



Town of Camp Verde Vision Statement

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

**AGENDA
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, JUNE 4, 2025 at 6:00 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/83858448724?pwd=QdtHGmCjRzVR3zDrRH7kteIsE2i2WK.1>

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

Meeting ID: 838 5844 8724

Passcode: 403789

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

- 1. Call to Order**
- 2. Roll Call.** Council Members Brian Bolton, Robert Foreman, Robin Godwin, Jessie Murdock, Vice Mayor Wendy Escoffier, and Mayor Marie Moore.
- 3. Pledge of Allegiance**
- 4. Consent Agenda** – All those items listed below may be approved by one motion as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
 - a) Approval of the Minutes:**
 - 1) Special Session (Public Portion) – May 14, 2025 at 5:00 p.m. Pg. 5
 - 2) Executive Session – May 14, 2025 at 5:00 p.m.
 - 3) Regular Session – May 21, 2025 at 6:00 p.m. Pg. 11
 - b) Set Next Meeting, Date and Time:**
 - 1) Special Session – June 5, 2025 at 1:00 p.m.
 - 2) Special Session – June 11, 2025 at 5:00 p.m.
 - 3) Regular Session – June 18, 2025 at 6:00 p.m.
 - 4) Regular Session – July 2, 2025 at 6:00 p.m.
- 5. Call to the Public for items not on the Agenda. (Please complete Request to Speak Card and turn in to the Clerk.)** Residents are encouraged to comment about any matter NOT included on the agenda. State law prevents the Council from taking any action on items not on the agenda. At the conclusion of an open call to the public, individual members of the public body may respond to criticism made by those who have addressed the public body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the public body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action. (Pursuant to ARS §38-431.01(H))

6. **Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai-Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Sustaining Flows, Earth Day, Camp Verde School District, Friends of the Verde River and Verde Valley Housing Advisory Committee.
7. **Special Announcements and Presentations.** All presentations are limited to 15-minutes.
- **Presentation of the ASU Project Cities Recommendations and Sustainable Development Goals for water conservation and public engagement regarding water resources in the Town of Camp Verde.** Staff Resource: Stormwater Specialist Patricia Mancini. Pg.19
 - **Administration of Oath of Office of Newly Hired Town Employees.** Staff Resource: Town Clerk Leah Rhodes. Pg. 83
 - **Presentation of the revised Town's Personnel Manual.** Staff Resource: Human Resources Director Julia Kaiser. Pg. 85
 - **Presentation of the revised Town's Permanent Salary Range Table.** Staff Resource: Human Resources Director Julia Kaiser. Pg. 183
8. **Discussion, consideration and possible approval to issue a Request for Statement of Qualifications for Engineering On-Call for Professional Services.** Staff Resource: Utilities Director Jeff Low. Pg. 189
9. **Discussion, consideration, and possible approval of Resolution 2025-1184 approving the Arizona Water and Wastewater Agency Response Network Mutual Aid Agreement.** Staff Resource: Utilities Director Jeff Low. Pg. 205
10. **Discussion, consideration and possible approval of the Town of Camp Verde FY26 Proposed Capital Improvement Plan.** Staff Resource: Town Manager Miranda Fisher and Finance Director Michael Showers. Pg. 219
11. **Discussion, consideration and possible approval of The Town of Camp Verde FY26 Proposed Tentative Budget.** Staff Resource: Town Manager Miranda Fisher and Finance Director Michael Showers. Pg. 385
12. **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 May 29, 2025 at 5:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk

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DRAFT MINUTES
SPECIAL SESSION (PUBLIC PORTION)
TOWN OF CAMP VERDE
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
THURSDAY, MAY 14, 2025 at 5:00 PM.

1. Call to Order

Mayor Moore called the meeting to order at 5:00 p.m.

2. Roll Call

Councilor Brian Bolton, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock, Vice Mayor Wendy Escoffier and Mayor Marie Moore.

Also Present

Town Manager Miranda Fisher, Utilities Director Jeff Low, Finance Director Michael Showers and Town Clerk Leah Rhodes.

3. Pledge of Allegiance

Councilor Murdock led the Pledge.

4. Discussion, consideration, and possible direction regarding contracting with Sustainability Partners for funding Capital Improvement Projects. Staff Resource: Town Manager Miranda Fisher, Finance Director Michael Showers and Utilities Director Jeff Low.

Town Manager Fisher stated Town staff have been in ongoing discussions with Sustainability Partners, LLC for over a year, exploring opportunities for their organization to assist with funding potential Capital Improvement Projects like Watermain Replacement and the Black Bridge Sewer Main Extension.

Andrew Myers and Joe Yuhas of Sustainability Partners, LLC delivered a presentation outlining the organization's philosophy, funding model, procurement process, and demonstrated outcomes with other entities. Mr. Myers, along with Town Attorney Stuhan, also presented examples illustrating their approach to infrastructure funding and the concept of infrastructure as a service.

Attorney Stuhan and Utilities Director Low provided an overview of the process of moving forward with Sustainability Partners, LLC. Finance Director Showers provided a summary of the financial benefits partnering with Sustainability Partners.

Mr. Myers, Mr. Yuhas, Town Manager Fisher, Town Attorney Stuhan, Finance Director Showers and Utilities Director Low responded to questions from the

Council.

The Mayor and Council provided direction to the Town Manager to move forward to the next step with Sustainability Partners, LLC.

Mayor Moore recessed the meeting for a break at 5:55 p.m. and resumed the meeting at 6:03 p.m.

5. **Discussion, consideration, and possible approval of Resolution 2025-1181, approving the refinancing of the \$1,200,000 Water Infrastructure Finance Authority (WIFA) of Arizona loan 710191-21 for the design and engineering of the sewer system along State Route 260 and entering into a new loan agreement with payment over an approximately 15-year period to refinance this debt obligation.** Staff Resource: Finance Director Michael Showers and Utilities Director Jeff Low.

Town Manager Fisher and Attorney Stuhan stated the Resolution will need to be amended as the terms had changed and amendments will be stated in the minutes.

Finance Director Showers stated staff would like to extend the agreement for three years and nine months, and refinance the engineering loan with additional design costs.

Town Manager Fisher, Town Attorney Stuhan, Utilities Director Low responded to questions from the Council.

The recommended motion was read by Town Manager Fisher to approve a 9-month extension for WIFA loan 710191-21 to allow for the refinancing of the loan with additional design costs and authorization for the Town Manager and Finance Director to take all actions necessary to approve the extension and amend Resolution 2025-1181 accordingly.

A **motion** was made by Councilor Murdock, and Councilor Godwin seconded the motion.

Roll Call Vote:

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

Motion Carried

6. **Discussion, consideration and possible direction regarding a potential increase to the bed tax.** Staff Resource: Town Manager Miranda Fisher and Finance Director Michael Showers.

Town Manager Fisher stated at the April 23, 2025 Council meeting, staff reviewed with Council how the Town could increase the Hotel/Motel Tax (also known as a bed tax). Town Manager Fisher noted that any increase to bed tax for the Town of Camp Verde can be approved via an adopted Ordinance. Town Manager Fisher provided an overview the Camp Verde's current tax rates, projected revenue with increasing the amount, revenue limitations and the next steps.

Town Manager Fisher, Town Attorney Suhan and Finance Director Showers responded to questions from the Council.

The Mayor and Council directed Town Manager Fisher to have staff draft an ordinance to increase the bed tax to a total of 8 percent, to be presented to the Council for approval.

7. Discussion, consideration and possible direction regarding budgeting in FY26 CIP for an impact fee study. Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated Council directed staff to release a Request for Proposals (RFP) for a development impact fee study. Town Manager Fisher reported that, due to timing constraints associated with the upcoming tentative budget deadline, there was insufficient time to issue a full Request for Proposals (RFP) and receive submissions. As an alternative, staff obtained preliminary bids from qualified firms to support budget planning.

Town Manager Fisher presented the cost estimates received from TischlerBise, Inc. and Willdan, along with an overview of development impact fees in neighboring jurisdictions and the history of such fees in Camp Verde. Additionally, an outline of the next steps was provided should the Council decide to pursue the development impact fee.

The Mayor and Council provided direction to Town Manager Fisher to budget \$100,000 in the FY26 CIP for an impact fee study and to move forward with an RFP.

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

8. An executive session pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) for discussion or consultation for legal advice with the Town Attorney and to consider its position in pending litigation. The purpose of the executive session is for the Town Attorney to update Council regarding the status of pending notices of claims and litigation matters commenced against the Town. Staff Resource: Town Manager Miranda Fisher.

9. An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the Town Attorney regarding abatement of public nuisances. Staff Resource: Town Manager Miranda Fisher.

10. **An executive session pursuant to A.R.S. § 38-431.03(A)(3), (A)(4), and (A)(7) for discussion or consultation with the Town Attorney for legal advice, and possible instruction to the Town Attorney regarding the Town-owned property located at 50 E Toy Rd. Staff Resource: Town Manager Miranda Fisher.**
11. **An executive session pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) for discussion or consultation with the Town Attorney for legal advice and to consider its position and instruct the Town Attorney regarding the Town's position regarding a contract with Camp Verde Arena Association. Staff Resource: Town Manager Miranda Fisher.**
12. **An executive session pursuant to A.R.S. § 38-431.03(A)(1) and (A)(4) to discuss appointment of a Town Attorney and consider its position regarding contract negotiations for Town Attorney services. Staff Resource: Town Manager Miranda Fisher.**

Mayor Moore read Agenda Items 8, 9, 10, 11, and 12.

A **motion** was made by Councilor Godwin to go into Executive Session for Items No. 8, 9, 10, 11, and 12. Vice Mayor Escoffier seconded the motion.

Roll Call Vote:

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

Motion Carried

The Council returned back to the Special Session at 8:53 pm.

Mayor Moore stated that no direction was provided regarding Items 8 and 10, while direction was given to Town Manager Fisher concerning Items 9, 11, and 12.

Mayor Moore adjourned the Special Session at 8:54p.m.

Mayor Marie Moore

Attest: Town Clerk Leah Rhodes

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the discussions of the Mayor and Common Council of the Town of Camp Verde during the Special Session of the Town Council of Camp Verde, Arizona, held on May 14, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____ 2025

Town Clerk Leah Rhodes

DRAFT

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DRAFT MINUTES
TOWN OF CAMP VERDE
REGULAR SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, MAY 21, 2025 at 6:00 P.M.

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

1. Call to Order

Mayor Moore called the meeting to order at 6:00 p.m.

2. Roll Call.

Councilor Brian Bolton, Councilor, Councilor Robert Foreman, Councilor Robin Godwin, Councilor Jessie Murdock (Absent), Vice Mayor Wendy Escoffier and Mayor Marie Moore.

Also Present

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

3. Pledge of Allegiance

Vice Mayor Escoffier led the Pledge.

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

a) Approval of the Minutes:

- 1) Regular Session – May 7, 2025 at 6:00 p.m.

b) Set Next Meeting, Date and Time:

- 1) Special Session – May 28, 2025 at 5:00 p.m.
- 2) Work Session – May 29, 2025 at 5:00 p.m.
- 3) Regular Session – June 4, 2025 at 6:00 p.m.
- 4) Special Session – June 5, 2025 at 1:00 p.m.
- 5) Special Session – June 11, 2025 at 5:00 p.m.
- 6) Regular Session – June 18, 2025 at 6:00 p.m.

c) Consideration and possible approval of Resolution 2025-1176, designating Finance Director Michael Showers as the Chief Fiscal Officer of the Town of Camp Verde for the purpose of submitting the Annual

Expenditure Limitation Report to the State on behalf of the Town of Camp Verde for FY26. Staff Resource: Finance Director Michael Showers.

- d) **Consideration and possible approval of the Town of Camp Verde Public Safety Personnel Retirement System Pension Funding Policy.** Staff Resource: Finance Director Michael Showers.
- e) **Consideration and possible approval of the FY26 special assessment levy of \$222,057 for annual payments against the Camp Verde Sanitary District's WIFA note 910175, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource: Finance Director Michael Showers.
- f) **Consideration and possible approval of the FY26 debt levy certification to Yavapai County for \$609,375, acting as the Trustee to the Camp Verde Sanitary District.** Staff Resource: Finance Director Michael Showers.

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

Roll Call Vote:

Councilor Bolton: aye

Councilor Foreman: aye

Councilor Murdock: absent

Councilor Godwin: aye

Vice Mayor Escoffier: aye

Mayor Moore: aye

Motion Carried 5-0.

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

There were no public comments.

6. **Summary of Current Events.** The Town Council and the Town Manager may provide brief summaries of current events and activities. These summaries are strictly for informing the public of such events and activities. The Council will not propose, discuss, deliberate or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda. Summaries may include

committee meetings that Council members attend. The Committees are: Copper Canyon Fire & Medical District, Yavapai College Governing Board, Yavapai-Apache Nation, Intergovernmental Association, NACOG Regional Council, Verde Valley Regional Economic Organization (VVREO), League Resolutions Committee, Arizona Municipal Risk Retention Pool, Verde Valley Transportation Org, Verde Valley Transit Committee, Verde Valley Water Users, Verde Valley Homeless Coalition, Verde Front, Verde Valley Steering Committee of MAT Force, Public Safety Personnel Retirement Board, Sustaining Flows, Earth Day, Camp Verde School District, Friends of the Verde River and Verde Valley Housing Advisory Committee.

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

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

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

Town Clerk Leah Rhodes swore in new Town Staff; 911 Communications Specialist Marie Carpenter and Grounds Maintenance Worker Tristian Stanfield.

- **Presentation of Spark! Places of Innovation Grant.** Staff Resource: Library Specialists Zack Garcia and Carson Ralston.

Library Specialists Zack Garcia and Carson Ralston stated the Camp Verde Community Library was awarded a prestigious Spark Innovation Grant from the Smithsonian Institution; a competitive grant program designed to support rural libraries in showcasing the power of innovation within the community. The Spark! Places of Innovation exhibit will be showcased at the Camp Verde Community Library, June 14 through July 26, 2025.

- **Review of the April 29, 2025 Contractor/Developer stakeholder meeting and a presentation of the updated Community Development Department Action Plan.** Staff Resource: Town Manager / Interim Community Development Director Miranda Fisher.

Town Manager Fisher stated Town staff held a Permitting, Plan Review, and Building Feedback Session in October 2024 to hear from developers, contractors, architects and others engaged in building projects as part of the Town's continued effort to foster transparency, listen to community concerns and identify opportunities for operational improvement. Town Manager Fisher stated after the feedback session, staff created an action plan, which outlined actions the Community Development Department could take to improve performance over a six-month period. Manager Fisher shared that all the action items have been completed.

Town Manager Fisher responded to questions from the Council.

- **Presentation of Draft Character Area Maps and Goals/Strategies for the General Plan Update.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher provided an overview of the General Plan Character Areas maps, goals and strategies that will provide a broad guidance for future land use, development, infrastructure improvements and design expectations for the Town of Camp Verde.

Town Manager Fisher responded to questions from the Council.

8. **Discussion, consideration & possible approval of Resolution 2025-1177, adopting the 2025-2026 consolidated fee schedule for Town services, use of Town facilities, permits and licenses; providing for repeal of conflicting resolutions; providing for severability.** Staff Resource: Finance Director Michael Showers.

Town Manager Fisher provided an overview of the fee schedule, which will go into effect on July 1, 2025.

Town Manager Fisher, Town Attorney Stuhan and Utilities Director Jeff Low (participated remotely) responded to questions from the Council.

On a **motion** made by Councilmember Godwin, seconded by Vice Mayor Escoffier, **moved to approve** Resolution 2025-1177, adopting the 2025-2026 consolidated fee schedule for Town services, use of Town facilities, permits and licenses; providing for repeal of conflicting resolutions; providing for severability.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Vice Mayor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: absent

Motion Carried 5-0.

9. **Discussion, consideration, and possible award of Sports Complex Irrigation Electrical Improvements Project to Connolly Electric in the amount of \$76,700.** Staff Resource: CIP Manager Martin Smith.

CIP Manager Smith stated the next step to complete the Sports Complex Irrigation project was to obtain electrical service to power the new irrigation pumps and pump building. Due to the nature and complexity of the work, staff recommended awarding the electrical service installation contract for the irrigation lift station to Connolly

Electric.

CIP Manager Smith responded to questions from the Council.

On a **motion** made by Councilmember Godwin, seconded by Councilmember Foreman, **moved to award**, the Sports Complex Irrigation Electrical Improvements Project to Connolly Electric in the amount of \$76,700.00.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Vice Mayor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: absent

Motion Carried 5-0.

- 10. Discussion, consideration, and possible award of Sports Complex Lift Station Electrical Improvements Project to Connolly Electric in the amount of \$45,400.** Staff Resource: CIP Manager Martin Smith.

CIP Manager Smith stated the next step to complete the Sports Complex Lift Station electrical improvement project was to ensure proper installation of all conduit and wiring within the footprint of the lift station. Due to the complexity of the work, staff recommended awarding the electrical improvement project for the lift station to Connolly Electric.

On a **motion** made by Councilmember Foreman, seconded by Councilmember Godwin, **moved to award**, the Sports Complex Lift Station Electrical Improvements Project to Connolly Electric in the amount of \$45,400.00.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Vice Mayor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: absent

Motion Carried 5-0.

- 11. Discussion, consideration, and possible adoption of Resolution 2025-1183, approving the Planning Fee Refund, Waiver, and Reduction Policy.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher presented an overview of the revised Planning Fee Refund, Waiver, and Reduction Policy, which had been modified at the direction of the

Council to include more robust eligibility criteria, establish a process requiring all refund or waiver requests to be reviewed and approved by the Council, define specific timeframes for submitting refund requests, and address additional administrative considerations.

Town Manager Fisher and Town Attorney Stuhan addressed questions from the Council.

On a **motion** made by Councilmember Foreman, seconded by Councilmember Bolton, **moved to approve** Resolution 2025-1183, adopting the Planning Fee Refund, Water and Reduction Policy.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Vice Mayor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: absent

Motion Carried 5-0.

- 12. Discussion, consideration, and possible recommended approval Resolution 2025-1180, supporting the Town's participation in the National Fitness Campaign and committing to securing the necessary match funding.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher presented an overview of the \$50,000 grant offered through the National Fitness Campaign to support the installation of an outdoor fitness court. Town Manager Fisher explained that, in order to proceed with accepting the grant award, the Town must secure matching funds in the range of approximately \$120,000 to \$150,000 by July 9, 2025 and that staff are currently exploring options to fulfill this funding requirement.

Town Manager Fisher and CIP Manager Martin Smith responded to questions from the Council.

On a **motion** made by Councilmember Bolton, seconded by Vice Mayor Escoffier, **moved to approve** Resolution 2025-1180, supporting the Town's participation in the National Fitness Campaign and committing to securing the necessary match funding.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Vice Mayor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: absent

Motion Carried 5-0.

13. **Discussion, consideration and possible adoption of Ordinance 2025-A504, an Ordinance of the Town Council of the Town of Camp Verde, Yavapai County Arizona, establishing a policy of conducting criminal record checks for prospective Town Employees and Volunteers.** Staff Resource: Town Manager Miranda Fisher.

Town Manager Fisher stated the Town's current policy does not authorize Town staff to run the criminal history background check for the volunteers in the same capacity as for a Town employee.

Town Attorney Stuhan responded to questions from the Council.

On a **motion** made by Councilmember Godwin, seconded by Councilmember Bolton, **moved to approve** Ordinance 2025-A504, establishing a policy of conducting criminal record checks for prospective Town Employees and Volunteers.

Roll Call Vote:

Mayor Moore: aye

Councilor Bolton: aye

Vice Mayor Escoffier: aye

Councilor Foreman: aye

Councilor Godwin: aye

Councilor: Murdock: absent

Motion Carried 5-0.

14. **Adjournment**

Mayor Moore adjourned the meeting at 7:18 p.m.

Mayor Marie Moore

Attest: Leah Rhodes, Town Clerk

CERTIFICATION

I, Town Clerk Leah Rhodes, hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on May 21, 2025. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2025.

Leah Rhodes, Town Clerk

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Town Council

Agenda Information Memorandum

Meeting Date: June 4, 2025

Agenda Item Type:

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

Requesting Department: Utilities Department

Staff Resource: Patricia Mancini, Stormwater Specialist

Agenda Title: Presentation of the ASU Project Cities Recommendations and Sustainable Development Goals for water conservation and public engagement regarding water resources in the Town of Camp Verde

Attached Documents:

- Project Cities Recommendations and Sustainable Development Goals

Estimated Presentation Time: 15 Minutes

Estimated Discussion Time: 5 Minutes

Reviewed By:

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

Financial Review (if applicable):

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

Background Information:

Town Council members and staff recently participated in Arizona State University's Project Cities water-focused workshop, facilitated with support from Impact Water - Arizona. As part of this initiative, the Town collaborated with Master of Public Affairs students from Professor Daniel Schugurensky's PAF 509 Public Affairs Capstone Course to:

1. **Identify and examine** challenges, opportunities, and best practices for the development of municipal ordinances that support water conservation and stormwater management within the Verde Valley watershed.
2. **Develop strategies** for education, communication, and public awareness related to water conservation, targeting key audiences such as K-12 students, adult residents, retirees, and visitors in the Verde Valley region.
3. **Host a hands-on workshop** in Camp Verde focused on the development of stormwater rain gardens, attended by 40 participants from across the state.



Town Council Agenda Information Memorandum

The final report summarizes the students' findings and recommendations to support the Town's ongoing water conservation and public engagement efforts. A copy of the full report is available at the following link:

 [ASU Project Impact – Camp Verde Utilities Resources](#)

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

By exploring innovative approaches to water conservation and stormwater management, enhancing public education and outreach, and fostering partnerships with academic institutions, the Town is advancing its commitment to protecting natural resources, preparing for future growth, and involving residents in shaping a more resilient and informed community.

Question(s) before the Council:

- Does Council have any questions for staff?

Strategies for Sustainable Water Management & Policy Innovation



Project Cities

A Fall 2024
Collaborative Project with
Arizona State University's
Project Cities & the
Town of
Camp Verde



PART 1:

Project and Community Introduction

GET TO KNOW THE PROJECT

ABOUT ASU PROJECT CITIES

ABOUT THE TOWN OF CAMP VERDE

EXECUTIVE SUMMARY

KEY STUDENT RECOMMENDATIONS

SUSTAINABLE DEVELOPMENT GOALS

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This report represents original work prepared for the Town of Camp Verde by students participating in courses aligned with Arizona State University's Project Cities program. Findings, information, and recommendations are those of students and are not necessarily of Arizona State University. Student reports are not peer reviewed for statistical or computational accuracy, or comprehensively fact-checked, in the same fashion as academic journal articles. Editor's notes are provided throughout the report to highlight instances where Project Cities staff, ASU faculty, municipal staff, or any other reviewer felt the need to further clarify information or comment on student conclusions. Project partners should use care when using student reports as justification for future actions. Text and images contained in this report may not be used without permission from Project Cities. Support provided by ASU's Arizona Water Innovation Initiative and the Impact Water - Arizona program, courtesy of the State of Arizona and the Virginia G. Piper Charitable Trust.

Cover images:

Visit Camp Verde

ACKNOWLEDGMENTS

Town of Camp Verde

Dee Jenkins, Mayor

Marie Moore, Vice Mayor

Jessie Murdock, Council Member

Robin Godwin, Council Member

Wendy Escoffier, Council Member

Brian Bolton, Council Member

Robert Foreman, Council Member

Arizona State University (ASU)

Julie Ann Wrigley Global Futures Laboratory

Peter Schlosser, Vice President and Vice Provost, Global Futures Laboratory, and Dean, College of Global Futures

Dave White, Director, Global Institute of Sustainability and Innovation, and Associate Vice President of Research Advancement, Knowledge Enterprise

Heidi Gracie, Chief Operating Officer, Global Futures Laboratory

Meredith Simpson, Director of Operations, Global Futures Laboratory

On behalf of the Julie Ann Wrigley Global Futures Laboratory, the Global Institute of Sustainability and Innovation, and the School of Sustainability, we extend a heartfelt thank you to the Town of Camp Verde for enthusiastically engaging with students and faculty throughout the semester. These projects provide valuable real-world experience for our students and we hope that their perspectives shine light on opportunities to continuously improve Camp Verde's future livelihood and community well-being.

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To access the original student reports, additional materials, and resources, visit:
links.asu.edu/PCCampVerdeWaterWaterPeerReview24F

ABOUT PROJECT CITIES

The ASU Project Cities program uses an innovative, new approach to traditional university-community partnerships. Through a curated relationship over the course of an academic year, selected community partners work with Project Cities faculty and students to co-create strategies for better environmental, economic, and social balance in the places we call home. Students from multiple disciplines research difficult challenges chosen by the city and propose innovative sustainable solutions in consultation with city staff. This is a win-win partnership, which also allows students to reinforce classroom learning and practice professional skills in a real-world client-based project. Project Cities is a member of Educational Partnerships for Innovation in Communities Network (EPIC-N), a growing coalition of more than 60 educational institutions partnering with local government agencies across the United States and around the world.

ABOUT SUSTAINABLE CITIES NETWORK

Project Cities is a program of ASU's Sustainable Cities Network. This network was founded in 2008 to support communities in sharing knowledge and coordinating efforts to understand and solve sustainability problems. It is designed to foster partnerships, identify best practices, provide training and information, and connect ASU's research to front-line challenges facing local communities. Network members come from Arizona cities, towns, counties, and Native American communities, and cover a broad range of professional disciplines. Together, these members work to create a more sustainable region and state. In 2012, the network was awarded the Pacific Southwest Region's 2012 Green Government Award by the U.S. EPA for its efforts. For more information, visit sustainablecities.asu.edu.

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ABOUT CAMP VERDE

"We serve by honoring our past and embracing our future"

Situated in Arizona's historic Verde Valley, the Town of Camp Verde is a growing community known for its rich Western heritage, natural beauty, and attractions like Montezuma Castle National Monument and the Verde River.

CAMP VERDE TEAM

Project Cities Community Liaison

Patricia Mancini, Stormwater Specialist

Fall 2024 Camp Verde Project Leads

Patricia Mancini, Stormwater Specialist

Jeff Low, Utilities Director



The Center of it all—Arizona.
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Project Cities

Camp Verde, Arizona

Demographics

Total Population: **12,147**

Median Age: **47.8 years**

Median Income: **\$50,991**

County: **Yavapai County**

Leading Industries

Tourism, hospitality & recreation

Retail trade

Health care & social assistance

Construction & manufacturing

Verde River Revitalization

Through conservation initiatives, sustainable water management, and habitat restoration projects, the Town of Camp Verde actively works to restore and protect the Verde River through partnerships to enhance river health, and ensure long-term access for recreation, wildlife, and the community.

Dark Sky Community

Camp Verde is officially recognized as a Dark Sky Community by the International Dark Sky Association (IDA) as of June 8, 2018. Camp Verde is the fifth such community in Arizona and the 20th globally. This designation reflects the town's dedication to responsible outdoor lighting, dark sky education, and strong community support for preserving the night sky.



Impact Water - Arizona

**Catalyzing
understanding,
awareness and
knowledge of Arizona's
water challenges and
solutions.**



ENGAGE | EMPOWER | ACTIVATE



Science and Technology Translation

Bridging the gap between complex water research and public understanding by creating decision-support tools and visualizations that distill intricate information for informed decision-making.



Immersive Experiences

Creating interactive and engaging experiences to educate and inspire participants to develop a deeper understanding of water-related issues.



Inclusive Engagement

Fostering meaningful collaboration to develop solutions that resonate and have a tangible impact on diverse communities.



Policy Impact

Shaping policy decisions by furnishing information rooted in scientific data and community perspectives.



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funded projects and ways
to collaborate with us.

Project Cities partner communities across Arizona through Fall 2024



1,445 students

119 projects

12 partner communities

5 counties

The following report summarizes and draws highlights from work and research conducted by students in PAF 509: Public Affairs Capstone for the Fall 2024 partnership between ASU's Project Cities and the Town of Camp Verde.

To access the original student reports, additional materials, and resources, visit:

links.asu.edu/PCCampVerdeWaterWaterPeerReview24F

EXECUTIVE SUMMARY

The Town of Camp Verde, located in the Verde Valley of central Arizona, is committed to promoting water conservation both locally and throughout the regional watershed, with a particular focus on the Verde River—an essential lifeline for the valley’s ecosystems, agriculture, and communities. As the region faces ongoing challenges related to water quantity and quality, collaboration with local and national nongovernmental organizations and other key partners plays a crucial role in addressing these issues. Additionally, downstream concerns such as stormwater management are vital to protecting the Verde River’s health and ensuring long-term sustainability for the entire Verde Valley.

After participating in a Project Cities water-focused workshop facilitated with support from Impact Water - Arizona, the Town collaborated with Master of Public Affairs students from Daniel Schugurensky’s **PAF 509 Public Affairs Capstone** course to:

1. Identify and examine challenges, opportunities, and best practices for the development of municipal ordinances that promote water conservation and stormwater management in the Verde watershed and
2. Identify and develop strategies for education, communication, and awareness-building around water conservation for target audiences in the Verde watershed, including: K-12 youth, adult residents and retirees, and visitors.

Student findings will inform updates and additions to ordinances and a framework for further education and engagement with key audiences in the local community.

The following report outlines community-centered approaches to water conservation, emphasizing practical strategies and sustainable goals. Key initiatives include the development of Municipal Ordinance Propositions and an Education and Engagement Framework to encourage active participation in water stewardship. Strengthening regulatory measures through updated stormwater ordinances is essential for addressing pollution, flooding, and ecological health. By incorporating stakeholder input and integrating proven green infrastructure strategies, such as permeable pavements, bioswales, and rain gardens, the proposed ordinances aim to ensure that conservation policies align with community priorities and regulatory standards.

The proposed education and engagement efforts focus on incentive-based programs, such as water-wise rebates and neighborly agreements, to motivate residents and businesses to adopt water-efficient practices. Additionally, strategic partnerships providing access to funding that supports both infrastructure improvements and educational resources can be considered. By integrating regulatory improvements, incentives, and youth engagement into stormwater management, Camp Verde can proactively address current and future water challenges, enhance water quality monitoring, and foster a resilient, conservation-minded community.

KEY STUDENT RECOMMENDATIONS

Recommendations
Strengthen Town codes to prioritize essential water use and establish guidelines for enforcement. These updates will ensure safe stormwater management and prevent elevated contaminant levels from compromising public health.
Create incentive programs to motivate stakeholders to take action in water stewardship goals, including rainwater harvesting, stormwater ditch management, septic system management, and more.
Implement water education into youth curriculum as aligned with state science standards to engage students and the broader community in water conservation and management.
Partner with state and environmental agencies, local businesses and nonprofits, educational institutions, and others to secure funding and resources for programs. Such collaborations can inform further improvements in community engagement, education, and water conservation policies.
Update and refine municipal ordinances to strengthen water conservation and stormwater management, integrating sustainable practices such as green infrastructure and xeriscaping.
Implement hands-on, place-based learning initiatives and targeted educational programs for youth, residents, and stakeholders to foster a water-conscious community.
Enhance partnerships between local leadership, residents, and organizations to support long-term water conservation efforts and promote shared responsibility.
Align parks and recreation policies with water conservation and stormwater management to optimize resource use, enhance open spaces, and promote sustainability.
Improve water quality monitoring, enforce conservation strategies, and ensure effective stormwater management through consistent oversight and public involvement.
Incorporate environmentally friendly solutions, such as green infrastructure and xeriscaping, into urban planning and community development efforts.

TOWN OF CAMP VERDE PROJECTS: ALIGNMENT WITH THE UNITED NATIONS'

SUSTAINABLE DEVELOPMENT GOALS

As the leading international framework for sustainable decision-making, the 17 Sustainable Development Goals (SDGs) lay out a path for partnerships toward global peace and prosperity. The SDGs provide a set of goals and metrics for project impact to be measured, offering an illustration of the benefits experienced by the cities, towns, and students who participate in a Project Cities partnership. For details on the SDGs, visit sdgs.un.org/goals.



Every project in the Project Cities program aligns with SDGs 11 and 17.



SUSTAINABLE DEVELOPMENT GOALS

17 GOALS TO TRANSFORM OUR WORLD



TOP THREE GOALS ADDRESSED IN THE FOLLOWING REPORT

Identifying strategies and opportunities for policy improvements for water conservation and stormwater management can promote sustainable water practices in the Town, while engaging the community in fostering resilience to water-related challenges. The following report aligns with SDG 3, SDG 6, and SDG 11.



Goal 3: Good Health and Well-Being

"Ensure healthy lives and promote well-being for all at all ages"

Investing in stormwater management can prevent waterborne diseases and support overall community health.



Goal 6: Clean Water and Sanitation

"Ensure availability and sustainable management of water and sanitation for all"

Advancing water management and community education will protect and enhance the quality and availability of water in the Verde Valley.



Goal 11: Sustainable Cities and Communities

"Make cities and human settlements inclusive, safe, resilient and sustainable"

Promoting resilient water management policies will ensure water security and resilience.

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PART 2:

Strategies for Sustainable Water Policy Development

**EXPLORING CHALLENGES AND OPPORTUNITIES FOR WATER
CONSERVATION AND STORMWATER MANAGEMENT IN THE
VERDE VALLEY WATERSHED**

PAF 509: PUBLIC AFFAIRS CAPSTONE

SCHOOL OF PUBLIC AFFAIRS

FACULTY: DANIEL SCHUGURENSKY

ACKNOWLEDGMENTS

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Jeff Low, Utilities Director

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INTRODUCTION

Like many Arizona cities and towns, the Town of Camp Verde was initially established as a mining community. The Town is located along the Verde Valley in Yavapai County along with Clarkdale, Cornville, Cottonwood, Jerome, Lake Montezuma, McGuireville, Rimrock, and Sedona.

The establishment of Camp Verde, traveled in 1583 by Conquistador Antonio Espejo and his party, was not formally settled until January 1865 as a military fort known as the West Clear Creek (Ayers, 2010).

What is significant about the beginnings of Camp Verde is that the pioneers primarily selected areas near flowing streams of water. The upstream area of the The Verde River was met with unsuccessful attempts to dig irrigation ditches, which led them to relocate downstream to the banks of West Clear Creek.

Before Camp Verde was established, irrigation ditches had sustained agriculture in the Verde Valley for over a millennium. Historic ditches such as the Diamond S, Eureka, OK, and Verde are still recognized by the U.S. Forest Service and private users. Earlier ditch systems, constructed by the Wipukyipai (Yavapai) and Dil zhee (Tonto Apache) ancestors, have also been uncovered near the Verde River and its tributaries, dating as far back as 1200 A.D. (Town of Camp Verde, 2024).

The rich history of the Verde Valley encompasses Indigenous communities and Spanish soldiers, leading to settlers establishing a 200-acre settlement at the confluence of the Verde River and West Clear Creek in 1865. In the early 1900s, settlers expanded the pre-established irrigation network by building ditches, including the Pioneer Ditch and the Wingfield #4 Ditch, that still provide water for farming and landscaping today.

Most settlers came to the Valley as farmers and ranchers, but a rich mineral strike in the late 1870s led to a new wave of settlers establishing the neighboring towns of Jerome and Clarkdale (Town of Camp Verde, 2024). Today, much of the irrigation is managed by incorporated irrigation cooperatives, while others are maintained through informal family agreements. Property with attached water rights typically requires annual dues to maintain and improve these essential waterways.

Water resources in Camp Verde

At the heart of Camp Verde lies the Verde River, one of Arizona's only federally designated Wild and Scenic Rivers alongside Fossil Creek. The Verde River starts from groundwater in the rural community of Paulden, Arizona, and flows southeast through 190 miles of private, federal, state, and tribal land before merging with the Salt River near Phoenix, Arizona (The Nature Conservancy, 2024).

Cities and towns across the Verde Valley rely on the River's watershed, but its influence does not stop in Yavapai County. Approximately 40% of the surface water that the Salt River Project delivers annually to Phoenix-area residents comes from the Verde River, supplying irrigation and municipal services for residents across the state. It has also been proven to support 78% of wildlife species in the state, including 15 species protected under the U.S. Endangered Species Act, despite only taking up 6% of land area (WRRRC, 2023).

As a result of substantial groundwater pumping for irrigation and municipal use in the Verde River Basin, a significant component of groundwater that contributes to streamflow has been reduced. According to the Verde River Basin Partnership (2015), streamflow is reduced by an equal amount to the consumption of water pumped from groundwater wells.

Most of Arizona receives water from The Colorado River Compact of 1922 as groundwater, establishing a sharing of water resources between the seven Colorado River Basin States. However, the towns in the region of Verde Valley feed from the Verde River. Much like the symptoms of drought, climate change, and overuse deplete groundwater resources in the Colorado River. As urbanization occurs in the regional community of The Verde Valley, precipitation does not replenish the water resources needed to meet demands as readily.

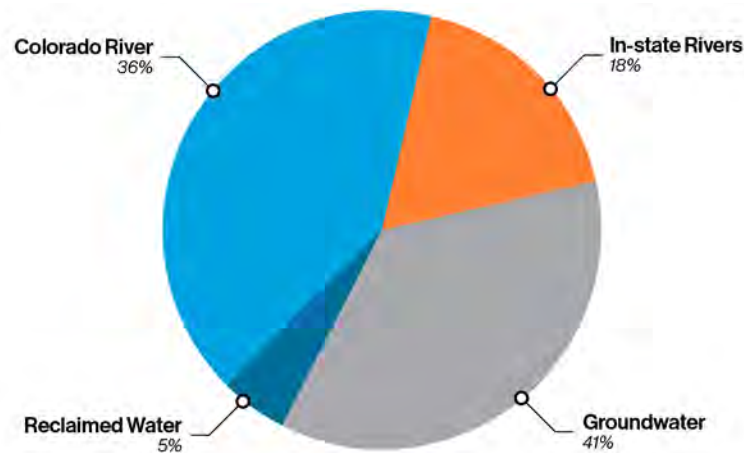


Figure 1 Arizona's Water Supply, by ADWR, 2020

Western Resource Advocates (2016) evaluated well data showing a significant depletion in groundwater as the Verde River flows through the valley. Meeting water demand is complex, as wells show an 80-90% depletion rate from 1966 to 2016. As the population grows, Verde Valley rural communities are challenged to manage their water resources properly.

CHALLENGES & OPPORTUNITIES

Current ground and surface water challenges

Findings from this project encompass not only the scientific importance of water resources but also their cultural and societal importance. Many stakeholders residing in Camp Verde have been a part of the community for their entire lives, some even tracing their roots back centuries as their ancestors settled in the town and created a bloodline of farmers, ranchers, and homesteaders. A consensus of the community includes a few general themes: Building and maintaining a neighborly community, keeping Verde Valley water in the Valley, and educating residents and visitors about the importance of water.

The Verde watershed heavily impacts Camp Verde's daily operations. In the summer months, heavy rainfall in northern Arizona combined with snowmelt leads to flooding, causing rivers and washes in the community to swell over banks, flooding farms, lawns, homes, and streets. Alternatively, the Verde groundwater basin is critical for water supply, where excess groundwater pumping can reduce streamflow above land in rivers and streams connected to the basin.

Mismanagement of groundwater resources can significantly impact the Valley's primary source of surface water: The Verde River. Known as the "Last Living River," the Verde River is the state's only perennial river that continuously flows throughout the year. We see examples of previous perennial rivers drying up in the Gila River, the Santa Cruz River, and parts of the San Pedro River due to mismanagement, resulting in over 300 miles of riparian habitat and wetlands lost.

Ground and surface water resources in the Verde Valley

The Verde Valley in central Arizona has a variety of surface water and groundwater sources, including springs, rivers, and groundwater basins:

Surface water

The Verde River is the largest surface water source in the Verde Valley, fed by springs at the base of the Mogollon Rim. Other surface water sources include Sycamore Creek, Oak Creek, Wet Beaver Creek, and Montezuma Well.

Groundwater

The Verde Watershed is the valley's primary groundwater basin. Groundwater is a critical supply for the region and is used for public, domestic, and industrial purposes.

Water use

Groundwater use in the Verde Valley has increased more than tenfold in the last half of the 20th century. Groundwater pumping can reduce streamflow in rivers and streams connected to the groundwater system. The Verde River has already lost five miles of flowing river, and river and groundwater levels have declined. Overall, water usage is primarily for domestic purposes (indoor/outdoor household use), followed by irrigation and commercial usage at 10% each. Despite being a prevalent farming and ranching town, the lowest area of water usage is livestock. This is primarily due to family-run farms and ranches being prioritized over large-scale industrial agriculture.

Water rights

Property owners can investigate a property's 'claim' to a water right to understand how and whether surface water may be used.

Water resource opportunities

Groundwater withdrawal is a direct indicator of the Verde River's health. Disrupting base flow prevents the natural flow of water. The current levels of groundwater pumping without regulation can damage surface water, affecting watersheds, rivers, and Arizona habitats that rely on the river.

Many regional land and water management organizations have stepped in to keep the Verde River flowing. For example, The Nature Conservancy (TNC) is working closely with Friends of the Verde River to ensure Arizona's water fund effectively supports the Verde River Exchange program. TNC's Verde River conservation framework includes partnerships with landowners to protect sensitive areas along the river from development.

A collaborative effort is critical for Verde River protection, including the involvement of TNC, the Arizona Water Institute, the Verde River Basin

Partnership, Friends of the Verde River, the Arizona Game and Fish Department, and landowners across the Verde Valley.

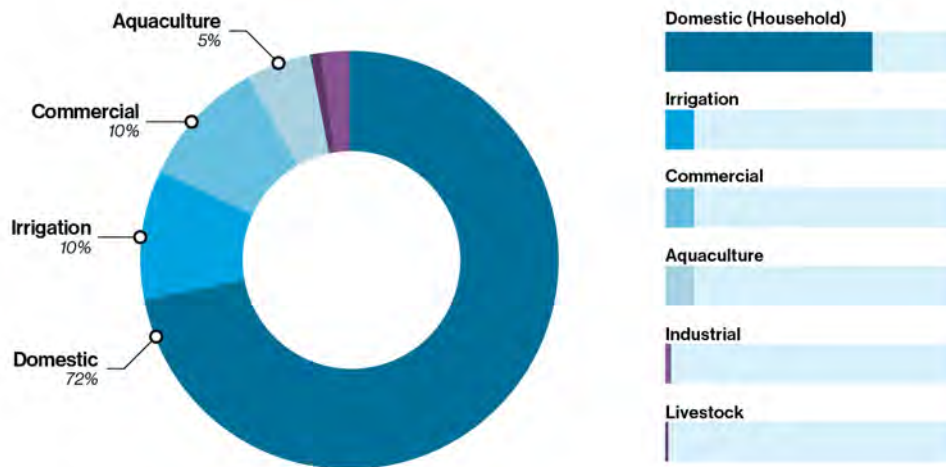


Figure 2 Camp Verde Water Use Sources, Camp Verde Water Utility Division

A detailed assessment from TNC identifies water policy and management options for the Verde Valley below, many of which are currently underway:

- Increase the use of recycled water
- Modernize irrigation infrastructure
- Legal protection for instream flows
- Require reporting of water use of large scale land
- Regulate groundwater pumping
- Deal with exempt wells
- Press for adjudication of water rights
- Charge groundwater extraction fees
- Create water banking
- Consider a Verde River Active Management Area and Verde River Conservation District

In particular, outdoor water use management is key to mitigating negative impacts on Camp Verde's water resources. This includes stormwater, wastewater, irrigation, and flooding management, all of which Camp

Verde stakeholders have identified as important topics. The Camp Verde Water System Master Plan and the Wastewater Master Plan hold ample opportunity to advance water resource management in the town. In addition to these plans, the overarching goal is to leverage education, engagement, and local policy to enhance accountability and responsibility among Camp Verde residents.

The following sections include the development of municipal stormwater ordinances and an education and engagement framework that can be implemented across Camp Verde and its residents. These frameworks will help physically manage water resources and ensure residents have the knowledge and tools to protect a resilient community.

MUNICIPAL ORDINANCE DEVELOPMENT

Laws, rules, and regulations are essential mechanisms for governing communities. Camp Verde’s code was reviewed alongside the municipal codes of neighboring towns within the Verde Valley region to analyze existing water conservation and stormwater management practices. The following outlines the methodology for identifying potential challenges with Camp Verde’s town code and presents recommendations for modifications, improvements, and new ordinances to enhance these efforts.

Methodology for identifying challenges and best practices

The following is the methodology for assessing the challenges of water conservation and stormwater management policy, their enforcement, and areas of amendment or improvement. The methodology breaks down into four (4) steps – a needs assessment, Strengths, Weaknesses, Opportunity and Threat (SWOT) analysis, gap analysis, and peer community ordinance comparison assessment to inform proposed stormwater and green infrastructure ordinances.

Needs assessment

A needs assessment establishes specific goals and objectives for an ordinance, whether for pollution control, flood prevention, or ecosystem health. This process involves engaging with community stakeholders, including local government, developers, environmental groups, and residents, to understand community needs, concerns, and priorities. Through this engagement, primary drivers such as regulatory compliance and local flooding issues can be identified, ensuring the ordinance is goal-focused. As the student team had limited time to engage in the project process, a partial needs assessment was completed through research and a site visit.

The following Needs Assessment Table serves as a key tool in evaluating Camp Verde’s existing water conservation and stormwater management policies. The table is organized to assess specific criteria like current policies, identified gaps, and recommended actions.

Category	Assessment Criteria	Current Status	Identified Needs	Recommended Actions
Water Quality Monitoring	Frequency and scope of pollutants such as arsenic and mineral testing	Current testing limited to occasional reports	Regular monitoring of groundwater arsenic, calcium, and magnesium	Implement routine quarterly water quality testing and reporting
Public Health and Safety	Education and outreach on contaminant risks and mitigation	Limited public education	Increased community awareness on arsenic exposure and safe practices	Develop educational materials on water testing and filtration
Stormwater Contaminants	Management of naturally occurring arsenic in stormwater Reduce sediment loads	Focus on construction site runoff	Targeted controls for arsenic-rich sediment in runoff	Update BMPs to include retention ponds and filtration for geologic contaminants
Drought Management	Conservation measures tied to water quality and quantity	Drought stages are in place but not linked to water quality	Continue arsenic level monitoring into drought response	Include quality based triggers in drought response stages
Regulatory Compliance	Alignment with state and federal water quality standards	Mostly compliant, but minimal proactive arsenic regulation	Enhanced measures for arsenic compliance in water systems	Align groundwater and stormwater policies with updated EPA standards for arsenic
Green Infrastructure	Use of green infrastructure for stormwater management	Limited incentives for green infrastructure	Promotion of low-impact development (LID) practices	Incentivize permeable pavements, rain gardens, and bioswales
Funding and Research	Partnerships for environmental research and funding opportunities	Limited external funding and collaboration	Increased support for ongoing groundwater and stormwater research	Seek partnerships with state agencies and apply for grants

Figure 3 Needs assessment

Strengths

Established Frameworks: Stormwater and water conservation policies include advanced measures such as Best Management Practices (BMPs), tiered drought response, and public education, which provide strong foundations for integration.

