

**DRAFT MINUTES  
COUNCIL RETREAT  
MAYOR AND COMMON COUNCIL  
Of the TOWN OF CAMP VERDE  
CAMP VERDE PUBLIC LIBRARY 130 N BLACKBRIDGE ROAD  
FRIDAY, NOVEMBER 18, 2016 at 8:00 a.m.**

Minutes are a summary of the discussion. They are not verbatim.  
Public input is placed after Commission discussion to facilitate future research.

1. **Call to Order**  
Call to Order at 8:00 a.m.
  
2. **Roll Call**  
Mayor Charles German, Vice Mayor Jessie Murdock, Councilors Robyn Whatley, Dee Jenkins, Brad Gordon, and Buck Buchanan are present. Councilor Jackie Baker was absent.  
  
**Also Present**  
Finance Director Michael Showers, Town Manager Russ Martin, Town Clerk Virginia Jones, Economic Development Director Steve Ayres, Public Works – Ron Long, Jan Grogan, Troy O'Dell, Stacy Perry, Shawna Figy, and Mike Dumas, Municipal Court - Judge Paul Schlegel and Veronica Pineda, Camp Verde Marshall's Office - Marshall Nancy Gardner and Commander Jacque McConnell, Community Development/Planning and Building - Carmen Howard, Robert Forman and John Rivero, Risk Management – Carol Brown and John Rivero, Library Director Kathy Hellman, and Recording Secretary Lynn Riordan.
  
3. **Pledge of Allegiance**  
Mayor German led the pledge.
  
4. **Discussion, presentation and updates from various Town Departments to include, but not limited to responsibilities, duties and goals of each department.**  
Town Manager Russ Martin advised the Mayor and Councilmembers that today each department would present department information and an overview of operations, achievements and goals, answer any questions by council, however, budgetary items would not be discussed today. Notice that any items of concern may be placed on a future the Agenda for discussion.

**Economic Development.** Steve Ayres addressed the Mayor and Council advising the department continues to design and follow strategies and set goals; to provide resources to accomplish goals set in conjunction with the Focus Future Plan and the General Plan. Mr. Ayers stated that the retail recruitment contract has been signed and the contractor has begun the analysis with their report, recommendations and design for retail recruitment to be available to Council early next year. The signage committee will be submitting a permit application to ADOT for signage on I-17 and Hwy 260 for installation next spring. Ayers noted that Sebra Choe has been instrumental in acquiring grants for the department, additionally she has begun designing the department 5-year strategic plan that includes Dark Skies, pursuant to the General Plan, and application is in progress and will be a part of the Verde River Recreation Master plan.

Ayers informed Council that the Economic Development department has applied for grants (approximately \$300,000 combined applications) that includes a grant from the Arizona State Parks; other matters the department currently is exploring and working on includes:

- Rocking River Ranch State Park,
- Fossil Creek River Management plan with the potential for Fossil Creek to become a State Park,
- I-17 visitor center,
- Historic District resolution,

- zoning designation or variances for RV parks as there is no current designation in the General Plan,
- Audubon society survey of public property in the floodway scheduled to be in January,
- Working with Camp Verde Promotions and the Fort to advertise the Town's website, and
- A potential University of Arizona Agriculture extension office.

Mr. Ayres advised that the Economic Development has secured over \$977,000 in grant money since 2014.

**Public Works.** Ron Long addressed the Mayor and Council advising he would schedule a tour of town facilities for the new council members.

Stacy Perry (**Streets**) addressed the Mayor and Council advising the street department will continue to move forward with street maintenance per the 7-year maintenance plan (which is currently ahead of schedule). Mayor German commended Mr. Perry, the Public Works/Streets Department as the Verde Lakes street project is complete, and the Town has received positive feedback on their maintenance projects.

Shawna Figy (**Parks and Recreation**) addressed the Mayor and Council advising the Parks and Recreation Department continues to strive to provide quality recreation to the residents of Camp Verde,

Ms. Figy provided a *handout* to Council and advised that the Town currently provides basketball, softball, baseball and volleyball programs as well as open swim programs at the pool (seasonal), family movie nights, day trips primarily for the retired citizens, and holiday events. Figy stated the department continues to work with Camp Verde Promotions who are a great asset to the Town, and will be asking for additional funding next fiscal year to expand the summer program and sports programs. Ms. Figy advised that the Town secured a \$7,800 grant for a trailhead and bathrooms at Rezzonico park although there were no actual plans yet. At the request of Councilor Gordon, Ms. Figy advised that plans for the trailhead, bathroom and development of Rezzonico Park will be a future Agenda Item with other park/parks and recreation matters.

Mike Dumas (**Maintenance**) addressed the Mayor and Council advising the maintenance department of Public Works is responsible for the building maintenance, as well as grounds maintenance throughout the Town, including the new Library, all parks, all Town buildings, and the pool; Mr. Dumas gave an overview of the departments on-going maintenance scheduled as well as providing major repairs and upgrades (installation of playground equipment, irrigation systems and HVAC). Mr. Dumas commended "The Old Guys" as they continue to volunteer and complete many needed upgrades and projects for the Town. The maintenance department currently has the following projects in progress or scheduled: re-building the Ramada at Town hall, remodeling the community development offices, assisting with the new Court remodel and gym roof, in addition to ongoing maintenance.

Jan Grogan (**Sewer/Waste Water**) addressed the Mayor and Council advising the Waste Water Treatment Plant project are ongoing as the department is trying to complete projects with the WIFA funding. Projects in progress include the UV unit, filtration system, drying beds and sludge belt press; the department has obtained the new vac truck and the new camera van has been ordered per the budget as approved; the Verde River RV Park has indicated they want to hook into the Town's system. At the request of Councilor Murdock, Ms. Grogan advised that the non-potable water is currently rated B and needs to be rated A to use for irrigation at the parks, this is anticipated by the end of 2017.

