



Town of Camp Verde Vision Statement

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

**AGENDA
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, FEBRUARY 12, 2025 at 5:00 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/81034738357?pwd=kdobammpp303RHXG48bqNdG8tiyGK>
y.1

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

Meeting ID: 810 3473 8357

Passcode: 477825

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

- 1. Call to Order**
- 2. Roll Call.** Council Members Brian Bolton, Wendy Escoffier, Robert Foreman, Robin Godwin, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins.
- 3. Pledge of Allegiance**
- 4. Discussion, consideration and possible approval of wage increases for Town of Camp Verde employees who were employed before July 1, 2024, at approximately \$115,000 based on the general budget including taxes.** Staff Resource: Town Manager Miranda Fisher & Finance Director Michael Showers. Pg. 3

5. Adjournment

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the purpose of discussion or consultation for legal advice with the Town Attorney as permitted by A.R.S. § 38-431.03(A)(3). Any other executive sessions will be separately included on the agenda above if an executive session will be held at the meeting.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. Pursuant to Town Code, Section 2-3-7.1 the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline of 10:00 p.m. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town

Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde and Bashas on 2-7-2025 at 10:30 a.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk



Town Council Agenda Information Memorandum

Meeting Date: February 12, 2025

Agenda Item Type:

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

Requesting Department: Town Manager

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

Agenda Title: Discussion, consideration and possible approval of wage increases for Town of Camp Verde employees who were employed before July 1, 2024, at approximately \$115,000 based on the general budget including taxes.

Attached Documents:

- FY25 Permanent Salary Table

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 30 minutes

Reviewed By:

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

Financial Review (if applicable):

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

BACKGROUND INFORMATION:

When the Town of Camp Verde prepared the FY24-25 budget, it was determined that the Town was not in a position to provide Cost of Living Adjustments (COLA) or merit raises at the beginning of the fiscal year. However, upon approving the budget, Town Council noted that they wanted to revisit the potential of giving raises in January 2025. After completing a thorough review of the financials with Finance Director Michael Showers, and after Department Directors evaluated where they could build in cost savings, Town staff have found a path forward on raises, which is outlined below.

Recommended COLA Distribution

Town staff are proposing a tiered rate structure for COLA increases where direct line employees receive a higher increase than upper leadership. However, there are some adjustments to this distribution plan:

- Only employees who were working with the Town of Camp Verde prior to July 1, 2024 are eligible for the raise since these raises are the ones the Town had to forgo at the end of the last fiscal year, which is the time when employees had historically received raises.
- If an employee was promoted, had their position reclassified, or received a pay increase for certifications and that pay increase was 5% or more, they are only eligible for a 1.5% raise.



Town Council Agenda Information Memorandum

- All percentages will be applied to an employee's base rate. If an employee is receiving a temporary 5% increase because they are completing duties outside of this normal job responsibilities, whatever step their base pay falls into is what percentage that employee will receive.

Raise Type	Salary Range	Percentage	Budget Impact	Number of Employees
High-Level	Steps 1-13	4.5%	\$78,000	71
Mid-Level	Steps 14-20	3%	\$20,000	17
Low-Level	Steps 21 and higher	1.5%	\$15,000	23*

**12 employees are in Steps 21 and higher. The other 11 employees are receiving 1.5% because they received at least a 5% increase in this current fiscal year (see bullet point two above).*

Revenue vs. Expenditure

It is important to note that as we enter the second half of the fiscal year, revenues have not reached the levels we had hoped for. That said, Town staff have identified significant expenditure savings primarily through wage savings; however, Department Directors recently assessed additional cost-saving measures that would not compromise operations. Based on those collective efforts, Town staff feel they have identified a viable path forward for raises, utilizing these expenditure savings rather than relying on revenue increases.

Town staff recognize that providing raises based on expenditure savings and not revenue carries some risk. That said, Town staff are committed to keeping some positions open, which continues the savings from wages, and to not spending down their entire budgets for this fiscal year. Based on these efforts, we feel enough of a buffer has been created to where Town staff and hopefully the Town Council can feel comfortable increasing wages.

Financial Breakdown

Type	Total	Description
Total Savings Identified	\$850,000	\$670,000 from wages \$180,000 from operating budgets
Revenue Shortage	-\$450,000	Deficit from local sales tax
NET	\$400,000	The difference between total identified savings and the revenue shortage.
Raise Request	\$115,000	Based on the tiered system identified above.
BUFFER	\$285,000	This would be the amount available to cover unexpected expenditures that have not been budgeted for.