Regulatory Support: Water conservation and stormwater policies are aligned with state and federal guidelines, enhancing their applicability to parks.

Public Engagement Models: Existing education programs in water conservation and stormwater management can be adapted to parks ordinances.

Threats

Resource Constraints: Implementing new measures like green infrastructure retrofits may require significant investment and staff training.

Public Resistance: Changes in park operations, such as restricted water use or additional penalties, may face opposition without adequate education and outreach.



Figure 4 SWOT Analysis

Weaknesses



W

Lack of Unified Strategy: Parks, stormwater, and water conservation ordinances operate independently without shared enforcement or infrastructure guidelines.

Limited Park-Specific Sustainability Measures: Parks ordinances do not explicitly address sustainability practices, such as xeriscaping, green infrastructure, or reclaimed water use.

Enforcement Gaps: Penalties for non-compliance are inconsistent across policies, leading to inefficiencies in promoting sustainability goals.

Opportunities

O

Policy Integration: Aligning parks ordinances with stormwater and water conservation policies can create a unified framework for sustainability.

Leverage Public Spaces: Parks can serve as educational hubs for sustainability, demonstrating green infrastructure and water conservation practices.

Enhance Compliance Mechanisms: Coordinated enforcement and monitoring systems can improve compliance and accountability across all ordinances.

Editor's Note

The U.S. Environmental Protection Agency (EPA) defines Best Management Practices (BMPs) as a combination of practices or a single practice that can reduce or prevent pollution from nonpoint sources. BMPs can be techniques, measures, or structural controls that are used to manage stormwater runoff quality and quantity.

Gap Analysis

To situate the gap analysis, the student team first reviewed existing stormwater management ordinances and practices at the local, state, and federal levels to identify current standards, frameworks, and regulatory gaps. From this review, the team determined that by examining relevant regulations, such as EPA's MS4 requirements and provisions of the Clean Water Act, managed by the Arizona Department of Environmental Quality, the Town can further understand their impact on stormwater management. Currently, Town of Camp Verde Parks and Recreation has the authority to require certain water and land-use practices, but stormwater management lacks similar regulatory enforcement. As a newer and increasingly active division within utilities, stormwater management can build upon the groundwork of Parks and Recreation to establish more robust policies that ensure compliance and meet long-term environmental goals.

The focus of the gap analysis is to identify challenges in current stormwater management ordinances, focusing on issues such as flood-prone areas, excessive impervious surfaces, and pollutant levels. By evaluating the alignment of existing policies for parks and recreation, stormwater management, and water conservation, the analysis identifies synergies and opportunities for improvement for interdepartmental management. The process examines critical infrastructure, enforcement, public education, and sustainability practices to ensure a comprehensive approach. Addressing these gaps provides Camp Verde with a path to achieving integrated sustainability goals. Unified policies incorporating green infrastructure, xeriscaping, and comprehensive enforcement will enhance the Town's resource management, environmental stewardship, and public engagement.

Editor's Note

The Town currently holds an ADEQ M54 Permit and adheres to their regulations.

Category	Current Provisions	Identified Gaps	Improvement Opportunities
Infrastructure	Parks ordinances emphasize recreational facilities but lack mandates for green infrastructure (e.g., bioswales, permeable pavements)	No explicit integration of stormwater systems or water conservation infrastructure in park design.	Mandate green infrastructure in parks to manage stormwater and promote water reuse.
Sustainability Measures	Education and outreach on contaminant risks and mitigation	Limited public education	Increased community awareness on arsenic exposure and safe practices
Stormwater Contaminants	Stormwater management plans promote BMPs and green infrastructure, while water conservation ordinances encourage xeriscaping	Parks ordinances lack specific references to xeriscaping, efficient irrigation, or reclaimed water use.	Require sustainable landscaping in parks with explicit xeriscaping and water reuse provisions.
Public Engagement	Limited outreach in parks; stormwater and water conservation include public education elements, but they are siloed	Parks are underutilized as venues for public education on sustainability and water management.	Integrate signage, workshops, and youth programs in parks to educate on sustainability, leveraging their visibility.
Enforcement and Compliance	Enforcement in parks focuses on penalties for littering and damage (Parks and Rec Code). Water conservation has structured penalties for water misuse.	No coordination across enforcement mechanisms; penalties do not incentivize compliance with integrated sustainability goals.	Develop coordinated penalties and inspection protocols for parks that align with stormwater and water conservation ordinances.
Policy Coordination	Stormwater and water conservation ordinances operate separately from parks regulations	Lack of cross-referencing or unified policy framework integrating parks with water conservation and stormwater goals.	Establish unified policies and ordinances that link parks and recreation with stormwater and water conservation objectives.

Figure 5 Gap Analysis, Source Comparison: Camp Verde and Cottonwood Parks and Recreation Code, Cottonwood Storm Water Management and Drought Management

Category	Current Provisions	Identified Gaps	Improvement Opportunities
Monitoring and Reporting	Stormwater management includes regular inspections and reporting requirements, but parks ordinances lack similar mandates	Parks management does not systematically monitor or report sustainability compliance.	Implement monitoring and reporting systems for parks, focusing on compliance with sustainability and water management goals.

Figure 6 Gap Analysis, Source Comparison: Camp Verde and Cottonwood Parks and Recreation Code, Cottonwood Storm Water Management and Drought Management (cont'd)

Peer community ordinance comparison

After assessing and analyzing the gaps, areas of improvement, and best practices in water conservation, stormwater management, and parks and recreation, the ordinances from Camp Verde, Clarkdale, and Sedona were compared to make recommendations for an integrated, sustainable policy framework.

Category	Camp Verde	Clarkdale	Sedona	Gaps Identified	Opportunities
Water Conservation	Encourages xeriscaping, includes drought response plans	Drought contingency focuses on water rights and usage	Tiered water use restrictions during shortages	Limited enforcement mechanisms in Camp Verde and Clarkdale compared to Sedona's detailed tiered system	Implement stricter water usage penalties and enhanced drought stages, particularly in Camp Verde and Clarkdale.
Stormwater Management	Mandates BMPs, lacks specific infrastructure requirements	Includes retention ponds and pollutant filtration	Promotes green infrastructure for stormwater control	Camp Verde lacks integration of green infrastructure; Sedona's policies are more advanced in urban stormwater planning	Require green infrastructure (bioswales, permeable pavements) in all three municipalities, leveraging Sedona as a model.

Figure 7 Peer ordinance comparison

Category	Camp Verde	Clarkdale	Sedona	Gaps Identified	Opportunities
Parks and Recreation	No explicit integration with stormwater or water conservation	Limited sustainability in park maintenance	Green infrastructure highlighted in park designs	Clarkdale and Camp Verde do not require sustainable practices in park landscaping or stormwater management	Integrate stormwater retention features and xeriscaping into park maintenance and development plans for Camp Verde and Clarkdale.
Public Engagement	Minimum public outreach on water related issues	Limited to compliance notices	Strong education programs on sustainability	Clarkdale and Camp Verde lack public education and outreach strategies on water and stormwater management	Leverage Sedona's public education programs to enhance community awareness in Camp Verde and Clarkdale.
Compliance and Enforcement	Penalties for littering and waste; limited water use enforcement	Focuses on civil penalties for violations	Includes structured penalties for non-compliance	Lack of comprehensive penalty frameworks for sustainability violations in Camp Verde and Clarkdale	Create unified enforcement policies, including fines and education mandates for sustainability violations in all municipalities

Figure 7 Peer ordinance comparison (cont'd)

Category	Camp Verde	Clarkdale	Sedona	Gaps Identified	Opportunities
Policy Integration	Operates separate ordinances for water, parks, and stormwater	Separate, with minimal cross-references	Policies reference sustainability goals across ordinances	Camp Verde and Clarkdale lack integration between parks, water conservation, and stormwater management frameworks	Develop unified sustainability policies tying parks and recreation with water conservation and stormwater objectives, modeled after Sedona's approach.
Infrastructure Requirements	Focuses on compliance with AZPDES, lacks green infrastructure mandates	Retention ponds required for developments	Green infrastructure integrated into urban planning	Camp Verde and Clarkdale lack comprehensive requirements for green infrastructure in both new and existing developments	Require green infrastructure retrofitting and incentivize sustainable urban designs.

Figure 7 Peer ordinance comparison (cont'd)

Peer community ordinance comparison summary

Summary

The City of Sedona exemplifies best practices in integrating green infrastructure and public education into its municipal code. Camp Verde can improve its management by adopting similar strategies addressing gaps in enforcement, public engagement, and policy integration. Aligning ordinances across these municipalities will foster a more cohesive and effective approach to stormwater management and water conservation.

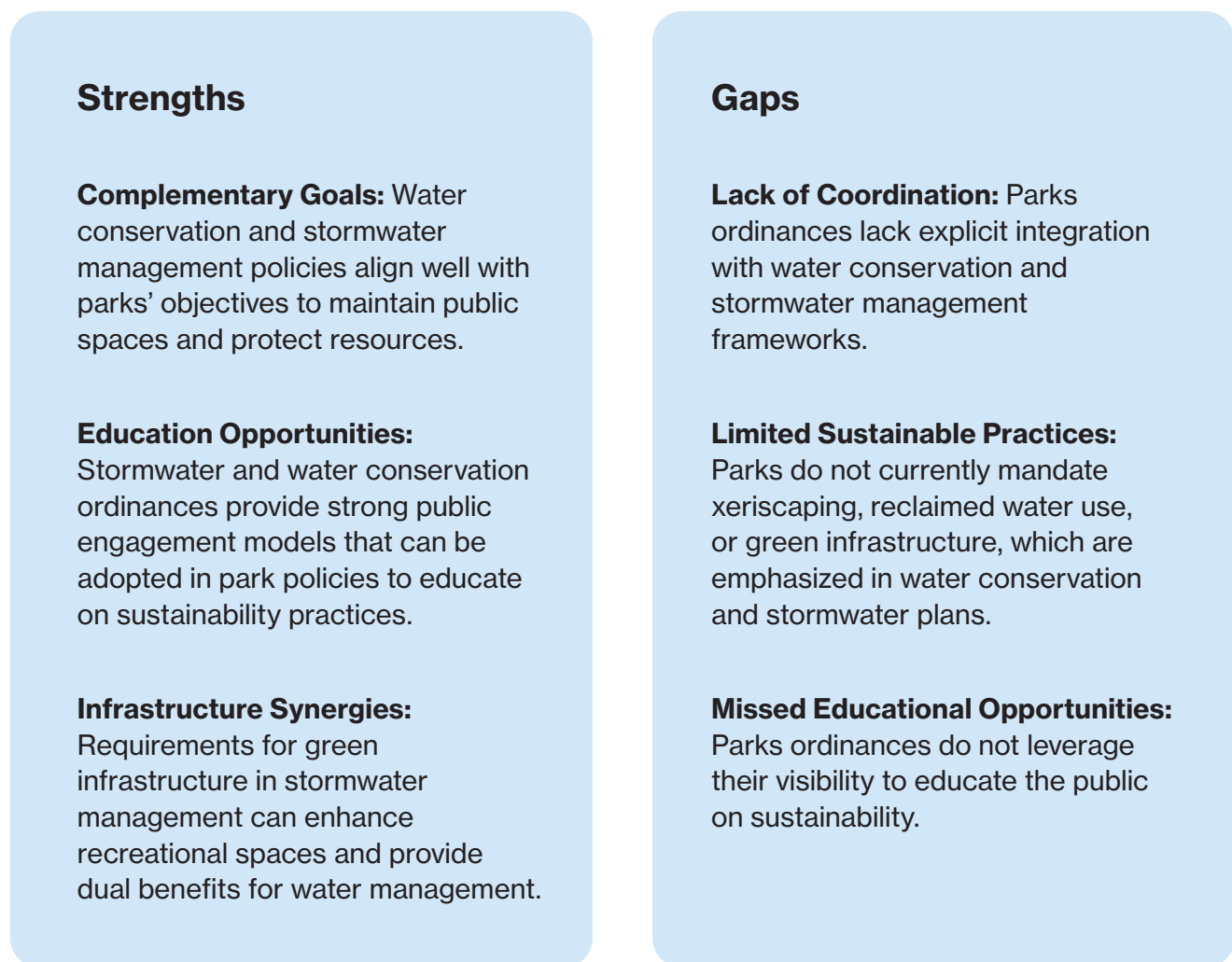


Figure 8 Peer ordinance comparison summary

Ordinance Action Plan Framework

The student team developed the following ordinance action plan based on the needs assessment, SWOT analysis, gap analysis, and peer community ordinance comparison assessment. The action plan leads to recommendations and, thus, the beginning of modifying, implementing, or adapting ordinances that support cross-integration between parks and recreation, water conservation, and stormwater management.

Objective	Action	Expected Outcome
Enhance Policy Integration	Develop unified ordinances linking parks, stormwater, and water conservation policies across all towns.	Improved consistency in sustainability goals and practices across municipal codes.
Promote Green Infrastructure	Mandate bioswales, rain gardens, and permeable pavements in the park and urban planning ordinances.	Reduced stormwater runoff, improved water infiltration, and enhanced urban aesthetics.
Strengthen Public Engagement	Implement public workshops and signage to educate residents on water conservation and green infrastructure.	Increased community participation and adoption of sustainable practices.
Improve Enforcement Mechanisms	Introduce fines for non-compliance with water and stormwater policies, with revenues supporting sustainability programs.	Enhanced compliance and funding for infrastructure improvements.
Advance Infrastructure Retrofits	Incentivize retrofitting of parks and urban areas with green infrastructure through grants and partnerships.	Accelerated transition to sustainable urban environments and reduced environmental impacts.

Figure 9 Ordinance Action Plan based on comparison

Ordinance integration recommendations

Camp Verde can optimize resource use, enhance public spaces, and promote sustainability by aligning and integrating parks and recreation policies with water conservation and stormwater management ordinances. The community is affected by the diminishing and depleting of water resources. Protecting resources through ordinances can encourage increased conservation practices and efficiency in stormwater management.

This analysis aims to support Camp Verde in addressing water conservation and stormwater management by reviewing literature resources and comparing them to adjacent municipalities such as Cottonwood, Clarkdale, and Sedona. The bottom line, if not understood, is that Camp Verde sits in a communal region of the Verde Valley. They collectively hold the leverage when controlling and monitoring water resources through cooperation and legislation. Effective ordinance development can be key to securing the future of Verde Valley's water resources.

The analysis demonstrates that if the Verde Valley regional community

collaborates to protect water, parks, and their environment, challenges around water conservation and stormwater management like depletion and misuse could be lessened. By examining what each town is doing well and where they can improve, creating better rules to save water, keep parks clean, and stop pollution and depletion. Ultimately, these efforts will contribute to a healthier, safer, and more sustainable Verde Valley for all residents.

Objective	Action	Expected Outcome
Enhance Infrastructure in Parks	Require integration of green infrastructure (bioswales, rain gardens) in all new or renovated parks.	Reduced runoff, improved water quality, enhanced recreational value.
Promote Sustainable Landscaping	Mandate xeriscaping and the use of reclaimed water in park irrigation systems.	Lower water usage and compliance with drought management policies.
Educate the Public on Sustainability	Install educational signage and conduct workshops in parks on water conservation and stormwater BMPs.	Increased public awareness and adoption of sustainable practices.
Align Ordinances Across Categories	Develop unified policies for parks that incorporate stormwater and water conservation mandates.	Streamlined enforcement, better resource management, and synergy.
Expand Compliance Mechanisms	Incorporate inspections and penalties tied to sustainable practices in park ordinances.	Improved adherence to sustainability goals and regulatory frameworks.

Figure 10 Recommendations for integrating ordinance

Proposed ordinances

A review of the Town Code found the strongest alignment with Parks and Recreation codes. As a result, the proposed new codes grant the Stormwater Division authority to manage green spaces throughout the town, enhancing its ability to address the community's environmental needs more effectively.

G. AUTHORITY TO CLOSE

In accordance with Section 13-1-1-C of this code, the Town Manager or designated representatives are hereby authorized to close all or portions of these any open space property, trail, or waterway, for emergencies, maintenance, preservation, or restoration.

Figure 11 Excerpt of Camp Verde Town Code

Ordinance Number: 18-1

Integrated Sustainability through Green Infrastructure and Water Conservation Management

Justification: This ordinance leverages existing strengths in Camp Verde's policies while addressing gaps identified in the integration of parks, stormwater management, and water conservation. By implementing sustainable practices and engaging the community, the town will enhance its environmental resilience, improve public open spaces, and lead by example in sustainability.

Purpose: To establish a cross-categorical policy integrating green infrastructure, water conservation practices, and stormwater management in parks and recreational spaces, promoting environmental sustainability, resource efficiency, and public education.

Section 1: Green Infrastructure in Parks

A. Design and Construction Requirements

- a. All new parks or significant renovations must include at least two types of green infrastructure, such as bioswales, rain gardens, or permeable pavements.
- b. Retrofit existing parks to include green infrastructure by [inset deadline].

B. Stormwater Retention Features

- a. To mitigate flooding and pollutant discharge, parks, located in high runoff areas shall install retention basins and vegetative filters.
- b. Structures must comply with the city's Stormwater Management Plan and Arizona Pollutant Discharge Elimination System (AZPDES) standards.

Ordinance Number: 18-1

C. Integration with Trails and Open Spaces

- a. Trails and pathways in parks must incorporate permeable materials to manage stormwater naturally and prevent erosion.

Section 2: Water Conservation Practices

A. Sustainable Landscaping

- a. Parks shall use native, drought-resistant plant species (xeriscaping) to reduce irrigation needs.
- b. Transition existing landscaping to comply with this requirement by 2040.

B. Efficient Irrigation Systems

- a. Install drip irrigation systems and timers for all park irrigation.
- b. Conduct annual irrigation audits to ensure efficiency and compliance.

C. Reclaimed Water Usage

- a. Where available, parks must utilize reclaimed water for irrigation and maintenance.

Section 3: Public Education and Engagement

A. Educational Signage

- a. Install interpretive signs explaining green infrastructure, stormwater management, and park water conservation practices.

B. Community Workshops

- a. Conduct semi-annual workshops or events in parks to educate the public on sustainability topics, such as water-efficient gardening or pollution prevention.

C. Youth Programs

- a. Partner with local schools and organizations to involve youth in stormwater and conservation projects, such as Adopt-a-Park initiatives.

Ordinance Number: 18-1

Section 4: Compliance and Enforcement

A. Inspection Requirements

- a. Parks will be subject to bi-annual inspections to ensure compliance with green infrastructure, water conservation, and stormwater policies.

B. Penalties for Non-Compliance

- a. Parks failing to meet ordinance requirements will face monthly fines of up to \$1,000 per violation.
- b. Funds from penalties will be allocated to a Sustainability Improvement Fund for parks.

C. Reporting

- a. The Parks Department shall submit an annual sustainability report to the Town Council detailing compliance status, improvements made, and educational efforts undertaken.

Section 5: Funding and Partnerships

A. Grant Applications

- a. The Parks Department will actively seek grants and partnerships with organizations like The Nature Conservancy and the Arizona Department of Environmental Quality to fund green infrastructure and educational programs.

B. Volunteer Programs

- a. Establish volunteer initiatives like tree planting and trail maintenance to reduce costs and enhance community involvement.

Section 6: Implementation and Timeline

A. Effective Date

- a. This ordinance shall take effect on 2040.

B. Transition Period

- a. Existing parks and facilities shall comply with Sections 1 and 2 within five years of the ordinance's effective date.

Ordinance Number: 18-2

Enforcement and Penalty Provisions for Integrated Sustainability through Green Infrastructure and Water Conservation Management

Justification: These enforcement provisions ensure accountability, provide clear corrective pathways for violators, and promote proactive compliance. By combining penalties with educational opportunities, the town fosters a culture of sustainability while protecting its parks and natural resources.

Section 1: General Enforcement Authority

A. Authority to Enforce

- a. The Parks and Recreation Department, in collaboration with the Stormwater Management Division and Water Conservation Office, shall have the authority to enforce the provisions of this ordinance.

B. Designated Enforcement Officers

- a. Authorized personnel may conduct inspections, issue citations, and impose penalties for violating sustainability requirements in parks and recreational facilities.
- b. Personnel will undergo annual training to ensure effective enforcement practice.

Section 2: Inspections and Compliance Monitoring

A. Inspection Schedule

- a. Bi-annual inspections shall be conducted to assess compliance with green infrastructure, water conservation, and stormwater management requirements.
- b. Additional inspections may be conducted following public complaints or reported violations.

B. Compliance Report

- a. A report will document non-compliance findings, including photographs, descriptions of violations, and required corrective actions.

Ordinance Number: 18-2

C. Notice of Violation (NOV)

- a. Violators will receive a written NOV detailing the infraction, corrective actions, and timeline for compliance within 45 days.

Section 3: Penalties for Non-Compliance

A. Fines and Fees

- a. Violations of the ordinance are subject to fines as follows:
 - i. First Violation: Community Service related to water conservation and education equally \$500 per infraction or monetary determination.
 - ii. Subsequent Violations: \$1,000 per infraction per month until compliance is achieved.
 - iii. Major Violations (e.g., illegal discharges, destruction of green infrastructure): Up to \$5,000 per infractions.

B. Restitution for Damages

- a. Violators responsible for physical damage to infrastructure or non-compliance causing environmental harm shall be liable for repair costs.

C. Suspension of Park Privileges

- a. Organizations or individuals failing to comply may have their permits or privileges to use park facilities suspended until compliance is restored.

D. Appeals Process

- a. Violators may appeal fines or penalties to a Sustainability Enforcement Board within 30 days of receiving an NOV.
- b. The board will consist of representatives from the Parks Department, Stormwater Division, and Water Conservation Office.

Section 4: Penalty Allocation

A. Sustainability Improvement Fund

- a. All fines collected under this ordinance shall be allocated to the Sustainability Improvement Fund.

Ordinance Number: 18-2

- b. The fund will support retrofitting parks with green infrastructure, water conservation initiatives, and public education programs.

B. Grant Matching

- a. Penalty funds may be used to match grants for environmental improvement projects.

Section 5: Severe Violations and Criminal Penalties

A. Illegal Dumping and Discharges

- a. Individuals or entities found guilty of illegal dumping or discharges into stormwater systems within parks shall face:
 - i. Fines up to \$10,000.
 - ii. Criminal charges for repeat offenses or violations causing severe environmental harm.

B. Destruction of Protected Resources

- a. Intentional destruction of green infrastructure or significant damage to park ecosystems shall be considered a Class 2 misdemeanor, subject to legal action and restitution.

Section 6: Education as Remedial Action

A. Mandatory Educational Programs

- a. Water conservation or stormwater regulation violators may be required to attend educational workshops on sustainability practices as part of their penalty.

B. Community Service Options

- a. Individuals may fulfill part of their penalty by participating in community service programs, such as park clean-up days or assisting with educational outreach events.

Camp Verde's Town Code currently extends only up to Title 17. The proposed code developed by the student, intended for potential inclusion in the existing framework. This addition aims to enhance stormwater management, supporting the Town's broader environmental sustainability and water conservation efforts.

Recommendations for next steps in code updates

Building on the proposed codes, the following recommendations seek to refine and ensure code effectiveness. Modeling and testing scenarios should be conducted to assess how the proposed ordinance provisions perform under various environmental and development conditions. Hydrological modeling and simulations will provide data-driven insights into their effectiveness in mitigating stormwater-related challenges. Next, clear implementation and compliance strategies must be developed, including enforcement mechanisms, compliance guidelines, incentive programs, and maintenance schedules to ensure long-term success. Finally, an ongoing ordinance modeling, evaluation, and adaptation program should be established to track performance measures such as pollutant levels, water quality, and flood mitigation. Regular assessments will allow for necessary adjustments based on real-world outcomes and evolving best practices, ensuring the ordinance remains effective, sustainable, and responsive to community needs.

EDUCATION AND ENGAGEMENT

Water-wise Incentive Programs

Implementing incentive programs through rebates or tax credits for landowners and businesses can motivate them to improve efficiency and reduce stress on the Verde River basin. The Nature Conservancy (TNC) and the University of Oxford (2020) reiterated that combining applied economics and conservation research practices can identify reform and development in water resource management.

Water pricing, trading, payments for watershed services, subsidies, insurance, and voluntary agreements can act as “economic instruments for addressing water scarcity [through] sustained investments in governance and adequate institutional capacity to manage conflicts and adapts to changing conditions” (TNC, 2020). Residents are often concerned about our water resources, so a little financial encouragement will only enhance motivation.

Further research into town water incentive programs shows a preference for water markets, as examples such as Colorado River adjudications allowing claimants to trade excess water, cities to transfer water supply to irrigation districts, and even short-term leases between farmers (Goldwater Institute, 2023). Water markets may be an option for Camp Verde through caps that limit groundwater pumping and the creation of trading rules for reallocation. However, this requires legal instruments and processes that may fall outside the town’s capacity if not already in place. Additionally, a cap on water use can lead to equity concerns and social or political resistance. Instead, as mentioned above, Camp Verde residents are determined to keep Verde Valley water in the Valley, where many stakeholders are already facing water challenges despite over 40% of Verde River water already being directed to Metro-Phoenix cities (WRRRC, 2023).

Effective incentive programs

Ideal areas of focus for Camp Verde would include rainwater harvesting, agricultural irrigation, septic, and stormwater/irrigation ditch maintenance rebates. Many towns across Arizona have implemented incentive programs for water users, including Chandler (offering a \$200 rebate for xeriscape landscaping), Gilbert (offering up to \$800 for low water use landscaping), and Surprise (offering rebates for smart irrigation and xeriscape landscaping).

However, it is important to consider water incentive programs that benefit the environment, as some Arizona city initiatives lack the level of community collaboration available in Camp Verde. The San Diego Waterscape Rebate Program is a prime example of a more comprehensive approach to incentivizing water conservation through rainwater harvesting, septic maintenance, smart irrigation, edgescaping, and turf replacement with support from local partners. Through its Waterscape Rebate Program, the County of San Diego Protection Program (WPP) offers a comprehensive approach to incentives for water-wise choices. Diving deeper than landscaping, this program offers various rebate amounts of rainwater harvesting, regular septic system maintenance, smart residential irrigation, and smart agricultural irrigation. In collaboration with partners such as the San Diego County Water Authority, Mission Resource Conservation District, and Environmental Incentives, WPP can manage and distribute rebates to program participants in collaboration with larger organizations.

Rainwater harvesting rebates with the County of San Diego, for example, offer \$2.25/gallon stored that does not exceed the rain-saving cap of \$2,100 for residential properties and \$6,000 for commercial properties. Comprehensive guides from the Waterscape Rebate Program Rain-Saving Rebates page show residents step-by-step processes for rebate applications and how to set up systems such as a rain barrel or rainwater-saving landscape features. Rebate programs like these educate residents on the effects of water-wise choices on their property, reducing overall dependency on municipal water supply, flooding, pollution, and soil erosion, and most importantly, keeping Verde Valley water in the Valley.

Of course, what differs between these large-scale incentive programs and Camp Verde's utilities is primarily seen in the capacity to implement the programs. Considering the town's limitations, water-wise incentives for residents will require collaboration on development, resources, and funding.

Leveraging partnerships and funding opportunities

Offering residents incentives to encourage water conservation is practical in theory, but providing monetary incentives and resources requires funding. Camp Verde's neighborly community and strong sense of place make it possible to promote collaboration across multiple partners.

According to the Pacific Institute (2021), “Water managers can begin developing collaborative programs by examining the multiple benefits provided by their current programs.” For example, offering rebates for rainwater harvesting can reduce local flooding and potable water demand, two benefits that will quickly gain community support. The framework for Staked Incentives: Co-Funding Water Customer Incentive Programs emphasizes the need to consider the broad challenges of their communities and the ability of incentive programs to address them.

Identifying program benefits that help identify potentially interested parties. A simple flow chart that includes program ideas, benefits, and interested parties is a beneficial way to start developing proof of concept and reaching out to potential partners with aligned missions.

Once partners are identified and selected, a successful stacked incentive program will need a clear delegation of roles and responsibilities among the participating partners. Pacific Institute (2021) reiterates, “This can include determining who pays and how much, as well as who is responsible for outreach and messaging to customers, providing a check or bill credit for customers, and more.” It is essential to consider where Camp Verde utilities lack capacity and where the town thrives. For example, the community library provides a great space to contribute to resident outreach, but utilities lack funding or technical support for customers. In this case, partners should include organizations that can provide technical assistance, implementation, and rebate funding.

From a local and regional perspective, governmental programs, nonprofit conservation groups, and local infrastructure and irrigation technology businesses could provide funding or in-kind contributions for incentive programs. The following local organizations may be considered for providing services and funding through co-partnerships.

Program	Description
USDA Rural Water & Environmental Programs	Through Rural Utilities Service Water and Environmental Programs (WEP), rural communities obtain the technical assistance and financing necessary to develop drinking water and waste disposal systems. WEP provides funding for the construction of water and waste facilities and organizations that provide technical assistance and training to rural communities.
WIFA Water Supply Development Revolving Fund	The Water Supply Development Revolving Fund (WSDRF) was created to provide low-cost financing, grants, and technical assistance for water supply development projects outside of Arizona's major urban centers. This fund is specifically designed to meet the unique water supply needs of small, rural communities. WIFA can provide up to \$2 million in grant funding and up to \$3 million in the form of a low-interest loan for a total of \$5 million in financial assistance per application.
EPA Water Infrastructure Finance and Innovation Act Loans	The EPA Water Infrastructure Finance and Innovation Act (WIFIA) program provides low-interest, long-term loans to support water and wastewater infrastructure projects across the United States. WIFIA helps communities finance large-scale projects that improve public health, environmental protection, and infrastructure resilience.
DIGDEEP Water is Life Fund	Water is Life projects help expand WASH (water, sanitation, and hygiene) services at the community level. We're interested in projects that are creative, community-led, and long-lasting.
USDA Water Grants	The program provides funds to households in an area recognized as a Conlonla before October 1, 1989. Grant funds may be used to connect service lines to a residence, pay utility hook-up fees, install plumbing and related fixtures, e.g., bathroom sink, bathtub or shower, commode, kitchen sink, water heater, outside spigot, or bathroom.
LFAZ Good Food Finder	We will work with farmers to identify crops and varieties adapted to current and future climate conditions, select desert-adapted seeds and starts, and trial climate-smart practices such as alley cropping, using conservation cover, multi-story cropping, agivoltaics, and reduced/no-till.
Arizona Alliance for Climate-Smart Crops	The Department of Forestry and Fire Management administers several grant programs to support various organizations at the state, regional, and local levels.
Friends of the Verde River Living Grant	The River Friendly Living grant program is made possible by businesses that support a healthy Verde River. The grants offer funding to support conservation projects. Homeowners can apply for up to \$1,000, and businesses/organizations can apply for up to \$5,000 annually. Homeowners, businesses, non-profits, and municipalities can apply for grants.

Program	Description
NOAA National Integrated Drought Information System Fund	NOAA's National Integrated Drought Information System (NIDIS) has announced up to \$4 million in funding for 8 two-year projects as part of the Fiscal Year 2025 NDIS Coping with DroughtL Understanding and Assessing Drought in a Changing Climate competition. Most awards are anticipated to be between \$50,000 and \$250,000 per year over 2 years, for a total of up to \$500,000.
Arizona Water Innovation Initiative Rural Groundwater Resilience Workshops	The Arizona Water Innovation Initiative Impact Water - Arizona program at Arizona State University, in partnership with the Arizona Institute for Resilience at the University of Arizona and the Babbitt Center for Land and Water Policy at the Lincoln Institute, will collaborate with local leaders to host a series of Rural Groundwater Resilience Workshops.
Rural Water Groups Arizona Department of Water Resources	ADWR's Rural Programs Section provides support to a number of rural water groups that consist of both rural watershed partnerships and other rural entities.
EPA Recreation Economy for Rural Communities	The Recreation Economy for Rural Communities planning assistance program helps communities identify strategies to grow their outdoor recreation economy and revitalize their main streets. Outdoor activities are increasingly popular across the United States, and many communities are seeking to grow their outdoor recreation and tourism economy while investing in their main streets and conserving forests and natural lands.
Growing Water Smart Sonoran Institute	Growing Water Smart workshops bring leaders from a city, town, county or region together to devote entire days to learning, collaboration and planning, which lead to custom action plans, tailored to their unique needs and goals.
EPA Creating Resilient Water Utilities Initiative	The Creating Resilient Water Utilities (CRWU) Initiative provides drinking water, wastewater, and stormwater (water sector) utilities with practical tools, training, and technical assistance to increase system resilience to climate change impacts. CRWU helps promote a clear understanding of climate data and helps water sector utilities identify relevant climate risks, potential adaptation strategies, implementation options, and infrastructure financing.
WaterSMART Drought Response Program	The WaterSMART Drought Response Program supports a proactive approach to drought by providing financial assistance to develop and update comprehensive drought plans (Drought Contingency Planning) and implement projects that will build long-term resilience.

Proposed education strategies for youth

According to the Arizona Department of Education (2023), Arizona's Science Test (AzSCI) results from 2023 showed that only 12% of all students registered in the Camp Verde Unified School District passed the State Science Standardized Exam in 2023 (Arizona Department of Education, 2023) These results are discouraging at a state level, and frequently, educators need more resources or time to enhance science education. However, there are hopeful opportunities to reconnect students to real-world science education as learned theory is implemented.

Interactive, place-based learning impacts student engagement, encouraging a more hands-on approach to teaching youth science and problem-solving skills. Engaging youth through water education will not only serve to enhance their science comprehension skills but will also form a connection between school and real-world situations in their community.

Considering low State Science Assessment results and the importance of youth involvement in water challenges and solutions, Camp Verde's K-12 curriculum can incorporate place-based water literacy modules aligned with Arizona's Science Standards. Drawing from curriculum and workshop models developed in Arizona and beyond, Camp Verde schools can focus on science education inside and outside the classroom, creating experiential learning opportunities that directly relate to their environment and neighbors.

Aligning with state standards

Arizona Project WET (Water Education for Teachers) offers a plethora of comprehensive water curricula aligned with the Arizona State Science Standards, which support hands-on learning and environmental stewardship. As Camp Verde continues to collaborate with Project WET and potentially adopts components of this curriculum in the classroom, Camp Verde schools can engage students in understanding the water cycle, regional watershed dynamics, and sustainable water management. As students learn more about their environment, water literacy is extended outside the classroom, encouraging parents, friends, and neighbors to engage in water education.

Collaborating with local schools to integrate Project WET's Unit of Study

into existing science and environmental curricula would allow students to participate in interactive workshops and scientific investigations. These workshops would introduce students to Camp Verde's water cycle and aquifer dynamics, demonstrating groundwater recharge and discharge. This system-focused learning would prepare students to make real-world connections to the conservation of Camp Verde's rivers and streams, especially as the region faces water challenges due to increased demands.

Project WET units integrate the following Arizona Science Standards into their curriculum:

- 4.L4U1.11: Analyze and interpret environmental data to demonstrate that species either adapt and survive or go extinct over time.
- 4.E1U1.6/7: Plan and carry out an investigation to explore and explain the interactions between Earth's major systems and the impact on Earth's surface materials and processes.
- 4.E1U3.9: Construct and support an evidence-based argument about the availability of water and its impact on life.
- 4.E1U2.10: Define problem(s) and design solution(s) to minimize the effects of natural hazards.

Learning around the world

Camp Verde schools may also adopt elements from effective K-12 water education curricula implemented across many different regions. One critical example comes from "Raising the Green Roof," where educators developed a four-week unit that integrates experimental and place-based learning with models exploring stormwater issues, the urban water cycle, and green infrastructure. Camp Verde students can complete similar projects by examining local water management challenges and designing green roofs or small-scale school gardens (Cole et al., 2024).

Additionally, the "Water Fun For Life" curriculum developed for the Lower Jordan Valley features interactive tools, workshops, and hands-on activities designed to build better literacy through practical applications. The module covers the water cycle, household use, pollution, and wastewater treatment, concluding with a field trip to a wastewater treatment plant. Camp Verde could adapt these modules to local standards, guiding students to explore their water usage, analyze water quality, and experiment with filtering and treating water.

Another unique opportunity schools in the Verde Valley have is access to natural areas. Even without green spaces, effective education strategies from New York Sun Works' Roof Water Farm units include educating city kids about wastewater treatment and urban agriculture despite being far from the source. Highlighting the importance of hands-on learning experiences, students can see how water systems work and design their plans for rainwater harvesting and growing their own food. Similar participatory methods, like community mapping and student-led workshops, can reinforce water stewardship through practical application. Access to the farms, rivers, and water treatment centers so close to home is an opportunity, not many children experience in urban communities and should be used as a foundation for water education in Camp Verde.

Engagement outside the classroom

Education research underscores the value of hands-on education for deepening youth's understanding of their local environment. The Arizona Project WET Water Festival demonstrates a model for effective water education outside the classroom. In this program, students map local watersheds, engage in groundwater concepts, and develop water-conservation strategies that integrate community needs and scientific understanding. This program exemplifies three-dimensional learning, where students actively ask questions, design investigations, and analyze local water data to understand water availability and the impact of water use on their immediate environment.

Organizing a similar Water Festival annually in Camp Verde would allow youth and their community to learn about the Arizona water cycle, human impact on watersheds, and sustainable solutions for water use, broadly aligned with various State Science Standards. As we consider the capacity of Camp Verde youth educators, the Project WET Water Festival hosts a series of predeveloped festivals across Arizona. Three festivals occur between Prescott and Payson that may serve as integral field trip opportunities to enhance science education and water literacy in Verde Valley youth. Additionally, there is also a Verde Valley Project Wet water Festival event as well as a Sedona event.

Water municipalities have many opportunities to partner with Camp Verde schools on water projects such as green infrastructure, local watershed education, and community service to keep Camp Verde's water supply clean and resilient. Water education resources can offer a

variety of models, guides, activities, and more that students and lifelong learners can use. Examples of region-specific resources include:

- Awesome Aquifer: Building your own aquifer model
- Water Decision-making: A mock town meeting on a proposed tank farm
- Water Filtration activity: Demonstrate the procedures that water plants use to purify water
- Where does your water come from?: Illustrating the differences between groundwater and surface water
- Tracking Water Pollution: Creating a topographic map to predict groundwater flow and sources of contamination
- Create your Own Center Pivot: Center pivot irrigation activity to transfer water to crops

Opportunities for partnerships and developed resources

Camp Verde schools can significantly benefit from partnerships with environmental education organizations to expand water education opportunities for students. Camp Verde school districts, local municipalities, and the community must help educators by recognizing the limited capacity to develop new frameworks and curricula and providing developed solutions for water education in schools.

By partnering with local environmental education organizations, Camp Verde can equip youth with resources to become water stewards in their community. Like incentive program partnerships, interested parties can be delegated tasks as capacity needs, from curriculum development to planning workshops.

Below is a list of general water education resources for teachers, all of which provide opportunities for partnerships in designing and implementing water education for youth:

Program	Description
USGS Water Science School Resources	The Water Science School like to make life easier for teachers, offering teacher guides with lesson plans and student worksheets complete with answers that can aid teachers in helping their students learn about water.
EPA Online Environmental Resources for Educators	Find an array of environmental and science-based lesson plans, activities, and ideas below from EPA, other federal agencies, and external organizations.
Project Wet Water Education	Project Wet aims to help the next generation of water stewards, providing trusted, relevant, and interactive water and climate education resources that teachers need and students love.
The Water Project	The Water Project's Teacher's guide can be used as a whole or as individual lesson plans across various core subjects, including interactive activities, worksheets, research ideas, and resource lists for teachers and students.
UA Arizona Project WET	Arizona Water Festivals (AWF) are festival events with water professionals and community volunteers engaging students in activities on groundwater, watersheds, the water cycle and water conservation technology. The program also includes teacher professional development which includes 6 lesson plans that activate learning and reinforce water stewardship.
UA Arizona Project WET	APW Workshops and Academies provide the support that teachers need to adopt instructional practices that encourages students to apply their learning in developing ideas, designing solutions, and delivering positive change. APW partners with school districts to plan and deliver targeted professional development and institute support that is needed.
Wrigley Sustainability Teachers Academies	The Walton Sustainability Teachers Academies provide educators with the knowledge and resources need to bring the science of sustainability into any K-12 classroom. They aim to translate research into effective practices that educators can use to evaluate and address the complex problems facing your school and community, promoting research-practioner partnerships, learning communities and project-based learning.
Groundwater Foundation	Since its inception in 1985, The Groundwater Foundation has offered a variety of programs and projects for youth, individuals, and communities to learn more about groundwater and how they can help protect it.

Figure 12 Water education resources for teachers

RECOMMENDATIONS

In conclusion, this report proposes a holistic and sustainable water management framework that integrates regulatory improvements, community incentives, and youth education tailored to Camp Verde's unique environmental and social context. By fostering collaboration, prioritizing stakeholder engagement, and emphasizing hands-on, place-based learning through community engagement by Camp Verde's leadership, equipping stakeholders can be an effective tool and impart the knowledge needed to tackle water scarcity challenges. Through these comprehensive strategies, Camp Verde can build a resilient, water-conscious community that values conservation and actively participates in protecting its natural resources for future generations.

Camp Verde can optimize resource use, enhance open spaces and waterways, and promote sustainability by aligning and integrating parks and recreation policies with water conservation and stormwater management ordinances.

Camp Verde can more effectively address current and future water quality challenges by considering recommended ordinances, educational enhancements, and engagement strategies. Improved monitoring, public education, and targeted stormwater and conservation strategies will support long-term watershed health.

Ordinances that leverage existing strengths in Camp Verde's policies while addressing gaps identified in the integration of parks, stormwater management, and water conservation support the alignment of implementing sustainable practices and engaging the community; the town will enhance its environmental resilience, improve public spaces, and lead by example in sustainability.

Addressing these gaps provides a clear path to achieving Camp Verde's integrated sustainability goals. Unified policies incorporating green infrastructure, xeriscaping, and comprehensive enforcement will enhance the town's resource management, environmental stewardship, and public engagement.

We recommend that the Town Council consider these insights and assessments to refine and strengthen Camp Verde's approach to water resource management.

CONCLUSION

This report presents a comprehensive, community-focused approach to water conservation structured around practical strategies and sustainable goals. Through developed Municipal Ordinance Propositions and an Education and Engagement Framework, we encourage the community to participate actively in responsible water stewardship, promoting collaboration that supports individual and collective water conservation efforts.

The development of municipal stormwater ordinances also plays a crucial role in establishing robust regulatory support for water conservation. In this component, updated or revised stormwater ordinances aim to address pollution, flooding, and ecological health by incorporating input from diverse stakeholders—including residents, local businesses, and environmental advocates—to ensure that the policies meet community priorities and regulatory standards. By learning from established best practices in green infrastructure, such as permeable pavements, bioswales, and rain gardens, the ordinance framework can adapt strategies proven effective in similar communities to manage stormwater sustainably and protect local water resources.

Education and engagement opportunities include incentive initiatives, such as water-wise rebates and neighborly agreements, to serve as core motivators for residents and businesses to adopt practices that reduce water demand and improve water efficiency across the town. By drawing on successful incentive models, this framework emphasizes economic tools to strengthen local engagement with conservation goals and drive meaningful behavioral change toward water preservation. Leveraging partnerships also offer access to funding programs that can enhance the town's capacity for implementing water-wise initiatives, supporting both infrastructural improvements and educational resources.

A critical dimension of the project is the emphasis on youth education, acknowledging the importance of cultivating water literacy and environmental awareness from a young age. Utilizing Arizona State Standard-aligned curriculum, students have interactive, hands-on learning experiences, including projects exploring watershed dynamics, water conservation, and environmental stewardship. By integrating place-based learning activities into school curricula and offering engaging workshops, this project aims to empower youth to understand

water challenges within their community context, reinforcing the role of scientific understanding and active engagement in addressing local environmental issues.

In conclusion, this report proposes a holistic and sustainable water management framework that integrates regulatory improvements, community incentives, and youth education tailored to Camp Verde's unique environmental and social context. By fostering collaboration, prioritizing stakeholder engagement, and emphasizing hands-on, place-based learning through community engagement by Camp Verde's leadership, equipping stakeholders can be an effective tool and impart the knowledge needed to tackle water scarcity challenges. Through these comprehensive strategies, Camp Verde can build a resilient, water-conscious community that values conservation and actively participates in protecting its natural resources for future generations.



Figure 13 Serene environment at the Verde River, by The Nature Conservancy

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To access the original student reports, additional materials, and resources, visit:
links.asu.edu/PCCampVerdeWaterWaterPeerReview24F

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Meeting Date: June 4, 2025

Agenda Item Type:

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

Requesting Department: Town Clerk

Staff Resource: Town Clerk Leah Rhodes

Agenda Title: Administration of Oath of Office of Newly Hired Town Employees

Attached Documents: Oaths of Office

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 5 minutes

Reviewed By:

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

Financial Review (if applicable):

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

Background Information:

The newly hired employees will take their Oath of Office during the Town Council Meeting.

TOWN OF CAMP VERDE



*GENERAL OATH OF OFFICE
STATE OF ARIZONA, COUNTY OF YAVAPAI
TOWN OF CAMP VERDE*

I, **ROY HERON**, DO SOLEMNLY AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES OF AMERICA, AND THE CONSTITUTION AND THE LAWS OF THE STATE OF ARIZONA, THAT I WILL BEAR TRUE FAITH AND ALLEGIANCE TO THE SAME AND DEFEND THEM AGAINST ALL ENEMIES, FOREIGN AND DOMESTIC, AND THAT I WILL FAITHFULLY AND IMPARTIALLY DISCHARGE THE DUTIES OF THE OFFICE OF **COURT SECURITY GUARD** FOR THE TOWN OF CAMP VERDE, ARIZONA, ACCORDING TO THE BEST OF MY ABILITY, SO I DO AFFIRM.

06-04-2025
DATE

SIGNATURE

Subscribed and sworn to before me this 4th day JUNE 2025.