Troy O'Dell (**Stormwater**) addressed the Mayor and Council advising the department has completed several drainage projects including Verde Lakes. The project at Finney Flats is in progress, and the department has completed all the projects that funding allows for this year; ADEQ mandate with a compliance schedule will be forthcoming requiring the Town to comply with the MS4 permit with respect to run-off and environmental issues; the department continues to do commercial inspections to make sure that the Town is compliant with all environmental issues; a copy of the hazard plan will be provided to council.

Ron Long, Public Works Director, addressed the Mayor and Council advising that the department has five divisions and is always in need of additional employees and more funding, the department continues to look for funding and available grants.

**Municipal Court.** Paul Schlegal, Presiding Magistrate, and Veronica Pineda, Court Administrator, addressed the Mayor and Council advising the contract has been signed for construction/remodel of the new Courtroom; JAVS (audio/video recording and security system) has made a presentation to the Court staff; Court staff will be presenting a proposal to the Council at a later date with the possibility of funding/payment over a five year period; the JAVS system will meet safety standards when the new minimum safety requirements go into effect and become mandatory.

**Marshall's Office.** Marshall Nancy Gardner and Commander MacConnell addressed the Mayor and Council and introduced Commander MacConnell. Marshall Gardner provided a handout showing the Marshall's Office current facilities, staff and volunteers, completed and in-progress projects, including new rolling shelving in the evidence room, upgrade of body cameras and installation of 2 in car cameras for the K9 vehicle and traffic patrol vehicle.

**Community Development, Planning and Building, Code Enforcement.** Community Development Director Carmen Howard and Building Official Robert Foreman addressed the Mayor and Council advising the department has undergone a large turnover of employees and with Mike Jenkins retiring, the department will be training three new employees. the department will continue to work with the Economic Development Department; the General Plan will be printed and presented to the Council within the next couple of months. Mr. Foreman advised that the department received approximately 400 permit applications this year, with only 25% still in progress. Additionally, the new Library and the new medical center is completed and there are new commercial plans for the Circle K and Dollar Store in progress. The average turn-around on permit applications for residential is approximately 2 weeks, with commercial approximately 4 to 5 weeks, if no floodway, environmental or engineering problems arise. At the request of the Mayor, Ms. Howard agreed that a post-permit application survey would be beneficial to the Town and the department, perhaps at the business license level.

**IT Department.** Town Manager Russ Martin introduced Hugo Meixueiro, the on-site, on-call IT contracted person, stating the contracted services have been excellent and very cost effective.

Councilor Gordon commented on the completion of the new Library, noting how nice it was and it is a huge benefit to the community. However, he stated discontent with the cost over-run and the architect doing as he pleased without consideration of cost or direction from the Library Director or Council. Councilor Gordon stated concerns with the new Court facility contract, which presented to be substantially over budget, stating the Council must stop allowing the architect to make the decision and require all contracts and departments to stay in budget as it is the Council's responsibility to be accountable to the taxpayers. Councilor Gordon left the retreat at 10:25 a.m.

**Risk Management.** Carol Brown and John Rivero addressed the Mayor and Council advising the Risk Management Department's primary duty is to protect the Town's assets including insurance, worker's compensation, legal matters, training, and identifying potential hazards or liabilities. Mrs. Brown provided a **handout**. Mr. Rivero assists part-time in risk management (Safety Committee) and full-time in Community Development (plans examiner/building inspector).

**Library.** Kathy Hellman, Library Director, addressed the Mayor and Council-advising building of the new Library has been a learning experience; stating appreciation for the new facility, the endless hours of work performed by volunteers, and loyalty of staff. Ms. Hellman stated she is delighted to be able to open the Library to the public and advising that the Library is not just books anymore, it is available for meeting rooms, computer access, classes (college, OLLIE, public schools), and arts. Ms. Hellman advised that she would be preparing a strategic plan for rotating arts, collaborating with all departments, to offer more services to the community including arts, NASA, and archeology. Ms. Hellman stated frustration with the architect (during construction) being allowed to make the library his vision and make independent decisions, ignore requests, and failing to stay within the budget and operate outside of the scope of what was directed by Council on this project. Ms. Hellman advised the architect failed to listen to her requests throughout the project. Ms. Hellman, acknowledging that this was the first project of this size that the Town had completed independently, requested that better planning and stricter controls be in place for any future projects.

Mike Showers, Finance Directed, provided the Mayor and Council with a **handout** with the proposed budget-meeting schedule. Town Manager, Russ Martin, advised that were some issues with operations and management and the minimum wage increase would affect some departments and operations, noting that all CIP projects were on schedule and within budget.

At 11:00 a.m., Mayor German advised that the remainder of the departments that did not get to address council today would be rescheduled for another retreat.

**Adjournment.** Mayor German adjourned the meeting at 11:04 a.m.

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Mayor Charles German

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Lynn Riordan, Recording Secretary

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Retreat of the Mayor and Common Council of the Town of Camp Verde held on November 18, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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Virginia Jones, Town Clerk

11-18-14

Maintenance

Employees

Supervisor	1	
Maintenance	2	
Grounds	3	8 - Full Time
JANITORIAL	2	1 - PART TIME for Library
9 Employees		

