p.m.

Bob Burnside, Mayor

Deborah Barber

Deborah Barber, Town Clerk dl

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion and direction 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 the 5th day of March 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 22nd day of March, 2012.

Deborah Barber

Debbie Barber, Town Clerk dl

5

Manager's Office

Memo

To: Mayor and Council

From: Russ Martin, Town Manager

Date: September 5, 2012

Re: Council/Manager Priority List/Goals

The following are Manager suggested goals for the next year Council should determine these items so as to clarify priority. This list is not intended to determine the only activity for the Manager or to deter the Manager or Council from taking opportunities within the next year that we determine together will achieve greater success for the Citizens of Camp Verde:

- Complete a revision to the Capital Improvement Plan.
- Complete ground breaking on the Town Library.
- Complete preparations planning/studies/USFS access issues to allow for the beginning of actual construction of the large community park.
- Work towards establishing a "Greener" Camp Verde through energy efficiency recommendations/policies/projects.
- Prepare with the Sanitary District for discussion(s) with Council to determine whether to pursue an election in 2013.
- Continue building better business relationships through regular consultation and listening activity.

To give some context to a future discussion/retreat/decision/direction from Council the following is a complete list of previous projects (many are completed!):

- Code Revision
- Engineering Standards (District/Company Regs. Incorporated/Referred to)
- Code Enforcement Process
- Town Code Revisions –Rehear Process, Com. Dev. Dir., etc.
- Finnie Flat Road Design (Corridor Plan)
- Rio Verde Remodel
- Senior Center Assistance
- Sidewalk Projects – Hollamon, Finnie Flat, Hwy 260
- Stormwater Projects - Finnie Flat and Clear Creek
- Public Works Land Purchase
- INCODE Software Implementation
- Computer System Upgrade Cont'd (Library Networked w/Town, etc.)
- Town Center Plan Update/Redo
- Library Application/Financial Review/Construction
- Silverado Development Clarity
- Water Right Establishment
- Sanitary District Lease/Sanitary District Consolidation
- Water Company Purchase
- Fireworks
- Coury Deal Review
- County Trail Plan Adoption
- Financial Procedures
- Investment Policy
- Budget Process
- Economic Development, VVREO, Local?, Buxton Report Update, Historic Design
- Trail Development
- Rezzonico Park Development
- New Park Development
- Master Facility Use Agreement w/CVUSD
- Downtown Revitalization Plan
- Town Initiated Rezoning to Clear Up Non-conformances
- General Plan Update (Absolutely Due 2015)
- Property Inventory (For Use or Sale)
- Teen Center