Leah Rhodes, Town Clerk
Town of Camp Verde

**Meeting Date:** June 4, 2025**Agenda Item Type:**

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

Requesting Department: Human Resources**Staff Resource:** HR Director Julia Kaiser**Agenda Title:** Presentation of the revised Town's Personnel Manual.**Attached Documents:** Draft Revised Personnel Manual**Estimated Presentation Time:** 5-7 min.**Estimated Discussion Time:** 10-15 min.**Reviewed By:**

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

Financial Review (if applicable):

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

Background Information:

The proposed revisions to the Personnel Manual include formatting and grammar corrections, along with some new policies: Traumatic Event Counseling for Public Safety Employees, Supplemental Benefits Plan for Public Safety Employees, and Wage Adjustments for Training and Certifications. Most of the minor revisions are suggested to clarify existing policies and procedures and to improve understanding and application of current practices. No changes were made to the manual that would have any negative budget or financial impact on the Town's operations. The revisions have been reviewed by the Town's Attorney.

Town staff are seeking to discuss the proposed changes with the Town Council. Staff would then bring back a final updated version of the Personnel Manual for approval at a future Council meeting.

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

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

Question(s) before the Council:

- Does Council have any questions for staff?

Town of Camp Verde, ~~Arizona~~

PERSONNEL MANUAL



~~5/15/2024~~
2025

FORWARD

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

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

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

PERSONNEL POLICIES & PROCEDURES

SECTION 1 PURPOSE

These policies were developed to provide:

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

SECTION 2 SCOPE

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

SECTION 3 AMENDMENTS AND REVISIONS

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

SECTION 4 PERSONNEL POLICY ADMINISTRATION

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

SECTION 5 DISCLAIMER

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

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CHAPTER 1

GENERAL EMPLOYMENT RIGHTS AND RESPONSIBILITIES

POLICY 1-1 EQUAL EMPLOYMENT OPPORTUNITY

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

SECTION 1-1-1 - NON-DISCRIMINATION

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

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

SECTION 1-1-2 - CONSEQUENCES OF PROHIBITED CONDUCT

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

SECTION 1-1-3 - EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

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

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

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

SECTION 1-1-4 - PROGRAM RESPONSIBILITY

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

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

SECTION 1-1-5 - ANTI-HARASSMENT POLICY

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

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

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

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

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

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

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

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

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

SECTION 1-1-7- REPORTING POSSIBLE HARASSMENT

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

SECTION 1-1-8- INVESTIGATION

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

SECTION 1-1-9 - NO REPRISALS

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

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

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

SECTION 1-1-11 - EMPLOYEE DEVELOPMENT

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

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

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

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

SECTION 1-1-13 - DEFINITIONS

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

POLICY 1-2 CODE OF CONDUCT

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

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

SECTION 1-2-1 - PERFORMANCE OF DUTIES

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

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

SECTION 1-2-2 - ABUSE OF POSITION

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

SECTION 1-2-3 - CONFLICT OF INTEREST

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

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

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

SECTION 1-2-4 - OUTSIDE EMPLOYMENT

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

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

SECTION 1-2-5 - VOLUNTEER ACTIVITIES

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

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

SECTION 1-2-6 - CONFIDENTIALITY

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

SECTION 1-2-7 - POLITICAL ACTIVITY

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

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

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

C) Political Activism

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

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

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

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

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

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

B) No employee of the Town shall request, use or permit the use of Town-owned clothing, equipment, materials, or other property for unauthorized personal convenience, for profit, for private use, or as part of secondary employment. Use of such Town property is to be restricted to such services as are

available to the Town generally and for the conduct of official Town business.

- C) Authorized personnel use includes taking a Town vehicle to lunch when going to and from meetings on workdays as needed, use of a Town copy machine at cost, stopping to run personal errands when in a Town vehicle when the destination point is in conjunction with official or authorized business, and other nominal personal uses as permitted by the Town Manager on a case-by-case basis.

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

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

SECTION 1-2-10 - INVESTIGATION BY OUTSIDE AGENCY

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

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

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

issued equipment and vehicles to include transporting family members in a Town issued vehicle.

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CHAPTER 2

EMPLOYMENT PROCESS

POLICY 2-1 - HIRING PROCESS

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

POLICY 2-2 - JOB POSTING FOR CURRENT EMPLOYEES

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

SECTION 2-2-1 - ELIGIBILITY

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

SECTION 2-2-2 - EMPLOYEE RESPONSIBILITIES

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

SECTION 2-2-3 - REVIEW OF QUALIFICATIONS

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

SECTION 2-2-4 - NOTIFICATION OF CURRENT SUPERVISOR

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

POLICY 2-3 - JOB ANNOUNCEMENT

SECTION 2-3-1 - FULL-TIME POSITIONS

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

Resources Director.

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

SECTION 2-3-2 - PART-TIME POSITIONS

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

SECTION 2-3-3 - TEMPORARY POSITIONS

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

POLICY 2-4 - APPLICATION

SECTION 2-4-1 - DEFINITION OF APPLICANT

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

SECTION 2-4-2 - APPLICATION FORMS

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

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

SECTION 2-4-3 - REJECTION OF APPLICATION

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

SECTION 2-4-4 - APPLICATION RETENTION

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

POLICY 2-5 - EXAMINATION

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

SECTION 2-5-1 - PHYSICAL AND MENTAL FITNESS

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

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

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

SECTION 2-5-3 - TEST DEVELOPMENT

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

SECTION 2-5-4 - TEST ADMINISTRATION

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

SECTION 2-5-5 - REASONABLE ACCOMMODATION

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

POLICY 2-6 - DISABILITY PREFERENCE

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

POLICY 2-7 - INTERVIEWING

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

SECTION 2-7-1 - INTERVIEW PROCESS

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

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

POLICY 2-8 - REFERENCE CHECK

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

SECTION 2-8-1 - PROCEDURE

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

POLICY 2-9 - VETERAN'S PREFERENCE

SECTION 2-9-1 - ELIGIBILITY

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

SECTION 2-9-2 - SPOUSE ELIGIBILITY

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

POLICY 2-10 - SELECTION

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

SECTION 2-10-1 - NOTIFICATION

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

SECTION 2-10-2 - APPOINTMENT

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

SECTION 2-10-3 - APPLICANT EXPENSES

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

SECTION 2-10-4 - NOTICE TO UNSUCCESSFUL APPLICANTS

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

POLICY 2-11 - FINGERPRINTING

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

SECTION 2-11-1 - AFFECTED POSITIONS

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

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

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

SECTION 2-11-2 - FAILURE TO COMPLY

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

POLICY 2-12 - EMPLOYEE ORIENTATION

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

Commented [JK1]: Revision needed to better describe existing onboarding process and to allow for more efficient operations.

SECTION 2-12-1 - CITIZENSHIP

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

SECTION 2-12-2 - LOYALTY OATH

All Town employees shall take the oath or affirmation as prescribed by state law ~~at the time of orientation~~.

Commented [JK2]: Revision needed to better describe the existing process. New hires swear their loyalty oaths during the Town Council Meetings.

SECTION 2-12-3 - HIRING DEPARTMENT RESPONSIBILITIES

The hiring department provides additional information, including:

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

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

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

POLICY 2-13 - INITIAL EVALUATION PERIOD

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

SECTION 2-13-1 - LENGTH OF TIME

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

Commented [JK3]: Correction of typo.

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

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

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

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

SECTION 2-13-4 - EMPLOYMENT CLASSIFICATION CHANGE

When the employee successfully completes the initial evaluation period, he/she will become a regular employee. ~~Once the employee becomes a regular employee, he or she becomes eligible to use vacation leave accumulated from the person's date of hire.~~

Commented [JK4]: Amendment is needed to eliminate contradiction to the existing Vacation Leave policy Section 4-10.

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

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

personnel file.

POLICY 2-14 - EMPLOYEE IDENTIFICATION CARDS

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

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

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

CHAPTER 3 COMPENSATION

POLICY 3-1 - CLASSIFIED AND UNCLASSIFIED SERVICE

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

SECTION 3-1-1 - CLASSIFIED POSITIONS

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

SECTION 3-1-2 - UNCLASSIFIED POSITIONS

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

POLICY 3-2 - CLASSIFICATION PLAN

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

SECTION 3-2-1 - PURPOSE

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

SECTION 3-2-2 - PLAN AMENDMENT

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

SECTION 3-2-3 - POSITIONS CLASSIFICATIONS

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

SECTION 3-2-4 - EMPLOYMENT CLASSIFICATIONS

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

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

POLICY 3-3 - SALARY PLAN

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

SECTION 3-3-1 - NEW EMPLOYEES

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

SECTION 3-3-2 - GENERAL INCREASES

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

SECTION 3-3-3 - SALARY SCHEDULE

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

SECTION 3-3-4 - ANNIVERSARY DATES

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

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

SECTION 3-3-5 - PLAN AMENDMENT

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

SECTION 3-4 - MERIT PAY POLICY

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

SECTION 3-4-1 ELIGIBILITY

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

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

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

Performance: Commendable performance of job duties or contributions.

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

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

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

SECTION 3-4-2 MERIT PAY PROCESS

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

SECTION 3-4-3 MERIT PAY AMOUNT

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

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

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

POLICY 3-5 - PERFORMANCE EVALUATION

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

SECTION 3-5-1 - TIMELY EVALUATIONS

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

SECTION 3-5-2 - PROCESS

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

SECTION 3-5-3 - RATING DEFINITIONS

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

SECTION 3-5-4 - APPEAL OF EVALUATION

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

POLICY 3-6 - PAY PERIODS AND PAY DATES

SECTION 3-6-1 - PAY PERIODS

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

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

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

SECTION 3-6-3 - PAY DATES

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

SECTION 3-6-4 - PAY CHECKS

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

SECTION 3-6-5 - PAY ADVANCES

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

POLICY 3-7 - OVERTIME/COMPENSATORY TIME

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

SECTION 3-7-1 - NONEXEMPT EMPLOYEES

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

days from the date the compensatory time is recorded.

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

SECTION 3-7-2 - EXEMPT EMPLOYEES

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

POLICY 3-8 – PAID HOLIDAY LEAVE

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

- A) Holidays observed by the Town are:

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

SECTION 3-8-1 - ELIGIBILITY

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

Commented [JK5]: Addition is needed for better clarification of the existing practice.

absent.

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

Commented [JK6]: Revision is needed for better clarification of the existing practice, since some offices are open half day on Fridays.

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

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

SECTION 3-8-3 - TERMINATION OF EMPLOYMENT

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

POLICY 3-9 - PAYROLL DEDUCTIONS

SECTION 3-9-1 - MANDATORY DEDUCTIONS

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

SECTION 3-9-2 - VOLUNTARY DEDUCTIONS

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

POLICY 3-10 PROMOTION

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

any vacancy for which they may qualify.

SECTION 3-10-1 - ELIGIBILITY

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

SECTION 3-10-2 - PROCEDURE

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

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

SECTION 3-10-3 - SALARY FOR PROMOTION POSITION

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

SECTION 3-10-4 - PROMOTION PERFORMANCE EVALUATION PERIOD

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

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

POLICY 3-11 LATERAL TRANSFER

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

SECTION 3-11-1 - ELIGIBILITY

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

SECTION 3-11-2 - PROCEDURES

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

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

SECTION 3-11-3 - SALARY FOR TRANSFER POSITION

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

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

SECTION 3-11-4 - TRANSFER EVALUATION PERIOD

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

POLICY 3-12 DEMOTION

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

SECTION 3-12-1 - ANNIVERSARY DATE CHANGE

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

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

SECTION 3-12-2 - PROCEDURE

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

POLICY 3-13 RECLASSIFICATION PROCEDURE

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

SECTION 3-13-1 - PROCEDURE

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

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

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

POLICY 3-14 - PAY FOR WORKING OUT OF CLASSIFICATION

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

SECTION 3-14-1 - JUSTIFICATION

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

POLICY 3-15 TIME AND ATTENDANCE

SECTION 3-15-1- PURPOSE

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

SECTION 3-15-2- DEFINITIONS

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

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

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

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

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

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

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

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

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

FLSA - Fair Labor Standards Act.

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

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

SECTION 3-15-3- PROCEDURES

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

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

Commented [JK7]: Amendment is necessary to clarify the existing policy Section 4-6-2 Special Leave of Absence Without Pay.

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

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

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

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

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

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

Rest Periods

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

Meal Periods

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

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

On-call Pay

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

SECTION 3-15-4- TAMPERING AND FALSIFICATION

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

CHAPTER 4

EMPLOYMENT BENEFITS

POLICY 4-1 - BENEFITS CONTINUATION/COBRA

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

SECTION 4-1-1 - WHO PAYS

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

SECTION 4-1-2 - WRITTEN NOTIFICATION OF ELIGIBILITY

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

POLICY 4-2 - COMPENSATORY LEAVE

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

SECTION 4-2-1 - NONEXEMPT EMPLOYEES

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

SECTION 4-2-2 - EXEMPT EMPLOYEES

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

POLICY 4-3 FAMILY AND MEDICAL LEAVE

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

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

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

SECTION 4-3-2 - ELIGIBILITY

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

SECTION 4-3-3 - VERIFICATION OF NEED

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

SECTION 4-3-4 - MAXIMUM LEAVE TIME AVAILABLE

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

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

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

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

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

SECTION 4-3-6 - USE OF ACCUMULATED LEAVE

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

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

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

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

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

SECTION 4-3-9 - RETURN TO WORK

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

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

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

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

SECTION 4-3-11 - TERMINATION OF EMPLOYMENT

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

POLICY 4-4 – WORKER'S COMPENSATION

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

SECTION 4-4-1 - REPORTING REQUIREMENT

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

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

SECTION 4-4-2 - PAYMENTS

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

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

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

SECTION 4-4-4 - RETURN TO WORK

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

POLICY 4-5 - MILITARY LEAVE

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

SECTION 4-5-1 - NO BREAK IN SERVICE

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

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

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

POLICY 4-6 SPECIAL LEAVE OF ABSENCE

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

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

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

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

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

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

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

POLICY 4-7 - BEREAVEMENT LEAVE

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

SECTION 4-7-1 - APPROVAL

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

SECTION 4-7-2 - IMMEDIATE FAMILY DEFINED

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

POLICY 4-8 - SICK LEAVE

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

SECTION 4-8-1 - ELIGIBILITY

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

SECTION 4-8-2 - RATE OF ACCUMULATION

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

SECTION 4-8-3 - ALLOWABLE USES

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

Sick leave shall be allowed for:

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

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

SECTION 4-8-4 - NOTIFICATION TO SUPERVISOR

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

SECTION 4-8-5 - PHYSICIAN'S VERIFICATION

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

SECTION 4-8-6 - ADDITIONAL CONDITIONS

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

SECTION 4-8-7 - NO SICK LEAVE AVAILABLE

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

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

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

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

SECTION 4-8-9 - TERMINATION OF EMPLOYMENT

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

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

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

POLICY 4-9 - SICK LEAVE BANK

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

SECTION 4-9-1 - DEFINITIONS

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

SECTION 4-9-2 - ELIGIBLE RECIPIENT

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

SECTION 4-9-3 - GENERAL PROVISIONS

- A) The maximum award a Sick Leave Bank member may receive is 480 hours per year as measured forward from the date of the last request.
- B) The Sick Leave Bank is funded by the annual contribution of sick leave hours from each participating member. The amount of the contribution required is:
 - 1. Full-time (30 – 40 hours a week) employees donating eight (8) hours of sick leave annually.
 - 2. Sick Leave Bank donations are deducted and credited to the Bank following each open enrollment period.
- C) Requests for Sick Leave Bank hours shall be made through the Department Head with the Human Resource Department, administration of these provisions shall be done by the Town Manager.

POLICY 4-10 - VACATION LEAVE

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

SECTION 4-10-1 - ELIGIBILITY

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

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

SECTION 4-10-2 - BENEFIT YEAR

- A) The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when an employee starts to earn vacation leave.

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

SECTION 4-10-3 - RATE OF ACCUMULATION

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

- 1. Eligible nonexempt employees:

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

- 2. Eligible exempt employees:

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

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

SECTION 4-10-4 - REQUEST FOR LEAVE

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

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

SECTION 4-10-5 - TERMINATION OF EMPLOYMENT

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

POLICY 4-11 - CIVIC DUTY

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

SECTION 4-11-1 - JURY DUTY

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

SECTION 4-11-2 - WITNESS DUTY

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

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

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

SECTION 4-11-3 - VOTING

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

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

POLICY 4-12 - GROUP BENEFITS

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

SECTION 4-12-1 - ELIGIBILITY

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

SECTION 4-12-2 - GROUP INSURANCE COVERAGE

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

SECTION 4-12-3 - VOLUNTARY BENEFITS

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

SECTION 4-12-4 - RETIREMENT PLAN

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

SECTION 4-12-5 - EMPLOYEE ASSISTANCE PROGRAM

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

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

Commented [JK8]: Addition is needed to follow A.R.S 38-672 & 38-673.

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

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

Commented [JK9]: Addition is needed to follow A.R.S 38-961.

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

SECTION 4-13-1 - ELIGIBILITY

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

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

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

SECTION 4-13-2 – PLAN DESCRIPTION

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

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

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

SECTION 4-13-3 – PROCEDURE

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

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

participation in the plan.

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

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

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CHAPTER 5

WORK RULES

POLICY 5-1 - HOURS OF WORK

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

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

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

SECTION 5-1-2 - ABSENCES AND TARDINESS

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

POLICY 5-2 - PERSONNEL FILES

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

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

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

SECTION 5-2-2 - UPDATING PERSONNEL RECORDS

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

SECTION 5-2-3 - MAINTENANCE OF PERSONNEL FILES

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

SECTION 5-2-4 - RECORDS RETENTION

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

SECTION 5-2-5 - RECORDS RELEASE

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

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

POLICY 5-3 PERSONAL APPEARANCE

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

SECTION 5-3-1 - ACCEPTABLE ATTIRE

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

SECTION 5-3-2 - UNACCEPTABLE ATTIRE

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

SECTION 5-3-3 - UNIFORMS

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

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

SECTION 5-4-1 - CONDITIONS OF EMPLOYMENT

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

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

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

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

Section 5-4-2 – SOFTWARE COPYRIGHT

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

SECTION 5-4-3 - PROHIBITED USE

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

SECTION 5-4-4 - PASSWORDS

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

SECTION 5-4-5 - CONSEQUENCES OF PROHIBITED USE

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

POLICY 5-5 - DISCIPLINARY SYSTEM

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

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

SECTION 5-5-1 - DISCIPLINE PROCESS

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

SECTION 5-5-2 - DEFINITIONS

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

SECTION 5-5-3 - GROUNDS FOR DISCIPLINARY ACTION

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

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

B) Other grounds for disciplinary actions, up to and including discharge, include but are not necessarily limited to the following:

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

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

SECTION 5-5-4 - TYPES OF DISCIPLINARY ACTION

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

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

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

SECTION 5-5-5 - NOTICE TO EMPLOYEE

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

information:

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

POLICY 5-6 PERSONNEL ACTION REVIEW PROCEDURES

SECTION 5-6-1 - PURPOSE

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

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

SECTION 5-6-2 - SOLE REMEDY

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

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

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

supervision.

SECTION 5-6-4 - FORMAL PERSONNEL ACTION REVIEW

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

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

The following employment matters are not subject to formal review:

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

SECTION 5-6-6 MISCELLANEOUS RULES

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

review procedures by reason of such participation.

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

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

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

3. The Town Manager will review the appeal and communicate a decision in writing to all concerned parties within ten business days of having received the employee's written notice of appeal from the Human Resources Department.

4. The Town Manager may delegate the duties under ~~Step Three Two~~.

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C) Step Three: Appeal to a Hearing Officer

1. If the employee is not satisfied with the Town Manager's decision or if no decision has been rendered within ten business days after submission to the Town Manager, and provided the employment matter is subject to a Step ~~Four-Three~~ appeal, the employee may appeal the decision to a qualified, independent Hearing Officer appointed by the Town. The Town shall maintain a list of qualified, independent, Hearing Officers.

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2. Provided they are not otherwise excluded under Section 5-6-5, only disciplinary actions taken by the Town that involve termination, reduction in pay, involuntary demotion, or suspension without pay are subject to a Step ~~Four-Three~~ appeal to a Hearing Officer.

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3. An appeal must be submitted in writing to the Human Resources Department within ten business days after delivery to the employee of the Town Manager's decision. If the employee fails to submit a written appeal within ten business days, the lower action will be automatically affirmed.

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

A) The appeal will be a written statement, addressed to the Hearing Officer through the Human Resources Department, explaining the employment matter appealed, the action desired, and the reasons for it. The appeal shall also include all previous correspondence concerning the matter.

B) Upon receipt of a notice of appeal, the Human Resources Department shall set a date and place for the hearing on the appeal within three (3) months from the effective date of the disciplinary action. The Human Resources Department shall notify all interested parties of the date, time, and place of the hearing.

C) If an appeal is made the Human Resources Director, in consultation with the Town Manager and Town Attorney, if necessary, shall determine whether the appeal complies with these procedures and is subject to review. If so, a qualified Hearing Officer shall be appointed by the Town.

D) Both the appellant and the Department Head shall submit to the Human Resources Department a list of witnesses, including names, addresses, and nature of the expected testimony from each, and a list of exhibits to be introduced at the hearing no later than seven (7) calendar days prior to the commencement of the hearing. No other witnesses or exhibits may be introduced at the hearing unless approved by the Hearing Officer. The Hearing Officer may grant a time extension beyond the required limits if requested by either party in writing and good cause is shown for granting the extension.

E) The Town Attorney shall represent the Town and present the case to the Hearing Officer. The employee has the right to be represented by counsel at the employee's expense, to written notice of the specific grounds for termination, to disclosure of the evidence supporting the termination, the opportunity to confront and cross examine available adverse witnesses, the opportunity to be heard, in person, and present evidence, and to subpoena witnesses.

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

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CHAPTER 6

EMPLOYMENT DEVELOPMENT

POLICY 6-1 - EDUCATION ASSISTANCE

SECTION 6-1-1 - PURPOSE

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

SECTION 6-1-2 - ELIGIBILITY FOR PARTICIPATION

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

SECTION 6-1-3 - CRITERIA FOR APPROVAL

- A) All applications for educational assistance are expected to have the prior approval of their Department Head. The initial step to qualify for the educational assistance program is to apply for the assistance with the Human Resources Department. Human Resources will ~~budget for and administer the educational assistance program.~~ Tuition assistance funding levels are recommended by the Town Manager and approved by the Town Council through the fiscal year budget process.
- B) The program provides tuition assistance for courses that are:

Commented [JK13]: Addition needed to provide a better clarification of the existing policies and practices.

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

SECTION 6-1-4 - REIMBURSEMENT

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

SECTION 6-1-5 - TERMINATION OF EMPLOYMENT

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

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

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

POLICY 6-2 - TOWN-SPONSORED and REQUIRED TRAINING

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

SECTION 6-2-1 - PROCEDURES

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

SECTION 6-2-2 – WAGE ADJUSTMENTS FOR TRAINING AND CERTIFICATIONS

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

Commented [JK14]: Addition is needed to outline the existing practice.

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

CHAPTER 7

SAFETY AND HEALTH

POLICY 7-1 - SAFETY AND LOSS MANAGEMENT

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

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

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

SECTION 7-1-2 - SAFETY COORDINATOR

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

SECTION 7-1-3 - EVALUATION OF SAFETY PERFORMANCE

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

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

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

POLICY 7-2 RETURN TO WORK

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

SECTION 7-2-1 TEMPORARY AND PERMANENT RESTRICTIONS

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

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

SECTION 7-2-2 - ALTERNATIVE JOB PLACEMENT

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

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

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

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

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

SECTION 7-2-5 - PROCEDURE

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

POLICY 7-3 - NO SMOKING

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

SECTION 7-3-1 - SMOKING AREAS

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

SECTION 7-3-2 - SMOKING BREAKS

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

SECTION 7-3-3 - SMOKING CESSATION

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

POLICY 7-4 - VIOLENCE IN THE WORKPLACE

SECTION 7-4-1 - CONSEQUENCES OF PROHIBITED CONDUCT

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

SECTION 7-4-2 - INFRINGEMENT ON SAFE WORKPLACE

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

SECTION 7-4-3 - COMPLAINT PROCEDURE

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

POLICY 7-5 - DRUG AND ALCOHOL-FREE WORKPLACE

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

SECTION 7-5-1 - CONSEQUENCES OF PROHIBITED CONDUCT

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

SECTION 7-5-2 - DEFINITIONS OF PROHIBITED CONDUCT

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

SECTION 7-5-3 - USE OF LEGAL DRUGS

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

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

SECTION 7-5-4 - TYPES OF TESTS

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

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

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

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

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

SECTION 7-5-6 - DRUG TESTING

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

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

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

SECTION 7-5-7 - ALCOHOL TESTING

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

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

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

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

SECTION 7-5-9 - DISCIPLINE AND APPEALS

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

SECTION 7-5-10 - CONTRACTORS AND VISITORS

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

SECTION 7-5-11 - NOT A CONTRACT

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

CHAPTER 8

TERMINATION OF EMPLOYMENT

POLICY 8-1 - EMPLOYMENT END

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

SECTION 8-1-1 - SERVICE RETIREMENT

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

SECTION 8-1-2 - DISABILITY RETIREMENT

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

SECTION 8-1-3 - EMPLOYEE-INITIATED RESIGNATION

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

SECTION 8-1-4 - TERMINATION DURING INITIAL EVALUATION

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

SECTION 8-1-5 - DISCHARGE

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

SECTION 8-1-6 - LAYOFF AND RECALL

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

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

POLICY 8-2 - EXIT PROCESS

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

SECTION 8-2-1 - EXIT CLEARANCE

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

SECTION 8-2-2 - EXIT INTERVIEW

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

SECTION 8-2-3 - FINAL PAYCHECK

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

SECTION 8-2-4 - CONTINUATION OF BENEFITS

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

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

POLICY 8-3 - VERIFICATION OF TOWN EMPLOYMENT

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

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

POLICY 8-4 - RE-EMPLOYMENT

SECTION 8-4-1 - ELIGIBILITY

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

SECTION 8-4-2 - COMPENSATION AND BENEFITS

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

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

DRAFT

**Meeting Date:** June 4, 2025**Agenda Item Type:**

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

Requesting Department: Human Resources**Staff Resource:** HR Director Julia Kaiser**Agenda Title:** Presentation of the revised Town's Permanent Salary Range Table.**Attached Documents:** Amended Salary Table**Estimated Presentation Time:** 5-7 min.**Estimated Discussion Time:** 10-15 min.**Reviewed By:**

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

Financial Review (if applicable):

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

Background Information:

The revisions to the salary table include new salary ranges as well as updated job titles, removal of eliminated positions and reclassification of some positions. Approved amendments and revisions do not constitute the hiring of any additional employees but are intended to give a better description of the current work performed by such employees and new updated wages. Effective January 1st, 2025, Arizona's Minimum Wage increased to \$14.70 per hour. Due to the minimum wage increase, the minimum hourly rate of the Town's salary table must be increased as well.

The following positions require updated job titles due to creating a career ladder system for professional development: Building Maintenance Worker, Grounds Maintenance Worker, Court Specialist, Equipment Operator, Dispatcher, Peace Officer, HR Specialist.

Reclassification of the following positions is necessary to clarify the difference in skill level and required professional knowledge: Administrative Assistant, Administrative Clerk, Utilities Clerk, Parks & Rec Leader II, Water Operator Trainee, Wastewater Operator Trainee, Library Manager, Parks & Recreation Manager.

The following positions are eliminated: Admin to Town Manager, Civilian Investigator, Library Director, Risk Manager, Deputy Town Manager.

Town staff are seeking to discuss the proposed changes with the Town Council. Staff would then bring back a final updated version of the Permanent Salary Range Table for approval at a future Council meeting.

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



Town Council Agenda Information Memorandum

Annual salary table revisions allow for more competitive wages thus contributing towards retaining, developing, and engaging a highly effective workforce as outlined in the Strategic Plan under “Effective Government”.

Question(s) before the Council:

- Does Council have any questions for staff?

Town of Camp Verde
Permanent Salary Range Table **Effective 7/20/25**

New Salary Range	Minimum (Annual/Hourly)		Midpoint (Annual/Hourly)		Maximum (Annual/Hourly)		Job Classifications
	\$ 30,576	\$ 14.70	\$37,456	\$ 18.01	\$44,335	\$ 21.32	Arizona State Minimum Wage
1	\$32,656	\$ 15.70	\$40,004	\$ 19.23	\$47,351	\$ 22.77	Janitor Library Clerk Visitor Center Ambassador
2	\$34,289	\$ 16.49	\$42,004	\$ 20.19	\$49,719	\$ 23.90	Library Clerk, Senior
3	\$36,003	\$ 17.31	\$44,104	\$ 21.20	\$52,205	\$ 25.10	Parks & Rec Leader I
4	\$37,803	\$ 18.17	\$46,309	\$ 22.26	\$54,815	\$ 26.35	Parks & Rec Leader II
5	\$39,694	\$ 19.08	\$48,625	\$ 23.38	\$57,556	\$ 27.67	Grounds Maintenance Worker I Building Maintenance Worker I Parks & Rec Leader II Administrative Assistant Administrative Clerk Utilities Clerk Trainee Library Specialist I
6	\$41,678	\$ 20.04	\$51,056	\$ 24.55	\$60,433	\$ 29.05	Spanish Outreach Library Specialist Animal Control Officer Administrative Assistant Senior Recreation Leader Administrative Clerk Records Specialist I Library Specialist II Court Clerk Court Specialist I Quartermaster Finance Clerk Property & Evidence Custodian Equipment Operator Grounds Maintenance Worker II Building Maintenance Worker II Streets Maintenance Worker Water Operator Trainee Wastewater Operator Trainee Permit Technician I Utilities Clerk Trainee, Utilities Clerk I
7	\$43,762	\$ 21.04	\$53,609	\$ 25.77	\$63,455	\$ 30.51	Permit Technician II Records Specialist II Water Operator Trainee, Water Operator I Wastewater Operator Trainee, Wastewater Operator I Equipment Operator Court Specialist II Utilities Clerk II
8	\$45,950	\$ 22.09	\$56,289	\$ 27.06	\$66,628	\$ 32.03	Parks & Rec Coordinator Court Specialist III Stormwater Specialist Equipment Operator, Senior Water Operator II Wastewater Operator II
9	\$48,248	\$ 23.20	\$59,104	\$ 28.42	\$69,959	\$ 33.63	Permit Technician III Grounds Maintenance Lead Building Maintenance Lead Court Security Officer Dispatcher Trainee Utilities Clerk III Water Operator III Wastewater Operator III Building Inspector I Youth Services Supervisor Code Enforcement Officer I Plans Examiner I

							Admin to Town Manager
10	\$50,660	\$ 24.36	\$62,059	\$ 29.84	\$73,457	\$ 35.32	Public Works Analyst Code Enforcement I, II Plans Examiner I, II Dispatcher Planner I Building Inspector II
11	\$53,193	\$ 25.57	\$65,162	\$ 31.33	\$77,130	\$ 37.08	Civilian Investigator Human Resources Specialist I Economic Development Specialist
12	\$55,853	\$ 26.85	\$68,420	\$ 32.89	\$80,987	\$ 38.94	Recreation Supervisor Accountant Human Resources Specialist II Planner II
13	\$58,645	\$ 28.19	\$71,841	\$ 34.54	\$85,036	\$ 40.88	Streets Maintenance Foreman Peace Officer Recruit Deputy Town Clerk Maintenance Foreman
14	\$61,578	\$ 29.60	\$75,433	\$ 36.27	\$89,288	\$ 42.93	Dispatch Supervisor Peace Officer PW/ Utilities Admin Support Manager Public Safety Systems Administrator Economic Development Project Manager Special Initiatives Manager Court Supervisor
15	\$64,657	\$ 31.08	\$79,204	\$ 38.08	\$93,752	\$ 45.07	CAD Draftsman Wastewater Division Foreman Water Division Foreman Streets Supervisor
16	\$67,889	\$ 32.64	\$83,165	\$ 39.98	\$98,440	\$ 47.33	Accountant, Senior Senior Building Inspector Police Sergeant Library Manager Planner, Senior
17	\$71,284	\$ 34.27	\$87,323	\$ 41.98	\$103,362	\$ 49.69	Parks & Recreation Division Manager
18	\$74,848	\$ 35.98	\$91,689	\$ 44.08	\$108,530	\$ 52.18	Water Division Manager Wastewater Division Manager
19	\$78,591	\$ 37.78	\$96,273	\$ 46.29	\$113,956	\$ 54.79	Chief Building Official Library Manager Parks & Recreation Manager Court Administrator
20	\$82,520	\$ 39.67	\$101,087	\$ 48.60	\$119,654	\$ 57.53	CIP Project Manager Civil Engineer
21	\$86,646	\$ 41.66	\$106,141	\$ 51.03	\$125,637	\$ 60.40	Library Director
22	\$90,978	\$ 43.74	\$111,449	\$ 53.58	\$131,919	\$ 63.42	Risk Manager Town Engineer Town Clerk Lieutenant Public Works Deputy Director
23	\$95,527	\$ 45.93	\$117,021	\$ 56.26	\$138,515	\$ 66.59	Commander Civilian Commander
24	\$100,304	\$ 48.22	\$122,872	\$ 59.07	\$145,440	\$ 69.92	Economic Development Director Human Resources Director Parks & Rec Director Community Development Director
25	\$105,319	\$ 50.63	\$129,016	\$ 62.03	\$152,712	\$ 73.42	Finance Director Public Works Director Utilities Director
26	\$110,585	\$ 53.17	\$135,466	\$ 65.13	\$160,348	\$ 77.09	
27	\$116,114	\$ 55.82	\$142,240	\$ 68.38	\$168,365	\$ 80.94	Town Marshal
28	\$121,920	\$ 58.62	\$149,352	\$ 71.80	\$176,784	\$ 84.99	
29	\$128,016	\$ 61.55	\$156,819	\$ 75.39	\$185,623	\$ 89.24	Deputy Town Manager

30	\$134,417	\$ 64.62	\$164,660	\$ 79.16	\$194,904	\$ 93.70	
31	\$141,137	\$ 67.85	\$172,893	\$ 83.12	\$204,649	\$ 98.39	
32	\$148,194	\$ 71.25	\$181,538	\$ 87.28	\$214,882	\$ 103.31	Town Manager
33	\$155,604	\$ 74.81	\$190,615	\$ 91.64	\$225,626	\$ 108.47	
34	\$163,384	\$ 78.55	\$200,146	\$ 96.22	\$236,907	\$ 113.90	

Differential	Width 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

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**Meeting Date:** June 4, 2025**Agenda Item Type:**

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

Requesting Department: Utilities Department**Staff Resource:** Utilities Director Jeff Low**Agenda Title:** Discussion, consideration and possible approval to issue a Request for Statement of Qualifications for Engineering On-Call for Professional Services.**Attached Documents:** Request for Statement of Qualifications for Engineering On-Call for Professional Services**Estimated Presentation Time:** 10 Minutes**Estimated Discussion Time:** 5 Minutes**Reviewed By:**

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

Financial Review (if applicable):

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

Background Information:

The Town of Camp Verde previously had a 2015 Engineering On-Call for Professional Services that expired in 2020. The Public Works and Utilities Department would like to issue a new request for statement of qualifications (RSOQ) for On-Call for Professional Services with the following categories:

1. Archaeological Services

Provide a broad range of cultural resource management services related to archaeological site analysis. Services may include but are not limited to consultations, field surveys, site testing and evaluation, literature searches, records reviews, data recovery excavations, laboratory analysis, mitigation planning, cultural resource survey, exploratory excavation, report writing, site mitigation and reporting, coordination with regulatory agencies, permitting, national site registration, and construction monitoring.

2. Drainage/Stormwater

Services may include analysis, calculations, reports, design, and plan preparation for a variety of stormwater drainage, flood control, and surface water quality related projects and infrastructure. Siting, permitting, and design of regional stormwater detention and aquifer recharge facilities.



Town Council Agenda Information Memorandum

3. Electrical Design and SCADA Programming

Services may include design and inspection services for electric power supply, control systems and equipment specifications; electrical evaluation and design, troubleshooting/testing, and emergency call-out support for Town facilities. Services may also include the design and programming of local SCADA systems, PLC programming and telemetry, SCADA security design/planning, auditing/testing and implementation.

4. Engineering Plan Review Services

Services may include engineering plan review under the supervision of the Public Works or Utilities Director or Assignee. Services may include review of subdivision plats, residential and commercial developments, technical reports and civil plans, construction plans for water, sewer, paving, grading, drainage, street and traffic lights using applicable Town and industry codes that have been adopted by the Town. Plan reviews may include both private development and capital improvement program projects. A workstation may be provided by the Town.

5. Foundation and Structural Design

Services may include conceptual designs, structural alternatives and estimates, structural assessment of existing walls, buildings, bridges, and other structures. Services may also include final designs, plans and estimates, final structural reports, load calculations and recommendations for construction of retaining walls, steel reinforced concrete structures, small buildings, and vehicular and pedestrian bridges.

6. Geotechnical Engineering

Services may include field instrumentation and monitoring; review of background information such as relevant geotechnical reports, project plans, relevant publications, and other pertinent data; conducting field studies in order to assess the nature of the on-site geotechnical conditions including the subsurface soil characteristics and depth to groundwater; laboratory testing to assess the nature and behavior of soils; engineering analyses to address slope stability, liquefaction, soil swell and settlement, site response, landslides and slope stability, including landslide geometry and geologic structure; retaining wall design and foundation design; ground shaking, liquefaction, lateral spreading, and settlement; groundwater seepage and moisture intrusion; pavement mix design, structural sections and percolation rates; evaluation of analysis of earth movement and other geotechnical problems such as cracked slabs and foundations, soil settlement, expansive soils, retaining wall failure, pipe corrosion and leakage, concrete corrosion, moisture intrusion, landslides/slope movement, pavement distress, and erosion; construction and changed conditions claims; contaminated soil, contaminated groundwater, remediation and cost estimating, waste handling and disposal, asbestos, lead, and mold; ground settlement associated with soil compaction and collapsible soils, and expansive soil distress; and project design and construction reports.



Town Council Agenda Information Memorandum

7. Inspection Services

Services may include construction inspection for the development of public or private facilities; conduct inspections of sewer, water and storm drain lines and laterals; schedule inspections, testing, walk-through, and sequence of work with outside contractors and Town staff. Inspect grading activities, asphalt, curb and gutter, sidewalk, bike trails, and landscaping; inspect all backfill operations; inspect signage and pavement markings; measure construction quantities and verify contractor applications for payment; issue field reports; work with field personnel to address construction issues/concerns and review as-built drawings for accuracy. Provide written daily reports of inspections performed.

8. Landscape Architect

Services may include design and review of master plans, conceptual planning, street tree master plans, tree inventory, trail design, river corridor and riparian studies, site designs, parks and public open spaces, streetscapes, bicycle and pedestrian pathway design, scenery planting and irrigation, green stormwater infrastructure siting and design.

9. Public Relations

Services may include media coordination, social media applications, mailings, brochures, and other graphics. Coordinate/host public meeting venues and events. Services may also include providing website, email, phone, and other communication links for the general public related to a variety of Public Works or other Town applications and projects.

10. Subsurface Utility Engineering

Services may include records research of existing subsurface and overhead utilities, field investigation, utility locating, designating, searching and tracing, utility depiction, utility coordination, electronic 3-D (e.g. Civil 3D) utility mapping of traceable and untraceable subsurface utilities in accordance with Quality Levels as defined by the CI/ASCE 38-02 Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data, utility relocation design and coordination, utility condition assessment, communication of utility data to concerned parties, utility relocation cost estimates, implementation of utility accommodation policies, and utility design.

11. Surveying

Services may include topographic, boundary control, as-built, ALTA surveys, aerial mapping (including drone mapping services), survey ground control, construction staking, limited pot-hole survey services, right-of-way and easement investigation, and preparation of legal descriptions and exhibits.



Town Council Agenda Information Memorandum

12. [Transportation/Traffic Engineering](#)

Studies and analysis may include speed, volume, classification, origin/destination, travel time, traffic signal warrant, traffic control, pedestrian and bicycle, crosswalk warrant, Safe Routes to School, crash/safety, and signal timing. Design could include Safe Routes to School, traffic signal, traffic calming, traffic control, signing and pavement marking and other safety improvements. Tasks may also include Intelligent Transportation Systems (ITS) design to include fiber network improvements, ITS equipment standards/specifications, and Traffic Management Center recommendations. Transportation related design may include roadway improvements, development infrastructure cost share calculations, master plan, transit, bicycle and pedestrian facilities and intersections, including roundabouts.

13. [Treatment Systems](#)

Services may include feasibility studies, well-head treatment optimization studies, power studies, distribution system water quality analysis, treatment equipment evaluation, and treatment process improvements.

14. [Water/Wastewater Systems](#)

Services may include engineering evaluations, professional recommendations, and completed designs for wastewater collection systems, interceptors, water distribution/transmission systems, gravity and force main piping, sewage lift stations, manholes, recharge and reuse conveyance, storage, pressure reducing stations, and pumping stations.

15. [Photometrics Services](#)

Services include photometric analysis and lighting design services. As a certified Dark Sky Community, the Town is committed to preserving the night sky by minimizing light pollution, reducing glare, and promoting the use of energy-efficient, fully shielded, and color appropriate lighting. All proposed lighting solutions must comply with International Dark-Sky Association (IDA) guidelines, and applicable local and state codes. Projects could include field surveys, photometric modeling, lighting layout evaluations, and the preparation of plans and/or reports.

The RSOQ will generate a shortlist of 3 to 5 qualified professional consultants for each of the 15 categories. These on-call professional service contracts will streamline the procurement process by reducing the need to bid out individual professional service contracts, ultimately saving both Town staff and consultants significant time—often months—when issuing design contracts.

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

By establishing on-call contracts, the Town is better positioned to respond swiftly to infrastructure and development needs while maintaining high standards of service and fiscal responsibility.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

Move to **APPROVE** the issuance of a request for statement of qualification solicitation for Engineering on-call for professional services.



Town Council Agenda Information Memorandum

OR

Move to **APPROVE** the issuance of a request for statement of qualification solicitation for Engineering on-call for professional services **with the following changes...**

OR

Move to **DENY** the issuance of a request for statement of qualification solicitation for Engineering on-call for professional services.

REQUEST FOR STATEMENT OF QUALIFICATIONS

FY 25-29 PUBLIC WORKS/UTILITIES

**ENGINEERING ON-CALL FOR PROFESSIONAL
SERVICES**

MAYOR AND COUNCIL:

Mayor: Marie Moore
Vice Mayor: Wendy Escoffier
Council Member: Brian Bolton
Council Member: Robert Foreman
Council Member: Robin Godwin
Council Member: Jessie Murdock
Council Member: TBD

TOWN CLERK:

Leah Rhodes

PUBLIC WORKS DIRECTOR:

Kenneth Krebbs

UTILITIES DIRECTOR:

Jeff Low



REQUEST FOR STATEMENT OF QUALIFICATIONS

FY 25-29 PUBLIC WORKS/UTILITIES

ENGINEERING ON-CALL FOR PROFESSIONAL SERVICES

DESCRIPTION: The Town of Campe Verde, Arizona, solicits interest from qualified persons or firms to provide FY25-29 Public Works/Utilities Engineering On-Call Professional Services. Only persons or firms capable of providing the requested discipline categories of professional services will receive consideration. Firms can submit for one or more categories in a single response. The category or categories that the firm wishes to be considered must be clearly identified in the cover letter of the Statement of Qualifications.

SOQ DUE DATE:	July 10th, 2025, by 2:00pm
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In accordance with local and State law, sealed SOQ will be received by the Public Works Department at 395 South Main Street Camp Verde, AZ 86322, until 2:00 pm on the date specified above, for the services specified herein. Any submittals received at or after 2:00 pm on the referenced date will be disqualified.

The Town of Campe Verde reserves the right to accept or reject any or all submittals, and waive any informality deemed in the best interest of the Town and to reject the submittals of any persons who have been delinquent or unfaithful in any contract with the Town.

Copies of the Request for Statement of Qualifications and Contract Documents are available free of charge on the Town's procurement website at the following link:
<https://www.campverde.az.gov/business/request-for-qualifications>

PUBLISHED: June 15th and June 22nd, 2025 Verde Independent

FY 25-29 PUBLIC WORKS/UTILITIES

ENGINEERING ON-CALL FOR PROFESSIONAL SERVICES

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I. GENERAL INFORMATION

The Town of Campe Verde (hereinafter “Town”) invites interested and qualified persons or firms (hereinafter “firms”) to submit a written Statement of Qualifications (SOQ) for performing various on-call professional services beginning Fiscal Year (FY) 2025-2026. The requested categories of professional services are provided in the Description of Work.

Multiple contracts for on-call professional services may be awarded to multiple firms in a service area. Successful firms may be selected for one or more professional service category, as applied. Contracts shall be awarded on the basis of demonstrated competence and qualifications pursuant to A.R.S. § 34-604. All contracts will be for the term of four (4) years, with the consideration of one (1) one-year extension based on successful completion of work and mutual agreement. The value of these contracts will vary based on projected Town needs, available budget, and the selected categories. The award of a contract is not a guarantee of work. There is no specific list of projects at this time. A copy of the Town’s Five-Year Capital Improvements Plan is attached to this request as an example of the type of projects that could be assigned and is strictly for informational purposes only.

To be eligible for consideration, firms must submit a single SOQ demonstrating appropriate competence, qualifications, and relevant experience in the service categories for which they apply. The Town will not accept qualifications at this time for any categories not listed under this request.

The Town will apply a one-step process to select the successful firms under this procurement. The one-step process will involve review and evaluation of the SOQ to establish a final list. A separate final list will be determined for each category of professional services. If a firm submitted qualifications for more than one category of professional service, the firm may be on more than one final list. As project needs arise, firms from this list may be contacted to determine interest and availability for specific tasks. The final list will remain in effect for a period of up to five (5) years from the date of issuance by the Town.

a. DESCRIPTION OF WORK

Professional, technical and advisory services are periodically needed for projects as identified by the Town. Projects may include, but are not limited to, new construction, building and infrastructure renovations, planning and systems design. Tasks may include, but are not limited to, program review, cost estimating, schematic design, design development, specifications, document preparation, meeting participation, and other pre- and post-construction activities. The descriptions provided are an example of the type of work required in each category. The actual assignment of tasks may vary, and no guarantee is made as to the quantity of work to be awarded. The following categories of professional service are included in this request. The Town will not accept qualifications for any category of service not identified at this time.

1. Archaeological Services

Provide a broad range of cultural resource management services related to archaeological site analysis. Services may include but are not limited to consultations, field surveys, site testing and evaluation, literature searches, records reviews, data recovery excavations, laboratory analysis, mitigation planning, cultural resource survey, exploratory excavation, report writing, site mitigation and reporting, coordination with regulatory agencies, permitting, national site registration, and construction monitoring.

2. Drainage/Stormwater

Services may include analysis, calculations, reports, design, and plan preparation for a variety of stormwater drainage, flood control, and surface water quality related projects and infrastructure. Siting, permitting, and design of regional stormwater detention and aquifer recharge facilities.