Building MAINT. Employees

100 Building - TOWN HALL      200 Bldg Historical Society

300 Building Public works, Gym

Arch Center, old Jail, Pump house, RAMADA, Cook shack, Marshals office

Library, Pool Building

Butler Park - Announcers stand, Concession stand, Restrooms

w/o - APX 400 per Physical year They consist of 2 hrs

ASSIST FT. Verde State PARK

To Several Weeks

Grounds MAINTENANCE Employees

Town Complex - Soccer field

Library grounds

Marshal's office grounds

All MAIN ST. PLANTERS

Verde LAKES PARK

AUTURO PARK      Rezzonico PARK

Butler PARK

Town OWNED Properties

FINNIE FLAT - 260 ENTRANCE

Pool grounds AND Pool OPERATION during SEASON

MIKE DUMAS

## 2016 - Completed

IT Room @ Community Delv. HVAC Split Unit

Add Insulation to Archaeology Center Roof

New Library Project MISILANIOUS ITEMS

Purchase 20' utility trailer for MAN lift, Kubota Tractor

TOOL Purchase (sliding miter saw) (HAND TOOLS)

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## PARKS

ESTABLISH Irrigation for Tree Advisory Committie

Install New fall MATERIAL V. LAKES PARK

Add Playground EQP. AT Butler PARK (KIWANIS DONATION)

New Drinking fountain AT Historical Society

## NOT Completed

Rebuild Town Soccer field Ramad's

Risk mgnt. Audit list

Community Delv. Remodle

Pool - New window AND Rolling shutter safety glass

206 - 07 COURT remodle Help Ron manage Project

Gym Roof Assist Project mgnt.

Camp Verde Heritage Pool Building ReRoof mgnt. Project

Replace rain gutter ON TOWN HALL

New benches for CUMD - TOWN HALL

**Parks & Recreation Division  
Town Council Mission Summary  
November 18, 2016**

Park & Recreation is a Division of Public Works with the Manager reporting directly to the Public Works Director with offices at 395 S. Main Street. Our mission is to provide quality recreational, educational, cultural, fitness, social and environmental opportunities that meet the diverse needs of our community.

**Staffing:**

The division is staffed by two (2) fulltime personnel, one position is new in the past 6 months. About 15 seasonal staff at the Heritage Pool and part-time sports officials and referees for children and adult sports, along with approximately 20 volunteer coaches.

**Facilities:**

- Community Center complex including Gymnasium, kitchen, meeting rooms, gazebo, ramadas, Butler Park complex, Heritage Pool, plus Rezzonico Park and 2 additional neighborhood parks.

**Programs:**

- Approve, coordinate and schedule use of meeting rooms, ramadas, sports fields and other facilities by individuals, organizations, businesses, other Town Departments, CVUSD and others including coordinating the Special Event Permit process with the Town Clerk's Office.
- Work with partner organizations to provide programs for adults and children at our facilities including Little League, Camp Verde Youth Football and AYSO, non-profit & civic organizations and specialty instructors.
- Youth and adult sports programs using volunteer coaches and part time paid officials including Grasshopper basketball, Adult Co-Ed softball and two sessions of Adult Co-Ed volleyball.
- Community recreation opportunities including Free Family Movie Nights, Day Trips, Diamondback trips, Halloween Trunk or Treat, Christmas Craft Bazaar and Parade of Lights.
- Heritage Pool seasonally to provide swim lessons for children, lap swim for adults and water exercise programs as well as Open swim.
- Working with Camp Verde Promotions for the Spring Heritage Festival, Corn Fest and Fort Verde Days.

**Budget priorities and philosophy:**

- Staff time is utilized as a resource available and apportioned to maximize program benefits.
- The Heritage Pool is operated as a separate budget area for the maximum benefit of the largest number of attendees.
- The Programming budget area is managed so that programs are as nearly as possible supported by user fees.
  - o FY 15/16: Programming revenue increased by 35% and expenses increased by only 15%.
- When evaluating program budget impacts emphasis will be on supporting and where necessary subsidizing children's programs.
- Aggressively explore opportunities for collaboration, partnership and cooperation with non-profit, volunteer and civic organizations, other communities, governmental agencies and Tribal groups.

### **Future plans and ongoing projects**

- Currently working to improve Rezzonico Family Park with ramadas, parking and walking trail.
- Preparing for construction of the grant funded non-motorized trail at the New Community Park planned for early spring 2017.
- Working with Public Works Engineering for development of drainage, infrastructure and drainage plans for the New Community Park.
- Increasing offerings for youth as an identified need including specifically a summer Day Camp program.



# The Camp Verde Marshal's Office

Total employees at full staffing = 37

Total Volunteers = 11

**Total Sworn**

3 Patrol Sergeants  
1 Corporal  
13 deputies (2 in the academy)

1 Detective Sergeant  
1 Detective

1 Commander  
1 Town Marshal  
20 (3 deputy vacancies)

**Total Dispatchers**

1 Dispatch supervisor  
7 Dispatchers  
1/2 Part-Time Dispatcher  
8.5

**Animal Control/Code Enforcement**

2 civilian officers

**Total Records**

1 Records Specialist  
1/2 Records Clerk

**Total Administrative Assistant**

1 Admin Assistant (IT liaison, PIO, crime scene processing, VIP Coordinator)

**Total Property and Evidence**

1 Property/Evidence Custodian

## Record's Department



The Records department receives, processes, and stores all official reports and documents generated by Camp Verde Marshal's Office personnel.

- Data collection for crime analysis is taken from records housed in this department.
- Releases all requests for records from the private sector and other law enforcement and government agencies. Including photographs, 911 tapes, video tapes, and other miscellaneous reports housed outside of the records department within CVMO
- Conducts public and Court ordered fingerprints, processing Court issued documents, and 30 day impound hearings and 30 day impound releases.

## Motor Officer and Traffic Unit



This specialty unit was formed to educate the youth and citizens of Camp Verde on impaired driving, drug abuse and traffic safety in an effort to improve the safety of our citizens.

- Educates citizens about traffic laws
- Conducts enforcement details in and around neighborhoods
- DUI task forces

## K9 Officer and Canine Claymore



Deputy Jeff Bowers and Claymore provide education to the community on drugs. They are very visible in the community and at events.