Town Council Agenda Information Memorandum

As outlined above, the Town has identified a total of \$850,000 in savings (\$670,000 in wages and \$180,000 from operating budgets). The current year-to-date revenue shortage from local sales tax revenues is \$450,000 but monthly amounts are edging closer to budgeted amounts in December. The net difference between the savings and revenue shortage is \$400,000. Town staff are seeking \$115,000 of that \$400,000, leaving \$285,000 available to cover any unexpected costs that have not been budgeted for. Town staff feel that this buffer creates enough of a safety net for the Town Council to hopefully feel comfortable approving these raises. It is important to note that the Town has not seen all the savings that we might have before the end of this fiscal year. The Town may also see an increase in revenue, which could only add to this buffer.

Future Impacts

The \$115,000 being requested is for the next five months. The annual impact of the tiered percentage increases is approximately \$276,000. Town staff do not have any concern with carrying that \$276,000 into FY25-26 because many of the salary savings are being carried forward into the next fiscal year. The Town Manager and Department Directors are also completing a deep dive into the budgets to assess where there can be financial reallocation and reductions in line items.

Impact of No Increases

Camp Verde is already significantly behind, with some positions multiple pay steps below market rates. Without immediate action, the Town will continue to lose ground, making it even harder to attract and retain qualified employees. The longer this gap persists, the greater the risk of losing experienced staff who are forced to seek higher-paying opportunities elsewhere. This not only weakens our workforce but also increases turnover costs, disrupts operations, and jeopardizes the Town's ability to provide consistent, high-quality services to the community.

Recommendation:

Town staff recommend approval of the \$115,000 for wage increases for employees who were employed before July 1, 2024. Through careful financial planning and responsible cost-saving measures, Town staff have identified a sustainable path forward that prioritizes employees while maintaining fiscal stability. With a solid buffer in place, this proposal not only supports our dedicated workforce but also strengthens the Town's ability to thrive and grow. If approved, these raises will go into effect next pay period, which starts on February 16, 2025.

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

Town staff are the backbone of Camp Verde's success, and investing in them is investing in the Town's future. Providing raises reflects a commitment to the Town's core values and reinforces the dedication to fair and competitive wages. These adjustments are not just about compensation, they are essential for boosting morale, strengthening employee retention, and ensuring a motivated, high-performing workforce that continues to serve the community with excellence.

Question(s) before the Council:

- Does Town Council have any questions about the proposed wage increase plan?



Town Council Agenda Information Memorandum

Proposed Motions:

I move to **APPROVE** wage increases for Town of Camp Verde employees who were employed before July 1, 2024, at approximately \$115,000 based on the general budget including taxes.

OR

I move to **APPROVE** wage increases for Town of Camp Verde employees who were employed before July 1, 2024, at an amended amount of \$_____ based on the general budget including taxes.

OR

I move to **DENY** wage increases for Town of Camp Verde employees who were employed before July 1, 2024.

Town of Camp Verde
Permanent Salary Range Table Effective 8/7/24

New Salary Range	Minimum (Annual/Hourly)		Midpoint (Annual/Hourly)		Maximum (Annual/Hourly)		Job Classifications
	\$ 29,848	\$ 14.35	\$36,564	\$ 17.58	\$43,280	\$ 20.81	Arizona State Minimum Wage
1	\$31,928	\$ 15.35	\$39,112	\$ 18.80	\$46,296	\$ 22.26	Janitor Library Clerk Visitor Center Ambassador
2	\$33,524	\$ 16.12	\$41,067	\$ 19.74	\$48,610	\$ 23.37	Library Clerk, Senior
3	\$35,201	\$ 16.92	\$43,121	\$ 20.73	\$51,041	\$ 24.54	Parks & Rec Leader I
4	\$36,961	\$ 17.77	\$45,277	\$ 21.77	\$53,593	\$ 25.77	Parks & Rec Leader II
5	\$38,809	\$ 18.66	\$47,541	\$ 22.86	\$56,273	\$ 27.05	Grounds Maintenance Worker Building Maintenance Worker Library Specialist I
6	\$40,749	\$ 19.59	\$49,918	\$ 24.00	\$59,086	\$ 28.41	Spanish Outreach Library Specialist Animal Control Officer Administrative Assistant Senior Recreation Leader Administrative Clerk Records Specialist I Library Specialist II Court Clerk Quartermaster Finance Clerk Property & Evidence Custodian Equipment Operator Permit Technician I Utilities Clerk Trainee, Utilities Clerk I
7	\$42,787	\$ 20.57	\$52,414	\$ 25.20	\$62,041	\$ 29.83	Permit Technician II Records Specialist II Water Operator Trainee, Water Operator I Wastewater Operator Trainee, Wastewater Operator I Utilities Clerk II
8	\$44,926	\$ 21.60	\$55,034	\$ 26.46	\$65,143	\$ 31.32	Parks & Rec Coordinator Equipment Operator, Senior Stormwater Specialist Water Operator II Wastewater Operator II
9	\$47,172	\$ 22.68	\$57,786	\$ 27.78	\$68,400	\$ 32.88	Permit Technician III Grounds Maintenance Lead Building Maintenance Lead Court Security Officer Dispatcher Utilities Clerk III Water Operator III Wastewater Operator III Building Inspector I Youth Services Supervisor Admin to Town Manager
10	\$49,531	\$ 23.81	\$60,675	\$ 29.17	\$71,820	\$ 34.53	Public Works Analyst Code Enforcement I, II Plans Examiner I, II Planner I Building Inspector II
11	\$52,007	\$ 25.00	\$63,709	\$ 30.63	\$75,411	\$ 36.26	Civilian Investigator Human Resources Specialist Economic Development Specialist
12	\$54,608	\$ 26.25	\$66,894	\$ 32.16	\$79,181	\$ 38.07	Recreation Supervisor Accountant Planner II
13	\$57,338	\$ 27.57	\$70,239	\$ 33.77	\$83,140	\$ 39.97	Streets Maintenance Foreman Peace Officer Deputy Town Clerk Maintenance Foreman
14	\$60,205	\$ 28.94	\$73,751	\$ 35.46	\$87,297	\$ 41.97	Dispatch Supervisor PW/ Utilities Admin Support Manager Public Safety Systems Administrator