3. Electrical Design and SCADA Programming:

Services may include design and inspection services for electric power supply, control systems and equipment specifications; electrical evaluation and design, troubleshooting/testing, and emergency call-out support for Town facilities. Services may also include the design and programming of local SCADA systems, PLC programming and telemetry, SCADA security design/planning, auditing/testing and implementation.

4. Engineering Plan Review Services

Services may include engineering plan review under the supervision of the Public Works or Utilities Director or Assignee. Services may include review of subdivision plats, residential and commercial developments,

technical reports and civil plans, construction plans for water, sewer, paving, grading, drainage, street and traffic lights using applicable Town and industry codes that have been adopted by the Town. Plan reviews may include both private development and capital improvement program projects. A workstation may be provided by the Town.

5. Foundation and Structural Design

Services may include conceptual designs, structural alternatives and estimates, structural assessment of existing walls, buildings, bridges, and other structures. Services may also include final designs, plans and estimates, final structural reports, load calculations and recommendations for construction of retaining walls, steel reinforced concrete structures, small buildings, and vehicular and pedestrian bridges.

6. Geotechnical Engineering

Services may include field instrumentation and monitoring; review of background information such as relevant geotechnical reports, project plans, relevant publications, and other pertinent data; conducting field studies in order to assess the nature of the on-site geotechnical conditions including the subsurface soil characteristics and depth to groundwater; laboratory testing to assess the nature and behavior of soils; engineering analyses to address slope stability, liquefaction, soil swell and settlement, site response, landslides and slope stability, including landslide geometry and geologic structure; retaining wall design and foundation design; ground shaking, liquefaction, lateral spreading, and settlement; groundwater seepage and moisture intrusion; pavement mix design, structural sections and percolation rates; evaluation of analysis of earth movement and other geotechnical problems such as cracked slabs and foundations, soil settlement, expansive soils, retaining wall failure, pipe corrosion and leakage, concrete corrosion, moisture intrusion, landslides/slope movement, pavement distress, and erosion; construction and changed conditions claims; contaminated soil, contaminated groundwater, remediation and cost estimating, waste handling and disposal, asbestos, lead, and mold; ground settlement associated with soil compaction and collapsible soils, and expansive soil distress; and project design and construction reports.

7. Inspection Services

Services may include construction inspection for the development of public or private facilities; conduct inspections of sewer, water and storm drain lines and laterals; schedule inspections, testing, walk-through, and sequence of work with outside contractors and Town staff. Inspect grading activities, asphalt, curb and gutter, sidewalk, bike trails, and landscaping; inspect all backfill operations; inspect signage and pavement markings; measure construction quantities and verify contractor applications for payment; issue field reports; work with field personnel to address construction issues/concerns and review as-built drawings for accuracy. Provide written daily reports of inspections performed.

8. Landscape Architect

Services may include design and review of master plans, conceptual planning, street tree master plans, tree inventory, trail design, river corridor and riparian studies, site designs, parks and public open spaces, streetscapes, bicycle and pedestrian pathway design, scenery planting and irrigation, green stormwater infrastructure siting and design.

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Services may include media coordination, social media applications, mailings, brochures, and other graphics. Coordinate/host public meeting venues and events. Services may also include providing website, email, phone, and other communication links for the general public related to a variety of Public Works or other Town applications and projects.

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Services may include records research of existing subsurface and overhead utilities, field investigation, utility locating, designating, searching and tracing, utility depiction, utility coordination, electronic 3-D (e.g. Civil 3D) utility mapping of traceable and untraceable subsurface utilities in accordance with Quality Levels as defined by the CI/ASCE 38-02 Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data, utility relocation design and coordination, utility condition assessment, communication of utility data to concerned parties, utility relocation cost estimates, implementation of utility accommodation policies, and utility design.

11. Surveying

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12. Transportation/Traffic Engineering

Studies and analysis may include speed, volume, classification, origin/destination, travel time, traffic signal warrant, traffic control, pedestrian and bicycle, crosswalk warrant, Safe Routes to School, crash/safety, and signal timing. Design could include Safe Routes to School, traffic signal, traffic calming, traffic control, signing and pavement marking and other safety improvements. Tasks may also include Intelligent Transportation Systems (ITS) design to include fiber network improvements, ITS equipment standards/specifications, and Traffic Management Center recommendations. Transportation related design may include roadway improvements, development infrastructure cost share calculations, master plan, transit, bicycle and pedestrian facilities and intersections, including roundabouts.

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Services may include feasibility studies, well-head treatment optimization studies, power studies, distribution system water quality analysis, treatment equipment evaluation, and treatment process improvements.

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Services may include engineering evaluations, professional recommendations, and completed designs for wastewater collection systems, interceptors, water distribution/transmission systems, gravity and force main piping, sewage lift stations, manholes, recharge and reuse conveyance, storage, pressure reducing stations, and pumping stations.

15. Photometrics Services

Services include photometric analysis and lighting design services. As a certified Dark Sky Community, the Town is committed to preserving the night sky by minimizing light pollution, reducing glare, and promoting the use of energy-efficient, fully shielded, and color appropriate lighting. All proposed lighting solutions must comply with International Dark-Sky Association (IDA) guidelines, and applicable local and state codes. Projects could include field surveys, photometric modeling, lighting layout evaluations, and the preparation of plans and/or reports.

b. REQUESTS FOR INFORMATION

Firms who desire clarification of the procurement terms, selection criteria or submittal requirements shall restrict their inquiries to written communications only. All communications (other than delivery of the proposal as defined below) shall be addressed to the Town project representative at the following:

Dorie Blair

Dorie.Blair@campverde.az.gov

Requests for information must be received by the project representative by June 30, 2025 at 12:00 pm. Responses, or addenda as required, will be issued no later than 3:00pm on July 3rd, 2025. Receipt of addenda must be acknowledged on the required form in the firm's submission. It is the submitter's sole responsibility to check the Town's procurement website for periodic updates or addenda.

II. STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Responses to this request must be in the form of a Statement of Qualifications (SOQ), as outlined in this document.

a. GENERAL REQUIREMENTS

Interested firms are required to submit information related to their qualifications, experience, project delivery approach, ability to meet the project's goals and objectives, and other criteria as listed. All information must be provided as requested for all firm members and their key personnel to be assigned to this project.

The SOQ shall address the evaluation criteria and shall include the following:

- Cover letter indicating interest in providing services. The category or categories that the firm wishes to be considered must be clearly identified in the cover letter.
- Location of the firm
- Area(s) of interest
- Statement of the firm's understanding of the purpose and scope of the applied service category.
- Description of specific technical capabilities, qualifications, and years of prior experience for each applied service category
- Description of at least three (3) but no more than five (5) similar projects in which the firm participated for each applied service category. Describe the firm's role in the project and scope of work that demonstrates the firm's expertise. Provide the name and contact information for each project.
- Description of how the firm would approach, manage, and complete related projects for each applied service category
- List of applicable Arizona professional licenses held, including license numbers, and note whether licenses are held by firms or individuals
- List and provide a brief description of projects currently under contract with other government agencies

The Town reserves the right to cancel this request, reject in whole or in part any and all submittals, waive or decline to waive irregularities in any submittals, or determine not to enter into one or more of the multiple contracts as specified if determined by the Town to be in the Town's best interests. The Town assumes no liability for the cost of preparing a response to this request.

b. Proprietary Information

All materials submitted in response to the solicitation, including samples, shall become the property of the Town and are therefore subject to public release, upon request, after the Contract award. Firms shall clearly mark any proprietary information contained in its submittal with the words "Proprietary Information." Firms shall not mark any Solicitation Form as proprietary. Marking all or nearly all of a submittal as proprietary may result in rejection of the submittal.

Firms should be aware that the Town is required by law to make its records available for public inspection. All firms, by submission of materials marked proprietary, acknowledge, and agree that the Town will have no obligation to advocate for non-disclosure in any form nor will the Town assume any liability to the firms in the event that the Town must legally disclose these materials.

c. Submittal Requirements

Statements shall be submitted as one original (not stapled or bound) along with a flash drive with same submittal and must conform to this request.

The SOQ shall be limited to no more than ten (10) pages for each applied area of interest within a single response submittal. Pages shall be letter size (8½ x 11 inches), single-sided, with a minimum font size of 11. Combinations of text and graphic material may be used at the firm's discretion to appropriately communicate facts and qualifications. Tabbed divider pages are recommended to separate the applied areas of interest. Front and back covers, table of contents, and tabbed divider pages will not be counted if they do not contain submittal information.

The cover letter shall not exceed one (1) page and is exclusive of the page count limitation for the SOQ. The cover letter shall clearly identify the category or categories of service for which the firm wishes to be considered. The letter shall be on the firm's company letterhead and shall be signed by an officer or principal of the firm with contracting authority.

Within the submittal package (preferably on the SOQ cover or within the cover letter), provide all contact information including the firm's name, address(es), email address(es), website address, phone, and name(s) of principals. This information will be utilized for all correspondence related to this request. Notification of the final list and assignment of contracts will be delivered to the contact information as provided in the SOQ.

Do not include any fees or pricing related to this project with the SOQ submittal. These materials will not

be considered at this time and failure to comply with this provision may result in the rejection of the submittal.

d. Delivery of Submittals

Six (6) Copies of Sealed SOQs will be received before **2:00pm on Thursday, July 10th, 2025**, at the Camp Verde Public Works Office, 395 S Main Street, Camp Verde, Arizona 86322

Any submittals received at or after 2:00pm on the above-stated date will be returned unopened. Firms are solely responsible for the delivery of their submittals to the above location by the time and date specified. The Town is not responsible for lateness of mail, carrier, etc. The time and date stamp in the Public Works Office shall be the official time of receipt. Electronic or facsimile submittals will not be considered. Modifications to submittals will not be considered after the 3:00pm deadline.

The outside of the submittal envelope shall indicate the name and address of the respondent; shall be addressed to the Town of Campe Verde, at the above address; and shall be clearly marked:

**Statement of Qualifications:
FY25-29 Public Works/Utilities On-Call Professional Services
Due before 2pm on July 10th, 2025**

e. Minimum Team Qualifications

Firms shall possess the qualifications and Arizona licenses as required by law, in addition to having extensive knowledge, expertise and experience for the professional service categories for which they apply. Selected firms will be required to execute and meet the terms of the Town's Professional Services Agreement, including insurance requirements, in a form acceptable to the Town Attorney. Approval of the Town Council may also be required for the award of a contract.

III. EVALUATION CRITERIA

The SOQ shall clearly and accurately display the capability, knowledge, and experience of the firm to meet the technical requirements of the request. Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the firm's ability to meet the requirements of this request. Emphasis shall be on quality, completeness, clarity of content, responsiveness to the requirements, and understanding of the Town's needs.

The SOQs will be evaluated by a Review Committee appointed by the Town according to the following criteria:

a. GENERAL INFORMATION

10 points possible

- Brief overview of the firm and legal organization of the company
- Applicable licenses held
- Submission requirements met

b. EXPERIENCE AND QUALIFICATIONS OF FIRM AND KEY PERSONNEL

40 points possible

- Demonstrated understanding of the purpose and scope of the applied service category
- Demonstrated years of experience, specific technical capabilities, and qualifications for the applied service category
- List of comparable projects for the applied service category with work performed and reference information
- Names and locations of the key personnel proposed for delivering services
- Brief bios for each key team member describing their experience, background, and notable projects

c. PROPOSED PROJECT APPROACH

10 points possible

A key element to successful partnerships is the availability and accessibility of selected firms to Town staff and local citizens. Firms must demonstrate that the necessary personnel are available within a reasonable time to attend meetings, conduct field investigations and complete other local services as may be required.

- Description of how the firm would approach, manage, and complete the required services. Identify

and include a detailed discussion of specific areas that will require special attention and/or innovative approaches.

- Identify the location of the firm's principal office and local office (if applicable)

d. VALUE ADDED KNOWLEDGE AND EXPERIENCE

30 points possible

The firms hired by the Town must be familiar with local community needs, standards, historical challenges, local codes, and site conditions.

- Explain why your firm is particularly qualified to provide the required services in the Verde Valley area. Demonstrate the firm's knowledge of local geology, climate practices, rules, regulations, and procedures as they relate to the applied service categories.
- List of projects currently under contract with other government agencies
- Specific experience of the firm within Arizona
- Specific experience of the firm within the Verde Valley

e. OVERALL EVALUATION

10 points possible

This is to be determined by the Review Committee. No submittal response is required. Information obtained from the SOQ and from any other relevant source, in addition to past experience with the Town, may be used in the evaluation and scoring process for this item.

- Overall quality of the SOQ evidencing interest in providing services
- Overall evaluation of the firm and its perceived ability to provide the required services

IV. EVALUATION AND SELECTION PROCESS

To qualify for evaluation, the SOQ must be submitted on time and materially satisfy all requirements identified in this request. If, in the judgment of the Town, an SOQ does not conform to the format specified herein, or if any section is absent or significantly incomplete, the Town reserves the right to reject the submittal.

a. OVERVIEW

This is a qualifications-based selection process as authorized by A.R.S. § 34-604. The process will involve an evaluation and scoring of each firm's qualifications and relevant experience, as indicated in its SOQ. A Review Committee appointed by the Town for this procurement, will individually evaluate the SOQs according to the criteria and weighting as indicated for each category. Following evaluation of the SOQs, a final list of the highest ranked firms will be determined for each service area. The final list will remain in effect for a period of up to five (5) years from the date of issuance by the Town.

b. FINAL RANKING AND CONTRACT NEGOTIATION

Using the individual Review Committee member's scores from the SOQs, the committee shall rank the firms to generate a final list of at least three (3) but no more than five (5) firms for each professional service category. If a firm submitted qualifications for more than one type of professional service, the firm may be on more than one final list. The Town will then notify each of the candidate firms of the final rankings.

Multiple contracts will be awarded to the successful firms on each final list. Award of a contract is not a guarantee of work but is utilized to expedite the process of negotiating specific services as the needs arise. All contracts will be for a term of four (4) years, with the consideration of one (1) one-year extension based on successful completion of work and mutual agreement. The Town will determine the value of each contract based on projected Town needs, available budget and the selected professional service categories.

Selected firms will be required to execute and meet the terms of the Town's standard Professional Services Agreement, including insurance requirements, in a form acceptable to the Town Attorney. Approval of the Town Council may also be required for award of a contract.

As project needs arise, contracted firms may be contacted to determine interest and availability for specific tasks. Upon successful negotiation of a scope and fee for work, the Town will issue an authorization for performing the specified tasks.

c. TERM OF CONTRACT

The contract resulting from this request shall commence on August 1, 2025, for an initial period of four (4) years. The terms of the contract will be subject to an increase of not more than 3% annually and could be renewed automatically annually for up to one (1) consecutive year. The decision to renew shall be solely the Town's. Notice of intent to renew shall be made at least one (1) month prior to normal contract expiration. If renewal results in changes of the terms or conditions, such changes shall be in writing as an amendment to the contract and such amendment shall not become effective until fully executed by both parties.

d. TERMINATION OF CONTRACT

The Town reserves the right to terminate any part of or the entirety of any contract that may result from this proposal, without cause and at any time with thirty (30) calendar days written notice. In such case, the consultant shall be paid for services rendered through the date of the termination notice, and the results of all such work through that date shall become the property of the Town.

e. COOPERATIVE USE OF CONTRACT

This contract may be extended for use by other municipalities, school districts and government agencies in the State of Arizona with the approval of the contracted vendor. Any such usage by other entities must be in accordance with the statutes, codes, ordinances, charter and/or procurement rules and regulations of the respective government agency.

f. PROTEST POLICY

Any protest to the solicitation or award must be filed with the Public Works Department by 3:00 PM up to ten (10) days after the issuance of the final list. All such protests shall be in writing and contain the following: 1) Name, address, email address and telephone number of the interested party; 2) Signature of the interested party or its representative; 3) Identification of the purchasing department and Project name; 4) Detailed statement of the legal and factual grounds for protest including copies of relevant documents; and 5) Form of relief requested. Protesting parties must demonstrate as part of their protest that they made every reasonable effort within the schedule and procedures of this solicitation to resolve the basis or bases of their protest during the solicitation process, including asking questions, seeking clarifications, requesting addenda, and otherwise alerting the Town to perceived problems so that corrective action could be taken prior to the selection of the successful firms. The Town will not consider any protest based on items which could have been or should have been raised prior to the deadline for submitting questions or requesting addenda. The filing of a protest shall not prevent the Town from executing an agreement with any other proposer.

V. ATTACHMENTS

A. TOWN OF CAMPE VERDE CAPITAL IMPROVEMENT PLAN (CIP)

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**Meeting Date:** June 4, 2025**Agenda Item Type:**

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

Requesting Department: Utilities Department**Staff Resource:** Utilities Director Jeff Low

Agenda Title: Discussion, consideration, and possible approval of Resolution 2025-1184 approving the Arizona Water and Wastewater Agency Response Network Mutual Aid Agreement.

Attached Documents:

- Resolution 2025-1184
- Mutual Aid Agreement

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

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

Financial Review (if applicable):

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

Background Information:

Arizona Water and Wastewater Agency Response Network (AzWARN) is a statewide mutual assistance program between water and wastewater utilities. This volunteer based network allows utilities to help one another in times of emergency when the resources of a utility are overwhelmed. The foundation of the network is a signed mutual aid agreement between all participating utilities. The network provides member utility contact information and resource listings for use in emergencies.

Water and wastewater systems provide our communities with a life-sustaining resource that is of vital importance in maintaining public health, sanitation, fire suppression and safety. When water and wastewater services are interrupted for extended periods of time, a community's well-being quickly deteriorates and is nearly impossible to maintain. AzWARN provides critical and timely resources for faster recovery from community disasters by restoring water and wastewater service in the most efficient manner possible. A functioning water and wastewater service is one of the first indications that a community is back in order. With water and wastewater service re-established, health concerns are reduced, livability is increased, and the community can rest assured that recovery is forthcoming. AzWARN provides water and wastewater utilities with:

- A signed mutual aid agreement and process for sharing resources among water and wastewater agencies statewide during emergencies.



Town Council Agenda Information Memorandum

- A mutual assistance program that compliments other statewide mutual aid and assistance programs and utilizes the National Incident Management System in conformance with FEMA reimbursement requirements.
- Enhanced access to resources, to respond and recover more quickly from a natural or human caused disaster.
- A forum for developing and maintaining emergency contacts and continued networking.

Joining AzWARN means that a utility member will receive critical contact information for emergency planning and response. Membership provides access to personnel, equipment, information, and resources of other utilities for requested use when internal resources, materials, and vendor supplies are exhausted. The mutual aid agreement allows a direct and organized rapid response to a natural or human-caused emergency.

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

By joining a statewide mutual aid network, the Town strengthens its ability to respond to emergencies, protect public health, and ensure continuity of essential water and wastewater services.

Question(s) before the Council:

- Does Council have any questions for staff?

Proposed Motion:

Move to **APPROVE** Resolution 2025-1184 approving the Arizona Water and Wastewater Agency Response Network Mutual Aid Agreement.

OR

Move to **APPROVE** Resolution 2025-1184 approving the Arizona Water and Wastewater Agency Response Network Mutual Aid Agreement **with the following changes...**

OR

Move to **DENY** Resolution 2025-1184.



RESOLUTION NO. 2025-1184

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, ARIZONA, APPROVING THE AZWARN MUTUAL AID AGREEMENT (AZWARN MAA) AMONG MEMBERS OF THE ARIZONA WATER AND WASTEWATER AGENCY RESPONSE NETWORK AND AUTHORIZING THE MAYOR, TOWN MANAGER, AND TOWN CLERK TO TAKE ALL STEPS NECESSARY TO CARRY OUT THE INTENT OF THIS RESOLUTION.

WHEREAS, emergencies may overwhelm the ability of a water and or wastewater utility to provide services to its customers; and

WHEREAS, emergencies may require assistance in the form of personnel, equipment, services, and supplies from outside the area of the impact of the emergency; and

WHEREAS, the Arizona Water and Wastewater Agency Response Network ("AZWARN") was created as a statewide assistance program to coordinate response activities and share resources during emergencies; and

WHEREAS, the Mayor and Common Council of the Town of Camp Verde, Arizona, have determined that membership in AZ WARN is beneficial to the Town.

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

Section 1: That the Mayor and Common Council hereby approve the AZWARN Mutual Aid Agreement (AZWARN MAA).

Section 2: That the Mayor, Town Manager, and Town Clerk are hereby authorized and directed to take all steps necessary to carry out the intent of this Resolution.

PASSED, AND APPROVED BY A MAJORITY VOTE OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF CAMP VERDE, YAVAPAI COUNTY, ARIZONA, THIS 4TH DAY OF JUNE 2025.

Marie Moore, Mayor

ATTEST:

Leah Rhodes, Town Clerk

APPROVED AS TO FORM:

Trish Stuhan, Town Attorney
Pierce Coleman, PLLC
Town Council Regular Session

**AZWARN
MUTUAL AID AGREEMENT
(AZWARN MAA)
AMONG MEMBERS OF
THE ARIZONA WATER AND WASTEWATER
AGENCY RESPONSE NETWORK**

(Effective March 30, 2019 - Supersedes all prior versions and AZWARN Agreements)

This Agreement is made and entered into by and among Municipalities, Municipal Corporations, Counties, Districts, Public Agencies and Private Water and Wastewater Utilities that have executed this Agreement to better respond to water and wastewater emergencies.

RECITALS

WHEREAS, the Arizona Water and Wastewater Agency Response Network (“AZWARN”) was created by its member agencies on or about March, 2008; and

WHEREAS, the Members desire to enter into a new agreement to further clarify the relationship among them and to provide a mechanism whereby additional entities, including private water and wastewater utilities, can join the AZWARN, pursuant to A.R.S. §26-301 et seq.; and

WHEREAS, Members of the AZWARN recognize the value of cooperative efforts in responding to water and wastewater utility emergencies and intend to cooperate to meet the need for mutual aid in emergencies; and;

WHEREAS, the signatories to this Agreement recognize that it would be beneficial to have established a plan and procedures in case of emergencies; and

WHEREAS, the signatories to this Agreement are authorized to enter into mutual aid agreements pursuant to A.R.S. §26-301 et seq.; and

WHEREAS, one or more members to this Agreement may find it necessary to utilize all of their own resources to cope with an emergency and may require the assistance of another member or other members; and

WHEREAS, pursuant to A.R.S. §26-309, this Agreement is required to address the manner of financing such cooperative undertakings in advance of such emergency; and

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the Members hereto as follows:

AGREEMENT

Article 1. Purpose and Scope

1.1 Purpose: The Members recognize that emergencies may overwhelm the ability of a water and or wastewater utility to provide services to its customers. These emergencies may require assistance in the form of personnel, equipment, services, and supplies from outside the area of the impact of the emergency. Therefore, the Arizona Water and Wastewater Agency Response

Network (“AZWARN”) Member utilities hereby re-establish within the State of Arizona an Intrastate Program for Mutual Assistance (“Mutual Assistance Program”) and create a statewide Arizona Water and Wastewater Agency Response Network (“AZWARN”). Through the Mutual Assistance Program and AZWARN, the Members will coordinate response activities and may share resources during emergencies. This Agreement sets forth the procedures for the administration of this Mutual Assistance Agreement and AZWARN.

1.2 Scope: The scope of this Agreement is to (1) provide procedures to notify Members of the need for assistance; (2) provide procedures for Members to request assistance; (3) provide a mechanism for compensation for resources; and (4) continue AZWARN as redefined herein to implement this Agreement.

Article 2. Definitions

- 2.1 Agreement** means this Mutual Aid Agreement, among Members of AZWARN and amendments of the agreement as approved by its Members.
- 2.2 Associate:** Any non-utility participant, approved by the AZWARN Board, which provides a support role for the AZWARN program. These participants are nonvoting and are not a Party to this Agreement.
- 2.3 Authorized Designee** means an employee of a Member that is authorized by the Member’s governing body to request assistance, offer assistance, or declare emergencies under this Agreement.
- 2.4 Authorized Executive** means the Member official or officer with the authority to enter into contracts and agreements.
- 2.5 AZWARN (Arizona Water and Wastewater Agency Response Network)** means an organizational body of Member representatives. Each Member has one representative.
- 2.6 AZWARN Board** means the Chairperson and eight other Member representatives elected at large among AZWARN Member representatives.
- 2.7 AZWARN Chairperson** means the Member Representative elected by a majority vote of AZWARN. This person is responsible for chairing AZWARN meetings, giving notices as required by this Agreement and is authorized to execute actions approved by Resolutions of AZWARN.
- 2.8 Backfill** means the salary of replacement personnel who perform the regular duties of other personnel who are deployed under this mutual aid agreement.
- 2.9 Coordinator** means a person assigned by AZWARN to provide services as directed by AZWARN such as managing a website, special communication hub, or grant management.
- 2.10 Costs** mean the actual expenditures of funds by Responding Member, including backfill and indirect costs.
- 2.11 Emergency** means any event, natural or man-made, that is, or is likely to be, beyond the available services, personnel, equipment and facilities of an AZWARN Member.

- 2.12 Governing Body** means the authoritative body (e.g., city or town council, board of supervisors, district board, state agencies, or board of directors) elected, appointed, or hired to manage the affairs of the Member with appropriate authority to enter into this Agreement.
- 2.13 Indirect Costs** means 10% of the total expenditures of funds by the Responding Member.
- 2.15 Member** means a participating entity or agency in the AZWARN.
- 2.16 National Incident Management System (NIMS)** means the national, standardized approach to incident management and response that sets uniform processes and procedures for emergency response operations.
- 2.17 Period of Assistance** means a specified period of time when a Responding Member assists a Requesting Member. It begins with the Requesting Members' notice of acceptance of aid and ends when either the Responding Member or Requesting Member terminates the aid pursuant to notice provisions of this Agreement.
- 2.18 Requesting Member** means a Member who requests assistance in accordance with the terms and conditions of this Agreement.
- 2.19 Responding Member** means a Member that responds to a request for assistance in accordance with the terms and conditions of this Agreement.

Article 3. Implementation

3.1 This Agreement will be implemented through AZWARN. Each Member to the Agreement will select a Member representative who will each have one vote. The Member representatives will elect a Chairperson and eight (8) Board Members. The existing Board and Chairperson under the original AZWARN agreement shall act as the Board and Chairperson under this Agreement until such time as the Members meet and elect a new Board and Chairperson. Provided, no person shall serve as a Board Member or Chairperson unless the Agency or Entity which he or she represents has adopted this Agreement. The Chairperson and each AZWARN Board Member will have one vote for Board business. At any time that membership in AZWARN does not exceed twenty (20) Members, a representative from each of the existing Members of AZWARN will serve as the Board instead.

3.2 AZWARN Member representatives will meet annually to elect a Chairperson, Board and Officers, review this Agreement as well as facilitate, plan and coordinate emergency planning, response activities, and training exercises under this agreement.

3.3 The AZWARN Board, will adopt resolutions, policies, procedures, operational plans and by-laws. Any existing resolutions, policies, procedures, operational plans, or by-laws from the original AZWARN shall be automatically adopted for this Agreement until changed or modified as provided herein.

3.4 Whenever the Governor declares a State emergency or disaster, or if a request for assistance is made to DEMA under this Agreement, notwithstanding the language herein, the Deputy Director of the Arizona Department of Emergency and Military Affairs (DEMA) may at his or her discretion assume complete command and control over the response to the event in issue, as well as complete control over the training, coordinating, and planning in preparation for the same, to the extent

allowed and authorized in A.R.S. §§26-301-308. Said authority supersedes any grant of authority or decision making as set forth in this Agreement.

Article 4. Funding

4.1 The AZWARN Board will be responsible for developing and adopting an annual budget and establishing funding sources.

4.2 The AZWARN Board may authorize a Member or Associate to accept grants, gifts and other sources of funds on behalf of the interests of AZWARN. Implementation of this Agreement may be funded by voluntary annual contributions necessary to meet costs of administration and sustaining this Agreement.

Article 5. Procedures for Requesting Assistance

5.1 Member Responsibility. Each Member will identify an Authorized Designee or the Authorized Designee's delegate to provide contact information, including 24 hour contact, and maintain relatively current resource information made available by the utility for mutual assistance response.

5.2 Requests for Assistance. In the event of an Emergency, a Member's Authorized Designee may request mutual assistance from any other Participating Member(s). The request for assistance may also be transmitted to the AZWARN Coordinator. Requests for assistance may be made orally or in writing. When made orally, the request for assistance shall be followed by a written request as soon as practicable but no more than (10) working days after the oral request was made. Specific protocols for requesting assistance will be provided in the AZWARN Operational Plan approved by the AZWARN Board.

5.3 Response to a Request for Assistance. After a Member receives a request for assistance, the Authorized Designee evaluates whether resources are available to respond to the request for assistance. Following the evaluation, the Authorized Designee will notify, as soon as possible, the Requesting Member whether it has the resources to respond. If the Member is willing and able to provide assistance, the Member will: (1) notify the Requesting Member about the type of available resources; (2) notify the Requesting Member of the approximate arrival time of such assistance; (3) inform the Requesting Member of any special requirements needed to utilize the resources; and (4) inform the Requesting Member if there are any variations from the reimbursement provisions of this Agreement. Acceptance of this offer of assistance by the Requesting Member commences the Period of Assistance.

5.3.1 Any Period of Assistance commencing prior to the effective date of this Agreement but continuing until after the effective date of this Agreement shall be considered to be subject to the terms of this Agreement for the entire period unless either the Requesting Member or the Member receiving assistance has not adopted this Agreement in which case the agreement in place between the Members at the time of commencement of the Period of Assistance shall be controlling. Whenever the Governor declares a State emergency or disaster, or if a request for assistance is made to DEMA under this Agreement, all requests for assistance to DEMA and associated procedures/plans must conform to A.R.S. § 26-301 *et. seq.*

5.4 Discretion of Responding Member. Execution of this Agreement does not create any duty to provide assistance. When a Member receives a request for assistance, the Authorized Designee will have absolute discretion as to the availability of resources and choice of providing

assistance. An Authorized Designee's decisions on the availability of resources will be final and not subject to legal challenge.

5.5 Right to Withdraw. The Responding Member's Authorized Designee retains the right to withdraw some or all of its resources upon 24 hours' notice. Notice of intention to withdraw must be communicated to the Requesting Member's Authorized Designee. In the event any unsafe conditions pose a threat to personnel or equipment, the Responding Member may withdraw any or all of its resources upon notice.

Article 6. Responding Member Personnel

6.1 National Incident Management System. Assistance provided under this Agreement will be consistent with the National Incident Management System (NIMS).

6.2 Control. Personnel sent by a Responding Member will remain under the direct supervision and control of the Responding Member. The Requesting Member's Authorized Designee will coordinate response activities with the designated supervisor(s) of the Responding Member(s). Under no circumstances shall an employee of a Responding Member be considered an employee of a Requesting Member.

6.3 Food and Shelter. The Requesting Member will supply reasonable food and shelter for Responding Member personnel. If the Requesting Member fails to provide food and shelter to Responding personnel, the Responding Member's designated supervisor is authorized to purchase the resources necessary to meet the needs of its personnel. The cost for such resources must not exceed the per diem rates established by the State of Arizona. The Requesting Member remains responsible for reimbursing Responding Member for all costs associated with providing food and shelter, if such resources are not provided by the Requesting Member.

6.4 Communication. The Requesting Member will provide or make arrangements for appropriate communication equipment for Responding Member personnel.

6.5 Status. Unless otherwise provided by law, the Responding Member's officers and employees retain the same privileges, immunities, rights, duties, and benefits as provided in their respective jurisdictions.

Article 7. Reimbursement

7.1 Unless otherwise mutually agreed in whole or in part, the Requesting Member will reimburse the Responding Member for costs as outlined in 7.2 through 7.4 that Responding Member incurred while providing aid during the specified Period of Assistance.

7.2 Personnel. Requesting Member will pay Responding Member for work completed by Responding Member personnel during a specified Period of Assistance according to the terms provided in their employment contracts or other conditions of employment. The supervisor(s) designated by the Responding Member must keep accurate records of work performed by personnel during the specified Period of Assistance. Reimbursement must include all personnel costs, including salaries or hourly wages (including overtime and backfill), costs of fringe benefits, and indirect costs when reimbursing Responding Member.

7.3 Equipment. The Requesting Member will reimburse the Responding Member for the use of equipment during a specified Period of Assistance. Requesting Member will use equipment

rates based on the Federal Emergency Management Agency's (FEMA) Schedule of Equipment Rates. In the event of the use of equipment not included in the schedule of equipment rates, the Responding Member must provide such rates in writing to the Requesting Member prior to supplying resources. The Requesting Member and Responding Member must mutually agree, in writing, on rates prior to Responding Member's dispatch of equipment.

7.4 Materials and Supplies. The Requesting Member must reimburse the Responding Member in kind or at actual replacement cost, plus handling charges, for use of expendable or non-returnable supplies. The Responding Member will not charge direct fees or rental charges to the Requesting Member for other supplies and reusable items that are returned to the Responding Member in a clean, damage-free condition. The Responding Member and Requesting Member will treat reusable supplies that are returned to the Responding Member with damage as expendable supplies for purposes of cost reimbursement.

7.5 Reimbursement Procedures. The Responding Member must provide an itemized invoice to the Requesting Member for all expenses it incurred as a result of providing assistance under this Agreement. The Responding Member will submit the itemized invoice to the Requesting Member no later than ninety (90) days following the end of the Period of Assistance. The Requesting Member will pay the full amount due no later than forty-five (45) days following the invoice date. Any amount that Responding Member leaves unpaid after 45 days will accrue interest at the statutory annual interest rate of 10% pursuant to A.R.S. § 44-1201.

7.6 Personnel Compensation and Insurance. The Requesting Member and the Responding Member will be responsible for all compensation and insurance coverage of their respective employees and equipment, if any, involved with mutual aid and consistent with A.R.S. § 26-314.B.

Article 8. Water Rights

8.1 This Agreement will not affect water rights nor create any transfer of water rights. Members do not intend for this Agreement to serve as a means of drought relief. Drought will not be considered an emergency under the terms of this Agreement.

Article 9. Protected Information, Statewide Critical Infrastructure and Disclosure

9.1 To the extent permitted by the Statewide Critical Infrastructure Information System Disclosure Law, A.R.S. § 41-1803 et seq., the Arizona Public Records Law, A.R.S. § 39-101 et seq., and other applicable laws, all Members will maintain the strictest confidence and will take all reasonable steps necessary to prevent the disclosure of any protected information disclosed under this Agreement. It is the responsibility of the owner of the protected information to mark, label, or otherwise identify what is protected information. If any Member, or other entity requests or demands, by subpoena or otherwise, that a Member disclose any protected information disclosed under this Agreement, the Member will immediately notify the owner of the protected information giving the owner the opportunity to take necessary steps to protect the information. The Member will take all reasonable steps necessary to prevent the disclosure of this information by asserting all applicable rights and privileges with respect to such information and will cooperate fully in any judicial or administrative proceeding relating thereto.

Article 10. Dispute Resolution

10.1 If any controversy or claim arises out of or relating to the Agreement, including but not limited to an alleged breach of the Agreement, Members are encouraged to first resolve the dispute amongst themselves through informal dispute resolution and then non-binding mediation if necessary. Members may agree on other escalating forms of dispute resolution. This provision does not waive any right of any party to file the claim in the appropriate court having Jurisdiction.

Article 11. Indemnification

11.1 Each Member (as “Indemnitor”) agrees to indemnify, defend and hold harmless the other Member (as “Indemnitee”) from and against any and all claims, losses, liability, costs or expenses (including reasonable attorney’s fees) (hereinafter collectively referred to as “claims”) arising out of bodily injury of any person (including death) or property damage (hereinafter collectively referred to as “claims”), but only to the extent that such claims both which (a) result in vicarious or derivative liability to the Indemnitee, and (b) are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees or volunteers. This indemnification shall survive termination of this Agreement or the termination of the participation of any of its Members. Except as otherwise provided in this paragraph 11.1, each Member will bear the risk of its own actions, as it does with its operations.

Article 12. Worker’s Compensation Claims

12.1 Each Member is responsible for providing Workers’ Compensation benefits and administering Workers’ Compensation for its own personnel as it would in the normal course of business. Each Member will be responsible for any injuries which may occur to their own personnel during the course of rendering mutual assistance pursuant to this Agreement. A.R.S. §23-1022 shall apply where applicable.

Article 13. Notice of Claim or Suit

13.1 A Member who becomes aware of a claim or suit that in any way, directly or indirectly, contingently or otherwise, affects or might affect other Members of this Agreement will provide prompt and timely notice to the Members who may be affected by the suit or claim. Each Member reserves the right to participate in the defense of such claims or suits as necessary to protect its own interests.

Article 14. Insurance

14.1 Each Member will determine for itself what kinds of insurance, (including self-insurance), and in what amounts, it should carry. Nothing herein will act or be construed as a waiver of any sovereign immunity or other exemption or limitation on liability that a Member may enjoy.

Article 15. Effective Date

15.1 Effective Date. This Agreement will become effective for each Member upon the effective date set forth above or after approval by its Governing Body or Authorized Executive, whichever comes later.

15.2 Term. Except as otherwise provided in this Agreement, this Agreement will terminate June 30, 2030 unless extended. Upon termination any involved property shall revert to the original owner unless conveyed to another participant pursuant to the terms of this Agreement.

Article 16. Withdrawal

16.1 Any Member may terminate its participation in this Agreement through written instrument of its Governing Body or Authorized Executive which gives notice of termination of participation in this Agreement and providing a copy to the AZWARN Chairperson. This Agreement is terminated as to such Member twenty (20) days after the date received by the AZWARN Chair. The termination by one or more of the Members of its participation in this Agreement will not affect the operation of this Agreement as between the other Members thereto.

Article 17. Non-Appropriation

17.1 Notwithstanding any other provision in this Agreement, any Member may withdraw from this Agreement if for any reason the Member's Governing Body does not appropriate sufficient monies for the purposes of this Agreement. In such event, a withdrawing Member will have no further obligation to the other Members other than for payment for services rendered prior to withdrawal.

Article 18. Prohibition of Third Parties and Assignment of Rights and Duties

18.1 This Agreement is for the sole benefit of the Members and no person or entity may have any rights under this Agreement as a third-Member beneficiary. Assignments of benefits and delegations of duties created by this Agreement are prohibited.

18.2 Nothing in the provisions of this Agreement is intended to create duties or obligations to or rights in third parties who are not Members or affect the legal liability of any Member by imposing any standard of care different from the standard of care imposed by law.

Article 19. Other Mutual Aid and Assistance Agreements

19.1 Nothing in this Agreement will limit any Member's ability to continue with, or enter into, other mutual aid or assistance agreements.

Article 20. Americans with Disabilities Act

20.1 Each Member will comply with applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36.

Article 21. Non-Discrimination

21.1 No Member will discriminate against any employee, client, or any other individual in any way because of that person's age, race, creed, color, religion, sex, disability or national origin in the course of carrying out Member duties pursuant to this Agreement. Each Member will comply with the provisions of Executive Order 2009-9, which is incorporated into this Agreement by reference, as if set forth in full herein.

Article 22. Compliance with Laws

22.1 Each Member will comply with all federal, state and local laws, rules regulations, standard and Executive Orders, without limitation to those designated within this Agreement. The laws and regulations of the State of Arizona will govern the rights of the Members, the performance of the Agreement and any disputes hereunder. Any changes in the governing laws, rules and regulations during the terms of this Agreement will apply but do not require an amendment of this Agreement. Unless preempted by applicable law, any Member entering this Agreement hereby certifies that it is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of Israel as set forth in A.R.S. § 35-393.01; however, the District Court of Arizona recently enjoined A.R.S. § 35-393.01 and until such time as the Court's injunction is stayed or otherwise lifted, the Anti-Israel Boycott Provision is unenforceable and no signatory to this Agreement will take action to enforce it.

Article 23. Entire Agreement

23.1 This document constitutes the entire agreement among the Members pertaining to the subject matter hereof, and all prior or contemporaneous agreements and understandings, oral or written, are hereby superseded and merged herein. This Agreement will not be modified, amended, altered or extended except through a written amendment approved by the Members' Governing Bodies, or Authorized Executives.

Article 24. Jurisdiction

24.1 Nothing in this Agreement will be construed as otherwise limiting or extending the legal jurisdiction of any Member. Nothing in this Agreement is intended to confer any rights or remedies to any person or entity that is not a Member under this Agreement.

Article 25. Conflict of Interest

25.1 This Agreement is subject to cancellation for conflict of interest pursuant to A.R.S. § 38-511, the pertinent provisions of which are incorporated herein by reference.

Article 26. Severability

26.1 If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions will continue to be valid and enforceable to the fullest extent permitted by law.

Article 27. Responsibility of the State of Arizona

27.1 Nothing within this Agreement limits or restricts the duties and obligations of the State of Arizona to respond to the Emergency of any Member.

**MUTUAL AID AGREEMENT AMONG MEMBERS OF THE ARIZONA WATER
AND WASTEWATER AGENCY RESPONSE NETWORK
Town Signature Page**

Town of Camp Verde

IN WITNESS WHEREOF, the Members hereto each sign this Mutual Aid Agreement, among members of the Arizona Water and Wastewater Agency Response Network, on a separate signature page. The signor warrants that he or she has been duly authorized to commit the jurisdiction in the Agreement by formal approval of the jurisdiction's Governing Body.

Marie Moore, Mayor

Date: _____

ATTEST: _____
Leah Rhodes, Town Clerk

Date: _____

Date of formal approval Governing Body: _____

The attorney for the above entitled has determined that the foregoing Agreement is in proper form and is within the powers and authority of the entity as granted under the laws of the State.

Trish Stuhan, Town Attorney

Date: _____

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**Meeting Date:** June 4, 2025**Agenda Item Type:**

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

Requesting Departments: Finance / Town Manager**Staff Resource:** Finance Director Mike Showers and Town Manager Miranda Fisher**Agenda Title:** Discussion, consideration and possible approval of the Town of Camp Verde FY26 Proposed Capital Improvement Plan.**Attached Documents:**

- FY26 Proposed Capital Improvement Plan

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

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

Financial Review (if applicable): N/A

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

Background Information:

On April 3, 2025, Town staff presented the draft CIP plan to Town Council. Outlined below is a summary of the changes to the CIP plan since last presented:

- Moved Town Sprinkler System from FY27 to FY26 (\$150K) due to the urgency of the repairs needed at the Community Center Field.
- Reduced Wayfinding Signage by \$100K and reallocated the remaining \$100K from FY26 to FY27 & FY28. This frees up the funds for the Development Impact Fee Study.
- Added allowance for Fall Material carry-over (\$33K)
- Added allowance for P&R Master Plan carry-over (\$25)
- Added allowance for the Court Construction carry-over (\$363,135)
- Added allowance for the Facilities Master Plan carry-over (\$100K)
- Added the Development Impact Fee Study (\$100K)
- Added the Vehicle Replacement Program line in Expenditure and Revenue (\$25)
- Adjusted the Enterprise Lease Debt (\$24,330)
- Added Sports complex Phase II project for \$1.3M across FY28, FY29 & FY30

In addition to these changes, CIP project sheets were developed for the New Website, Development Impact Fee Study, and Sports Complex Phase II.



Town Council Agenda Information Memorandum

The Council also requested more information about the Perry Weather system, which is outlined below:

Perry Weather System

The Perry Weather system is a weather safety and alert platform designed to enhance public safety by providing real-time weather updates and alerts, particularly for lightning activity. It includes the following key features:

- **Lightning Detection & Safety Alerts:** Automatically issues audible alarms and voice commands when lightning is detected, advising individuals to seek shelter. It also notifies when it is safe to return to outdoor areas like sports fields.
- **Custom Alerts:** Allows text alerts to be sent to up to 50 users, including staff from Parks & Recreation, Streets, CVMO, Maintenance, Pool, and partner organizations using the facilities.
- **Mobile & Web Access:** Operates on a cloud-based system, requiring no special software installation. The platform is accessible via app and includes a customizable widget for websites or facility signage.

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

This initiative supports the Strategic Plan goal to maintain a fully funded 5-year Capital Improvement Plan.

Question(s) before the Council:

- Does Council approve of the FY26 Proposed CIP as attached?

Proposed Motion:

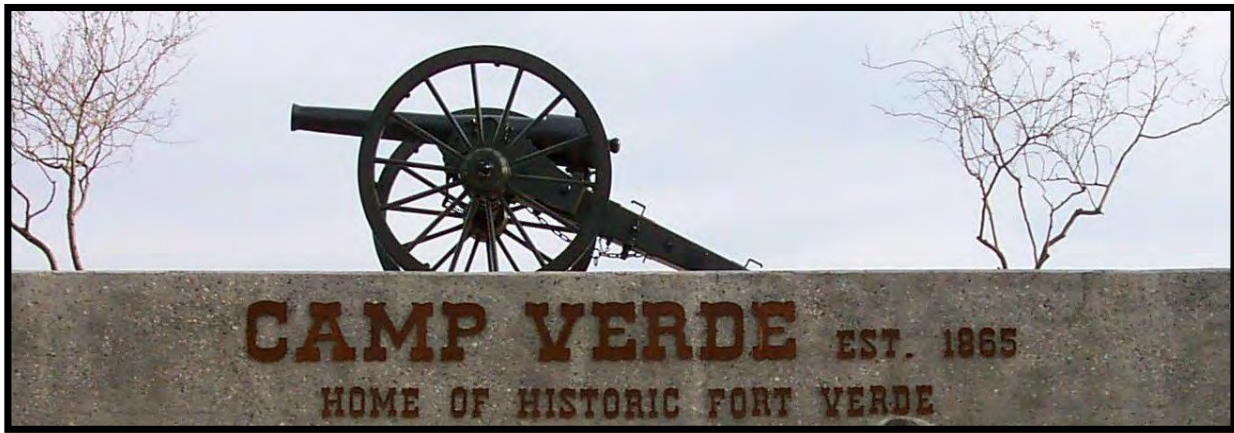
Move to **APPROVE** the FY26 proposed Capital Improvement Plan.

OR

Move to **APPROVE** the FY26 proposed Capital Improvement Plan **with the following changes...**

OR

Move to **DENY** the FY26 proposed Capital Improvement Plan.