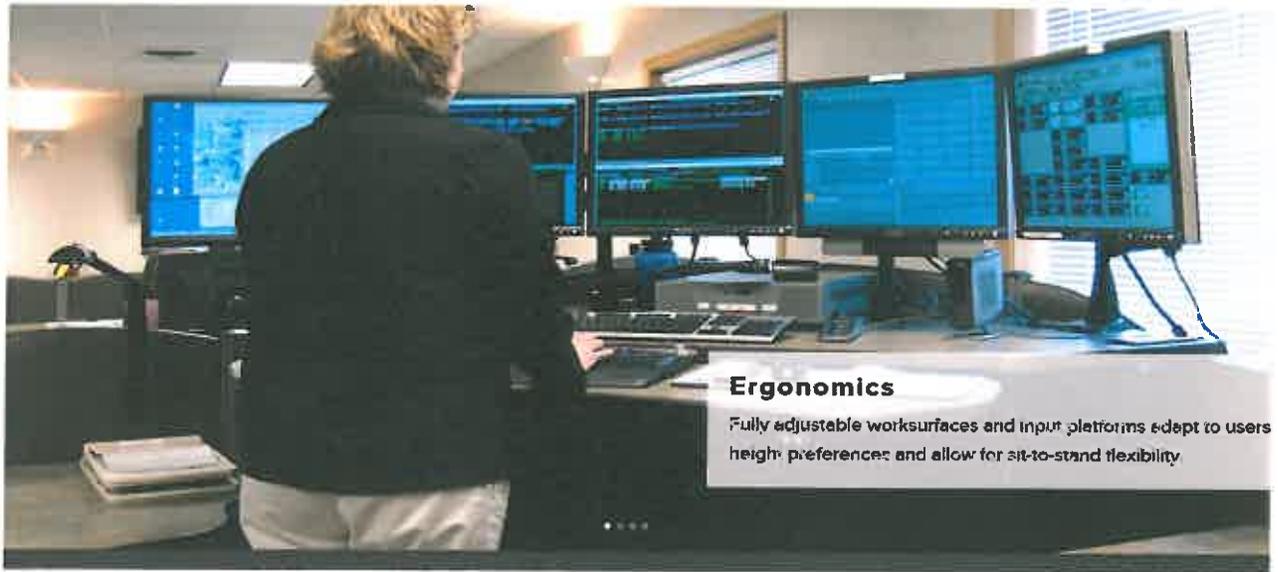
- Claymore is a dual purpose canine which means he can conduct missing person searches, drug sniffs, and apprehend suspects by means of biting.

## School Resource Officer (SRO)

The Camp Verde Unified School District in conjunction with the Camp Verde Marshals Office has worked together to ensure a police presence in the middle school and high schools.

- The School District pays  $\frac{3}{4}$  of the salary of an officer.

## Dispatch Center



The dispatch center was recently upgraded with used equipment purchased from Guardian Air.

- CVMO dispatches for Jerome Police Department, Clarkdale Police Department, The Yavapai Apache Tribal Police Department and the Marshal's Office.
- Camp Verde Marshal's Office dispatch center received a total of 57,625 incoming calls in 2015 and will be slightly over that number for 2016

## Criminal Investigations Property and Persons Crimes

The Criminal Investigations Unit currently consists of one Detective Sergeant and one Detective.

- Support unit to the Patrol Section
- Investigates Homicides, Aggravated Assaults, Sexual Offenses, Child Crimes, Missing/juvenile Persons, Arsons, Burglaries, Frauds, and specified high-profile misdemeanor cases

## Animal Control and Code Enforcement



In 2013 the animal control and code enforcement units were combined. There is currently one civilian officer who handles any animal problem or nuisance issue and we hope to fill the second position soon

## Property and Evidence



The property and evidence custodian is responsible for processing evidence, items for safe keeping and found property.

- In 2015 the Marshal's Office purchased a Drug Terminator and it is used to incinerate drugs.
- The Camp Verde Marshal's Office participates in National Drug Take Back events in order for citizens to turn in unwanted prescription drugs.
- Unclaimed property and other property where an owner cannot be located is placed up for auction on the Public Surplus website ([www.publicsurplus.com](http://www.publicsurplus.com)).
- Firearms and other weapons being held for disposal will either be traded with licensed firearm dealers or destroyed per state law.
- The evidence custodian is the quarter master for the department and responsible for issuing and maintaining a record for issued equipment to the Marshal's Office employees.