							Economic Development Project Manager Court Supervisor
15	\$63,215	\$ 30.39	\$77,439	\$ 37.23	\$91,662	\$ 44.07	CAD Draftsman Wastewater Division Foreman Water Division Foreman Streets Supervisor
16	\$66,376	\$ 31.91	\$81,311	\$ 39.09	\$96,245	\$ 46.27	Accountant, Senior Senior Building Inspector Police Sergeant Library Manager Planner, Senior
17	\$69,695	\$ 33.51	\$85,376	\$ 41.05	\$101,057	\$ 48.59	Parks & Recreation Manager
18	\$73,180	\$ 35.18	\$89,645	\$ 43.10	\$106,110	\$ 51.01	Water Division Manager Wastewater Division Manager
19	\$76,839	\$ 36.94	\$94,127	\$ 45.25	\$111,416	\$ 53.57	Chief Building Official Court Administrator
20	\$80,680	\$ 38.79	\$98,834	\$ 47.52	\$116,987	\$ 56.24	CIP Project Manager Civil Engineer
21	\$84,714	\$ 40.73	\$103,775	\$ 49.89	\$122,836	\$ 59.06	Library Director
22	\$88,950	\$ 42.76	\$108,964	\$ 52.39	\$128,978	\$ 62.01	Risk Manager Town Engineer Town Clerk Lieutenant Public Works Deputy Director
23	\$93,398	\$ 44.90	\$114,412	\$ 55.01	\$135,427	\$ 65.11	Commander Civilian Commander
24	\$98,068	\$ 47.15	\$120,133	\$ 57.76	\$142,198	\$ 68.36	Economic Development Director Human Resources Director Parks & Rec Director Community Development Director
25	\$102,971	\$ 49.51	\$126,139	\$ 60.64	\$149,308	\$ 71.78	Finance Director Public Works Director Utilities Director
26	\$108,120	\$ 51.98	\$132,446	\$ 63.68	\$156,773	\$ 75.37	
27	\$113,526	\$ 54.58	\$139,069	\$ 66.86	\$164,612	\$ 79.14	Town Marshal
28	\$119,202	\$ 57.31	\$146,022	\$ 70.20	\$172,843	\$ 83.10	
29	\$125,162	\$ 60.17	\$153,323	\$ 73.71	\$181,485	\$ 87.25	Deputy Town Manager
30	\$131,420	\$ 63.18	\$160,989	\$ 77.40	\$190,559	\$ 91.61	
31	\$137,991	\$ 66.34	\$169,039	\$ 81.27	\$200,087	\$ 96.20	
32	\$144,891	\$ 69.66	\$177,491	\$ 85.33	\$210,091	\$ 101.01	Town Manager
	\$152,135	\$ 73.14	\$186,365	\$ 89.60	\$220,596	\$ 106.06	
	\$159,742	\$ 76.80	\$195,684	\$ 94.08	\$231,626	\$ 111.36	

Increments	MAX
5%	45%

Seasonal Staff Starting Wage

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