Capital Improvement Plan

Fiscal Year - 2025/26

Town of Camp Verde, Arizona

473 S Main Street
Camp Verde, AZ 86322
(928) 554-0000
www.campverde.az.gov

The Center Of It All

Town of Camp Verde
FY26 Capital Improvements Plan
Proposed Projects

Key: Debt Comination Cash Grant Various Fees

Governmental Funds

Funding				YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Funding Total
Funding Source			Grants	\$ 25,540,760	\$ 32,060,000	\$ 550,000	\$ 750,000	\$ 2,500,000	\$ 61,400,760
			Debt Financing	\$ 1,255,000	\$ 775,000	\$ 594,000	\$ 390,000	\$ 872,500	\$ 3,886,500
			Parks Fund Carry-forward Balance	\$ 1,435,960					\$ 1,435,960
			CIP Carry-forward Balance	\$ 1,019,485					\$ 1,019,485
			Vehicle Replacement Program	\$ 25,000					\$ 25,000
			HURF Fund Transfers	\$ 454,500	\$ 454,500	\$ 329,500	\$ 329,500	\$ 329,500	\$ 1,897,500
			General Fund Transfers	\$ 1,903,630	\$ 2,005,920	\$ 1,662,440	\$ 1,555,470	\$ 1,668,690	\$ 8,796,150
Total Potential Funding				\$ 31,634,335	\$ 35,295,420	\$ 3,135,940	\$ 3,024,970	\$ 5,370,690	\$ 78,461,355

Expenditures

Functions	Page	Pts	Project	YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Funding Total
Parks & Public Use Facilities	9	9.3	Sports Complex Construction	\$ 2,871,920					\$ 2,871,920
	11	13.0	Pool Renovations	\$ 800,000					\$ 800,000
	13	13.0	Drainage Master Plan Phase II Sports Complex	\$ 100,000	\$ 600,000				\$ 700,000
	15	10.1	Town Soccer Field Sprinkler System	\$ 150,000					\$ 150,000
	17	10.9	Playground Fall Material	\$ 33,000					\$ 33,000
	19	13.1	Parks & Rec Master Plan	\$ 100,000	\$ 20,000				\$ 120,000
	21	12.1	Perry Weather Outdoor Warning Systems	\$ 6,500					\$ 6,500
	23	10.6	Facility Reservation Software	\$ 7,000					\$ 7,000
	25		Sports Complex Phase II			\$ 500,000	\$ 500,000	\$ 300,000	\$ 1,300,000
	27	8.1	Oasis Trailhead					\$ 472,500	\$ 472,500
	29		400 Meter Training Track					\$ 1,500,000	\$ 1,500,000
	31	5.3	Sycamore Villas Trailhead Parking Lot					\$ 400,000	\$ 400,000
Total Parks & Public Use Facilities:				\$ 4,068,420	\$ 620,000	\$ 500,000	\$ 500,000	\$ 2,672,500	\$ 8,360,920
Town Facilities	33	16.0	Facilities Master Plan	\$ 150,000					\$ 150,000
	35	14.5	Court Security Checkpoint	\$ 363,135					\$ 363,135
	37		Impact Fee Study	\$ 100,000					\$ 100,000
	39	11.6	AC Unit Replacements	\$ 45,500					\$ 45,500
	41	11.6	Economic Development Metal Roofing	\$ 65,000					\$ 65,000
	43	14.7	Library Elevators	\$ 30,000					\$ 30,000
	45	12.0	CVMO Evidence Dryer Shed	\$ 10,000					\$ 10,000
	47	13.8	Lower Maint Building Addition		\$ 250,000				\$ 250,000
Total Town Facilities:				\$ 763,635	\$ 250,000	\$ -	\$ -	\$ -	\$ 1,013,635

Functions	Page	Pts	Project	YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Project Total
Public Use Infrastructure	49	16.4	Chip Seal Program	\$ 750,000	\$ 750,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 3,000,000
	51	7.1	Finnie Flat Rd & Montezuma Castle Hwy Road Improvs	\$ 5,040,000	\$ 20,000,000				\$ 25,040,000
	53	11.4	Finnie Flat Rd & MC Hwy Curb, Gutter & Sidewalk	\$ 5,000,000	\$ 2,700,000				\$ 7,700,000
	55	15.1	Main Street Reconstruction	\$ 12,000,000	\$ 8,000,000				\$ 20,000,000
	57	10.9	7th St. Sidewalk Project	\$ 750,000					\$ 750,000
	59	10.8	Verde Lakes Dr Sidewalk Project	\$ 664,800					\$ 664,800
	61	8.6	Howards Road Drainage Channel Design	\$ 140,000	\$ 60,000				\$ 200,000
	63	12.9	Verde Lakes Flood Control Planning	\$ 450,000	\$ 350,000				\$ 800,000
	65	12.1	Park Verde Road Irrigation Crossing	\$ 350,000					\$ 350,000
	67	13.9	Wayfinding & Place Marketing Project		\$ 250,000	\$ 230,000	\$ 150,000	\$ 150,000	\$ 780,000
	69	9.5	Salt Mine Shoulder & Drainage Improvement		\$ 350,000				\$ 350,000
	71	10.3	Town Floodplain Studies			\$ 50,000	\$ 50,000		\$ 100,000
	73	9.5	Gaddis Wash Crossing at Industrial Drive				\$ 200,000	\$ 100,000	\$ 300,000
Total Public Use Infrastructure:				\$ 25,144,800	\$ 32,460,000	\$ 780,000	\$ 900,000	\$ 750,000	\$ 60,034,800
Town Systems & Equipment	75	14.3	Patrol Rifles & Armor	\$ 30,000					\$ 30,000
	77	12.7	Simulcast Voted Repeater Verde Lakes Area	\$ 60,000					\$ 60,000
	79	13.4	Cellebrite Evidence Software	\$ 27,000					\$ 27,000
	81		New Website Development	\$ 20,000					\$ 20,000
	83	12.8	Crack Seal Machine	\$ 115,000					\$ 115,000
	85	9.7	Toro Pro 6040 Infield Groomer	\$ 45,000					\$ 45,000
	87	10.3	Toro Workman HDX-D 4WD	\$ 40,000					\$ 40,000
	89	9.4	Equipment Hauling Trailers		\$ 14,300	\$ 6,600	\$ 6,000		\$ 26,900
	91	9.7	New Roller Compactor		\$ 70,000				\$ 70,000
	93	10.3	New Wood Chipper		\$ 90,000				\$ 90,000
	95	8.2	Backhoe 4X4 Enclosed Cab		\$ 95,000				\$ 95,000
	97	9.4	BroomBear Pickup Broom		\$ 280,000				\$ 280,000
	99	10.3	Forestry Truck			\$ 200,000			\$ 200,000
	101	9.6	Maint F750 Dump Truck			\$ 114,000			\$ 114,000
	103	10.9	Culvert Jetter				\$ 110,000		\$ 110,000
	105	11.0	10 Wheel Dump Truck					\$ 250,000	\$ 250,000
	107	10.2	Tractor with Mower attachment					\$ 160,000	\$ 160,000
Total Town Systems & Equipment:				\$ 337,000	\$ 549,300	\$ 320,600	\$ 116,000	\$ 410,000	\$ 1,732,900

Functions		Pts	Project	YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Project Total
Town Fleet Vehicles	109	13.4	CVMO Vehicles	\$ 180,000	\$ 240,000	\$ 280,000	\$ 180,000	\$ 190,000	\$ 1,070,000
	111	8.1	Streets Crew Cab Truck	\$ 75,000					\$ 75,000
	113	9.6	Maintenance Truck				\$ 100,000		\$ 100,000
			Vehicle Replacement Program	\$ 25,000					\$ 25,000
Total Town Systems & Equipment:				\$ 280,000	\$ 240,000	\$ 280,000	\$ 280,000	\$ 190,000	\$ 1,270,000
CIP Related Debt Payments			Sports Complex Bond	\$ 653,105	\$ 652,405	\$ 650,260	\$ 650,000	\$ 650,000	\$ 3,255,770
			Enterprise Lease Equipment	\$ 348,875	\$ 347,715	\$ 356,080	\$ 304,470	\$ 351,190	\$ 1,708,330
			Debt for New Equipment	\$ 22,500	\$ 105,000	\$ 178,000	\$ 203,500	\$ 216,000	\$ 725,000
			Pool	\$ 16,000	\$ 71,000	\$ 71,000	\$ 71,000	\$ 71,000	\$ 300,000
			Oasis Trailhead					\$ 60,000	\$ 60,000
Total Det Payments:				\$ 1,040,480	\$ 1,176,120	\$ 1,255,340	\$ 1,228,970	\$ 1,348,190	\$ 6,049,100
Total Projected Cost				\$ 31,634,335	\$ 35,295,420	\$ 3,135,940	\$ 3,024,970	\$ 5,370,690	\$ 78,461,355
Net Total				\$ -	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Wastewater Fund

Funding				YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Funding Total
Funding Source			Grant Funds / Donations	\$ 898,700					\$ 898,700
			Debt Financing	\$ 1,273,605	\$ 1,200,000	\$ 924,000	\$ 100,000	\$ 700,000	\$ 4,197,605
			Current Revenues & Transfers	\$ 385,000					\$ 385,000
			Private Development Funds		\$ 5,500,000	\$ 300,000	\$ 6,000,000	\$ 5,000,000	\$ 16,800,000
Total Anticipated Funding				\$ 2,557,305	\$ 6,700,000	\$ 1,224,000	\$ 6,100,000	\$ 5,700,000	\$ 22,281,305

Expenditures

Functions	Page	Pts	Project	YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Project Total
Improvements	117	13.3	Dickison Erosion Repair	\$ 900,305	\$ 250,000				\$ 1,150,305
	119	13.9	Shincci Sludge Dryer	\$ 700,000					\$ 700,000
	121	14.3	WWTP Control Panels Upgrade	\$ 75,000					\$ 75,000
	123	14.6	Northbound Sewer Collection System	\$ 200,000	\$ 5,500,000	\$ 300,000	\$ 6,000,000	\$ 5,000,000	\$ 17,000,000
	125	10.2	Treatment Plant Administrative Building	\$ 110,000					\$ 110,000
	127	11.3	Construct Sewer Lines - Black Bridge Loop Area	\$ 200,000	\$ 800,000	\$ 700,000			\$ 1,700,000
	129	18.2	Septic Receiving Station	\$ 250,000					\$ 250,000
	131	9.3	John Deere 335 P Compact TrackLoader	\$ 122,000					\$ 122,000
	133	15.7	One Ton Dump Truck		\$ 150,000				\$ 150,000
	135	9.0	JLG 1055 Forklift			\$ 224,000			\$ 224,000
	137	14.2	Equalization Basin				\$ 100,000	\$ 700,000	\$ 800,000
Total Projected Cost - Wastewater Projects				\$ 2,557,305	\$ 6,700,000	\$ 1,224,000	\$ 6,100,000	\$ 5,700,000	\$ 22,281,305
Net Total - Wastewater Projects				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Water Fund

Funding				YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Funding Total
Funding Source			Grant Funds / Donations	\$ 4,535,000	\$ 3,245,000				\$ 7,780,000
			Debt Financing	\$ 1,077,580	\$ 2,500,000	\$ 1,750,000	\$ 1,600,000	\$ 70,000	\$ 6,997,580
			Current Revenues & Transfers	\$ 195,000	\$ 180,000	\$ 575,000	\$ 575,000	\$ 675,000	\$ 2,200,000
Total Anticipated Funding				\$ 5,807,580	\$ 5,925,000	\$ 2,325,000	\$ 2,175,000	\$ 745,000	\$ 16,977,580

Expenditures

Functions	Page	Pts	Project	YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Project Total
Improvements	141	9.8	Water Main Annual Replacement	\$ 1,657,580	\$ 600,000	\$ 500,000	\$ 500,000	\$ 600,000	\$ 3,857,580
	143	11.8	Arsenic Removal Syst-Mongini/Verde Est's Wells	\$ 2,000,000	\$ 1,600,000				\$ 3,600,000
	145	15.5	New Mongini Replacement Well	\$ 1,000,000	\$ 1,000,000				\$ 2,000,000
	147	15.8	Verde Commercial Tank and Pump Station	\$ 200,000	\$ 1,800,000				\$ 2,000,000
	149	17.0	Bradshaw Haven Well Project	\$ 75,000	\$ 150,000				\$ 225,000
	151	7.1	Backhoe	\$ 180,000					\$ 180,000
	153	14.5	Verde River Estates New Well and Storage Tanks	\$ 150,000	\$ 200,000	\$ 250,000			\$ 600,000
	155	15.8	New Hwy 260 Production Wells	\$ 225,000		\$ 1,500,000	\$ 1,500,000		\$ 3,225,000
	157		Water Hauling Vending Station	\$ 170,000					\$ 170,000
	159	14.6	ADWR Adequate Water Supply Study	\$ 75,000	\$ 50,000				\$ 125,000
	161		Moonrise Water Main Replacement	\$ 75,000	\$ 450,000				\$ 525,000
	163		Fall Safety Equipment		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 300,000
	165	5.1	Vehicles				\$ 100,000	\$ 70,000	\$ 170,000
Total Projected Cost - Water Projects				\$ 5,807,580	\$ 5,925,000	\$ 2,325,000	\$ 2,175,000	\$ 745,000	\$ 16,977,580
Net Total - Water Projects				\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Projected Cost - All Projects				\$ 39,999,220	\$ 47,920,420	\$ 6,684,940	\$ 11,299,970	\$ 11,815,690	\$ 117,720,240
Net Total - All Projects				\$ -	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Town of Camp Verde
FY26 Capital Improvements Plan
Governmental Funds Projects by Funding Source

General Fund

Funding

			FY26 Budget
<i>Funding Source</i>		Grants & Other Revenue	\$ 25,565,760
		Debt Financing	\$ 1,255,000
		Parks Fund Carry-forward Balance	\$ 1,435,960
		CIP Carry-forward Balance	\$ 1,019,485
		HURF Fund Transfers	\$ 454,500
		General Fund Transfers	\$ 1,903,630
Total Potential Funding			\$ 31,634,335

Expenditures

				Funding Source				
Functions	Bud Fund	Project	FY26 Budget	Grants & Int	CIP Carry-fwd	Transfers	Debt	Fund Balance
<i>Parks & Public Use Facilities</i>	Parks	Sports Complex Construction	\$ 2,871,920	\$ 1,435,960				\$ 1,435,960
	Grants	Drainage Master Plan Phase II Sports Complex	\$ 100,000	\$ 100,000				
	CIP	Town Soccer Field Sprinkler System	\$ 150,000		\$ 100,000	\$ 50,000		
	CIP	Playground Fall Material	\$ 33,000		\$ 33,000			
	CIP	Parks & Rec Master Plan	\$ 100,000		\$ 25,000	\$ 75,000		
	CIP	Pool Renovations	\$ 800,000				\$ 800,000	
	CIP	Perry Weather Outdoor Warning Systems	\$ 6,500			\$ 6,500		
	CIP	Facility Reservation Software	\$ 7,000			\$ 7,000		
Total Public Use Facilities:			\$ 4,068,420	\$ 1,535,960	\$ 158,000	\$ 138,500	\$ 800,000	\$ 1,435,960
<i>Public Use Infrastructure</i>	CIP	Chip Seal Program	\$ 750,000			\$ 750,000		
	CDBG	CDBG Sidewalk Project	\$ 750,000	\$ 750,000				
	Fed	Finnie Flat Rd & Montezuma Castle Hwy Road Improvs	\$ 5,040,000	\$ 5,000,000		\$ 40,000		
	Fed	Finnie Flat Rd & MC Hwy Curb, Gutter & Sidewalk	\$ 5,000,000	\$ 5,000,000				
	Fed	Main Street Reconstruction	\$ 12,000,000	\$ 12,000,000				
	Grants	Howards Road Drainage Channel Design	\$ 140,000	\$ 140,000				
	Grants	Verde Lakes Flood Control Planning	\$ 450,000	\$ 450,000				
	CIP	Park Verde Road Irrigation Crossing	\$ 350,000		\$ 97,850	\$ 252,150		
	Grants	Verde Lakes Dr Sidewalk Project	\$ 664,800	\$ 664,800				
Total Public Use Infrastructure:			\$ 25,144,800	\$ 24,004,800	\$ 97,850	\$ 1,042,150	\$ -	\$ -

General Fund

Expenditures (Cont'd)				Funding Source				
Functions	Bud Fund	Project	FY26 Budget	Grants	CIP Carry-fwd	Transfers	Debt	Fund Balance
Town Facilities	CIP	Facilities Master Plan	\$ 150,000		\$ 150,000			
	CIP	Impact Fee Study	\$ 100,000		\$ 100,000			
	CIP	Court Security Checkpoint	\$ 363,135		\$ 363,135			
	CIP	AC Unit Replacements	\$ 45,500		\$ 45,500			
	CIP	Economic Development Metal Roofing	\$ 65,000		\$ 65,000			
	CIP	Library Elevators	\$ 30,000		\$ 30,000			
	CIP	CVMO Evidence Dryer Shed	\$ 10,000		\$ 10,000			
Total Town Facilities:			\$ 763,635	\$ -	\$ 763,635	\$ -	\$ -	\$ -
Town Systems & Equipment	CIP	Patrol Rifles	\$ 30,000			\$ 30,000		
	CIP	Toro Pro 6040 Infield Groomer	\$ 45,000				\$ 45,000	
	CIP	Crack Seal Machine	\$ 115,000				\$ 115,000	
	CIP	Cellebrite Evidence Software	\$ 27,000			\$ 27,000		
	CIP	Toro Workman HDX-D 4WD	\$ 40,000				\$ 40,000	
	CIP	New Website Development	\$ 20,000			\$ 20,000		
	CIP	Simulcast Voted Repeater Verde Lakes Area	\$ 60,000			\$ 60,000		
Total Town Systems & Equipment:			\$ 337,000	\$ -	\$ -	\$ 137,000	\$ 200,000	\$ -
Town Fleet Vehicles	CIP	CVMO Vehicles	\$ 180,000				\$ 180,000	
	CIP	Streets Crew Cab Truck	\$ 75,000				\$ 75,000	
	CIP	Vehicle Replacement Program	\$ 25,000	\$ 25,000				
Total Det Payments:			\$ 280,000	\$ 25,000	\$ -	\$ -	\$ 255,000	\$ -
CIP Related Debt Payments	Debt	Enterprise Lease Equipment	\$ 348,875			\$ 348,875		
	Debt	Pool	\$ 16,000			\$ 16,000		
	Debt	Debt for New Equipment	\$ 22,500			\$ 22,500		
	Debt	Sports Complex Bonds 2017 & 2020	\$ 653,105			\$ 653,105		
Total Det Payments:			\$ 1,040,480	\$ -	\$ -	\$ 1,040,480	\$ -	\$ -
Total Projected Cost - CIP Fund			\$ 31,634,335	\$ 25,565,760	\$ 1,019,485	\$ 2,358,130	\$ 1,255,000	\$ 1,435,960
Net Total - CIP Fund			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Sports Complex Construction*

FY26 Impact: \$2,871,920

5-Yr Project Cost: \$2,871,920

New Project or Rollover: *Rollover*

Dept/Div: *Public Works / Parks & Rec*

Contact: *M. Smith*

Requested by: *M. Smith*

Date Completed: *3/19/25*

Project Summary:

Finish construction of the sports complex.

Location: 990 E Champion Trail



Community Impact:

The sports complex is utilized by residents and sports teams from across the region. It is necessary to complete the construction of the remaining amenities to provide the desired experience for these patrons and complete the vision of the park.

Project Title: *Sports Complex Construction*

Operational Impact:

Impact on Staffing: 3 additional full-time maintenance staff will need to be hired to maintain the park. This will allow a dedicated 3-person crew to maintain the sports complex.

Impact on operational costs: The only expected cost increases will come from extra utility expenses from operation of the lift station and restrooms/concession stand. Operational cost of operating the restroom/concession stand will be offset by no longer needing to rent port-a-johns.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Irrigation Supply		\$ 750,000
FY26	Waste Water Lift Station & Force Main		\$ 1,000,000
FY26	Parking Lot (Chip Seal & Lighting)		\$ 300,000
FY26	Entrance & Central Plaza Concrete		\$ 300,000
FY26	Maintenance Building		\$ 200,000
FY26	Miscellaneous Exps		\$ 321,920
	Total		\$ 2,871,920

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	Wages & ERE	\$ 195,000
FY26	Supplies	\$ 5,000
	Total	\$ 200,000

Project Funding:

Tracking Fund: Parks Fund

Funding Source: Multiple Funding Sources:

- Grant Funding: \$ 1,437,500
- Debt & Reserve: \$ 1,437,500

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.1	1.0	1.4	3.8	9.3

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Heritage Pool Renovations*

FY26 Impact: \$800,000

5-Yr Project Cost: \$800,000

New Project or Rollover: *New*

Dept/Div: *Public Works / Maintenance Division*

Contact: *M. Smith*

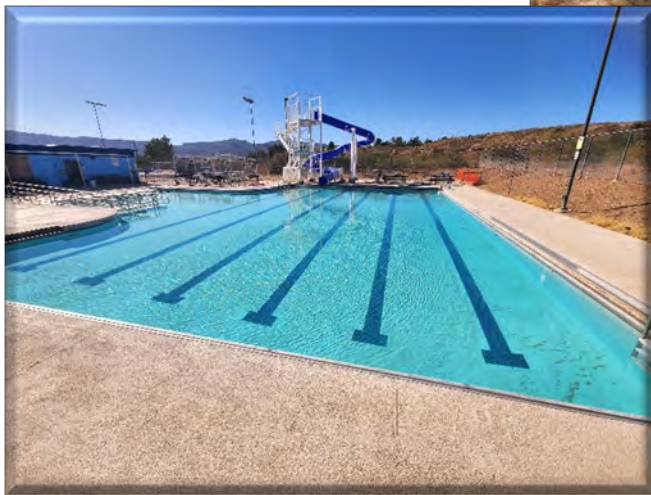
Requested by: *M. Smith*

Date Completed: *2/06/25*

Project Summary:

Renovate the interior of the pool and make improvements to the building.

Location: 290 W Apache Tr.



Community Impact:

The interior of the pool is showing its age and requires frequent maintenance/repair. This project will allow staff to collaborate with a pool designer/builder to update the pool's interior with modern amenities, making it more usable for all ages.

Project Title: *Heritage Pool Renovations*

Operational Impact:

Impact on Staffing: Reduced cost of staff time performing maintenance/repair.

Impact on operational costs: Reduced cost maintenance/repair, down-time.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Pool design	Jul 25 – Oct 26	\$50,000
FY26	Pool interior renovation	Oct 25 – Mar 26	\$750,000
	Total		\$800,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	Total	\$0

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.7	3.4	3.4	1.5	13.0

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: Drainage Master Plan Phase II - Sports Complex

FY26 Impact: \$100,000

5-Yr Project Cost: \$700,000

New Project or Rollover: *New Project*

Dept/Div: *Utilities / Stormwater*

Contact: *Patty Mancini*

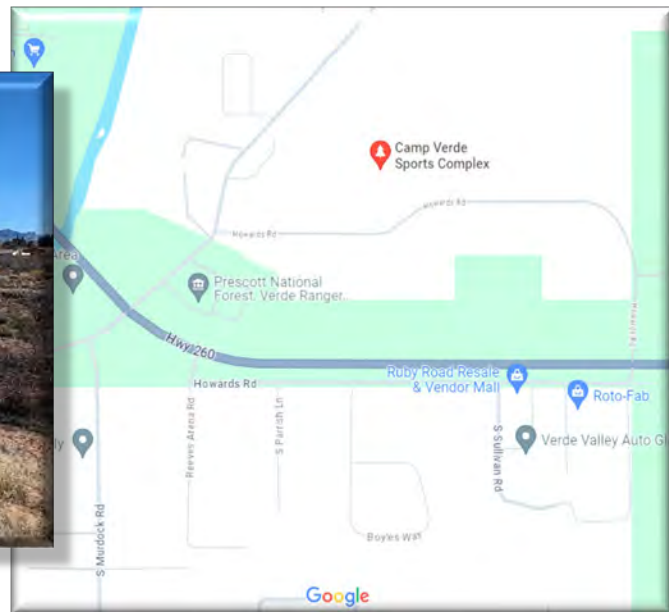
Requested by: *Jeff Low*

Date Completed: *2/15/24*

Project Summary:

Design and construct stormwater management and water conservation improvements

Location: 995 Champion Trail



Community Impact:

This project will provide multiple benefits to the town by increasing groundwater recharge, reducing flood risk, and promoting water quality. This will create an enhanced community space with shade trees and natural vegetation/flora. It will provide an educational venue to showcase sustainable land-use opportunities to mitigate water scarcity while providing an improved recreational venue for residents with walking paths/trails to promote physical and mental well-being.

Project Title: Drainage Master Plan Phase II - Sports Complex

Operational Impact:

Impact on Staffing: Maintenance on the strip of walkway twice a year.

Impact on operational costs: The cost of a 2-man maintenance crew for 2 weeks, twice a year, plus in-kind maintenance from citizens.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Study for Sports Complex Drainage		\$100,000
FY27	Construction of Initial Design Project		\$600,000
	Total		\$ 700,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Annual Supplies	\$1,000
	Total	\$1,000

Project Funding:

Tracking Fund: Grant Fund

Funding Source: YCFCD/Grant Funds/Non-Profit Organization Cost Share

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.1	2.5	2.0	4.4	13.0

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Town Community Park Sprinkler System*

FY26 Impact: \$150,000

5-Yr Project Cost: \$150,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Maintenance*

Contact: *M. Smith*

Requested by: *M. Smith*

Date Completed: *2/06/25*

Project Summary:

Installation of a new sprinkler system, valves, controllers, and main water supply line replacement.

Location: 473 S Main St.



Community Impact:

The new sprinkler system will allow Maintenance to water The Community Park at night instead of the early morning and afternoon. This will allow the field to be utilized daily by the community while using less water. This new sprinkler system will also cut maintenance time from rotating the current sprinkler system heads.

Project Title: *Town Community Park Sprinkler System*

Operational Impact:

Impact on Staffing: None

Impact on operational costs: The only expected cost increase will come from damaged sprinklers and water supply line breaks.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Design	May 2025 – Aug 2025	\$25,000
FY26	Construction	Nov 2025 – Feb 2026	\$125,000
	Total		\$150,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY25	Maintenance	\$500
	Total	\$500

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.2	3.4	1.8	1.7	10.1

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Playground Fall Material*

FY26 Impact: \$33,000

5-Yr Project Cost: \$33,000

New Project or Rollover: *Rollover*

Dept/Div: *Public Works / Maintenance*

Contact: *Jeff Kobel*

Requested by: *Jeff Kobel*

Date Completed: *4/25/2025*

Project Summary:

Removal and replacement of playground fall material at Butler Park, Arturo Park, Verde Lakes Park.

Location: 1213 N Gardner Ln, 2455 N Arturo Ln, 488 S Nichols St, 3594 E Tumbleweed Dr.



Community Impact:

With the Town population continuing to grow, the community parks get used more frequently and playground fall material needs replacing. Old fall material becomes a safety issue for anyone playing on the Town playgrounds and needs to be replaced.

Project Title: *Playground Fall Material*

Operational Impact:

Impact on Staffing: Yearly maintenance and upkeep.

Impact on operational costs: Standard tool wear or replacement of tools.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Butler Park		\$15,000
FY26	Arturo Park		\$ 8,000
FY26	Verde Lakes Ponds		\$10,000
	Total		\$33,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	Upkeep/maintenance	\$300
	Total	\$300

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.3	2.8	3.7	1.1	10.9

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Parks & Recreation Master Planning*

FY26 Impact: \$100,000

5-Yr Project Cost: \$120,000

New Project or Rollover: *Rollover*

Dept/Div: *Parks & Recreation*

Contact: *S. Figy*

Requested by: *S. Figy*

Date Completed: *2/6/25*

Project Summary:

Hire contractor to work with P&R Commission and Parks & Recreation to develop a strategic Town Parks & Recreation Master Plan in accordance with Council Strategic Plan. The Request for Proposal went out to bid in January 2025.

Location: 395 S. Main Street



Community Impact:

A strategic Parks & Recreation Master Plan will coordinate and guide future Council, Parks and Recreation Commission, Parks & Recreation Division, Maintenance Division and other Town staff in prioritizing, planning and decision making for parks & recreation improvements for the public for several years.

Project Title: *Parks & Recreation Master Planning*

Operational Impact:

Impact on Staffing: Parks & Recreation and other Town staff will need additional time for working with the P&R Commission collecting information, reviewing existing plans and resources, and developing a scope of service.

Impact on operational costs: There is not an expected additional operational cost associated with developing the plan.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY25	P&R Master Plan preparation – Rolled forward to FY26		\$ 25,000
FY26	P&R Master Plan		\$ 75,000
FY27	P&R Master Plan Implementation		\$ 20,000
	Total		\$ 120,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
		\$
		\$
	Total	\$

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.4	3.0	1.8	5.0	13.1

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Perry Weather Outdoor Warning System*

FY26 Impact: \$6,500

5-Yr Project Cost: \$6,500

New Project or Rollover: *New Project*

Dept/Div: *Parks & Recreation Department*

Contact: *S. Figy*

Requested by: *S. Figy*

Date Completed: *2/19/25*

Project Summary:

Purchase a weather monitoring system for the Sports Complex.

Location: Camp Verde Town limits



Community Impact:

The Town does not have staff at all our outdoor facilities, especially after hours and on weekends when the parks get the most use. A weather monitoring system would give us a way to ensure staff receives warnings for weather emergencies including lightning strikes, rain, heat index and more. The system will let people know when to take cover and when it is safe to return to play. This would increase the safety of the public using our facilities.

Project Title: *Perry Weather Outdoor Warning System*

Operational Impact:

Impact on Staffing: Will benefit Maintenance, CVMO, P&R, and Streets with monitoring weather.

Impact on operational costs: There is an annual fee for 7 years

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	P&R Projects	Variable	\$ 6,500
	Total		\$ 6,500

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	Wages & ERE	\$ 0
FY26	Supplies	\$ 0
	Total	\$ 0

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
2.9	3.5	4.2	1.5	12.1

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Facility Reservation Software*

FY26 Impact: \$7,000

5-Yr Project Cost: \$7,000

New Project or Rollover: *New Project*

Dept/Div: *Parks & Recreation*

Contact: *S. Figy*

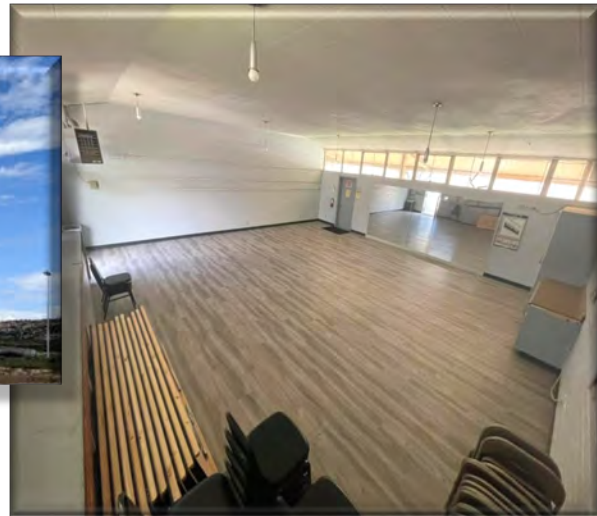
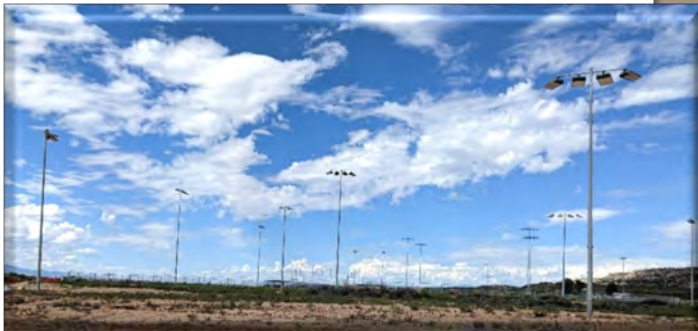
Requested by: *S. Figy*

Date Completed: *2/6/25*

Project Summary:

Facility Reservation Software Program is needed to increase our efficiency and manage the increase in facility use.

Location: Parks & Recreation



Community Impact:

Parks & Recreation is currently using Google Calendar to manage all our facility and field reservations. The process must be handled with paper reservation forms and in-person payment. We do not have a software that can handle these reservations online, which causes inefficiency for staff and inconvenience for the public. The addition of this software would allow the public to see the facility calendar for availability and make reservations and payments online. The refund process would also be improved as most software can process the refund with the click of a button. In our current system, processing a refund includes several departments, which causes a delay in the refund process.

Project Title: *Facility Reservation Software*

Operational Impact:

Impact on Staffing: Increased efficiency.

Impact on operational costs: There will be an increased cost for purchase, set-up, and training initially, but with increased efficiency, staff will have additional time to allocate to other responsibilities. There will be an impact annually of approximately \$8,000 to our operational budget for this software.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Reservation Software and Setup	Variable	\$ 7,000
	Total		\$ 7,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	Annual Licensing	\$8,000
	Total	\$ 0

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.7	4.1	1.1	1.7	10.6

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Sports Complex Construction Phase II*

FY26 Impact: \$0

5-Yr Project Cost: \$1,300,000

New Project or Rollover: Rollover

Dept/Div: Public Works / Parks & Rec

Contact: M. Smith

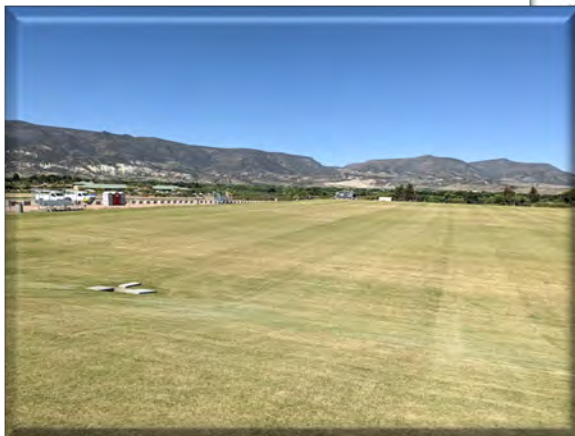
Requested by: M. Smith

Date Completed: 3/19/25

Project Summary:

Construction of Phase II of the Sports Complex.

Location: 990 E Champion Trail



Community Impact:

The Sports Complex is utilized by residents and sports teams from across the region. It is necessary to complete the construction of the remaining amenities under Phase I and II of the development, to provide the desired experience for these patrons and complete the vision of the park.

Project Title: *Sports Complex Construction*

Operational Impact:

Impact on Staffing: 3 additional full-time maintenance staff will need to be hired to maintain the Park. This will allow a dedicated 3-person crew to maintain the Sports Complex.

Impact on operational costs: The only expected cost increases will come from extra utility expenses from operation of the lift station and restrooms/concession stand. Operational cost of operating the restroom/concession stand will be offset by no longer needing to rent port-a-johns.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY28	Phase II Additional Baseball Field Development		\$ 500,000
FY29	Phase II Additional Baseball Field Development		\$ 500,000
FY30	Phase II Additional Baseball Field Development		\$ 300,000
	Total		\$ 1,300,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	Wages & ERE	\$ 195,000
FY26	Supplies	\$ 5,000
	Total	\$ 200,000

Tracking Fund: Parks Fund

Funding Source: Multiple Funding Sources:
Phase II Completion:
-Grant, Debt and/or Reserves

Project Funding:

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.1	1.0	1.4	3.8	9.3

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Oasis Trailhead*

FY26 Impact: \$0

5-Yr Project Cost: \$472,500

New Project or Rollover: *New Project*

Dept/Div: *Public Works/Economic Development*

Contact: *M. Smith*

Requested by: *M. Davies*

Date Completed: *3/19/25*

Project Summary:

This project includes fencing, gates, restroom, water station, and an informational kiosk on a 3-acre parcel owned by the Town at Oasis Rd and SR 260.

Location: Oasis Road and SR 260



Community Impact:

The trailhead's scenic viewpoint will serve as an entrance point for visitor/tourism engagement, as called out in the town's 2016 General Plan. The trailhead will serve as the access point to a trail that runs between Oasis and Copper Falls Trail. The Town's Urban Upland Trail Plan (UUTP) and the Prescott National Forest's Verde Trail and Access Plan both call for the establishment of this trailhead.

This project aligns with the Verde Valley Circle Trail Project and the Memorandum of Understanding (MOU) the Town signed in 2019. The Circle Trail will connect trails between Verde Valley communities. The Circle Trail goes right by the town-owned property at Oasis Road and SR 260. The Oasis Trailhead will serve as a key location on the regional Circle Trail because it will provide a scenic viewpoint as well as information for residents and visitors.

Project Title: *Oasis Trailhead*

Operational Impact:

Impact on Staffing: This project will include a new staff member and existing staff time to complete construction of this project. Additionally, grant writing and grant management will be addressed with existed staff time.

Impact on operational costs: There are anticipated increased costs for maintenance.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY30	Fencing and gates	End of FY29	\$50,000
	Informational kiosk		\$12,500
	Restroom and related infrastructure		\$125,000
	Water station and related infrastructure		\$45,000
	Ramada, foundation, picnic amenities, benches		\$65,000
	Parking lot with ADA parking		\$100,000
	Scenic Viewpoint trail, interpretive signage, surface. (Forest Service)		\$75,000
	Total		\$472,500

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY30	New staff member (maintenance employee)	\$70,000
FY30	Annual Materials and supplies	\$4,500
	Total	\$74,500

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt (\$272,500) and Grant (\$200,000) funding. Staff will explore grant options including funding through the Verde Valley Trail Funds and AZ State Parks. Staff will work on Forest Service partnership.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
2.0	1.0	1.3	3.8	8.1

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *4-Lane, 400 Meter Training Track at Sports Complex*

FY25 Impact: \$0

5-Yr Project Cost: \$1,500,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Parks & Rec*

Contact: *M. Fisher*

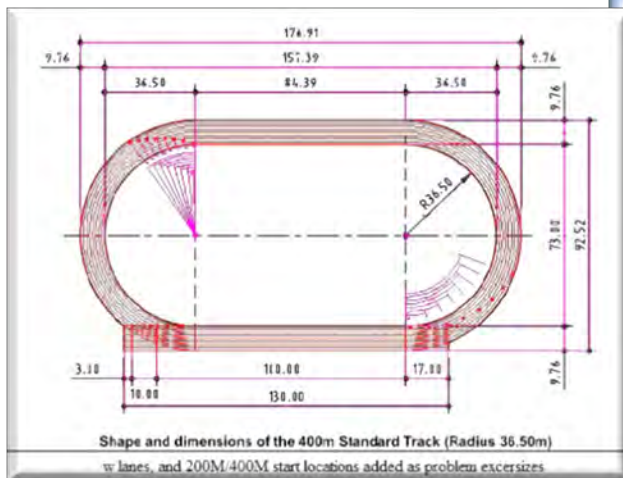
Requested by: *M. Fisher*

Date Completed: *3/18/25*

Project Summary:

Installation of a 4-Lane, 400 Meter all-weather training track for community members and professional/Olympic athlete training. (Could expand design to put soccer field in center of track, which would increase costs.)

Location: Camp Verde Sports Complex



Community Impact:

For years, professional and Olympic athletes have been making weekly trips from Flagstaff to train in Camp Verde and Cottonwood. On any given week, you'll find 8-75 Olympic caliber athletes training in our town. These athletes, who run for teams like Under Armor, Nike and Adidas, need access to a 4-lane all-weather track. Their professional affiliates likely have the resources to underwrite the costs of the track and are interested in engaging with Camp Verde to make that dream a reality. A shared facility that provides community use and use for these teams, would be a wonderful addition to the Sports Complex.

Project Title: 4-Lane, 400 Meter Training Track at Sports Complex

Operational Impact:

Impact on Staffing: The track itself will not increase staffing needs.

Impact on operational costs: Before moving forward, the Town should engage the funders of the project to discuss the plan for funding of long-term maintenance and track replacement. Community contact to explore this project further is Dan Engler, 928-592-3090, Assistant Coach for Under Armor Professional Team

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY30	P&R Projects		\$1,500,000
	Total		\$ 1,500,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
		\$ 0
		\$ 0
	Total	\$ 0

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Private Donations

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Sycamore Villas Trailhead Parking Lot*

FY26 Impact: \$0

5-Yr Project Cost: \$400,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works*

Contact: *M. Smith*

Requested by: *M. Smith*

Date Completed: *3/19/25*

Project Summary:

Development of a public parking lot in accordance with the development plan of Sycamore Villas.

Location: Homestead Parkway, 0.5 miles east of Highway 260



Community Impact:

This parking lot is to be constructed in accordance with the development agreement for Sycamore Villas. The developer is dedicating a 0.46-acre parcel of land at the east end of Homestead Parkway in exchange for the Town of Camp Verde constructing a parking lot that will serve as a trailhead and access to the Verde River.

Project Title: *Sycamore Villas Trailhead Parking Lot*

Operational Impact:

Impact on Staffing: Minimal.

Impact on operational costs: The town will be responsible for maintenance of the parking lot. Typical costs will include weed abatement, restriping, and preservation of the pavement.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY30	Design	2-3 mo.	In-house
FY30	Construction	2 mo.	\$ 400,000
	Total		\$ 400,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY30	Weed control	\$1,000
FY30	CVMO patrol (This is likely to be a problem area)	TBD
	Total	\$ 1,000

Project Funding:

Tracking Fund: Grant Fund

Funding Source: Potential grant funding.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
1.1	1.9	1.2	1.1	5.3

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Facilities Master Plan*

FY26 Impact: \$150,000

5-Yr Project Cost: \$150,000

New Project or Rollover: *Rollover*

Dept/Div: *Town Manager*

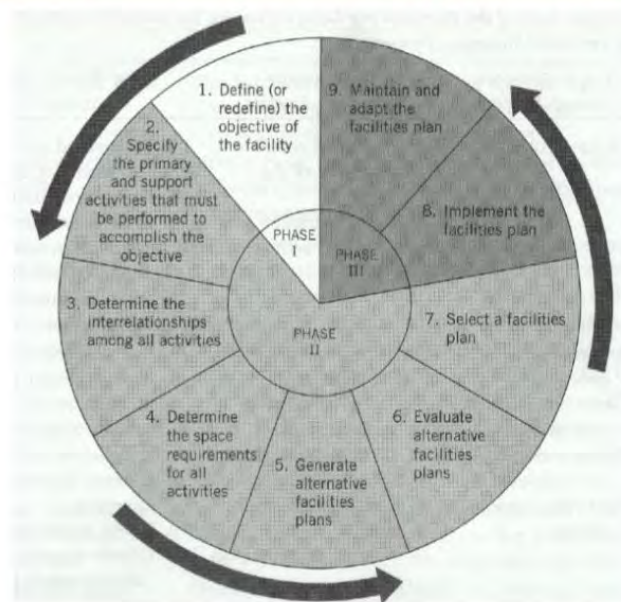
Contact: *M. Fisher*

Requested by: *M. Fisher*

Date Completed: *3/19/25*

Project Summary: Funding for this item is meant to procure the services of a qualified professional (architect or engineer) to assist the Town in the process of defining current and projected facility-related requirements (programming) and developing strategic solutions to meet future facility needs.

Facilities Planning Process



Community Impact: Population growth and expanded service delivery continues to impact the Town of Camp Verde, and it is becoming more challenging to provide the physical space necessary to support operations. A Facilities Master Plan is critical to planning capital improvements strategically, using existing space efficiently, and assessing needs in a fiscally responsible way.

While Camp Verde has a General Plan with a clear strategy for how and where the Town will grow and develop, we do not have a strategic plan in place for the public-facility improvements, additions, and dispositions needed to support these changes and that growth.

A facilities master plan can assess these issues from the “micro” to the “macro” level. It can become a road map for decisions related to short- and long-term facilities, allowing Camp Verde to improve its operational performance, service delivery, and space use while optimizing facility assets.

Project Title: *Facilities Master Plan*

Operational Impact:

Impact on Staffing: Funds will be used to hire professional services, however, key staff will need to dedicate significant time in working with the consultant to develop the Plan.

Impact on operational costs: None.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY25	Start Facilities Master Plan – Rolled over to FY26		\$100,000
FY26	Complete & Deliver Facilities Master Plan		\$ 50,000
	Total		\$150,000

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.8	4.6	2.7	3.9	16.0

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Court Vestibule Addition*

FY26 Impact: \$363,135

5-Yr Project Cost: \$400,000

New Project or Rollover: *Rollover*

Dept/Div: *Public Works*

Contact: *M. Smith*

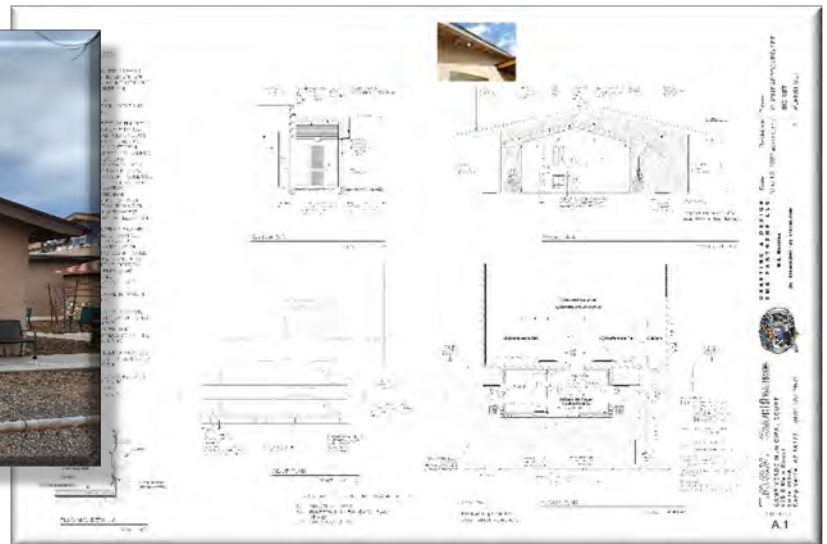
Requested by: *M. Smith*

Date Completed: *4/25/25*

Project Summary:

Add a 160 S.F. entrance vestibule for new security checkpoint.

Location: 435 S. Main St., Suite 206-A



Community Impact:

The current entryway into the municipal court is deficient for today's court security standards as it is in a confined space and difficult to safely perform screening. This project will install a 160 S.F. building addition immediately outside the existing entryway. The new entryway will allow the court to comply with state mandates for security staff to perform screening of visitors with minimal interruption to the court.

Project Title: *Court Vestibule Addition*

Operational Impact:

Impact on Staffing: No anticipated impact on staffing.