## Volunteers in Policing (VIPs)



Neal Lanning



Bill Gatchell



Kathy Davis



Pat George



Tim Wiggle



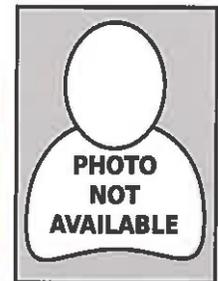
Randy Strickland



Drew Peterson



Shirley Johnson



Alex LeClair



Janet Kreienkamp



John Watson

Property and Evidence: Janet Kreienkamp, Bill Gatchell

Records: Drew Peterson

Detectives/Fleet: Neal Lanning

Patrol: Alex LeClair

Animal Control: Kathy Davis, Pat George, Shirley Johnson Janet Kreienkamp

Chaplin: Randy Strickland, John Watson

## Current and Future Projects

**In progress** - new “rolling shelving” approved by Town Council are being installed in the property and evidence room

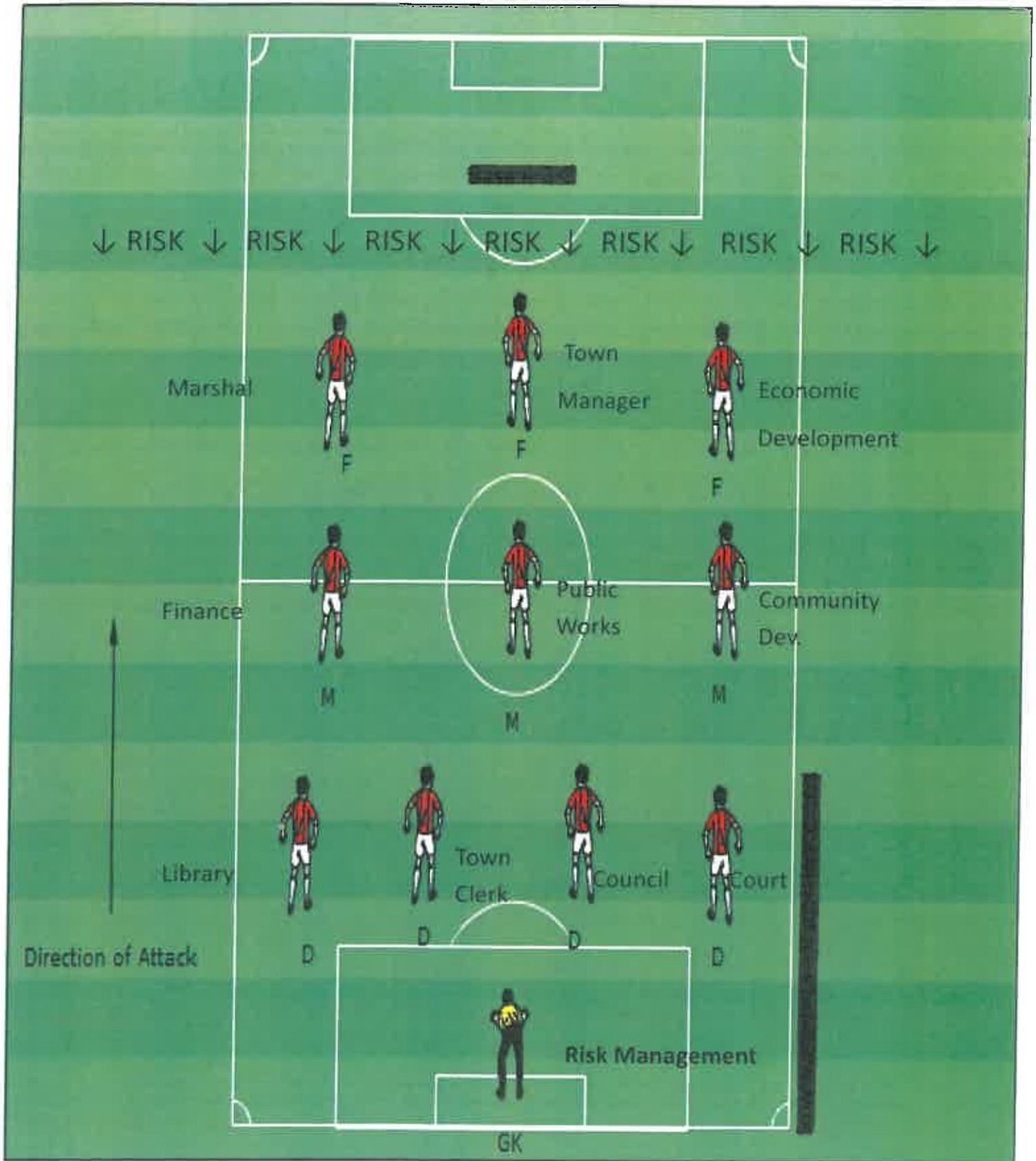
**In progress** – equipment and installation in December to upgrade body cameras and new cloud server