Impact on operational costs: Minimal. Normal maintenance and cleaning.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY25	Building Construction – Current Exps		\$ 36,865
FY26	Building Construction – Rolled over from FY25		\$ 363,135
	Total		\$ 400,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY25	No anticipated impact	
	Total	\$ 0

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Multiple Funding Sources:

- General Fund transfers: \$340,000
- Court Enhancement funds: \$60,000

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.8	3.3	4.6	1.9	14.5

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Development Impact Fee Study*

FY26 Impact: \$100,000

5-Yr Project Cost: \$100,000

New Project or Rollover: *New*

Dept/Div: *Town Manager*

Contact: *M. Fisher*

Requested by: *M. Fisher*

Date Completed: *5/20/25*

Project Summary:

Development impact fees are one-time charges imposed by local governments on new developments to fund infrastructure and public services necessitated by growth. In Arizona, the authority to assess and collect these fees is granted under Arizona Revised Statutes (ARS) §9-463.05 for municipalities.



Community Impact:

Development impact fees ensure that the costs of expanding services like roads, water, sewer, parks, and police are borne proportionally by new developments.

Project Title: *New Town Website*

Operational Impact:

Impact on Staffing: Town staff will be required to work with the consultant selected to ensure they receive the information needed to complete the study.

Impact on operational costs: Once it is determined which development impact fees (if any) the Council wants to implement, Town staff will work with the Town Attorney to complete any necessary code amendments.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Development Impact Fee Study		\$ 75,000
FY27	Development Impact Fee Study		\$ 25,000
	Total		\$ 100,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: AC Unit Replacements

FY26 Impact: \$45,500

5-Yr Project Cost: \$60,000

New Project or Rollover: Rollover

Dept/Div: Public Works / Maintenance

Contact: Jeff Kobel

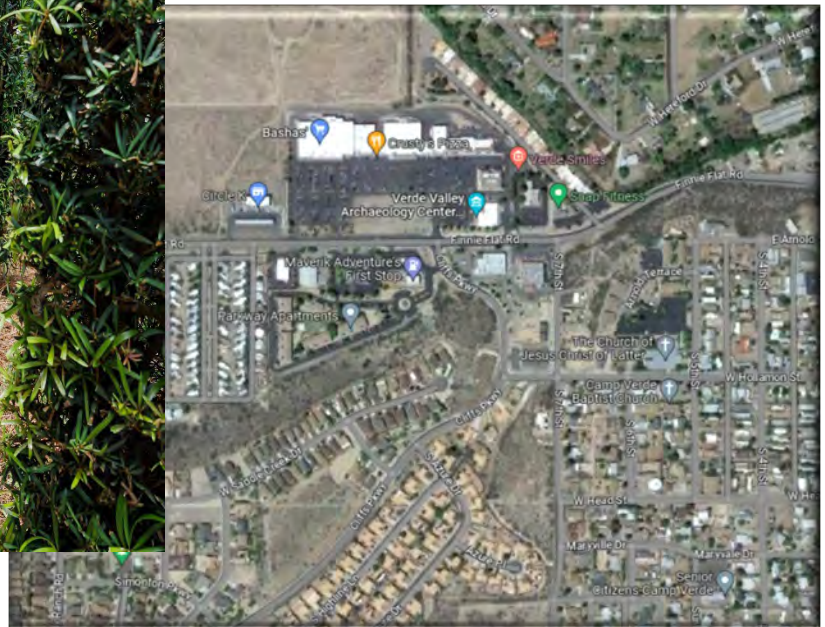
Requested by: Jeff Kobel

Date Completed: 3/19/25

Project Summary:

Continue to replace broken or outdated HVAC units.

Location: Multiple Potential Town Facility Locations



Community Impact:

The town employees would continue working in a proper room-controlled environment.

Project Title: *AC Unit Replacements*

Operational Impact:

Impact on Staffing: Standard maintenance

Impact on operational costs: Standard cost in yearly maintenance budget.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY25	Actual costs		\$ 14,500
FY26	Replacing HVAC units	As needed	\$ 45,500
	Total		\$ 60,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.6	3.0	2.2	2.8	11.6

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *BRIC Roof Improvements*

FY26 Impact: \$65,000

5-Yr Project Cost: \$65,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works*

Contact: *M. Smith*

Requested by: *M. Smith*

Date Completed: *2/06/25*

Project Summary:

Remove and replace rear roof of building.

Location: 385 S. Main St.



Community Impact:

The rear portion of the roof on the BRIC is composed of asphalt shingles which have reached the end of their useful life. There has been an increase in required maintenance to repair leaks and damage from inclement weather. This project will install metal roofing to match the metal roofing found on the front half of the building.

Project Title: *BRIC Roof Improvements*

Operational Impact:

Impact on Staffing: No anticipated impact.

Impact on operational costs: Reduced maintenance costs and staff hours spent performing repairs.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Install new roof	FY25	\$ 65,000
	Total		\$ 65,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	N/A	
	Total	\$ 0

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.6	3.0	2.2	2.8	11.6

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Library Elevators*

FY26 Impact: \$30,000

5-Yr Project Cost: \$30,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Maintenance*

Contact: *Jeff Kobel*

Requested by: *Jeff Kobel*

Date Completed: *2/21/23*

Project Summary:

Library elevator(s) mechanical maintenance and repairs

Location: 130 N Black Bridge Rd.



Community Impact:

The Camp Verde elevators are showing multiple signs of wear that need to be addressed from hydraulic seals, inner and outer packing valves, and check/replace telescope position. This includes fixing the South elevator 2nd story door and any other unseen issues that may occur.

Project Title: *Library Elevators*

Operational Impact:

Impact on Staffing: None

Impact on operational costs: Standard maintenance costs and purchasing attachments over time.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Library elevator(s) mechanical Maintenance and repairs		\$30,000
	Total		\$30,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	Annual costs for services and maintenance	\$7,200
	Total	\$7,200

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Transfers from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.7	3.5	5.0	1.5	14.7

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Evidence Dryer Relocation*

FY26 Impact: \$10,000

5-Yr Project Cost: \$10,000

New Project or Rollover: *New Project*

Dept/Div: *CVMO*

Contact: *D. Martin*

Requested by: *D. Martin*

Date Completed: *2/06/25*

Project Summary:

Purchase a woodshed for the relocation of the evidence dryer from the interior of the build to the exterior of the building.

Location: 3012 S. Aspen Way



Community Impact:

When in use, the current Location of the dryer causes pungent orders to permeate the building. The noise of the dryer in the evidence processing area causes headaches and hearing issues for the evidence tech.

Project Title: *Evidence Dryer Relocation*

Operational Impact:

Impact on Staffing: See Community Impact above

Impact on operational costs: Minimal increase in electric for climate control inside the shed for the drying unit.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Pour concrete Pad	July 2025	\$ 1,000
	Run Additional Electrical	August 2025	\$ 4,000
	Purchase Shed	Aug 2024 – Sep 2025	\$ 3,000
	Purchase Mini Split	Sep 2025	\$ 2,000
			\$
	Total		\$10,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	Wages & ERE	\$
FY26	Supplies	\$
	Total	\$

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.7	3.4	3.2	1.7	12.0

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Lower Maintenance Building Addition*

FY26 Impact: \$0

5-Yr Project Cost: \$250,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works*

Contact: *M. Smith*

Requested by: *M. Smith*

Date Completed: *3/19/25*

Project Summary:

Build a 40 ft X 24 ft addition on the NE side of the lower shop for equipment storage.

Location: 488 S. Nichols St.



Community Impact:

This addition to the maintenance shop will be a metal building measuring 40 ft X 24 ft with a concrete floor. There will be concrete curb installed along the north corner to divert water away from the building. The building will have electric service with interior/exterior lighting and heating, as well as being fully insulated with (2) roll up doors. This building will be used to house maintenance tools and equipment, prolonging their life span and reducing their need for upkeep.

Project Title: *Lower Maintenance Building Addition*

Operational Impact:

Impact on Staffing: No impact is anticipated.

Impact on operational costs: Marginal increase in utility costs (electric, gas).

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY27	Design & Plan Preparation	August 2026	\$ 25,000
FY27	Construction	Feb-Apr 2027	\$ 225,000
	Total		\$ 250,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Annual Est'd Utility Costs	\$ 2,400
	Total	\$ 2,400

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.4	3.7	2.9	2.8	13.8

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Streets Chip Seal Program*

FY26 Impact: \$750,000

5-Yr Project Cost: \$3,000,000

New Project or Rollover: *Rollover*

Dept/Div: *Public Works*

Contact: *M. Smith*

Requested by: *M. Smith*

Date Completed: *3/19/25*

Project Summary:

Chip seal maintenance of Town roadways, which is an ongoing project.

Location: Various Locations



Community Impact:

The installation of chip seal on roadways typically extends the life of the roadway about 7 years. While minor inconveniences will occur during installation, the chip seal will repair minor imperfections in the roadway, seal the road surface, and lend a new appearance to the roadway. This work is critical in maintaining the Town's roadways and delaying the need for more costly reconstruction.

Project Title: *Streets Chip Seal Program*

Operational Impact:

Impact on Staffing: Normal staff operations will have minimal impact.

Impact on operational costs: Will reduce the need for street maintenance for several years.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Area 6A (Verde Lakes area)	Fall 2025	\$ 750,000
FY27	Area 6B (Verde Lakes area)	Fall 2026	\$ 750,000
FY28	Areas 7A (Verde Lakes area)	Fall 2027	\$ 500,000
FY29	Area 7B (Verde Lakes area)	Fall 2028	\$ 500,000
FY30	Area 1 (Horseshoe Bend area)	Fall 2029	\$ 500,000
	Total		\$3,000,000

Note: Yearly estimates are subject to change due to fluctuations in the materials markets.

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY25	Normal staff operations	\$ 0
	Total	\$ 0

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfers from the General Fund and the HURF Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.7	3.7	3.6	4.4	16.4

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Finnie Flat Rd. & Montezuma Castle Highway Road Improv's*

FY26 Impact: \$5,040,000

5-Yr Project Cost: \$25,040,000

New Project or Rollover: *Rollover*

Dept/Div: *Public Works*

Contact: *M. Smith*

Requested by: *M. Smith*

Date Completed: *3/04/2025*

Project Summary:

Design and construct improvements on Finnie Flat Road and Montezuma Castle Highway between Highway 260 and the Black Bridge.

Location: Finnie Flat Rd. & Montezuma Castle Highway from Highway 260 to Black Bridge



Community Impact:

Due to growth of the town, it is necessary to improve both Finnie Flat Road and Montezuma Castle Highway to meet current and future traffic loads while providing multimodal accommodations for bicycles and pedestrians. These improvements will address current traffic congestion and increase safety for all roadway users. These improvements, along with the wayfinding and place marketing project, will also help to drive economic development within the project corridor.

Project Title: *Finnie Flat Rd. & Montezuma Castle Highway Road Improv's*

Operational Impact:

Impact on Staffing: Normal operations – no long-term impact anticipated.

Impact on operational costs: Normal Street maintenance for sweeping, annual re-striping, etc.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	ADOT Project Development Fees	TBD	*\$10,000
FY26	Utility Potholing / Verification	TBD	*\$30,000
FY26	Construction**	March 2026	\$5,000,000
FY27	Construction	FY27	\$20,000,000
	Total		\$25,040,000

*Design funded with AZ SMART grant. These costs reflect anticipated overruns exceeding the limits of the grant.

**Construction anticipated to be funded with RAISE and SMART grants

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY28	Annual re-striping	\$ 1,500
FY29	Annual re-striping	\$ 1,750
FY30	Annual re-striping	\$ 2,000
FY31	Annual re-striping	\$ 2,250
	Total	\$ 7,500

Project Funding:

Tracking Fund: Grants Fund

Funding Source: Design/Planning funding from SMART grant with overages funded from General Fund allocation. Construction funding from a BUILD Grant.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
1.9	1.4	1.9	1.9	7.1

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Montezuma Castle Highway Curb, Gutter & Sidewalk Imprv's*

FY26 Impact: \$5,000,000

5-Yr Project Cost: \$7,700,000

New Project or Rollover: *New*

Dept/Div: *Public Works*

Contact: *M. Smith*

Requested by: *M. Smith*

Date Completed: *2/06/25*

Project Summary:

Installation of curb & gutter and sidewalk between Black Bridge and Apache Trail; installation of bike lanes from Black Bridge to Cliff Castle Casino, complete mill and replacement of roadway asphalt.

Location: Montezuma Castle Highway between Black Bridge and Cliff Castle Casino.



Community Impact:

The proposed improvements for the Finnie Flat / Montezuma Castle Highway Improvements project terminates at the Black Bridge. This project extends those improvements to Cliff Castle Casino. With this project we will enhance the roadway with multimodal facilities, making it safer for pedestrians, bicyclists, and motorists to travel this roadway. Concrete curb & gutter and sidewalk will be installed between Black Bridge and Apache Trail making it safer for pedestrians to access the schools and adjacent town amenities. Bike lanes will be installed from Black Bridge to the casino, and the aging asphalt will be replaced, providing a smooth, safe surface for traffic.

Project Title: *Montezuma Castle Highway Curb, Gutter & Sidewalk Imprv's*

Operational Impact:

Impact on Staffing: Normal staff operations will have minimal impact.

Impact on operational costs: Will reduce the need for street maintenance for several years.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Design		\$0
FY26	Construction		\$5,000,000
FY27	Construction		\$2,700,000
	Total		\$7,700,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	Total	\$ 0

Project Funding:

Tracking Fund: Grant Fund

Funding Source: NACOG Regional Priority Project Grant

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.0	2.1	3.8	1.5	11.4

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Main Street Reconstruction*

FY26 Impact: \$12,000,000

5-Yr Project Cost: \$20,000,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works*

Contact: *M. Smith*

Requested by: *M. Smith*

Date Completed: *2/06/25*

Project Summary:

Install new utility infrastructure & reconstruct roadway.

Location: Main Street, Turner Street to Highway 260



Community Impact:

This project will install new underground infrastructure and reconstruct the roadway. The existing underground utilities are aging and in need of replacement. The street reconstruction will resolve several known drainage concerns. At completion of this project, the community and businesses located through this corridor will benefit from more reliable utility service and new roadway.

Project Title: *Main Street Reconstruction*

Operational Impact:

Impact on Staffing: Reduced staff demand for utility leak repair.

Impact on operational costs: No anticipated impact.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Construction	Late FY26	\$12,000,000
FY27	Construction		\$8,000,000
	Total		\$20,000,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	No anticipated impact.	
	Total	\$ 0

Project Funding:

Tracking Fund: Grants Fund

Funding Source: BUILD Grant Submitted

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.5	3.8	3.4	4.4	15.0

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *7th Street Sidewalk Project*

FY26 Impact: \$750,000

5-Yr Project Cost: \$750,000

New Project or Rollover: *New*

Dept/Div: *Public Works*

Contact: *M. Smith*

Requested by: *M. Smith*

Date Completed: *2/14/2025*

Project Summary:

This project will add concrete curb & gutter and sidewalk along East side of 7th Street between Head Street and General Crook Trail.

Location: 7th Street



Community Impact:

This project will extend the sidewalk, which currently ends at Head Street, south along 7th Street to General Crook Trail. At completion, this project will provide enhanced multimodal facilities along 7th Street, making it safer for both pedestrian and vehicular traffic. All design work is complete, and staff is ready to move into the construction phase.

Project Title: 7th Street Sidewalk Project

Operational Impact:

Impact on staffing: No additional impact anticipated.

Impact on operational costs: No additional impact anticipated.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Project Construction		\$ 750,000
	Total		\$ 750,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	No anticipated impact.	
	Total	\$ 0

Project Funding:

Tracking Fund: CDBG Fund

Funding Source: CDBG Grant funding

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.0	2.4	3.5	2.0	10.9

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Verde Lakes Drive Sidewalk Project*

FY26 Impact: \$664,800

5-Yr Project Cost: \$664,800

New Project or Rollover: *New Project*

Dept/Div: *Public Works*

Contact: *M. Smith*

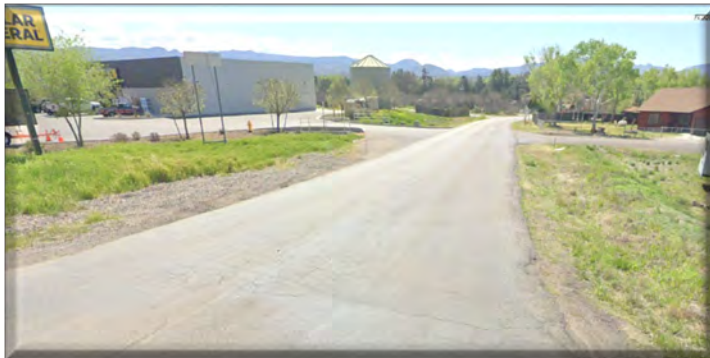
Requested by: *M. Smith*

Date Completed: *2/06/25*

Project Summary:

This project will install concrete curb & gutter and sidewalk along the west side of Verde Lakes Drive between Highway 260 and Catclaw Drive.

Location: Various Locations



Community Impact:

Installation of this sidewalk will promote safer multimodal transportation along this section of roadway. Pedestrians will be given a means of passage off the roadway making for safer travel for pedestrians and motorists alike. The concrete sidewalk will be ADA compliant. The curb & gutter will separate the sidewalk from the roadway and offer an opportunity to address any drainage issues throughout that corridor.

Project Title: *Verde Lakes Drive Sidewalk Project*

Operational Impact:

Impact on Staffing: None.

Impact on operational costs: None.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Construction	Oct 2025	\$664,800
	Total		\$664,800

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	Total	\$ 0

Project Funding:

Tracking Fund: Grant Fund

Funding Source: NACOG TIP Funding

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.2	2.3	3.7	1.6	10.8

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Howards Road Drainage*

FY26 Impact: \$140,000

2-Yr Project Cost: \$200,000

New Project or Rollover: *New Project*

Dept/Div: *Utilities / Stormwater*

Contact: *Patty Mancini*

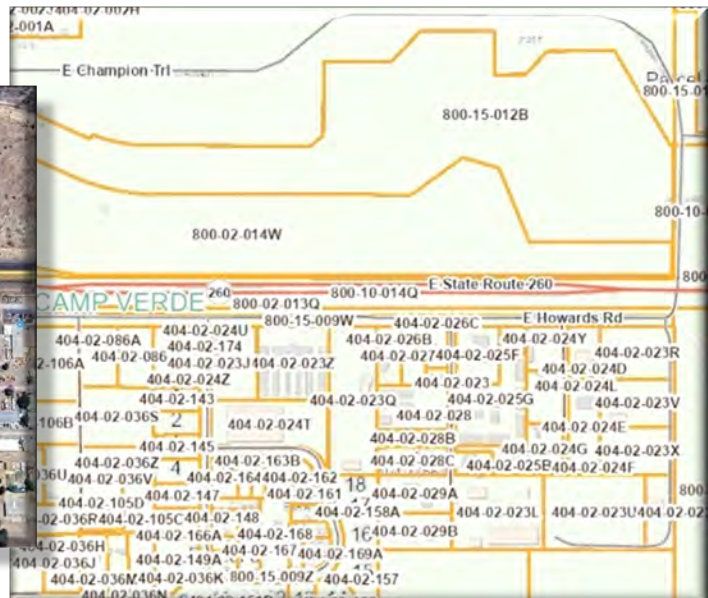
Requested by: *Jeff Low*

Date Completed: *2/15/25*

Project Summary:

Elimination of ponding during low runoff events on Howards Road by installing an underground detention system directing water off the roadway and into the basin.

Location: Howards Road



Community Impact:

Install underground detention basins to move water off the traffic right-of-way, allowing cars to travel through the street during flooding events. This also eliminates ponding beyond the 72 hours and eliminates a vector problem.

Project Title: *Howards Road Drainage*

Operational Impact:

Impact on Staffing: None

Impact on operational costs: There would be no additional maintenance beside normal road maintenance.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Design and implementation		\$ 140,000
FY27			\$ 60,000
	Total		\$ 200,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	N/A	
	Total	\$ 0

Project Funding:

Tracking Fund: Grant Fund

Funding Source: Yavapai County Flood Control District, The Nature Conservancy, Grant Funding.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
2.5	2.5	2.3	1.3	8.6

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Verde Lakes Flood Control Planning*

FY26 Impact: \$450,000

5-Yr Project Cost: \$800,000

New Project or Rollover: *Rollover*

Dept/Div: *Utilities/ Stormwater*

Contact: *Martin Smith*

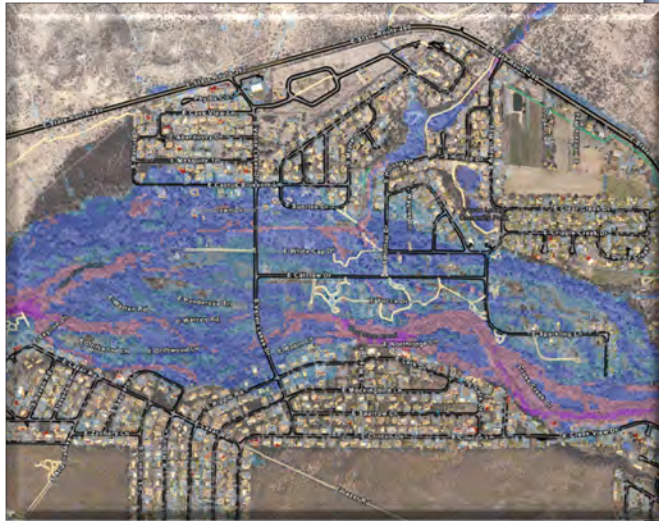
Requested by: *Jeff Low*

Date Completed: *2/14/25*

Project Summary:

Study and design a flood mitigation project to improve Verde Lakes Drive Roadway and culvert crossing in the West Clear Creek area.

Location: Verde Lakes Drive



Community Impact:

This section of Verde Lakes Drive has been washed out and reconstructed several times over the past few decades due to flooding across West Clear Creek. The project will also mitigate flooding for the West Clear Creek area.

Project Title: *Verde Lakes Flood Control Planning*

Operational Impact:

Impact on Staffing: Staff will still maintain the road and future crossing.

Impact on operational costs: Yearly maintenance once the road is reconstructed.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Start Project Design		\$ 450,000
FY27	Finalize Project Design		\$ 350,000
FY29	Rolling Construction Phase of Grant		TBD
	Total		\$ 800,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	Total	\$ 0

Project Funding:

Tracking Fund: Federal or Non-Federal Grant Fund

Funding Source: Grant, Yavapai Flood Control District Funded, Nature Conservancy Funding.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.4	2.8	4.4	1.3	12.9

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Park Verde Road Irrigation Crossing*

FY26 Impact: \$350,000

5-Yr Project Cost: \$350,000

New Project or Rollover: *Rollover*

Dept/Div: *Public Works*

Contact: *M. Smith*

Requested by: *M. Smith*

Date Completed: *2/06/25*

Project Summary:

Replace the existing irrigation ditch crossing on Park Verde Road

Location: 1880 W Park Verde Rd.



Community Impact:

Park Verde Road serves as a single ingress/egress for residents of Park Verde Estates. The existing irrigation ditch is undercutting the support structure of the roadway, causing noticeable sinking of the roadway. Failure of the roadway at this crossing will eliminate the only means of access for at least 16 properties beyond the crossing.

Project Title: *Park Verde Road Irrigation Crossing*

Operational Impact:

Impact on Staffing: No anticipated impact.

Impact on operational costs: No anticipated impact.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Survey & Plan Preparation	July 2026	\$ 50,000
FY26	Construction	Jan/Feb 2027	\$ 300,000
	Total		\$ 350,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	No anticipated impact	
	Total	\$ 0

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.0	3.0	3.8	1.3	12.1

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Wayfinding & Place Marketing Project*

FY26 Impact: \$0

5-Yr Project Cost: \$780,000

New Project or Rollover: *Rollover/Update*

Dept/Div: *Public Works*

Contact: *M. Smith*

Requested by: *M. Smith*

Date Completed: *3/19/25*

Project Summary:

Install wayfinding and place marketing signage to promote key destinations.

Location: Various Locations



Community Impact:

The need for wayfinding signage to support tourism and business development is called out in the Town's 2022 Five-Year Community and Economic Development Strategic Plan. The project will help with place marketing and wayfinding efforts.

Project Title: *Wayfinding & Place Marketing Project*

Operational Impact:

Impact on Staffing: No anticipated impact.

Impact on operational costs: No anticipated impact.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY27	Fabrication & Installation – Town Gateway Signs	Anytime FY26	\$250,000
FY28	Fabrication & Installation – Townwide Directionals	Anytime FY27	\$230,000
FY29	Fabrication & Installation – Downtown Signage	Anytime FY28	\$150,000
FY30	Fabrication & Installation – Municipal Signage	Anytime FY29	\$150,000
	Total		\$780,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	No anticipated impact	
	Total	\$ 0

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.4	3.3	2.8	4.4	13.9

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Salt Mine Road Shoulder & Drainage Improvements*

FY26 Impact: \$0

5-Yr Project Cost: \$350,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works*

Contact: *M. Smith*

Requested by: *M. Smith*

Date Completed: *2/06/25*

Project Summary:

Drainage correction and asphalt shoulder repair.

Location: Salt Mine Road



Community Impact:

Salt Mine Road is experiencing significant shoulder erosion of the asphalt. There are many locations where the existing asphalt has broken off, leaving a void that is encroaching into the travel lane and is creating a potentially hazardous situation. To prevent further decay of the roadway the shoulder needs to be restored. There is also an area of Salt Mine Road where drainage across and adjacent to the roadway is a problem. This project will seek to correct both issues.

Staff will be applying for a Rural and Tribal Assistance Pilot Program grant with no local match required for design services.

Project Title: *Salt Mine Road Shoulder & Drainage Improvements*

Operational Impact:

Impact on Staffing: Will reduce staff time required to perform frequent patching.

Impact on operational costs: Will reduce the need for street maintenance for several years.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Design		\$0
FY27	Construction		\$350,000
	Total		\$350,000

Note: Yearly estimates are subject to change due to fluctuations in the materials markets.

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	Total	\$ 0

Project Funding:

Tracking Fund: Grants Fund

Funding Source: Rural and Tribal Assistance Pilot Program grant (no local match)

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
2.9	3.0	2.5	1.1	9.5

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Town-Wide Floodplain Studies*

FY26 Impact: \$0

5-Yr Project Cost: \$100,000

New Project or Rollover: *New Project*

Dept/Div: *Utilities/ Stormwater*

Contact: *Jeff Low*

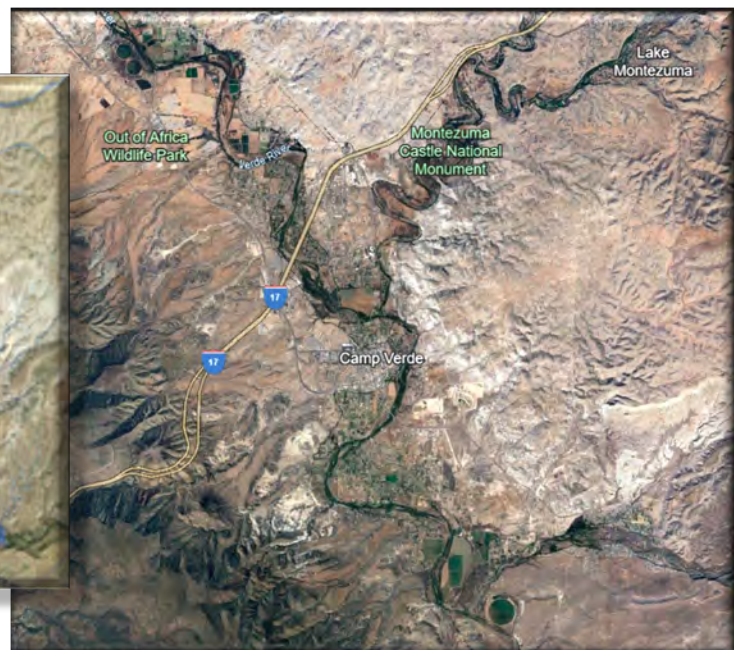
Requested by: *Jeff Low*

Date Completed: *2/14/25*

Project Summary:

Update Town-wide topography and 2D floodplain model for flood mitigation projects.

Location: Town-wide



Community Impact:

Several National Flood Insurance Rate Map Panels are outdated and based on outdated topography. With the new Town-wide topography and 2D floodplain model, staff has a better understanding of the current flooding conditions with which to base our mitigation projects.

Project Title: *Town-Wide Floodplain Studies*

Operational Impact:

Impact on Staffing: None

Impact on operational costs: None

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY28	Update to FEMA Flood Mapping	July - June	\$ 50,000
FY29	Update to FEMA Flood Mapping	July - June	\$ 50,000
	Total		\$ 100,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26		\$
	Total	\$

Project Funding:

Tracking Fund: Grant Funds

Funding Source: Yavapai County Flood Control District or FEMA Grant Funding

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.6	2.5	2.5	1.7	10.3

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Gaddis Wash Crossing at Industrial Drive*

FY26 Impact: \$0

5-Yr Project Cost: \$300,000

New Project or Rollover: *Rollover*

Dept/Div: *Utilities / Stormwater*

Contact: *Patty Mancini*

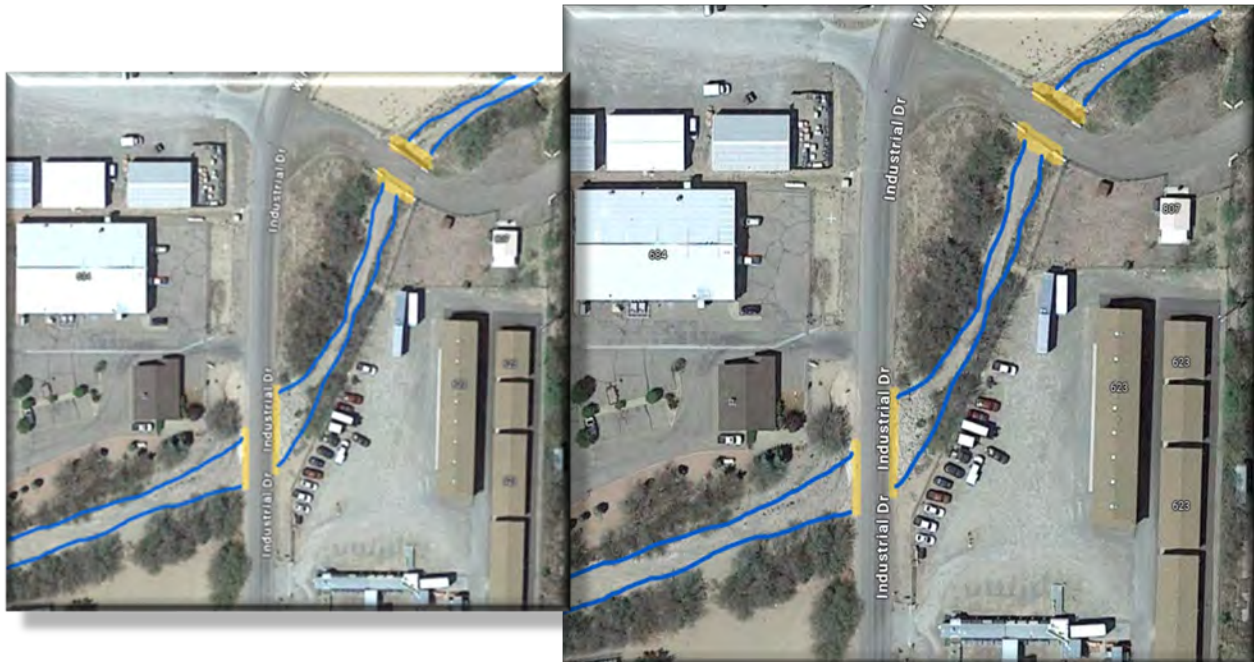
Requested by: *Jeff Low*

Date Completed: *3/19/25*

Project Summary:

Raise and resurface the roadway over Gaddis Wash with installation of two box culverts.

Location: Industrial Drive over Gaddis Wash



Community Impact:

Public will no longer be impacted by flooding during storm events and maintenance will be minimized by the installation of new box culverts.

Project Title: *Gaddis Wash Crossing at Industrial Drive*

Operational Impact:

Impact on Staffing: Less time will be required for maintenance by Streets Crew.

Impact on operational costs: Normal maintenance once every year to 18 months.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY29	Engineering Design Completed, Construction Pending.	Spring 2029	\$200,000
FY30			\$100,000
	Total		\$ 300,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	N/A	
	Total	\$ 0

Project Funding:

Tracking Fund: Grant Fund

Funding Source: YCFCD/possible other grant money

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
2.8	2.5	2.9	1.3	9.5

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *CVMO Patrol Rifle and Ballistic Armor*

FY26 Impact: \$30,000

5-Yr Project Cost: \$68,700

New Project or Rollover: *Rollover*

Dept/Div: *CVMO*

Contact: *Lieutenant Justin Reay*

Requested by: *Marshal Corey Rowley*

Date Completed: *2/24/25*

Project Summary:

Upgrade outdated firearms. Purchase of suppressed patrol rifles (AR-15) and ballistic rifle rated body armor plates.

Location: 646 S 1st St (CVMO)



Community Impact:

The current rifles being used were purchased over 11 years ago and are outdated and obsolete compared to the current standards for law enforcement rifles. The Marshal's Office is requesting the purchase of updated rifles w/suppressors to reduce recoil, increase situational awareness, and prevent permanent hearing damage to those present while using the rifle. The rifles would also be equipped with red dot optics to enhance the officer's field of view, allow for quicker target identification, and allow officers to shoot effectively in dynamic situations. In conjunction, the purchase of eight sets of rifle-rated protective body armor will equip members of the Camp Verde Marshal's Quick Response team (QRT) with rifle-rated protection, ultimately saving deputy lives. The purchase of new patrol rifles and ballistic armor will properly equip the Marshal's Office to be able to safely handle dangerous and high priority incidences, ultimately protecting the Town's citizens.

Project Title: *CVMO Patrol Rifle and Rifle Ballistic Armor*

Operational Impact:

Impact on Staffing: There will be no impact on staffing.

Impact on operational costs: There will be no additional operational cost. The Marshal's Office already has an ammunition budget which will not be affected.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY25	Purchase of 15 rifles - Completed	July 2024	\$ 38,700
FY26	Purchase of 10 rifles and 5 sets of Ballistic armor plates.	July 2025	\$ 30,000
	Total		\$ 68,700

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
NA		
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.0	4.1	4.0	2.2	14.3

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Simulcast Voted Repeater*

FY26 Impact: \$60,000

5-Yr Project Cost: \$60,000

New Project or Rollover: *New*

Dept/Div: *CVMO*

Contact: *Cmd. D. Martin*

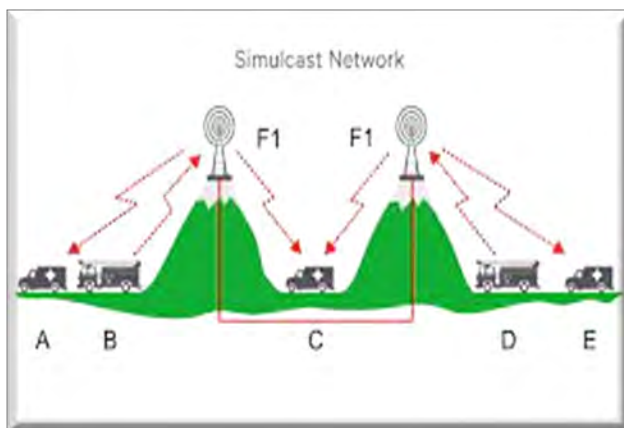
Requested by: *C. Rowley*

Date Completed: *2/12/2024*

Project Summary:

Addition of a Simulcast Voted Repeater in the Verde Lakes area with a licensed microwave.

Location: 646 S 1st Street



Community Impact:

Our current radio system has been identified as being deficient in several areas of Verde Lakes. This was discovered during the flooding we experienced in 2023 and has continued to be an issue. Last year, deputies could not contact dispatch via radio due to the area and terrain, which put the deputies and our community members in danger. The additional repeater would link to our current system and provide increased coverage in the dead areas.

Project Title: *Simulcast Voted Repeater*

Operational Impact:

Impact on Staffing: None. Will be installed by current 3rd party vendor.

Impact on operational costs: None.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Simulcast Voted Repeater	January 2026	\$ 60,000
			\$
	Total		\$60,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
		\$
	Total	\$

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Transfer from General Fund

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.1	3.5	3.9	1.2	12.7

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Cellebrite (Digital Evidence Extraction/Collection Software)*

FY26 Impact: \$27,000

5-Yr Project Cost: \$27,000

New Project or Rollover: *New Project*

Dept/Div: *CVMO*

Contact: *Lieutenant Justin Reay*

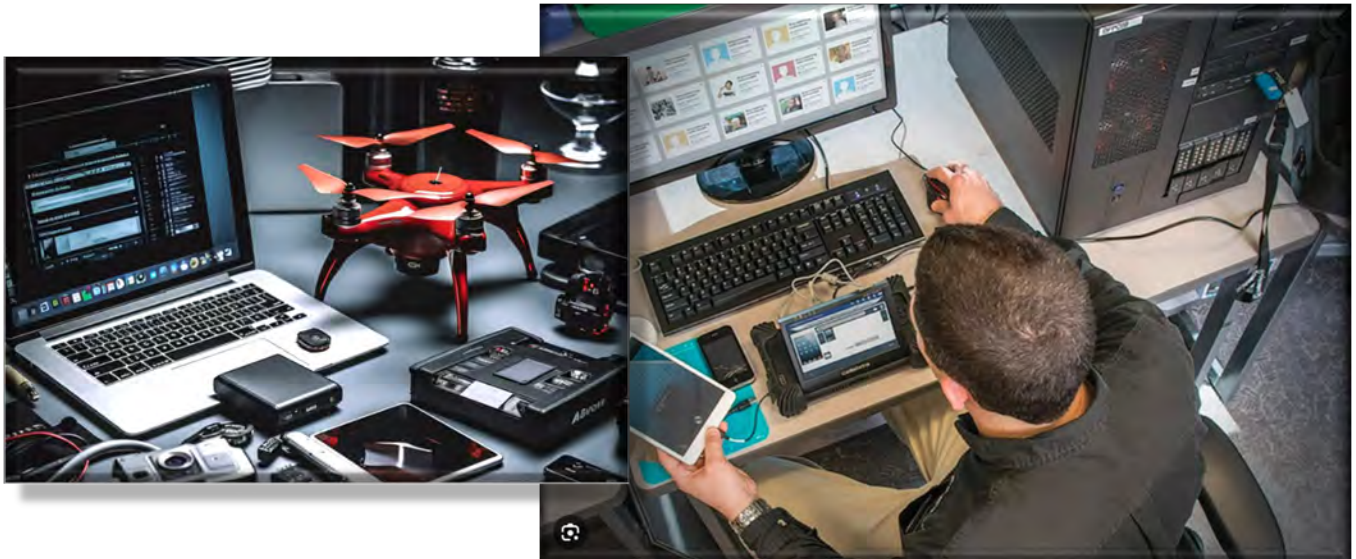
Requested by: *Marshal Corey Rowley*

Date Completed: *3/06/25*

Project Summary:

Purchase of Cellebrite software and equipment to unlock, decrypt and extract critical digital evidence from a wide range of digital devices.

Location: 646 S First (CVMO)



Community Impact:

The Camp Verde Marshal's Office is experiencing an increase amount of digital evidence during investigations and currently does not have tools to unlock, extract, nor analyze these devices. Without the proper extraction tools, CVMO is turning away evidence or asking other agencies to assist. When CVMO does deem a device important enough to extract, the wait time could be between three months to twenty-five years. The purchase of the Cellebrite software and equipment will allow CVMO to fully investigate crimes quickly ultimately solving cases, prosecuting offenders, and bringing justice for victims. The list of crimes connected to digital devices are endless and the more affective CVMO can be at investigating these crimes the safer the community will be.

Project Title: *Cellebrite (Digital Evidence Extraction/Collection Software)*

Operational Impact:

Impact on Staffing: There is no impact on staffing.

Impact on operational costs: \$18,000 annual fee for program, software, storage maintenance, IT support, continuing proficiency training.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Software, equipment, training	August 2026	\$ 27,000
	Total		\$ 27,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Software, equip, storage maintenance (Annual)	\$18,000
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.1	3.0	4.4	1.9	13.4

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *New Town Website*

FY26 Impact: \$20,000

5-Yr Project Cost: \$20,000

New Project or Rollover: *New*

Dept/Div: *Town Manager*

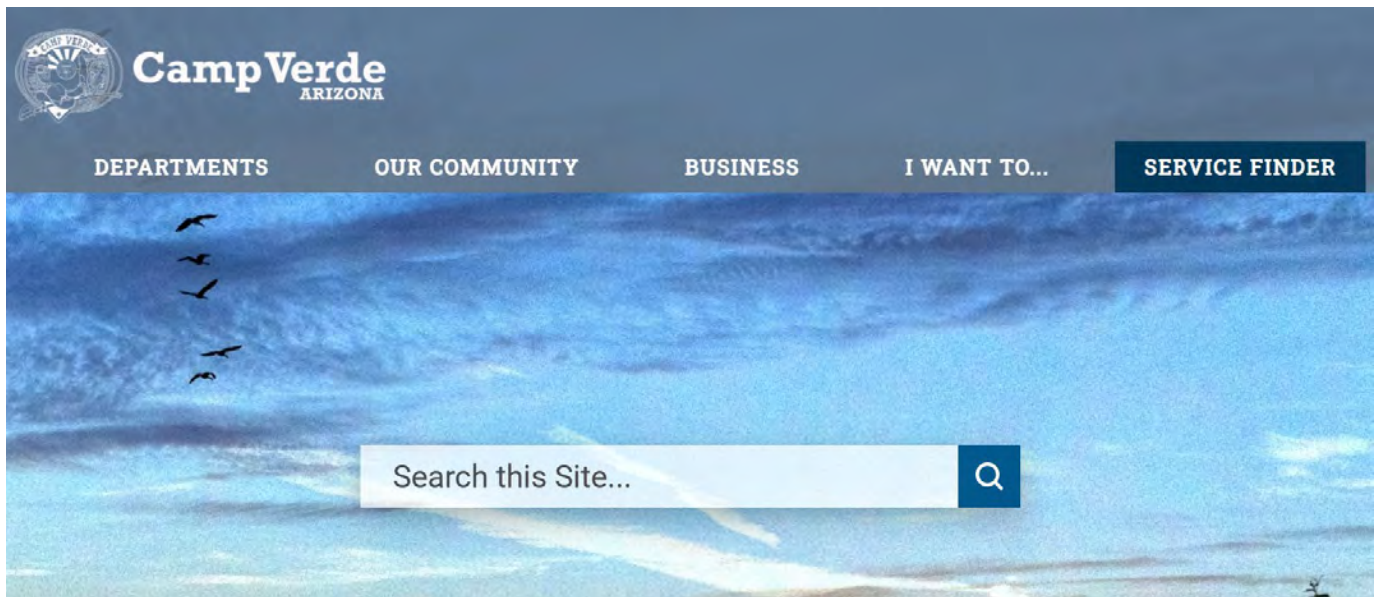
Contact: *M. Fisher*

Requested by: *M. Fisher*

Date Completed: *5/20/25*

Project Summary:

Design, build and launch a new Town of Camp Verde website.



Community Impact:

A redesigned Town website will improve access to essential information, enhance transparency, and streamline online services for residents, businesses, and visitors. The new platform will be easier to navigate, helping community members stay informed and engaged with Town operations, services, and events.

Project Title: *New Town Website*

Operational Impact:

Impact on Staffing: A cross-departmental committee of staff who frequently utilize the Town's website will be established to guide the design and implementation process. This effort will be coordinated and led by the Special Initiatives Manager.

Impact on operational costs: An annual maintenance and support fee will be associated with the new website.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	New Town Website Build Out		\$ 20,000
	Total		\$ 20,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Annual Fee	\$10,000
	Total	\$ 10,000

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Crack Seal Machine*

FY26 Impact: *\$115,000*

5-Yr Project Cost: *\$115,000*

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Streets Division*

Contact: *Shane Allen*

Requested by: *Shane Allen*

Date Completed: *1/30/25*

Project Summary:

Purchase a new Crack Seal Machine to replace the old unit, which is continuously down for repairs.

Location: 1498 W Peterson Rd



Community Impact:

Replacing the old Crack Seal Machine with a new, reliable unit will allow regular maintenance to continue without interruptions. This machine is a vital piece of equipment to the road maintenance program.

Project Title: *Crack Seal Machine*

Operational Impact:

Impact on Staffing: No anticipated impact for staffing.

Impact on operational costs: N/A

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	New Crack Seal Machine		\$115,000
	Total		\$115,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt Funding – 5-year Lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.1	3.6	3.0	2.1	12.8

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Toro Pro 6040 Infield Groomer*

FY26 Impact: \$45,000

5-Yr Project Cost: \$45,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Maintenance*

Contact: *Jeff Kobel*

Requested by: *Jeff Kobel*

Date Completed: *2/21/23*

Project Summary:

Purchase a new Toro Pro 6040 infield groomer with laser grading attachment

Location: 523 S Nichols St.



Community Impact:

The Toro 6040 will provide the Maintenance ground crew with multiple infield grounds care applications. The Toro 6040 has many different aftermarket attachments that will be used for everyday jobs and repairs. This equipment will help cut maintenance time for the three baseball fields.

Project Title: *Toro Pro 6040 Infield Groomer*

Operational Impact:

Impact on Staffing: None

Impact on operational costs: Standard maintenance costs and purchasing attachments over time.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Toro Pro 6040 & Lazar Leveler		\$45,000
	Total		\$45,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	Annual Maintenance	\$700
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt Funding – 5-year Lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.4	3.3	2.3	0.7	9.7

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Toro Workman HDX-D 4WD*

FY26 Impact: \$40,000

5-Yr Project Cost: \$40,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Maintenance*

Contact: *Jeff Kobel*

Requested by: *Jeff Kobel*

Date Completed: *2/21/23*

Project Summary:

Purchase a new Toro Workman HDX-D 4WD with Kubota Diesel and High-Flow Hydraulics

Location: 523 S Nichols St.



Community Impact:

A new Toro Workman HDX-D 4WD will be used for all park and facilities for everyday use in grounds career/maintenance. The Workman can be used with all the grounds equipment such as aerator, lily spreader, vac, herbicide sprayer etc.

Project Title: *Toro Workman HDX-D 4WD*

Operational Impact:

Impact on Staffing: None

Impact on operational costs: Standard maintenance costs and purchasing attachments over time.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Toro Workman HDX-D 4WD with roof and windshield		\$40,000
	Total		\$40,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	Annual Maintenance	\$700
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt Funding – 5-year Lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.1	3.9	2.0	1.3	10.3

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Equipment Hauling Trailers*

FY26 Impact: \$0

5-Yr Project Cost: \$26,900

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Maintenance*

Contact: *Jeff Kobel*

Requested by: *Jeff Kobel*

Date Completed: *2/21/2025*

Project Summary:

Requesting three trailers: 20' tilt trailer; 20' trailer with rails and drop gate; 16' trailer with rails and drop gate.

Location: 523 S Nichols St.



Community Impact:

The trailers would be utilized to transport all maintenance equipment and supplies to Town owned properties and facilities. The maintenance department continues to grow, and to be an efficient department, trailers are needed.

Project Title: *Equipment Hauling Trailers*

Operational Impact:

Impact on Staffing: None

Impact on operational costs: Annual maintenance.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY27	20 Foot tilt Trailer Dual Axel		\$ 14,300
FY28	16 Foot Trailer with 4 Foot Mesh Sides and Drop Ramp		\$ 6,600
FY29	20 Foot Trailer with Drop Ramp		\$ 6,000
	Total		\$26,900

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Standard Maintenance	\$300
	Total	\$300

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.4	3.0	2.3	0.7	9.4

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *New Roller Compactor*

FY26 Impact: \$0

5-Yr Project Cost: \$70,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Streets Division*

Contact: *Shane Allen*

Requested by: *Shane Allen*

Date Completed: *2/05/25*

Project Summary:

Purchase a Tandem Roller with Vibrating Roller Drum for compacting ab and cold patch material.

Location: 1498 W Peterson Rd



Community Impact:

This unit will greatly increase our ability to achieve good compaction on new or existing road surface projects along with being able to achieve quality finished work within the community.

Project Title: *New Roller Compactor*

Operational Impact:

Impact on Staffing: No anticipated impact expected.

Impact on operational costs:

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY27	New Roller Compactor		\$ 70,000
	Total		\$ 70,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt Funding – 5-year Lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.7	3.3	2.0	0.7	9.7

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Wood Chipper*

FY26 Impact: \$0

5-Yr Project Cost: \$90,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Streets Division*

Contact: *Shane Allen*

Requested by: *Shane Allen*

Date Completed: *1/30/25*

Project Summary:

Purchase a new woodchipper for Streets to replace the current woodchipper, which is at the end of its useful life.

Location: 1498 W Peterson Rd



Community Impact:

The purchase of a new woodchipper will allow the Streets crew to dispose of waste material created by inclement weather and tree trimming operations more efficiently. The material created with this equipment can be recycled as mulch in various areas throughout the Town. The current woodchipper is at the end of its useful life.

Project Title: *Wood Chipper*

Operational Impact:

Impact on Staffing: No anticipated impact.

Impact on operational costs: The anticipated service costs will be absorbed within the operational budget.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY27	Wood Chipper		\$ 90,000
	Total		\$ 90,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt – 5 year lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.9	3.6	2.1	0.7	10.3

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Backhoe Extend-a-Hoe 4X4 Enclosed Cab and Forks*

FY26 Impact: \$0

5-Yr Project Cost: \$95,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works/Maintenance*

Contact: *Jeff Kobel*

Requested by: *Jeff Kobel*

Date Completed: *2/6/25*

Project Summary:

Buying used Backhoe with enclosed cab and forks

Location: 395 S Main St



Community Impact:

The purchase of the backhoe will provide the maintenance department with safety and the ability to work safely and efficiently on daily tasks/projects. Our Kabuto tractors are unable and limit us in moving earth and lifting materials causing unnecessary wasted hours weekly for multiple employees.

Project Title: *Backhoe Extend-a-Hoe 4X4 Enclosed Cab and Forks*

Operational Impact:

Impact on Staffing: Provide advantages for a safer time management process in accomplishing projects and daily tasks across the 310 acres of property maintenance is responsible for.

Impact on operational costs: Add additional monthly cost to budget.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY27	Backhoe Purchase		\$ 90,000
FY27	Backhoe Forks		\$5,000
	Total		\$ 95,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Annual Maintenance	\$3,000
		\$
	Total	\$3,000

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt Funding – 5-year Lease.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
2.9	2.0	2.6	0.7	8.2

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: BroomBear Pickup Broom Streetsweeper

FY26 Impact: \$0

5-Yr Project Cost: \$280,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Street Division*

Contact: *Shane Allen*

Requested: *Shane Allen*

Date Completed: *02/06/25*

Project Summary:

Replace aging Sweeper due to constant maintenance and aging parts.

Location: 1498 W Peterson Rd



Community Impact:

The Street sweeper would help keep paved Town roads cleaner and save money due to frequent breakdowns. This machine is designed to be driven across town, while the current broom is not. The new broom would also contribute to the MS4 Storm Water Management Plan.

Project Title: BroomBear Pickup Broom Streetsweeper

Operational Impact:

Impact on Staffing: No anticipated impact.

Impact on operational costs: No Anticipated Impact.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY27	BroomBear Pickup Broom		\$280,000
FY28			
FY29			
	Total		\$280,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Annul Maintenance and Fuel	\$0
FY28		
	Total	\$0

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt Funding – 5 Year Lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.2	3.0	1.9	1.3	9.4

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Forestry Truck*

FY26 Impact: \$0

5-Yr Project Cost: \$200,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Streets Division*

Contact: *Shane Allen*

Requested by: *Shane Allen*

Date Completed: *1/30/25*

Project Summary:

Purchase a Versalift forestry bucket truck with a 45ft boom which will allow the Streets crew to trim trees within the Town's Right-Of-Way.

Location: 1498 W Peterson Rd



Community Impact:

This purchase will reduce hiring third party companies while providing the Streets crew with a safer piece of equipment which is needed regularly.

Project Title: *Forestry Truck*

Operational Impact:

Impact on Staffing: No anticipated cost on staffing.

Impact on operational costs: Normal maintenance and fuel.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY28	New Bucket Truck	N/A	\$ 200,000
	Total		\$ 200,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY28	Annual Maint & Fuel	\$
	Total	\$

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt – 5 yr lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.6	3.0	3.0	0.7	10.3

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Ford F750 Dump Truck*

FY26 Impact: \$0

5-Yr Project Cost: \$114,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Maintenance division*

Contact: *Jeff Kobel*

Requested by: *Jeff Kobel*

Date Completed: *2/10/25*

Project Summary:

Purchase new Ford F750 dump truck

Location: 523 S Nichols St.



Community Impact:

This dump truck would replace our old 1998 dump truck. The need for transporting material is increasing daily and Maintenance needs a dependable dump truck. The new dump truck will be capable of transporting more material than the old one.

Project Title: *Ford F750 Dump Truck*

Operational Impact:

Impact on Staffing: No additional impact is expected.

Impact on operational costs: Annual Maintenance

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY28	Ford F750 Dump Truck	N/A	\$ 110,00
	Adding Emergency Light(s)		\$4,000
	Total		\$114,00

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY28	Annual Maintenance	\$500
	Total	\$500

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt – 5 year lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.1	3.5	1.7	1.3	9.6

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Culvert Jetter*

FY26 Impact: \$0

5-Yr Project Cost: \$110,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Stormwater*

Contact: *Shane Allen*

Requested by: *Shane Allen*

Date Completed: *2/05/25*

Project Summary:

Purchase of a Jetter Trailer for the cleaning of storm drains throughout Camp Verde and Verde Lakes.

Location: 1498 W Peterson Rd



Community Impact:

This unit would allow for Stormwater dept to be able to free clogged storm drains of impacted sediments and debris increasing the efficiency of each culvert. Will also help mitigate flooding in neighborhoods and roadways.

Project Title: *Culvert Jetter*

Operational Impact:

Impact on Staffing: No additional impact on staffing.

Impact on operational costs: No additional operational costs.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY27			
FY28			
FY29	Culvert Jetter		\$110,000
	Total		\$ 110,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY25		\$
FY25		\$
	Total	\$

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt Funding – 5 Year Lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.4	3.5	2.7	1.3	10.9

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *10 Wheel Dump Truck*

FY26 Impact: *\$0*

5-Yr Project Cost: *\$250,000*

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Streets Division*

Contact: *Shane Allen*

Requested by: *Shane Allen*

Date Completed: *1/30/25*

Project Summary:

Purchase a new 10-Wheel Dump Truck to add to the Streets fleet.

Location: 1498 W Peterson Rd



Community Impact:

This Dump Truck will be replacing CVT 357 (Military Dump Truck). The new truck will allow more material to be transported efficiently, cutting down on fuel costs and additional man hours.

Project Title: 10 Wheel Dump Truck

Operational Impact:

Impact on Staffing: No additional impact is expected.

Impact on operational costs: N/A

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY30	New 10 Wheel Dump Truck	N/A	\$ 250,000
	Total		\$ 250,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt – 5 year lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.4	3.6	2.6	1.4	11.0

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Tractor and Mower attachment*

FY26 Impact: \$0

5-Yr Project Cost: \$160,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Streets Division*

Contact: *Shane Allen*

Requested by: *Shane Allen*

Date Completed: *2/05/25*

Project Summary:

Purchase a new tractor with a mower attachment to add to fleet for roadside weed management.

Location: 1498 W Peterson



Community Impact:

Adding this tractor with mower attachment to fleet would allow for Streets Division to operate at a more efficient pace to keep up with rapid weed growth during the spring/summer season.

Project Title: *Verde Lakes Community Park Improvements*

Operational Impact:

Impact on Staffing: No anticipated impact.

Impact on operational costs: No anticipated impact.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY30	Tractor with Mower attachment		\$ 160,000
	Total		\$ 160,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY30		
FY30		
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt funding – 5 year lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.4	3.4	2.1	1.3	10.2

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Law Enforcement Vehicle Replacement*

FY26 Impact: \$180,000

5-Yr Project Cost: \$1,070,000

New Project or Rollover: *New Project*

Dept/Div: *CVMO / Patrol*

Contact: *D. Jacobs*

Requested by: *C. Rowley*

Date Completed: *2/05/25*

Project Summary:

Replacement of 3 older marked Ford Explorer patrol units with excessive mileage and high maintenance costs with 3 new Ford Explorer patrol units. Reutilizing the old patrol upfit components to minimize upfit costs and selling the old units.

Location: 646 S. 1st Street



Community Impact:

The Marshals Office responds to a variety of calls for service throughout the jurisdiction of Camp Verde on a 24/7 basis. Having reliable patrol units able to respond to these calls for service is critical for the safety and welfare of the residents of Camp Verde. Constant use makes these patrol units wear out faster than normal vehicles, leading to high maintenance costs.

Project Title: *Law Enforcement Vehicle Replacement*

Operational Impact:

Impact on Staffing: None

Impact on operational costs: No actual additional costs due to these vehicles replacing currently patrol vehicles.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	3 – Ford Explorer Patrol Units	Feb – Dec 2025	\$ 180,000
FY27	1 – Ford Explorer / 2 Chevy Tahoe Patrol Units	Feb – Dec 2026	\$240,000
FY28	2- Chevy Tahoe's / 1 Patrol Truck	Feb – Dec 2027	\$280,000
FY29	2 – Patrol Trucks	Feb – Dec 2028	\$180,000
FY30	2 – Patrol Trucks	Feb – Dec 2029	\$190,000
	Total		\$ 1,070,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY25	Fuel	\$ 3,800
FY25	Maintenance	\$ 2,500
	Total	\$ 6,300

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Operating Transfer from the General Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.1	3.9	3.7	1.7	13.4

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Streets Crew Cab Truck*

FY26 Impact: \$75,000

5-Yr Project Cost: \$75,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Streets Division*

Contact: *Shane Allen*

Requested by: *Shane Allen*

Date Completed: *1/30/25*

Project Summary:

Purchase or lease a ¾-ton truck with crew cab and utility bed to replace CVT 306 1998 Ford F-150.

Location: 1498 W Peterson Rd



Community Impact:

This will provide the Streets crew with a more dependable work truck, allowing them to complete all road maintenance needs more efficiently while running two crews.

Project Title: *Streets Crew Cab Truck*

Operational Impact:

Impact on Staffing: Creates no anticipated impact.

Impact on operational costs: The only expected cost increases will come from extra supplies such as safety supplies and tools.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Streets Crew Cab Truck		\$75,000
	Total		\$75,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26		
	Total	

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt funding – 5 year Lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
2.2	2.2	1.0	2.7	8.1

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Ford F250 Crew Cab Truck*

FY26 Impact: \$0

5-Yr Project Cost: \$100,000

New Project or Rollover: *New Project*

Dept/Div: *Public Works / Maintenance*

Contact: *J. Kobel*

Requested by: *J. Kobel*

Date Completed: *2/20/2025*

Project Summary:

Purchase or lease a F250 crew cab 4x4 fuel long bed with strobe lights and toolbox.

Location: 3012 S Aspen Way



Community Impact:

The new vehicle will accommodate a crew of three grounds employees at the Sports Complex. This truck will be utilized daily for events, equipment transportation, and materials. This will be a dependable vehicle for the Maintenance staff.

Project Title: *Ford F250 Crew Cab Truck*

Operational Impact:

Impact on Staffing: None.

Impact on operational costs: Standard annual maintenance.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY29	Ford F250 Crew Cab		\$100,000
	Total		\$100,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY29	Standard maintenance/fuel	\$5,000
	Total	\$ 5,000

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Debt funding – 5 year lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.5	3.3	2.8	0.0	9.6

Town of Camp Verde
FY26 Capital Improvements Plan
Utility Projects by Funding Source

Wastewater Fund

Funding

		FY26 Budget
<i>Funding Source</i>		
	Grants	\$ 898,700
	Debt Financing	\$ 1,273,605
	Current Revenues & Transfers	\$ 385,000
	Private Development Funds	
Total Potential Funding		\$ 2,557,305

Expenditures

			Funding Source			
Functions	Project	FY26 Budget	Grants & Int	Current Revs	Debt	Development
	Dickison Erosion Repair	\$ 900,305	\$ 498,700		\$ 401,605	
	WWTP Control Panels Upgrade	\$ 75,000		\$ 75,000		
	Northbound Sewer Collection System	\$ 200,000		\$ 200,000		
	Treatment Plant Administrative Building	\$ 110,000		\$ 110,000		
	Construct Sewer Lines - Black Bridge Loop Area	\$ 200,000			\$ 200,000	
	Shincci Sludge Dryer	\$ 700,000	\$ 400,000		\$ 300,000	
	Septic Receiving Station	\$ 250,000			\$ 250,000	
	John Deere 335 P Compact TrackLoader	\$ 122,000			\$ 122,000	
Total Public Use Facilities:		\$ 2,557,305	\$ 898,700	\$ 385,000	\$ 1,273,605	\$ -
Net Total - CIP Fund			\$ -	\$ -	\$ -	\$ -

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Dickison Circle Drainage Project*

FY26 Impact: \$900,305

5-Yr Project Cost: \$1,250,000

New Project or Rollover: *Rollover/Update*

Dept/Div: *Utilities / Wastewater*

Contact: *Jeff Low*

Requested by: *Jeff Low*

Date Completed: *3/11/25*

Project Summary:

Install 89-foot diameter Corrugated Metal Culvert from ADOT Highway box culvert on State Route 260 to outlet into Grief Hill Wash. Project also includes a water main realignment of 250 LF of Ductile Iron Pipe and burying exposed 8-inch diameter sewer main.

Location: Highway 260 & Dickison Circle



Community Impact:

The project will require the water main in the vicinity to be relocated and the sewer main to be protected. This will prevent further erosion and exposure of utility lines and reduce erosion that is occurring on the commercial parcels in the area.

Project Title: *Dickison Circle Drainage Project*

Operational Impact:

Impact on Staffing: The culvert will need maintenance by Stormwater Crew or Streets Division.

Impact on operational costs: Annual maintenance as determined.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY25	Design and Easement Acquisition* Spent to date	July24 – June25	\$99,695
FY26	Design and Implementation	July25 – June26	\$900,305
FY27	Finalize Construction	July26 – Sept27	\$ 250,000
	Total		\$1,250,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Supplies Annually	\$0
	Total	\$0

Project Funding:

Tracking Fund: Wastewater Fund

Funding Source: Multiple Funding Sources:

- Wastewater Funds: \$401,605, possibly debt
- ADOT ACA Commerce Grant: \$498,700, ADOT Funds and Yavapai County Flood Control District.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.3	2.1	3.3	3.6	13.3

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Shincci Sludge Drier*

FY26 Impact: \$700,000

5-Yr Project Cost: \$700,000

New Project or Rollover: *New Project*

Dept/Div: *Utilities / Wastewater*

Contact: *Jeff Low, Chet Teague*

Requested by: *Chet Teague*

Date Completed: *3/20/25*

Project Summary:

Purchase a new Shincci Sludge Drier unit.

Location: 880 S Cowboy Trail



Community Impact:

ADEQ has requested that the Town install liners in each sludge drying bed to prevent infiltration below the liner. As an alternative, staff is recommending purchase of the Shincci Sludge drying unit. The unit will reduce all water content and creates an inert A+ biosolid material that will reduce hauling costs, landfill charges and make a product that does not require landfilling.

Project Title: *Shincci Sludge Drier*

Operational Impact:

The Shincci Sludge Drier unit will allow for more room at the plant and provide for a drier sludge end product with alternative landfill options.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Sludge Drying Bed Liner	July– June	\$700,000
	Total		\$700,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY25	Wages & ERE	\$0
FY25	Supplies and Electricity	\$0
	Total	\$0

Project Funding:

Tracking Fund: Wastewater Fund

Funding Source: WIFA Grant and Debt Funding

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.6	3.0	3.8	2.5	13.9

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Wastewater Treatment Plant Control Panels Upgrade*

FY26 Impact: \$75,000

5-Yr Project Cost: \$75,000

New Project or Rollover: *Rollover Project*

Dept/Div: *Utilities / Wastewater*

Contact: *Jeff Low, Chet Teague*

Requested by: *Chet Teague*

Date Completed: *2/11/25*

Project Summary:

Upgrade Wastewater Treatment Plant Control Panels.

Location: 880 S Cowboy Trail



Community Impact:

Currently, 90% of WWTP Control Panels have outdated technology and need to be updated. Parts are not available to repair the system if failure occurs. To maintain operations of the Wastewater Treatment Plant, the Control Panels will need to be updated.

Project Title: *Wastewater Treatment Plant Control Panels Upgrade*

Operational Impact:

N/A

Impact on operational costs: N/A

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Wastewater Treatment Plant Control Panels Upgrade		\$ 75,000
	Total		\$ 75,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Wages & ERE	\$ 0
FY27	Supplies and Electricity	\$0
	Total	\$ 0

Project Funding:

Tracking Fund: Wastewater Fund

Funding Source: Wastewater cash funds

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.3	3.7	3.6	2.8	14.4

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Northbound Sewer Collection System Expansion*

FY26 Impact: \$200,000

5-Yr Project Cost: \$17,000,000

New Project or Rollover: *Rollover Project*

Dept/Div: Utilities / Wastewater

Contact: *Jeff Low, Chet Teague*

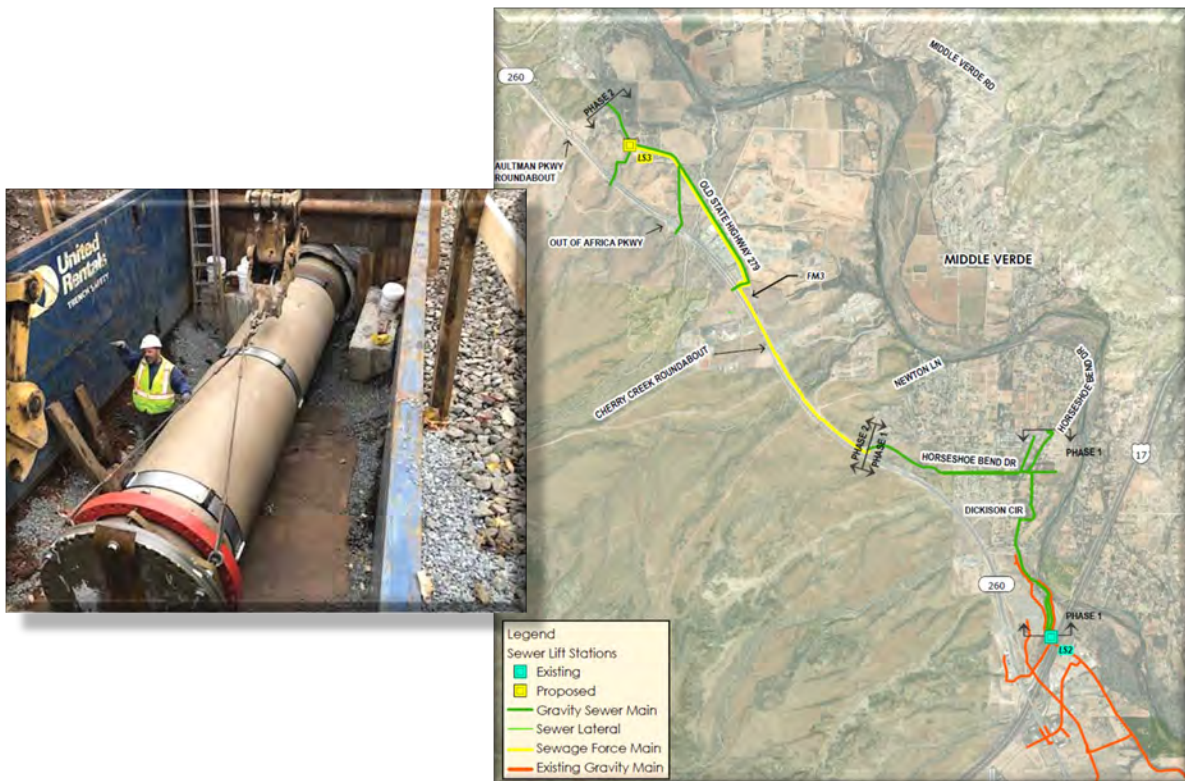
Requested by: *Chet Teague*

Date Completed: 2/11/24

Project Summary:

Expand the sewer system northwest along the Highway 260 corridor to convert septic systems to sewer.

Location: State Route 260, Northwest of Interstate 17



Community Impact:

Expand sewer system northwest along the 260 corridor to convert existing septic systems from older residential areas and provide more sewer connection options for development within Town limits.

Project Title: *Northbound Sewer Collection System Expansion*

Operational Impact:

Impact of Staff: Additional staff time to maintain lift station and sewer mains.

Impact on operational costs: Electrical and maintenance costs for lift station pumps

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Obtain Sewer Easement for Phase 1/2 and Finalize design	July – June	\$200,000
FY27	Phase 1 Project Construction	July – June	\$5,500,000
FY28	Phase 2 and Phase 3 Final Design	July – June	\$300,000
FY29	Phase 2 Construction	July – June	\$6,000,000
FY30	Phase 3 Construction Continued	July – June	\$5,000,000
	Total		\$ 17,000,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY30	Wage & ERE	\$0
FY30	Supplies and Electricity	\$40,000
	Total	\$40,000

Project Funding:

Tracking Fund: Wastewater Fund

Funding Source: Grant Funds, Partnerships, and Debt Fund

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.7	2.8	2.7	4.4	14.6

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Wastewater Treatment Plant Administration Building*

FY26 Impact: \$110,000

5-Yr Project Cost: \$110,000

New Project or Rollover: *New Project*

Dept/Div: *Utilities / Wastewater*

Contact: *Jeff Low, Chet Teague*

Requested by: *Chet Teague*

Date Completed: *3/10/25*

Project Summary:

Replace current office with a tough-shed style building on a pour-in-place slab.

Location: 880 S Cowboy Trail



Community Impact:

The current office is a singlewide mobile style office. The Office is small and is in disrepair. This project will replace the current office with a tough-shed style building placed on a pour-in-place slab.

This will create a safe workspace for the Town's employees.

Project Title: *Wastewater Treatment Plant Administration Building*

Operational Impact:

Impact on Staffing: N/A

Impact on operational costs: N/A

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Wastewater Treatment Plant Administration Building		\$ 110,000
	Total		\$ 110,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	Wages & ERE	\$ 0
FY26	Supplies and Electricity	\$0
	Total	\$0

Project Funding:

Tracking Fund: Wastewater Fund

Funding Source: Wastewater cash funding

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.2	3.4	1.9	1.7	10.2

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Black Bridge Loop Sewer Main Extension*

FY26 Impact: \$200,000

5-Yr Project Cost: \$1,700,000

New Project or Rollover: *Rollover Project*

Dept/Div: *Utilities / Wastewater*

Contact: *Chet Teague*

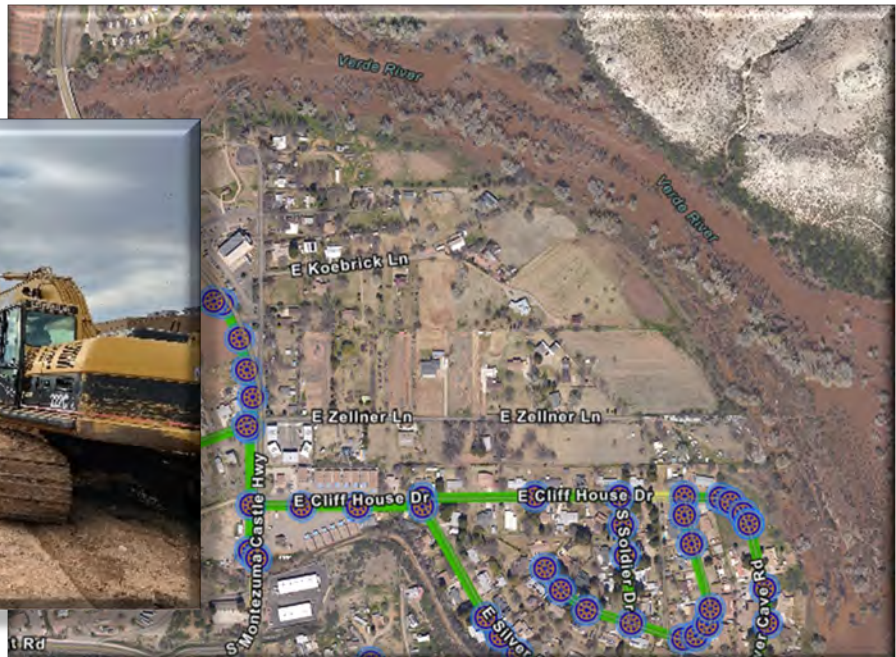
Requested by: *Jeff Low*

Date Completed: *2/11/25*

Project Summary:

Construct new sewer mains and a future main sewer collection stub.

Location: Black Bridge -
Montezuma Castle Road Area



Community Impact:

This project is for construction of new sewer mains on Black Bridge Loop Dr, Zellner Ln, Private Drive, Goddard Lane, Koebrich Lane, and Mosher Lane. Includes a future main sewer collection stub out to the north under Black Bridge to Montezuma Castle Highway toward the schools.

The new sewer mains will provide residents, who have been levied for the district improvements for more than 10 years, with sewer service. The project allows for future expansion to the north, adjacent to Montezuma Castle HWY, and connection of the restrooms at Rezzonico Park.

Project Title: *Black Bridge Loop Sewer Main Extension*

Operational Impact:

Impact on Staffing: Staff to maintain sewer main. Mains will be jetted out once per year. The project takes 2 weeks to complete.

Impact on operational costs: None.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Project Design	Jan25 – Jun25	\$ 200,000
FY27	Construction Sewer Main	July - June	\$ 800,000
FY28	Construction of sewer piping	July - June	\$700,000
	Total		\$ 1,700,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY29	Wages & ERE	\$0
FY29	Supplies and Electricity	\$0
	Total	\$0

Project Funding:

Tracking Fund: Wastewater Fund

Funding Source: Debt Funding

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.4	3.0	2.1	2.8	11.3

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Septic Receiving Station*

FY26 Impact: \$250,000

5-Yr Project Cost: \$250,000

New Project or Rollover: *New Project*

Dept/Div: Utilities / Wastewater

Contact: *Jeff Low, Chet Teague*

Requested by: *Chet Teague*

Date Completed: 3/13/25

Project Summary:

Install liners a new septage receiving station.

Location: 880 S. Cowboy Trail



Community Impact:

The new premanufactures Sludge Receiving Station, will increase safety for our operators by reducing contact with sharps and other debris dumped from septic haulers.

Project Title: *Septic Receiving Station*

Operational Impact:

The new septic hauling station will allow for a safer environment for staff reducing exposure to sharp items from the septic receiving station.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Premanufactures Sludge Receiving Station	July– June	\$250,000
	Total		\$250,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY25	Wages & ERE	\$0
FY25	Supplies and Electricity	\$0
	Total	\$0

Project Funding:

Tracking Fund: Wastewater Fund

Funding Source: WIFA Grant and Debt Funding

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.9	4.3	5	4	18.2

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *John Deere Compact Track Loader*

FY26 Impact: \$122,000

5-Yr Project Cost: \$122,000

New Project or Rollover: *New Project*

Dept/Div: *Utilities / Wastewater*

Contact: *Chet Teague*

Requested by: *Chet Teague*

Date Completed: *3/12/25*

Project Summary:

Purchase new track loader specially made for maintaining sludge drying area.

Location: 880 S. Cowboy Trail



Community Impact:

The new equipment will provide for safe, productive movement of sludge and solid materials at the plant.

Project Title: *John Deere 335 P Compact Track Loader*

Operational Impact:

Impact on Staffing: Employees will be able to use the right equipment.

Impact on operational costs: The fuel to operate the equipment and maintenance cost for upkeep on the equipment.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Cost to Purchase Equipment		\$ 122,000
	Total		\$ 122,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	Wage & ERE	
FY26	Supplies and Maintenance	\$ 3,000
	Total	\$ 3,000

Project Funding:

Tracking Fund: Wastewater Fund

Funding Source: Debt Funding – 5-year Lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
2.7	3.0	2.9	0.7	9.3

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *1 Ton Dump Truck*

FY26 Impact: \$0

5-Yr Project Cost: \$150,000

New Project or Rollover: *Rollover*

Dept/Div: *Utilities / Wastewater*

Contact: *Chet Teague*

Requested by: *Jeff Low*

Date Completed: *3/13/25*

Project Summary:

Replace outdated/used 1999 1 Ton Dump Truck.

Location: Townwide



Community Impact:

Replace outdated 1999 1 Ton Dump Truck

Project Title: 1 Ton Dump Truck

Operational Impact:

Impact on Staffing: No impact on current staff

Impact on operational costs: New vehicle will mean reduced vehicle maintenance.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26			\$
FY27	1 Ton Dump Truck		\$150,000
	Total		\$ 150,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Normal Annual Maintenance & Fuel	\$
		\$
	Total	\$ 0

Project Funding:

Tracking Fund: Wastewater Fund

Funding Source: Debt – 5 year lease financing

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.2	4	4.2	3.3	15.7

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *JLG 1055 Forklift*

FY26 Impact: \$0

5-Yr Project Cost: \$224,000

New Project or Rollover: *New Project*

Dept/Div: *Utilities / Wastewater*

Contact: *Chet Teague*

Requested by: *Chet Teague*

Date Completed: *3/11/25*

Project Summary:

Purchase new JLG 1055 Lift for use in lifting aeration filters at the plant.

Location: 3012 S Aspen Way



Community Impact:

At this time, staff must rent this item and put employees at risk to remove and replace the filters . Purchasing the equipment will allow the Wastewater Plant to operate more efficiently and provide a safe workplace for our plant employees.

Project Title: *JLG 1055 Forklift*

Operational Impact:

Impact on Staffing: Employees able to use the right equipment.

Impact on operational costs: The fuel to operate the equipment and maintenance cost for upkeep on the equipment.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY28	Cost to Purchase Equipment	July-June	\$224,000
	Total		\$ 224,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY28	Wages & ERE	\$0
FY28	Supplies and Electricity	\$5,000
	Total	\$ 5,000

Project Funding:

Tracking Fund: Wastewater Fund

Funding Source: Debt Funding - 5-year Lease

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
2.6	2.7	3.0	0.7	9.0

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Equalization Basin*

FY26 Impact: \$0

5-Yr Project Cost: \$800,000

New Project or Rollover: *Rollover Project*

Dept/Div: *Utilities / Wastewater*

Contact: *Chet Teague*

Requested by: *Jeff Low*

Date Completed: *3/12/25*

Project Summary:

Construct a sewer equalization water storage tank.

Location: Public Works Streets Yard



Community Impact:

This project is for construction equalization storage tank.

The new sewage storage tank will allow for the town to control flow to the treatment plant. The storage tank allows for more consistent flows to the treatment plant which creates a cost effective treatment process.

Project Title: *Equalization Basin*

Operational Impact:

Impact on Staffing: Staff to maintain new storage tank by cleaning out the tank once per year.

Impact on operational costs: None.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY29	Project Design	July - June	\$ 100,000
FY30	Construction Equalization Tank	July - June	\$ 700,000
	Total		\$,800,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY29	Wages & ERE	\$10,000
FY29	Supplies and Electricity	\$10,000
	Total	\$20,000

Project Funding:

Tracking Fund: Wastewater Fund

Funding Source: Debt Funding, WIFA Grant

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.2	4	3	3	14.2

Water Fund

Funding

		FY26 Budget
Funding Source		
	Grants	\$ 4,535,000
	Debt Financing	\$ 1,077,580
	Current Revenues & Transfers	\$ 195,000
	Private Development Funds	
Total Potential Funding		\$ 5,807,580

Expenditures

			Funding Source			
Functions	Project	FY26 Budget	Grants & Int	Current Revs	Debt	Development
	Water Main Annual Replacement	\$ 1,657,580	\$ 1,260,000	\$ 45,000	\$ 352,580	
	Arsenic Removal Syst-Mongini/Verde Est's Wells	\$ 2,000,000	\$ 2,000,000			
	Backhoe	\$ 180,000			\$ 180,000	
	ADWR Adequate Water Supply Study	\$ 75,000		\$ 75,000		
	New Hwy 260 Production Wells	\$ 225,000			\$ 225,000	
	New Mongini Replacement Well	\$ 1,000,000	\$ 1,000,000			
	Verde Commercial Tank and Pump Station	\$ 200,000	\$ 200,000			
	Verde River Estates New Well and Storage Tanks	\$ 150,000			\$ 150,000	
	Bradshaw Haven Well Project	\$ 75,000	\$ 75,000			
	Moonrise Water Main Replacement	\$ 75,000		\$ 75,000		
	Water Hauling Vending Station	\$ 170,000			\$ 170,000	
Total Public Use Facilities:		\$ 5,807,580	\$ 4,535,000	\$ 195,000	\$ 1,077,580	\$ -
Net Total - CIP Fund			\$ -	\$ -	\$ -	\$ -

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Water Main Replacement Project*

FY26 Impact: \$1,657,580

5-Yr Project Cost: \$4,200,000

New Project or Rollover: *Rollover*

Dept/Div: *Utilities*

Contact: *J. Low*

Requested by: *J. Low*

Date Completed: *2/11/25*

Project Summary:

Replace approximately 25,000 LF of aged, undersized water mains with new 8-inch diameter mains and add 15 fire hydrants.

Locations: Finnie Flat & Verde Mobile Village area, Park Verde Estates area, and Fort River Caves area



Community Impact:

This project will replace approximately 25,000 LF of aged, undersized water mains with new 8-inch diameter water mains and add 15 new fire hydrants. Water quality will be enhanced by looping the systems and increasing fire flows.

The approved grant projects will replace outdated water mains, increase water main sizes, loop the water system in various areas, and install new leak detection fire hydrants (to pinpoint future leak locations). The three project areas were determined based on recorded leaks and age of the water mains and pipe material. The Town cost share to the grant includes purchasing new cellular water meters for the Town.

Project Title: *Water Main Replacement Project*

Operational Impact:

Impact on Staffing: No operational impact on Staff.

Impact on operational costs: The project will reduce overall leaks in the system and reduce staff time.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY25	*Actual Spent to Date		\$342,420
FY26	Design and Initiate Construction	July – June	\$1,657,580
FY27	Water Main Construction	July - June	\$,600,000
FY28	Annual Water Main Replacement		\$500,000
FY29	Annual Water Main Replacement		\$500,000
FY30	Annual Water Main Replacement		\$600,000
	Total		\$4,200,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY25	Wages & ERE	0
FY25	Supplies	0
	Total	

Project Funding:

Tracking Fund: Water Fund

Funding Source: FY26 & FY27: Grant Funding - \$2.325M, Debt Funding - \$675K, Operations - \$100K
FY28 – FY30: Various options including Capacity Fees

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
2.8	2.7	2.4	1.9	9.8

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Water Systems Arsenic Treatment*

FY26 Impact: \$2,000,000

5-Yr Project Cost: \$3,600,000

New Project or Rollover: *Rollover*

Dept/Div: *Utilities*

Contact: *J. Low*

Requested by: *J. Low*

Date Completed: *3/12/25*

Project Summary:

Construct arsenic testing and treatment sites for Mongini well site, Verde River Estates well, and paint Tank 2.

Location: 5000 Genesis Way and 4311 N Verde River Drive



Community Impact:

The Town has been monitoring arsenic levels monthly. The arsenic levels have been increasing, and treatment is now required in all Town water systems.

Water usage at the Mongini Well site is at record levels for production, with arsenic levels increasing with additional usage. The project will assure a safe water supply for the town's drinking water. The project will also include recoating and repainting Tank 2.

Project Title: *Water Systems Arsenic Treatment*

Operational Impact:

Impact on Staffing: Staff will monitor the system and replace the filtration media as needed.

Impact on operational costs: Staff will need to maintain the system and replace the treatment media on an approximate annual timeframe. Additionally, the system will increase our electrical demand for the systems.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Project Construction	July - June	\$2,000,000
FY27	Project Construction	July27 – Oct27	\$1,600,000
	Total		\$3,600,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26	Wages & ERE	\$0
FY26	Supplies	\$125,000
	Total	\$ 125,000

Project Funding:

Tracking Fund: Water Fund

Funding Source: WIFA Grant - \$2.0M
WIFA Loan - \$1.6M

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
3.4	2.5	3.2	2.7	11.8

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *New Mongini Replacement Well*

FY26 Impact: \$1,000,000

5-Yr Project Cost: \$2,000,000

New Project or Rollover: *New*

Dept/Div: *Utilities*

Contact: *J. Low*

Requested by: *J. Low*

Date Completed: *3/12/25*

Project Summary:

Drill a replacement well at the Mongini site and abandon well #1.

Location: 5000 Genisis Drive



Community Impact:

Based on the Town Master Plan, the Town needs at least two additional well sites to increase water production. Town staff is recommending drilling a replacement well at the Mongini site and abandoning Well #1, which is not usable. The project will design and install a new 18-inch diameter well, which will require an additional 200 Amp electrical service. The project will create redundancy for the wells and pumps at this site, increasing the overall water system production.

Project Title: *New Mongini Replacement Well*

Operational Impact:

Impact on Staffing: Staff will need to monitor and maintain the new well.

Impact on operational costs: Staff will need to maintain the new well at the site. Additional electrical costs will be associated with the new pump.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Design & Install New 18-inch Diameter Well to 800 feet depth	July - June	\$ 1,000,000
FY27	Finalize Development of the New Well	July - June	\$ 1,000,000
	Total		\$ 2,000,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Wages & ERE	\$0
FY27	Supplies and Electricity	\$30,000
	Total	\$30,000

Project Funding:

Tracking Fund: Water Fund

Funding Source: Congressional Spending Grant.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
5.0	2.0	4.1	4.4	15.5

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Verde Commercial Tank and Pump Station*

FY26 Impact: \$200,000

5-Yr Project Cost: \$2,000,000

New Project or Rollover: *New*

Dept/Div: *Utilities*

Contact: *J. Low*

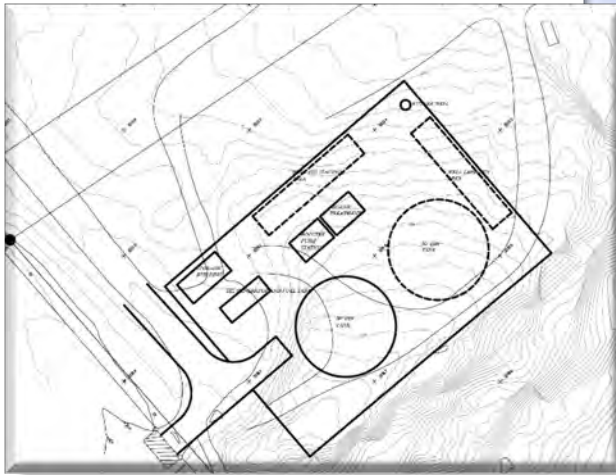
Requested by: *J. Low*

Date Completed: *2/13/25*

Project Summary:

Acquire 0.9-acre parcel to develop two(2) 500,000-gallon water storage facility and pump station.

Location: 300 N Goswick Way



Community Impact:

There is only a half day water storage at the Town site should the water line break from our Mongini well site. Town staff is working with Verde Commercial Developer to acquire a 0.9-acre parcel for the development of two(2) 500,000-gallon storage facility and pump station for the area. The developer would donate the site and construct the pump station, backup generator, and provide the water main to the new facility. The Town would design and construct the tank site and storage building.

The project will increase storage capacity for the Town center and would enhance pressures for the Verde Commercial development to meet fire flows for the development.

Project Title: *Verde Commercial Tank and Pump Station*

Operational Impact:

Impact on Staffing: Staff will need to review design, inspect construction as needed and manage the Water Infrastructure Authority Loan.

Impact on operational costs: Staff will need to maintain a new tank, pump station and backup diesel generator.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Site Design	July – June	\$200,000
FY27	Tank Construction	July – June	\$1,800,000
	Total		\$2,000,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY28	Wages & ERE	\$0
FY28	Supplies	\$30,000
	Total	\$30,000

Project Funding:

Tracking Fund: Water Fund

Funding Source: WIFA Grant and Debt Funding.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.9	2.5	4.0	4.4	15.8

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *New Well Development (Bradshaw Haven Property)*

FY26 Impact: \$75,000

5-Yr Project Cost: \$225,000

New Project or Rollover: *New Project*

Dept/Div: *Utilities Dept*

Contact: *Rick Tackitt*

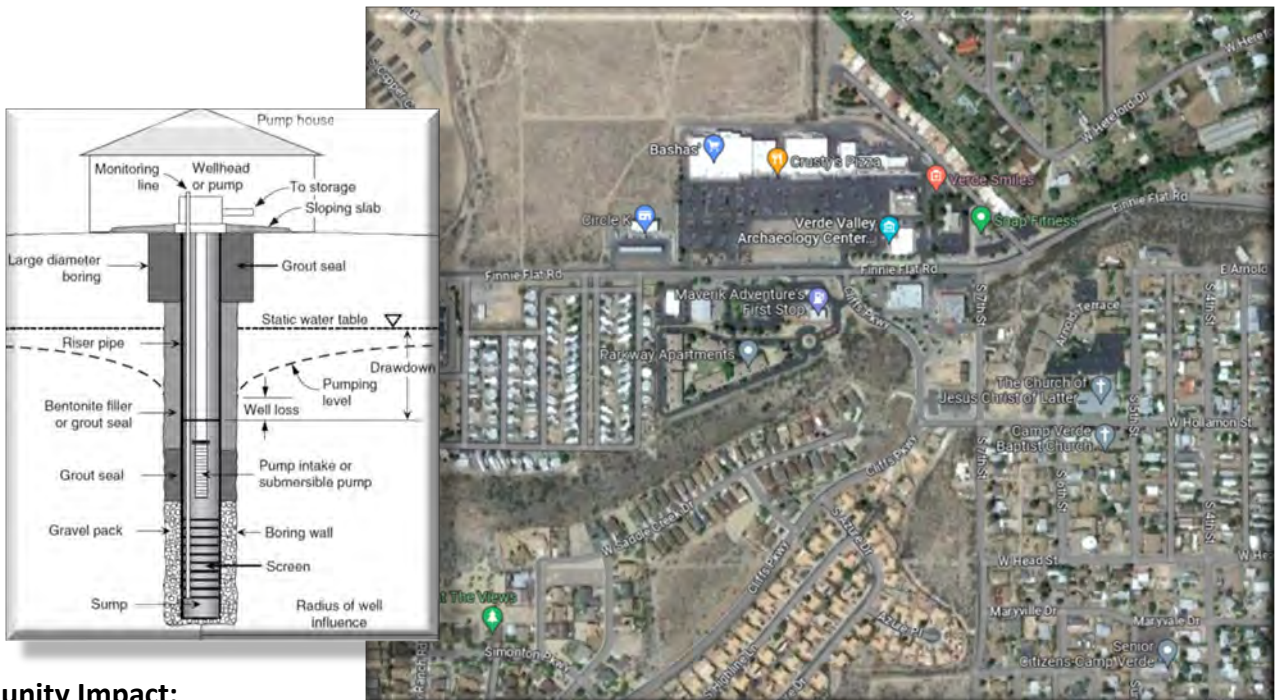
Requested by: *Rick Tackitt*

Date Completed: *3/12/25*

Project Summary:

Cost share with the Bradshaw Haven Project to install, develop, and treat an 8' x 500' water production well for use by Town of Camp Verde

Location: Parcel 403-09-043C



Community Impact:

Gain additional water production, 300 GPM to Town's water system.

Project Title: *New Well Development (Bradshaw Haven Property)*

Operational Impact:

Impact on Staffing: Staff will need to monitor the well and treatment system.

Impact on operational costs: The only expected cost increases will come from extra supplies, power, media change out, chlorine.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Install Well	July-Aug 2026	\$75,000
FY27	Install Building, Arsenic Treatment, and Chlorination, Power, Pump, and Piping	July-Aug 2027	\$150,000
	Total		\$225,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY26		\$0
FY27	Power and Chemicals	\$50,000
	Total	\$50,000

Project Funding:

Tracking Fund: Water Fund

Funding Source: Public and Private Partnership, Grants and Water Enterprise Fund.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
5.0	3.0	4.0	5.0	17.0

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Backhoe- Extend-a-Hoe- 4X4- Enclosed Cab*

FY26 Impact: \$180,000

5-Yr Project Cost: \$180,000

New Project or Rollover: *Rollover/Update*

Dept/Div: *Utilities/Water*

Contact: *Rick Tackitt*

Requested by: *Rick Tackitt*

Date Completed: *3/12/25*

Project Summary:

Replacing aging Backhoe.

Location: 395 S Main St



Community Impact:

We maintain a 6.5- mile distribution main along Hwy 260. Pipe depths and steep terrains are beyond the capability of present backhoe. We are in need of a backhoe that can provide for our current needs and allow staff to be able to service our distribution main along Hwy 260 and get water to our customers.

Project Title: *Backhoe- Extend-a-Hoe- 4X4- Enclosed Cab*

Operational Impact:

Impact on Staffing: Provide ability to traverse steep terrain where our distribution mains are located. Provide ability to excavate, repair, and maintain our water mains, which are deeper than standard.