**In progress** – order 15 new patrol radios (\$20k Grant from homeland security)

**In progress** – order and installation of 2 in car cameras for K9 vehicle and traffic vehicle (\$10k Grant GOHS)

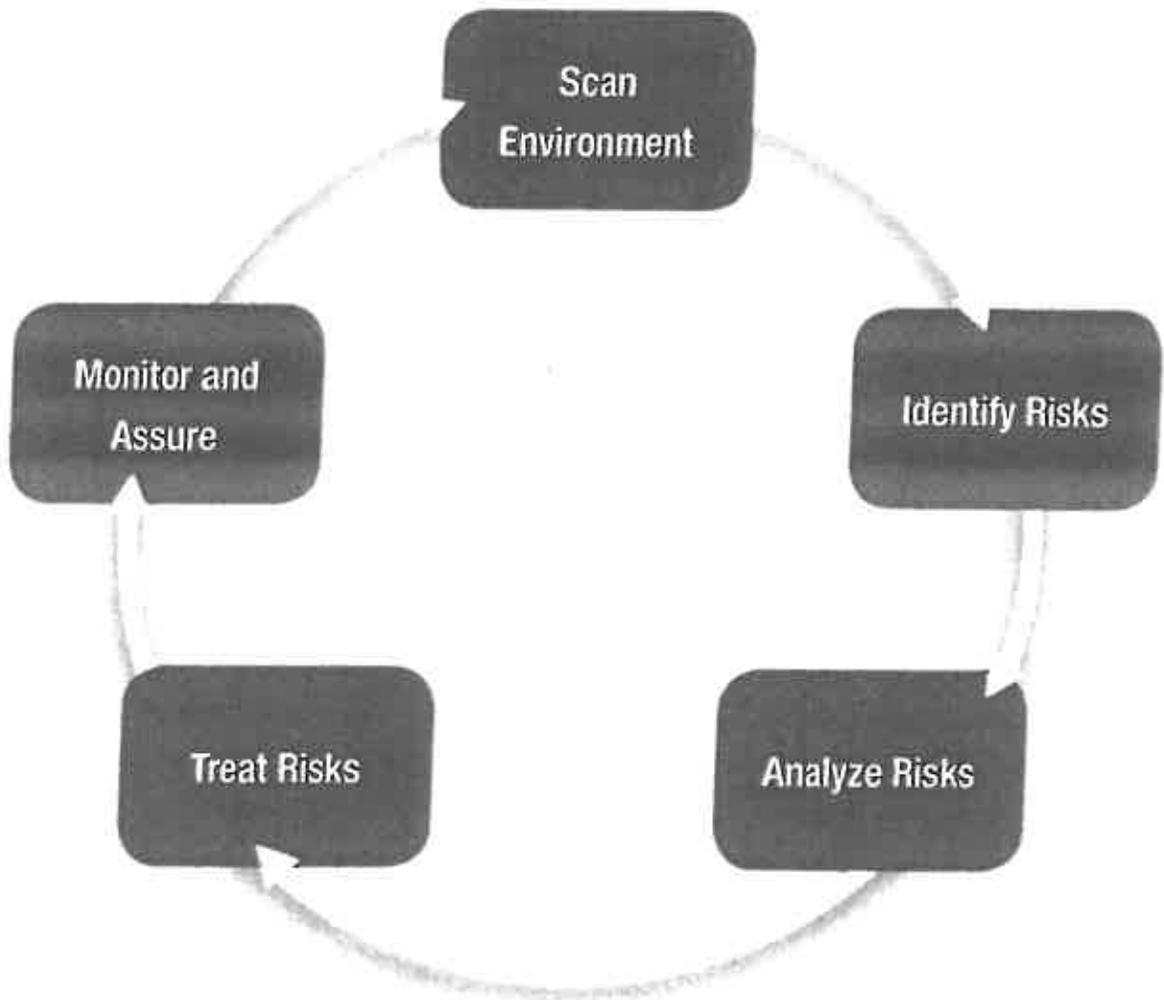
**In progress** – Complete the e-ticket process

**Future projects** – Complete a 3 year strategic plan for CVMO



# Enterprise Risk Management Process Model (ERM)

Exhibit 2





*Finance*

# Town of Camp Verde

## Proposed Budget Calendar for FY 2017-18

<u>Date</u>	<u>Task</u>	<u>Day/Time</u>
Dec. 7 <sup>th</sup> , 2016	Approve budget calendar.	Wed: 6:30pm
Jan. 13 <sup>th</sup> , 2017	Council to develop Strategic Plan	Fri: 8:00-11:00am
Feb. 3 <sup>rd</sup> , 2017	Day 1 of CIP development	Fri: 8:00-11:00am
Feb. 10 <sup>th</sup> , 2017	Day 2 of CIP development	Fri: 8:00-11:00am
Feb. 20 <sup>th</sup> , 2017	Any changes to Town fee schedule due to Finance	Mon: End of day
Feb. 27 <sup>th</sup> , 2017	Dept budgets and Narratives due to Finance	Mon: End of day
Mar. 20-24, 2017	Town Manager to review budgets with department heads	Throughout week
Apr. 14 <sup>th</sup> , 2017	Day 1 of Council budget presentations	Fri: 8:00-11:00am
Apr. 21 <sup>st</sup> , 2017	Day 2 of Council budget presentations	Fri: 8:00-11:00am
May 8 <sup>th</sup> , 2017	Community engagement meeting	Mon: 7:00-9:00pm
May 12 <sup>th</sup> , 2017	Council review with Town Manager & Finance Director	Fri: 8:00-11:00am
May 17 <sup>th</sup> , 2017	Public hearing; Adoption of Town fees and Sanitary District debt levies	Wed: 6:00pm
May 17 <sup>th</sup> , 2017	Adoption of Capital Improvement Plan	Wed: 6:30pm
June 7 <sup>th</sup> , 2017	Adoption of Tentative Budget	Wed: 6:30pm
July 19 <sup>th</sup> , 2017	Public hearing; Adoption of final budget	Wed: 6:00pm

*\*Please note that dates are estimates only and may change if necessary.*

**Town of Camp Verde**  
**Strategic Plan Summary**  
From November 20, 2015

**Top Priorities for Town of Camp Verde**

1. Utility extension for business growth
2. Recreation programs
3. Ball fields
4. Flood control
5. Street maintenance
6. Water Control (company & our future)
7. Building & Park Maintenance
8. Cultural Heritage maintained
9. Stable government / Orientation

**Value Outcomes**

1. Character / Historical
2. River / Water resources
3. Planned business growth
4. Community recreation opportunities
  - a. Parks
  - b. Ball fields
5. Stable government

**Current Status Review Needs (focus, make stronger, improve)**

*Services*

1. Recreation and events – Dept & CV Promotions
2. Social Services – support more than money
3. Structure Maintenance – staff & equipment
4. Tourism - continual

*Infrastructure*

1. Stormwater – repairs & new construction
2. Sewer – hwy 260
3. Solar – new construction

*Environment*

1. River – it's the "why" in CV
2. Cleanliness
3. Cultural – expand

*Attractions*

1. Parks & Ball fields
2. River Access

*Amenities*

1. Retail, Entertainment, Services
2. Arts & Culture, Housing, Recreation

Town of Camp Verde  
FY17 Capital Improvements Plan

Funding

Funding Source	Current Budget	New Requests	YR1 - FY17	YR2 - FY18	YR3 - FY19	YR4 - FY20	YR5 - FY21	5 Year Funding Total
.65% Sales Tax	\$ 394,800		\$ 583,000	\$ 625,000	\$ 643,000	\$ 662,000	\$ 681,000	\$ 3,194,000
Grant Funds	\$ 450,000							\$ -
Reserve Funds	\$ 418,423		\$ 444,339	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,444,339
Debt Financing	\$ 3,507,248							\$ -
Current Revenues (Transfers)	\$ -			\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 340,000
Carrying Balance	\$ 527,825		\$ 951,299					\$ 951,299
<b>Total Anticipated Funding</b>	<b>\$ 5,298,296</b>		<b>\$ 1,978,638</b>	<b>\$ 960,000</b>	<b>\$ 978,000</b>	<b>\$ 997,000</b>	<b>\$ 1,016,000</b>	<b>\$ 5,229,638</b>

Expenditures

Functions	Project	Current Budget	New Requests	YR1 - FY17	YR2 - FY18	YR3 - FY19	YR4 - FY20	YR5 - FY21	5 Year Project Total
<b>Public Use Facilities</b>									
	New Library Building	\$ 3,998,684							\$ -
	Pool Splash Pad		\$ 80,000						\$ -
	Historical Society Building Renovation		\$ 35,000						\$ -
	Pool Deck Expansion		\$ 29,000						\$ -
	Pool Roof Maint		\$ 24,000	\$ 24,000					\$ 24,000
	Skate Park Lighting Replacement		\$ 8,000						\$ -
	Re-roof Town Gym	\$ 100,000							\$ 100,000
	Butler Playground Equipment	\$ 50,000		\$ 100,000					\$ 100,000
	<b>Total Public Use Facilities</b>	<b>\$ 4,148,684</b>	<b>\$ 176,000</b>	<b>\$ 124,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 124,000</b>
<b>Public Use Infrastructure</b>									
	Camp Verde Water System Acquisition		\$ 6,500,000						\$ -
	Public Road Maintenance Program		\$ 5,250,000	\$ 400,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ 435,000	\$ 2,140,000
	Hollomon St., Main Street Drainage		\$ 1,901,000						\$ -
	Black Bridge Improvements		\$ 1,042,000						\$ -
	Old Highway 279 Improvements		\$ 945,000						\$ -
	WW Solar Power Alternative & Canopy		\$ 800,000						\$ -
	SR 260 & Industrial Dr.-Goswick Way		\$ 450,000						\$ -
	WW Community Park Pond		\$ 240,000	\$ 240,000					\$ 240,000
	WW New Sludge Drying Beds		\$ 207,000						\$ -
	Public Transit System		\$ 161,500						\$ -
	Curbs, Gutter, Streetscape across from WMC								\$ -
	WW Chlorination Pumping Station & Lines		\$ 140,000						\$ -
	WW Construct I-17 Crossing Lift Station		\$ 127,000						\$ -
	WW Horseshoe Bend Sewer Extension		\$ 127,000						\$ -
	Sidewalk, Curb and gutter Replacement and Development		\$ 114,331						\$ -
	Stormwater Projects		\$ 112,000	\$ 65,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 465,000
	WW Tertiary Filtration Upgrade		\$ 102,000						\$ -
	WW UV Disinfection Upgrade		\$ 102,000						\$ -
	WW Subsidize Upgrade of Horseshoe Bend Sewer Line		\$ 100,000						\$ -
	Murdock Road Drainage Improvements		\$ 85,000						\$ -
	WW Filter & UV Building		\$ 55,000						\$ -
	Equestrian Trailhead		\$ 50,000						\$ -
	Cliffs Parkway Drainage Basin Improvements		\$ 40,500						\$ -
	Trail Design & Clearance		\$ 35,000						\$ -
	Upgrade Irrigation Pumps		\$ 15,000						\$ -
	WW Sewer Sleeves Expansion	\$ 200,000							\$ -
	Finnie Flat Sidewalk	\$ 194,400		\$ 165,689					\$ 165,689
	Verde Lakes Improvements	\$ 137,400		\$ 67,515					\$ 67,515
	Finnie Flat Streetscape	\$ 75,000		\$ 75,000					\$ 75,000
	Hwy 260 Sewer Expansion Plans	\$ 60,000		\$ 226,538					\$ 226,538
	Hollomon & VC Parking Lots	\$ 47,000		\$ 47,000					\$ 47,000
	Bashas Drainage Channel	\$ 15,000		\$ 19,763					\$ 19,763

Functions	Project	Current Budget	New Requests	YR1 - FY17	YR2 - FY18	YR3 - FY19	YR4 - FY20	YR5 - FY21	5 Year Project Total
	Transit Stop	\$ 5,023	\$ 18,701,331	\$ 1,071,528	\$ 775,000	\$ 535,000	\$ 535,000	\$ 535,000	\$ 5,023
	<b>Total Public Use Infrastructure</b>	<b>\$ 733,823</b>	<b>\$ 18,701,331</b>	<b>\$ 1,071,528</b>	<b>\$ 775,000</b>	<b>\$ 535,000</b>	<b>\$ 535,000</b>	<b>\$ 535,000</b>	<b>\$ 3,451,528</b>
Parks	Community Park	\$ 94,700	\$ 3,730,000	\$ 242,133	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,142,133
	Rezonitico Park Development	\$ -	\$ 313,500	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
	Butler Park	\$ -	\$ 13,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Parks:</b>	<b>\$ 94,700</b>	<b>\$ 4,057,000</b>	<b>\$ 277,133</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 1,177,133</b>
Economic Development & Tourism	Homestead Parkway Extension	\$ -	\$ 151,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000
	Retail Recruitment Contract	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	New Town Website	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Wayfinding Signs	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
	<b>Total Economic Development:</b>	<b>\$ -</b>	<b>\$ 341,000</b>	<b>\$ 95,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 95,000</b>
Town Facilities	New Court Room	\$ 269,000	\$ -	\$ 246,400	\$ -	\$ -	\$ -	\$ -	\$ 246,400
	Town Campus Remodel	\$ -	\$ 300,000	\$ 50,000	\$ 100,000	\$ -	\$ -	\$ -	\$ 150,000
	CVMO Expansion of Property & Evidence Room Opt. 2	\$ -	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
	Gazebo Renovation	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Town Facilities:</b>	<b>\$ 269,000</b>	<b>\$ 383,000</b>	<b>\$ 331,400</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 431,400</b>
Town Systems & Equipment	PW Geographic Information System (GIS)	\$ -	\$ 505,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	LIBR Desks & Equipment	\$ -	\$ 200,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
	CVMO Mobile Data Computers	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	LIBR Computers	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CVMO Replace Security/Surveillance System	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MAINT Banners, Flags and Holiday Decorations	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	HURF Install Sewer & Data Lines at PW Yard	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CVMO K-9 Vehicle	\$ -	\$ 42,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	LIBR AV Equipment	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MAINT 3/4 TonChevy Pickup	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MAINT 3/4 TonChevy Pickup	\$ -	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	P&R Top Dresser Material Handler	\$ -	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MAINT Tractor Backhoe Attachment	\$ -	\$ 19,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	CNCIL Audio System-Current Chamber	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	HURF Lift Gate	\$ -	\$ 10,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Misc. Projects	\$ 37,089	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	IT Network Equipment	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
	<b>Total Town Systems &amp; Equipment:</b>	<b>\$ 52,089</b>	<b>\$ 1,165,500</b>	<b>\$ 15,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
<b>Total Projected Cost - All Projects</b>		<b>\$ 5,298,296</b>	<b>\$ 24,823,831</b>	<b>\$ 1,914,061</b>	<b>\$ 975,000</b>	<b>\$ 835,000</b>	<b>\$ 835,000</b>	<b>\$ 835,000</b>	<b>\$ 5,784,061</b>
<b>Net Total - All Projects</b>		<b>\$ -</b>	<b>\$ (24,823,831)</b>	<b>\$ 64,577</b>	<b>\$ (15,000)</b>	<b>\$ 143,000</b>	<b>\$ 162,000</b>	<b>\$ 181,000</b>	<b>\$ 645,577</b>

# Town of Camp Verde

## Capital Improvements Plan

The Capital Improvements Plan (CIP) is a critical piece in the Town's overall planning. It is the most important implementation tool of the General Plan. Development of the community's facilities and services is one of the primary functions of municipal government. Without functional public services including water and wastewater facilities, public safety, streets, drainage systems, managed development, and parks and recreation, Camp Verde cannot reach its potential as a quality place to live. While the Town does not currently provide all of these services to the entire community, it is imperative that a plan is formulated as development occurs.

### **THE CAPITAL IMPROVEMENTS PLAN**

The CIP is a five-year plan that outlines current capital and infrastructure needs, future anticipated needs, current projects and future costs to the community. The CIP addresses both repair and replacement of existing infrastructure as well as the development of new facilities to accommodate future growth and/or improve services. The CIP links directly to the Town's planning and budgeting functions through the Capital Improvement Projects Fund (CIP Fund). It is both a tool in developing the Town's overall budget and a document that serves as an approved guideline to Town staff as to prioritized projects for the coming fiscal year.

The first or current year of the CIP is utilized as the current year's budget for the CIP Fund. While the first year is used to determine the current year's funding amounts, the entire plan is considered a part of the Town's approved budget in that if current year projects need to be postponed or eliminated, projects from years 2 - 5 can be pulled into the current year for completion based on availability of resources and prioritized need.

### **THE DEVELOPMENT PROCESS**

The CIP is developed throughout the budgeting process; being parts of both the beginning and the end of the Town's yearly budget process. After the Town Council has completed the strategic planning phase of the budget, they begin work on the CIP. Revenue estimates and options are provided by the Finance Director to give general guidance as to the total estimated amount of projects that can be completed in each of the 5-year periods based on currently available resources. Staff prepare Project Request sheets taking into account: 1) last year's CIP, 2) priorities determined from the Council's strategic planning process and 3) their own departmental needs. At this point, projects are only minimally estimated for cost and timing. Projects are presented to the Town Council by department and are then prioritized by the Council. After prioritizing the projects, the Town Council will then put together a suggested 5 year plan to highlight their decisions for timing and priority. That preliminary plan then goes back to staff so that more detailed planning and analysis can be done on the top projects. After

the relevant Project Request sheets have been updated with detailed information, the Town Manager, with the support of town staff, will update the 5-year CIP and present it to the Town Council for final approval.

### **PLAN FUNDING**

The Town may consider multiple alternatives for funding the projects within the CIP Fund. Typically all funding is brought into the CIP Fund through Operating Transfers from other funds. Some options for funding are shown below:

- **Budgeted Revenues:** The Town currently utilizes the .65% portion of its 3.65% general tax rate to fund its Capital Improvement Projects Fund each year. The Town also may
- **Municipal Bonds:** The Town can issue Bonds, which must be paid back, with interest, over a period of time. The issuance of general obligation bonds must be approved by a majority of the voters and are backed by full faith of the municipality. Pledged revenue bonds, however, do not require the approval of voters and are backed only by pledged excise tax revenues.
- **Lease–Purchase Agreements:** This method lessens the up-front costs to the municipality. Interest is paid, but the payoff period is typically for a shorter period than bonds, and the Town will have the option to purchase the leased equipment at the end of the agreement.
- **Grants:** Grants must be researched and identified and are obtained through an application process that has no guarantee of funding. Federal, state, county, and private grants are available to finance capital projects. Grants many times require either financial or “in-kind” matches and have various reporting requirements. All grants require ongoing staffing resources.
- **User Fees:** Fees paid by service or facility users that should be sufficient enough to maintain in entirety or at least supplement existing facilities and develop additional capacity.