Impact on operational costs: Add additional monthly cost to budget.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Backhoe Purchase		\$180,000
	Total		\$ 180,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Maintenance	\$500
	Fuel	\$500
	Total	\$1000

Project Funding:

Tracking Fund: Water Fund

Funding Source: Debt Funding – 5-year Lease.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
2.0	2.4	1.5	1.2	7.1

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Verde River Estates New Well and Storage Tanks*

FY26 Impact: \$150,000

5-Yr Project Cost: \$600,000

New Project or Rollover: *New*

Dept/Div: *Utilities*

Contact: *J. Low*

Requested by: *J. Low*

Date Completed: *2/13/25*

Project Summary:

Purchase land near the Verde River Estates Treatment site in FY25 for the drilling and construction of a well in FY27/28.

Location: 3411 N, Verde River Drive



Community Impact:

The existing well pumps 53 GPM and is located within the sub-flow zone of the Verde River, within the floodway. The Town would like to purchase additional land near the Verde River Estates Treatment site on APN 403-18-100B. The land acquisition is projected to occur in FY26, a new well drilled in FY27, and final site design and construction in FY28.

The new well will add capacity and redundancy to the system and will be located outside of the sub flow zone and floodplain of the Verde River.

Project Title: *Verde River Estates New Well and Storage Tanks*

Operational Impact:

Impact on Staffing: No immediate impact. Staff will need to monitor well drilling, site design and construction.

Impact on operational costs: Minimal long term maintenance costs.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Property acquisition for new well site	July – June	\$150,000
FY27	Well drilling and site plan design		\$200,000
FY28	Final site construction, well hookup, and abandon old well.		\$250,000
	Total		\$600,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY29	Wages & ERE	\$0
FY29	Supplies and Electricity	\$15,000
	Total	\$ 15,000

Project Funding:

Tracking Fund: Water Fund

Funding Source: Debt Funding.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.5	2.8	3.4	3.8	14.5

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Northbound Highway 260 Production Wells*

FY26 Impact: \$225,000

5-Yr Project Cost: \$3,225,000

New Project or Rollover: *New*

Dept/Div: *Utilities*

Contact: *J. Low*

Requested by: *J. Low*

Date Completed: *2/13/24*

Project Summary:

Based on the Town Master Plan, the Town needs at least two additional well sites to increase water production. The well sites are needed to increase the overall water system production.

Location: Within High View PAD, APN 403-15-010B



Community Impact:

Town staff have been working with High View PAD to redevelop an existing 8-inch well site, construct a storage tank facility, and install arsenic treatment. The existing well will pump enough water for the buildout of the future development and is to be funded by the developer. Staff is working on the High View Development Agreement to acquire a 2-acre parcel to establish an additional 18-inch diameter well with arsenic treatment for the site.

Project Title: *Northbound Highway 260 Production Wells*

Operational Impact:

Impact on Staffing: Staff will need to review design; future construction as needed and manage the Water Infrastructure Authority Loan.

Impact on operational costs: Staff will need to maintain the new well, storage tank, arsenic treatment, and backup diesel generator.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Purchase 2 Acre Parcel for Well and Storage Tank Site	July – June	\$225,000
FY27			
FY28	Design and Install a New 18-inch Diameter Well at High View	July – June	\$1,500,000
FY29	Finalize Site Construction	July26 – Oct26	\$1,500,000
	Total		\$3,225,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY29	Wages & ERE	\$20,000
FY29	Supplies and Electricity	\$60,000
	Total	\$ 80,000

Project Funding:

Tracking Fund: Water Fund

Funding Source: Development Agreement, Water Enterprise Fund/WIFA Loan.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
4.9	1.8	4.1	5.0	15.8

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Water Hauler Vending Station*

FY26 Impact: \$170,000

5-Yr Project Cost: \$170,000

New Project or Rollover: *New Project*

Dept/Div: *Utilities/ Water Div*

Contact: *Rick Tackitt*

Requested by: *Rick Tackitt*

Date Completed: *3/13/25*

Project Summary:

Bulk Water Dispensing Station (For Residential and Commercial Water Haulers)

Location: 601 S 1st Street



Community Impact:

We have 15 water hauler services at Salt mine Rd and Lewis Ln. This is a dangerous location to have water trailers and trucks pulled off the side of the road filling. This is a liability for the Town. We also have fire Hydrant meters, for construction water, we install around Town for an initial fee of \$1750 and \$250 per month with no water use. All these services require man hours on our part. A central water vending location would be safer and more economical. We only serve a fraction of the Town area and there is a need to serve this segment of our population who have bad well water quality or no water at all.

Project Title: *Water Hauler Vending Station*

Operational Impact:

Impact on Staffing: Less man hours for office and field staff and less liability for Town.

Impact on operational costs: Periodic Maintenance. Annual testing of 2 backflow devices which we will do in house.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Design Hauling Station	July - June	\$20,000
FY26	Prepurchase Hauling Station	July - June	\$75,000
FY26	Curb, pavement, lighting and landscaping		\$75,000
	Total		\$170,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Wages & ERE	\$0
FY27	Vender fee and electricity	\$8000
	Total	\$8000

Project Funding:

Tracking Fund: Water Fund

Funding Source: Water Enterprise Funds / Possible Debt Funding

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *ADWR Adequate Water Supply Study*

FY26 Impact: \$75,000

5-Yr Project Cost: \$125,000

New Project or Rollover: *New*

Dept/Div: *Utilities*

Contact: *J. Low*

Requested by: *J. Low*

Date Completed: *3/13/25*

Project Summary:

Conduct a water adequacy study required by Arizona Department of Water Resources.

Location: Water Adequacy Study

ARIZONA DEPARTMENT OF WATER RESOURCES OFFICE OF ASSURED AND ADEQUATE WATER SUPPLY 1110 W. Washington St., Suite 310 PHOENIX, ARIZONA 85007-2954 (602) 771-8599 assuredadequate@azwater.gov APPLICATION NO: _____	DATE RECEIVED: _____
DESIGNATION OR MODIFICATION OF DESIGNATION OF ADEQUATE WATER SUPPLY APPLICATION PART A - GENERAL INFORMATION	



Community Impact:

The Town's "Adequate Water Supply" study, required by Arizona Department of Water Resources (ADWR), needs to be renewed by 2026. Additional water supplies are also needed for future Town growth. The initial application was sent to ADWR in March 2024. The Town's consultant will work with ADWR on creation of a groundwater model and to increase the Town's current water adequacy demand from 792 acre-feet to over 1000 acre-feet.

Project Title: *ADWR Adequate Water Supply Study*

Operational Impact:

Impact on Staffing: Staff will need to review design and work with the Town consultant on the report and submittal to ADWR.

Impact on operational costs: No long-term maintenance costs.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Water Adequacy Report	July – June	\$75,000
FY27	Water Adequacy Report	July – June	\$50,000
FY28			
FY29			
FY30			
	Total		\$125,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Wages & ERE	\$0
FY27	Supplies and Electricity	\$0
	Total	\$0

Project Funding:

Tracking Fund: Water Fund

Funding Source: Cash, Non-Profit, Public Partnerships.

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
5.0	2.3	3.0	4.4	14.7

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Replace Iron Pipe at Moonrise Drive*

FY26 Impact: \$75,000

5-Yr Project Cost: \$525,000

New Project or Rollover: *New*

Dept/Div: *Utilities*

Contact: *Rick Tackitt*

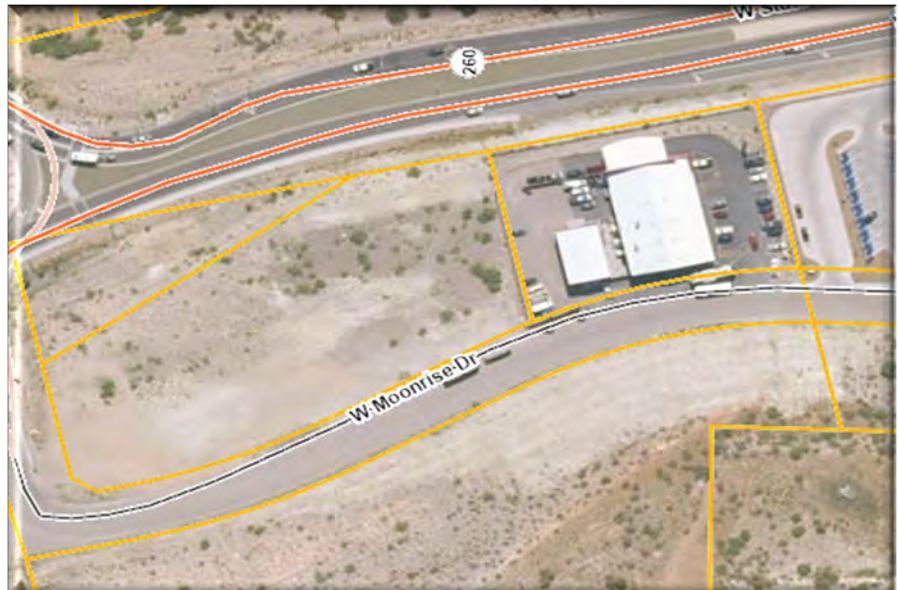
Requested by: *Rick Tackitt*

Date Completed: *3/13/25*

Project Summary:

Replace 1500 feet of deteriorating 12" Ductile Iron Pipe at Moonrise Drive

Location: 1900 Moonrise Dr



Community Impact:

A 500-foot section of this pipeline has already been replaced because of multiple leaks. We have searched and fixed two leaks in the area this year. Every place we have inspected the pipe show terrible deterioration and will continue to be a recurring leak problem. This pipeline serves a body shop, car wash, gas station w/convenience store and restaurant at the busy I-17/ Hwy 260 intersection. This project will need to be completed with a minimum of water outage.

Project Title: *Replace Iron Pipe at Moonrise Drive*

Operational Impact:

Impact on Staffing: Staff is spending more time chasing down leaks and repairing them on this section of pipe. A lot of staff time, parts repair and equipment time is being wasted on temporary repairs on a pipe we know needs replaced.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26	Design Water Main Replacement	September - May	\$ 75,000
FY27	Construction for Water Main Replacement	December - March	\$450,000
FY28			
FY29			
FY30			
	Total		\$ 525,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY25	Wages & ERE	\$0
FY25	Supplies	\$0
	Total	\$0

Project Funding:

Tracking Fund: Water Fund

Funding Source: Design – Cash
Construction - Debt

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Fall Safety Equipment for Water Storage Tanks*

FY26 Impact: \$0

5-Yr Project Cost: \$300,000

New Project or Rollover: *New Project*

Dept/Div: *Water Division*

Contact: *Rick Tackitt*

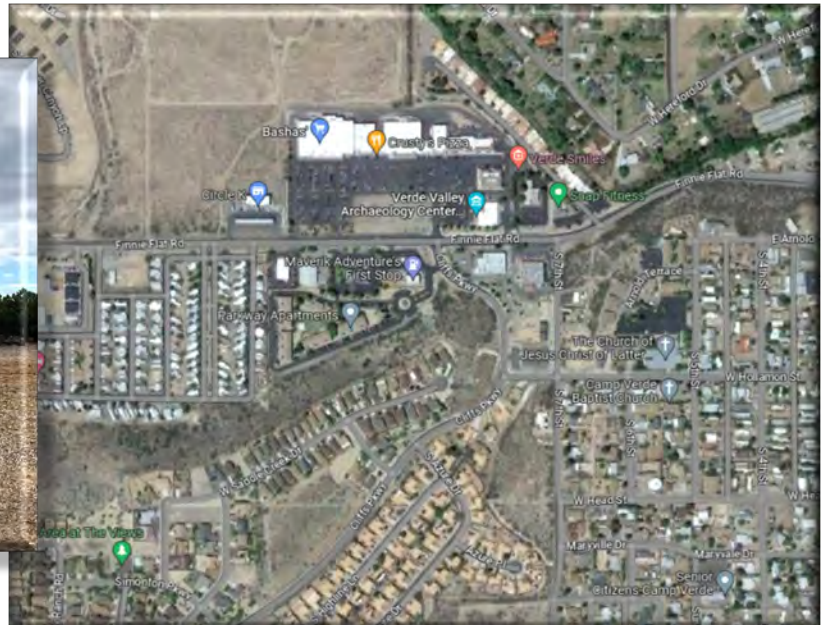
Requested by: *Rick Tackitt*

Date Completed: *2/13/25*

Project Summary:

The Town water distribution system has four large storage tanks. Each is 32'-40' tall. One tank has a recently installed fall protection system on its ladder. But no fall protection for working on top. The other three have neither type of fall protection equipment.

Location: 5000 S Genessis Way



Community Impact:

The Town leases tower space for communications on at least one of these tanks. Besides being a safety hazard for our employees working on the tanks, it is a liability to the Town each time a communications worker climbs a ladder to work on their equipment.

Project Title: *Fall Safety Equipment for Water Storage Tanks*

Operational Impact:

Impact on Staffing: No impact except enhanced safety.

Impact on operational costs: The only expected costs are for the inspection of harnesses annually and replacement every 10 years

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY 27	Installation of Equipment	As Directed	75,000
FY 28	Installation of Equipment	As Directed	75,000
FY 29	Installation of Equipment	As Directed	75,000
FY 30	Installation of Equipment	As Directed	75,000
	Total		\$ 300,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27		
FY28		
	Total	0.00

Project Funding:

Tracking Fund: Water Enterprise Fund

Funding Source: Cash

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points

TOWN OF CAMP VERDE

FY26 Capital Improvement Project

Project Title: *Replacement Work Trucks*

FY25 Impact: \$0

5-Yr Project Cost: \$170,000

New Project or Rollover: *New*

Dept/Div: *Utilities / Stormwater*

Contact: *Rick Tackitt*

Requested by: *Jeff Low*

Date Completed: *3/11/25*

Project Summary:

Replace a 2007 service truck with 150,000 miles with a new 3/4-ton diesel 4x4 utility single cab service truck. Also add one additional staff 1/2-ton pickup truck.

Location: Townwide



Community Impact:

The Water Division is requesting to replace a 2007 service truck with over 150,000 miles, which is in continual need of repair, with a new 3/4-ton diesel 4x4 utility cab service truck. Also add one additional staff 1/2-ton pickup truck.

Project Title: *Replace Work Trucks*

Operational Impact:

Impact on Staffing: No impact on current staff

Impact on operational costs: New vehicle will mean reduced vehicle maintenance.

Project Budget:

Fiscal	Activity / Segment	Timeline	Cost
FY26			\$0
FY27			\$0
FY28			\$0
FY29	3/4-Ton Utility Truck Single Cab		\$100,000
FY30	1/2-Ton Work Truck		\$70,000
	Total		\$ 170,000

Estimated Annual Operational Impact – Cost/(Savings):

Starting Year	Category	Cost
FY27	Normal Annual Maintenance & Fuel	\$ 2,000
	Total	\$ 2,000

Project Funding:

Tracking Fund: CIP Fund

Funding Source: Lease Financing

Staff Rating Score:

Need	Cost/ Efficiency	Safety	Strategic Plan	Total Points
2.3	1.3	1.6	0.0	5.1



Meeting Date: June 4, 2025

Agenda Item Type:

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

Requesting Departments: Finance / Town Manager

Staff Resource: Finance Director Mike Showers and Town Manager Miranda Fisher

Agenda Title: Discussion, consideration and possible approval of the Town of Camp Verde FY26 Proposed Tentative Budget.

Attached Documents:

- FY26 Proposed Tentative Budget

Estimated Presentation Time: 5 mins

Estimated Discussion Time: 10 mins

Reviewed By:

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

Financial Review (if applicable): N/A

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

Background Information:

The Tentative Budget is not the Final Budget but establishes the maximum allowable expenditures for the fiscal year. Once adopted, the total budget amount cannot be increased, only reduced or reallocated.

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

Supports the Strategic Plan priority of transparent and responsible government by ensuring fiscal accountability, compliance with state budgeting laws, and providing the public with clear insight into the Town's financial planning process.

Question(s) before the Council:

- Does Council approve of the FY26 Proposed Tentative Budget as attached?

Proposed Motion:

Move to **APPROVE** the FY26 Proposed Tentative Budget.

OR

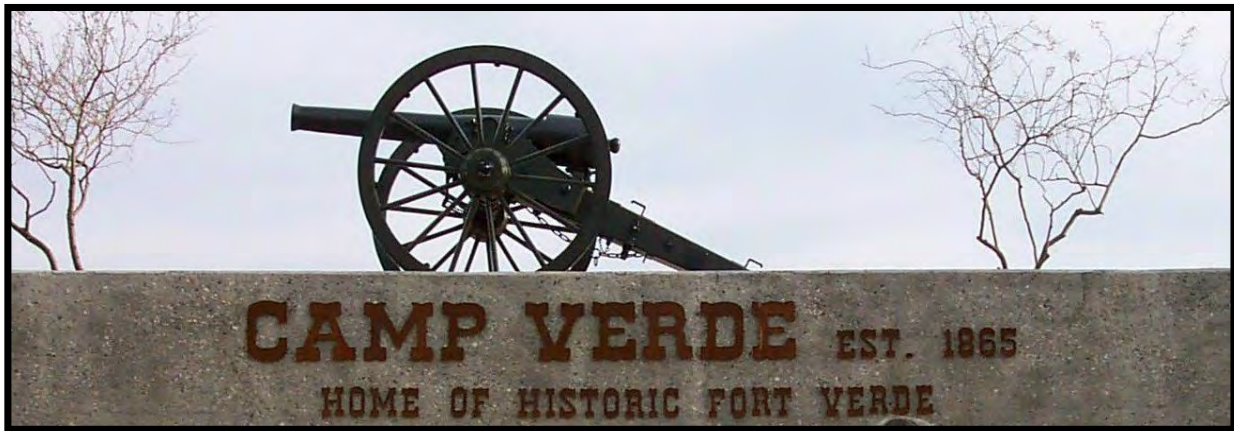
Move to **APPROVE** the FY26 Proposed Tentative Budget **with the following changes...**

OR



Town Council Agenda Information Memorandum

Move to **DENY** the FY26 Proposed Tentative Budget.



Proposed Tentative Budget

Fiscal Year - 2025/26

Town of Camp Verde, Arizona

473 S Main Street
Camp Verde, AZ 86322
(928) 554-0000
www.campverde.az.gov

The Center Of It All

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Chapter One

Introduction





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Camp Verde
Arizona**

For the Fiscal Year Beginning

July 01, 2023

Christopher P. Morrell

Executive Director



Budget Summary

Fiscal Year 2025-26

The Town of Camp Verde (Town) is proud to present its annual budget for the fiscal year beginning July 1st, 2025 and ending June 30th, 2026 (FY26). The Town strives to maintain a balanced budget operationally every year. The Town considers a balanced budget one in which all recurring operational expenditures are covered with current year revenues, not reserves. In FY26, the Town has maintained a balanced budget in all 4 operating funds: the General Fund, the HURF Fund, the Wastewater Fund and the Water Fund. The Town has budgeted to use \$599,100 of unrestricted reserves from the General Fund to support current year expenses for one-time capital projects in the CIP Fund.

Total Town Budget

The Town's total budgeted expenses for FY26 are just under \$64.3 million. The State of Arizona mandates Annual Expenditure Limitations for all municipalities that are adjusted every year. The limitation for the Town of Camp Verde for FY26 is \$29,544,150. After removing estimated exclusions in the amount of \$43,438,760, the amount of the Town's budgeted expenses subject to the state limitation is \$17,252,066 (see page 262), which is \$12.3 million below the limitation amount. Estimated exclusions include items such as debt funding, debt service, grant funded expenditures and depreciation among other items. Total budgeted revenues for the Town are just over \$59.3 million. The largest component of this amount is the nearly \$33.2 million of Grants & Donations revenue with Local sales tax revenues (nearly \$8.5 million) and State shared revenues (nearly \$6.9 million) making up the other significant portions of the Town's total revenues. Together, these three segments make up 82% of the total Town revenues.

General Fund

The General Fund is where the vast majority of Town services are budgeted. For FY26, the General Fund budgeted expenses are \$14.0 million, which is a 1.5% decrease from FY25's budget. Despite a 6% increase in healthcare costs, Wages, Taxes & Benefits only grow 2.3% from the FY25 budget or \$240,490. Wages and related expenses make up 78% of the Town's total General Fund expenditures. Of that roughly \$10.9 million, 39% or \$4.2 million comes from the Marshal's Office for public safety.

Operational expense lines within the General Fund, actually drop \$438,450 (12.3%) from FY25. The General Government department sees the most significant impact of those cuts, dropping \$483 thousand from the FY25 budget. However, \$225 thousand of that drop was for a placeholder for potential raises mid-year. Removing that line item from the \$483 thousand brings the real net reduction of operational lines down to \$258 thousand. While generally split across most of the 7 General Government Divisions, the IT Division felt the largest reduction at \$84K which comes from funds set aside for further potential IT support within the Town.

General Fund (Cont'd)

Lastly, the General Fund will transfer just over \$1.7 million to the Debt Service fund and another \$823 thousand to the Capital Improvement Projects Fund in FY26.

Significant Events

- 1) **Loss of State Income tax revenue:** The State shared revenue from Urban Revenue Sharing (URS) or State Income tax drops nearly \$180 thousand in FY26. While the drop itself amounts to a 7% drop in revenue, the impact is far greater when considering the loss of growth to help offset inflation factors on expenses. Together with the very small increase of other State shared revenues, only \$81 thousand total in FY26, and the estimated slow economy in general, the Town is forced to once again, tighten its belt financially for the upcoming year when service demands are not dropping.
- 2) **New Sports Complex Construction:** Construction on the Town's 110-acre park, the Camp Verde Sports Complex, was started in FY18. The Town secured \$7 million of funding through the first-ever public bond offering from the Town and followed that up with \$2.5 million of revenue bond financing in FY21. In FY22 the Town received a matching federal grant that will enable the Town to access up to another \$2.5 million. This has been a multi-phase project creating 2 baseball fields, 2 all-purpose fields and the complete infrastructure (drainage, water, roads, etc.) for the completed park. Construction of the Phase I portion is on track to be completed in FY26. The Town has spent over \$14.1 million to date on the park, including the initial land purchase in November of 2007. In FY26, the town has a remaining budget of \$2.87 million to complete the Phase I portion of the park. Once fully completed (not in this current phase), the complex is expected to house 6 baseball fields, 2 all-purpose fields, several pickleball courts, a walking trail, a disc golf course and fishing pond.
- 3) **Federal Grants:** The Town has budgeted for 3 significant federal grants totaling \$22 million in the Federal Grants Fund and 2 further grants in the Water Fund for another \$3.0 million. When considering the 2 current federal grant projects at the Sports Park (\$1.4 million) and the Water Fund (\$1.2 million) that is a total of \$27.6 million over 7 grants. The three projects within the Federal Grants Fund are for: 1) Montezuma Castle Highway road improvements, 2) Montezuma Castle Highway curb, gutter and sidewalk improvements and 3) a realignment of the North end of Main Street.
- 4) **Water System Capital Improvements:** The Town has budgeted for nearly \$7.6 million of capital expenses within the Water Fund over the next two years to install two arsenic removal systems at two separate wells (\$1.6 million), replace the main Mongini well (\$2.0 million) and establish a storage tank and pump station for the Verde Commercial location (\$2.0 million). \$6.0 million of this amount is to come from federal grants with the remaining \$1.6 million coming from debt funding. Currently the Town is about one-third the way through its first Water Main replacement program; a \$3.0 million project with \$2.3 million coming from a WIFA grant and another \$709 thousand coming from debt funding.

- 5) **Wastewater Fund Capital Improvements:** The Town has 3 large Wastewater projects planned for FY26 including \$900 thousand of repairs to the sewer main along the Dickison Road area, \$800 thousand sludge drying and septage delivery projects which includes a \$400 thousand forgivable principal component from WIFA and working towards starting a \$1.7 million project over 3 years for sewer extension through the Black Bridge area.
- 6) **Az SMART Grant:** The Town is the recipient of a \$926 thousand Az SMART Grant for design and planning work on the Finnie Flat Road and Highway 260 corridor. Once this is completed, we will re-apply for a federal Raise Grant for construction. This grant is being completely run through the Az Department of Transportation.
- 7) **Pool Remodel:** The Town has budgeted for an \$800 thousand remodel for its public pool. In the Fall of 2024, the pool experienced infrastructure issues that forced its early closure. While those issues have been addressed for the short-term, a much larger project is needed to extend the life of the pool. This project is expected to start after the 2025 summer season and will be debt financed.
- 8) **Wastewater Line Extension:** The town is still working to find a viable funding solution to extend wastewater services Northward along Highway 260. This is an estimated \$17 million project that would provide significant commercial growth opportunities for the Town.

Budget & Strategic Planning

In January of 2024, Town Council and staff joined together to complete the FY25-FY30 Strategic Plan with a corresponding FY25 action plan. In February of 2025, that plan was updated for project completions in the Action Plan and potential adjustments to the overall goals. Both are included in this document starting on pages 26 and 35 respectively. Highlights from the updated plan are listed below:

Core Values

The 8 Core Values of *Accountability, Collaboration, Diversity, Excellence, Integrity, Leadership, Respect and Sustainability* were grouped into the following acronym for simplicity and usability:

Professionalism: Respect & Leadership
 Accountability
 Community: Collaboration, Diversity & Sustainability
 Excellence

The PACE program is an important element within the Town's management philosophy for motivation, direction and acknowledgment.

Focus Areas

Resilient Economy

- ❖ Increase tourism and retail-related revenue by 2027.
- ❖ Create a vibrant and active downtown heritage area through collaborative partnerships.

Recreation & Activities

- ❖ Adopt a Park & Recreation master plan with 50% funding for Priority #1 projects incorporated into the Capital Improvements Plan by June 30, 2026.
- ❖ Retain and promote Dark Sky designation.
- ❖ Increase total number of events through partnerships.

Community Infrastructure

- ❖ Quantify the impact of future development on water, sewer and electric infrastructure to assess system capabilities, identify constraints and support sustainable growth planning by June 30, 2027.
- ❖ Adopt a Facilities Master Plan with identified funding structure by June 30, 2026.

Effective Government

- ❖ Increase citizens' satisfaction each year for five years.
- ❖ Cultivate a community-driven culture of civic engagement and public participation.
- ❖ Retain, develop, and engage a highly effective workforce.

Revenue Assumptions

The Town's \$16 million of General Fund revenue is broken down into 4 distinct categories: 1) Local taxes at just under \$8.5 million, 2) State shared revenues at just under \$5.5 million, 3) Departmental revenues at just over \$1.2 million and 4) Other miscellaneous revenues at \$837 thousand.

Local taxes, at 53% of total General Fund revenue, are the largest contributor to the Town's service delivery. Local tax revenues saw a bit of a slowdown in growth in FY25 as did the rest of the State. While still growing, revenues slid to a much more moderate 2.5% estimated growth for FY25 and are budgeted for 3.2% growth over that in FY26. While the loss of long-term rental sales tax revenues, due to the State's decision to make them non-taxable, was impactful for the Town, a general slowdown in the economy also has hit Camp Verde. The largest impact of the slowdown has been to the Town's Retail tax segment, with growth slowing significantly since FY21. Still, projections for FY27 and beyond are positive as State revenues normalize and the local economy continues to grow commercially and residentially.

State shared revenues are the next largest component for General Fund revenues. They are made up of State income taxes (\$2.485 million), State sales taxes (\$1.925 million) and Vehicle License taxes (\$1.07 million). These numbers are budgeted by the State each year and we tend to use their estimates as given. Another important piece of State shared revenues are the Highway User Revenue Fees which come from fuel taxes and support the activities within the Town's HURF Fund, which is for streets and related expenses. A more detailed look into FY26 revenues can be found on page 66 of this document.

Economic Outlook & Direction

Camp Verde has been feeling the impact of a slowing state economy and as such is taking a fairly conservative view when projecting future revenues. FY26 is expected to be a slow to moderate growth year for the Town. However, while the economy has been slowing down, it is still growing. The Town expects key projects currently on paper to go into construction throughout FY26 creating revenue growth opportunities in both commercial establishments and population growth.

Expansion of wastewater utilities north along the Highway 260 corridor is still a predominant focus for future business growth. The total project is budgeted at \$17.0 million over 5 years in the Capital Improvements Plan. Most activity is budgeted to begin in FY27 with the construction of the first of three phases. However, Town staff is working to find funding for this project that fits within the Town's available resources.

Camp Verde is seeing continued activity in its Community Development Department as well as numerous projects currently under construction. Currently a housing development of approximately 500 homes and an 85-acre retail project are under construction amongst numerous other smaller commercial and residential projects. Camp Verde's Highway 260 corridor has the advantage of being designated as an Opportunity Zone investment area and is indeed seeing the excitement of inquiries and the exchange of property ownership as investors continue to look toward Camp Verde. FY26 is expected to continue to see projects come off of paper in into active construction.

Camp Verde is a growing community, both residentially and commercially. The Town is focused on the continual improvement of a warm and welcoming environment for families and businesses. Continual improvements to our parks and trails systems, our willingness to work with current and incoming business owners and our desire to provide engaging events for our Town are hallmarks of the direction Camp Verde is moving for its future.

Capital Expenditures

Capital Expenditures are defined as expenses over \$5,000 that have a useful life of more than 1 year. Of the \$64.3 million of total Town expenses in FY26, \$40.9 million of that (64%) is for capital expenditures. Notable expenditures for this current year include:

Wastewater

- \$900,305 to repair erosion issues at the Dickison Circle area.
- \$800,000 for a Shincci Sludge Dryer and improvements to the septage receiving station.

Water

- \$2.0 million for arsenic removal systems at two wells.
- \$1.66 million for an on-going replacement project for our water main system.
- \$1.2 million for development of two new wells.

Public Works

- \$2.87 million for Phase I Sports Park completion.
- \$800,000 for repairs and improvements to the Town public pool.
- \$750,000 for chip seal maintenance on Town streets.
- \$664,800 for a Verde Lakes Drive sidewalk project.
- \$5.0 million for Finnie Flat Road & Highway 260 road improvements.
- \$5.0 million for Finnie Flat Road & Montezuma Castle Highway curb, gutter and sidewalk improvements.
- \$12.0 million for a Main Street reconstruction project.

Staffing

For the second year in a row, there are no new staffing positions proposed for this upcoming year. Currently, the Town employs approximately 138 full-time and part-time positions as well as a number of seasonal workers. During FY25, the Town eliminated a few high-level positions including the Library Director, the Risk Management Director and the Deputy Town Manager. The Risk Management position's duties were wrapped into 3 separate divisions and the Library Director's duties were moved onto the current Library Manager's position. The function of the Deputy Town Manager was simply eliminated but replaced with a new a newly created Special Initiatives Manager.

The Marshal's Office is the predominate driver of wages in the Town with 39% of the total wages and benefits in the General Fund and 33% of all Town wages and benefits. The Marshal's office has 25 sworn officers on staff (including the Town Marshal) and maintains a fully functioning 911 call center.

Town staffing jumped significantly in FY24 by 11.5 FTE's across all departments. Much of the increase in FY25 FTE's was actually due to new hires in FY24 that were made late in the fiscal year. A detailed look at staffing levels can be found on page 22 of this document.

Distinguished Budget Presentation Award

The Town of Camp Verde received the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the ninth straight year for its FY24 budget. This award is presented to government entities that meet and exceed various criteria with the presentation of their budget. The Town has not yet received notice for its FY25 budget.

Town of Camp Verde

FY26 General Fund Budget at a Glance

Inflows

Source	2024-25 BUDGET	2024-25 ESTIMATED	2025-26 BUDGET
Local Sales Taxes	8,838,100	6,894,214	8,465,200
Franchise Fees	382,000	219,885	390,000
Intergovernmental Revenues	5,793,750	3,815,792	5,710,800
Licenses & Permits	486,450	419,214	451,800
Fines & Forfeitures	132,100	104,813	133,100
Charges for Services	339,410	400,593	370,810
Grants & Donations	21,500	17,312	21,500
Miscellaneous	408,940	432,176	452,345
Net Transfers Into General Fund	0	10,163	0
Total Funds In	\$ 16,402,250	\$ 12,314,163	\$ 15,995,555

Outflows

Function	2024-25 BUDGET	2024-25 ESTIMATED	2025-26 BUDGET
General Government	4,442,935	3,159,774	3,917,115
Magistrate Court	476,315	382,035	504,465
Public Works	1,903,810	1,344,167	1,919,800
Utilities	220,285	148,760	243,870
Community Development	1,094,705	701,393	1,035,105
Marshal's Office	4,467,585	3,666,229	4,717,965
Library	823,315	612,043	813,380
Parks & Rec	779,640	539,874	848,930
Transfers Out to Pay Debt	1,636,260	1,608,628	1,724,015
Transfers Out to Rest'd Use Fund	86,086	34,613	0
Transfers Out to Park Fund	200,000	200,000	40,000
Transfers Out to Capital Improv's	856,455	856,455	823,150
Total Funds Out	\$ 16,987,391	\$ 13,253,972	\$ 16,587,795
Net Inflows & Outflows	\$ (585,141)	\$ (939,809)	\$ (592,240)
Est'd Reserve Use	586,086	585,000	599,100

General Fund Reserve

(Rounded to nearest \$1000)

FY22	\$4,234,000
FY23	\$5,593,000
FY24	\$4,753,000
FY25*	\$4,168,000
FY26*	\$3,576,000

* - Estimated

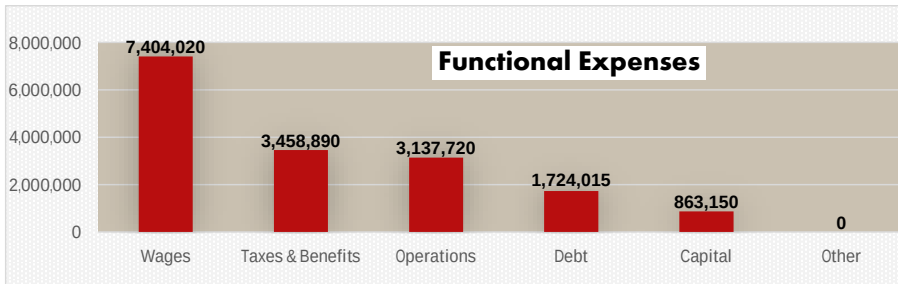
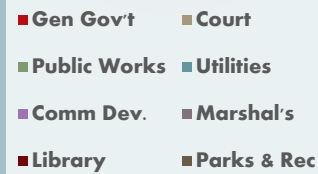
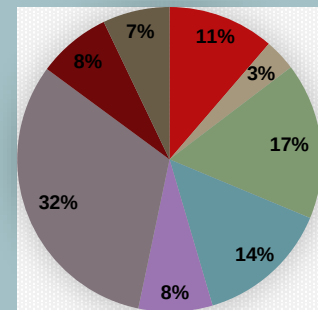
Local Sales Tax

(Rounded to nearest \$1000)

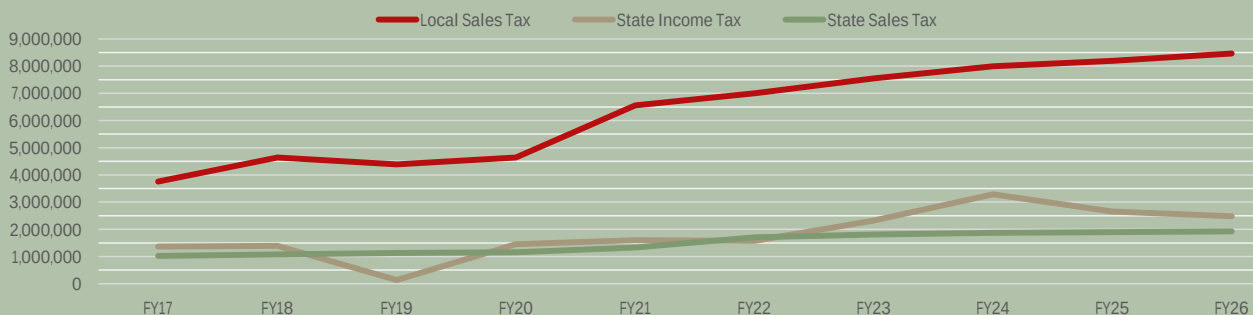
FY22	\$7,006,000
FY23	\$7,554,000
FY24	\$7,999,000
FY25*	\$8,200,000
FY26*	\$8,465,000

* - Estimated

Employee Allocation FY26 - 133.6 FTE's



Major Tax Revenues - 10 yrs





Town of Camp Verde

Community Profile

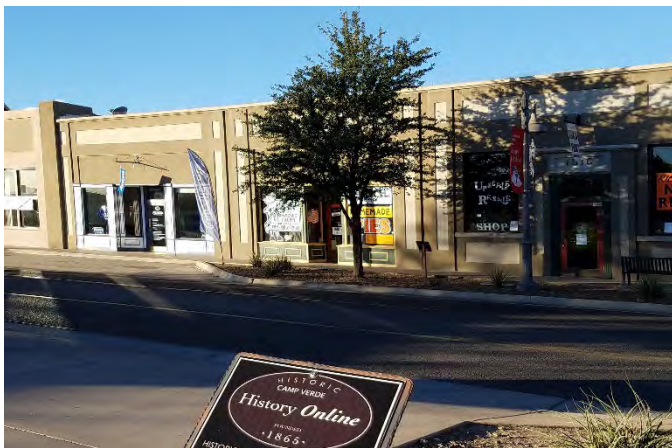
The History

The Town of Camp Verde was incorporated on December 8, 1986. The Town's history, however, begins much earlier. In 1865, families from Prescott made the trek through the Black Hills Mountains to arrive in the area that would come to be known as Camp Verde. Fort Verde, now a state historic park, would be established in 1872 to help keep the peace between Native Americans and the new settlers, though it was eventually vacated in 1890 as the Town of Camp Verde began to take shape.

Though Camp Verde saw some prosperity in its early years due to the operation of a salt mine between 1923 and 1933, it remained mostly isolated due to the somewhat treacherous and overall poor road

conditions of the area. That changed, however, with the building of the State Route 79 highway in 1961 which would eventually become one of the most highly traveled Interstates in our nation, better known as I-17.

With I-17 established as the main thoroughfare from Phoenix to destinations such as Prescott, Sedona and the Grand Canyon, Camp Verde found itself in the center of a main tourist artery. Camp Verde has been slow in its growth over the years, choosing to remain a small, quiet community. This is changing as well, as Camp Verde over the last several years has begun to expand its retail base, most prominently in the area of fantastic locally run restaurants and outdoor recreation.



The community possesses some of the oldest and finest historic resources in the Verde Valley. Camp Verde is one of the few communities in Arizona that have examples of buildings from its entire historic period. Such resources are vibrant links to the past representing the people, processes and events that made the Town what it is today. These resources give Camp Verde a part of its uniqueness and roots. Whether hiking to various local cave dwellings, visiting historic houses, or spending time at either of our state parks, Fort Verde State Park or Montezuma's Castle, you will be emersed in a culture rich in southwestern history.

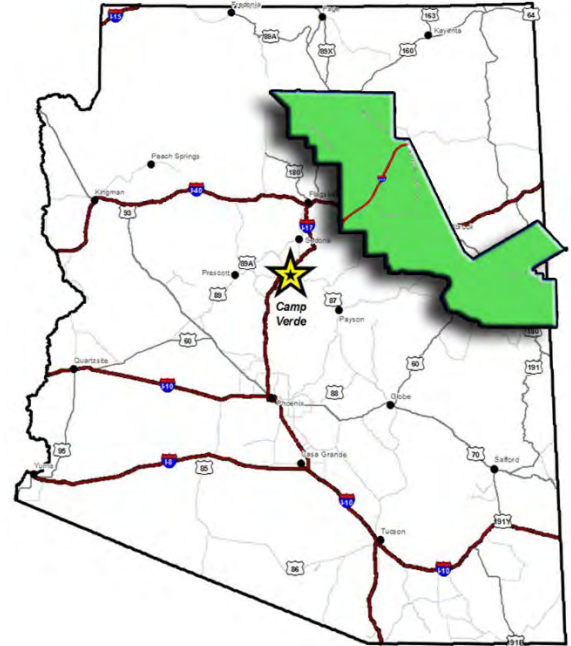
The Town

Camp Verde has received the distinction of being the community closest to the center of Arizona. Located in Eastern Yavapai County, it is 86 miles North of Phoenix and 50 miles South of Flagstaff. The town boundaries stretch out along 18 miles of the Verde River, covering a total area of 46 square miles. At an elevation of 3,146 feet, the arid climate provides Camp Verde with hot days and cool evenings during the summer months, while winters remain comparatively mild to Arizona's other Northern cities.

Small farms and ranches enhance our rural, western lifestyle. The waterways that meander throughout our quiet community provide an abundance of riverfront properties and recreational opportunities and are a habitat for wildlife, such as bald eagles, hawks, blue heron, beavers and otters. Towering above the valley are majestic mountains that provide a scenic view of unsurpassed beauty.

Camp Verde is predominantly surrounded by US Forrest land which supports the outdoor recreational opportunities in the area. Residents and visitors are able to enjoy outdoor activities such as horseback riding, four wheeling, jeep tours, hiking, biking, camping, canoeing, kayaking and fishing.

Camp Verde plays host to several weekend events throughout the year including Fort Verde Days and Trunk or Treat in October, the Turquoise Circuit rodeo finals in November, the Spring Heritage Pecan & Wine Festival in March and Cornfest in July.



The Demographics

While Camp Verde has historically been seen as a retirement dominated community, recent years have seen a much younger and more professional population begin to take root. Camp Verde's population has become quite an eclectic mix of rancher, professional and entrepreneur. Below is a snapshot of Camp Verde families compared to the County and State numbers:

	<u>Camp Verde</u>	<u>Yavapai County</u>	<u>Arizona</u>
Population	12,608	252,013	7,582,384
HS Grad/Equivalent age25+:	84.7%	92.5%	89.1%
Bachelors+, age 25+:	20.4%	29.6%	32.6%
Home Ownership (2017):	76.3%	73.5%	67.0%
Average Value of Homes**	\$419,512	\$509,983	\$433,667
Persons per Household	2.51	2.18	2.54
Median Household Income	\$58,383	\$66,106	\$76,872
% below poverty	21.7%	12.8%	12.4%

(from census.gov – **Avg home value from Zillow.com)zillow

The unemployment rate for Yavapai County is currently at 3.9% for March of 2025 (ycharts.com).

The Economy

The local economy has predominantly been made up of small businesses and local owners. However, in recent years, the Town has seen significant commercial growth, including more typical “chain” establishments. The areas close to the freeway are developing quickly as more commercial establishments crop up along this Highway 260 corridor. Our location on I-17 between Sky Harbor airport in Phoenix and major travel destinations to our North, such as Sedona and the Grand Canyon, create an average of over 28,000 vehicles per day (ADOT 2018) through Camp Verde. So while Camp Verde still maintains its “small-town” charm throughout most of the Town, the areas closest to I-17 are taking on a more commercialized appearance.

In FY16, the Town saw its first major income growth explosion in local TPT revenues growing \$1.05 million (37%). In FY18, the Town had its second major income growth explosion, rising \$886 thousand (24%) to \$4.64 million. Then, in FY21, the Town’s local TPT grew a whopping \$1.92 million (41%); its largest single year jump to date. Since FY21, the Town has seen a more normalized growth of 7% to 9%. In the last 5 years, (FY20 – FY24) the town’s local TPT revenues have increased 72% (\$3.4 million) to nearly \$8.0 million. The predominant driver of these increases has been the Retail Sales category which has grown 93% to an estimated \$4.3 million in FY24. Local TPT revenues are expected to grow by only about 3% in FY25 and are budgeted for similar growth in FY26.

Top 10 Employers for the Town as of June 2024

<u>Employer</u>	<u>Employees</u>
Cliff Castle Casino & Hotel	430
Yavapai County	287
Yavapai-Apache Nation	256
Camp Verde School District	225
Town of Camp Verde	167
Bashas	114
Goettles High Desert Mechanical	94
The Haven	82
Rainbow Acres	79
Adundant Organics	70

Major Attractions



Montezuma Castle National Monument

Montezuma Castle National Monument features well-preserved cliff-dwellings. They were built and used by the Pre-Columbian Sinagua people, northern cousins of the Hohokam, around 700 AD. It was occupied from approximately 1125-1400 AD, and occupation peaked around 1300 AD.

Several Hopi clans trace their roots to immigrants from the Montezuma Castle/Beaver Creek area. When European Americans discovered them in the 1860s, they named them for the Aztec emperor (of Mexico) Montezuma II, due to mistaken beliefs that the emperor had been connected to their construction. Neither part of the monument’s name is correct. The Sinagua dwelling was abandoned 100 years before Montezuma was born and the Dwellings were not a castle. It was more like a “prehistoric high rise apartment complex”.



Fort Verde State Historic Park

From 1865 to 1891, U.S. Army officers, doctors, families, enlisted men, and scouts lived in a succession of army bases located in the Verde Valley. Replacing the earlier camps of Lincoln and Verde, Fort Verde became the most established military presence in the Valley. The Fort is best known for its use by General Crook's U.S. Army scouts and soldiers as a base of operation during the Indian Wars of the 1870s and 1880s. Today, visitors can experience three historic house museums, all with period furnishings, that are listed on the National and State Register of Historic Places. The former fort administration building houses the Visitor Center with interpretive exhibits, artifacts from military life, and history of the Indian Wars.



Cliff Castle Casino

Cliff Castle Casino-Hotel Guests can enjoy fine dining at the award-winning Storytellers Gourmet Steakhouse. They also offer family dining at The Gallery restaurant, tasty old-fashioned burgers at Johnny Rockets, and casual dining at The Gathering restaurant located inside The Hotel at Cliff Castle. Guests can relax at any of the cocktail lounges, which include Fables, Cliff Dwellers and The Gutter located inside the bowling center. Kids will also enjoy Shake, Rattle & Bowl bowling center, The Alley Arcade, a collection of the most popular high-action video games, and Kids Quest supervised childcare for children up to 12 years old featuring indoor playground, arts & crafts and arcade games.



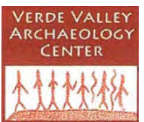
Out of Africa Wildlife Park

Located in Camp Verde, Arizona, Out of Africa Wildlife Park is one of Arizona's best wildlife theme parks. Out of Africa Wildlife Park strives to educate and entertain, while providing an exciting and engaging opportunity to love and respect creation and creator. It is a place where family and friends gather to experience oneness with animals and each other during safaris, tours, walks, observations, and shows of wild-by-nature animals in their own, natural splendor.



Predator Zip Line

Experience the wind ripping through your hair on a thrill ride over nature's wildest predators. Enjoy the adventure of a lifetime on a world-class zip line over Out of Africa Wildlife Park in Camp Verde, Arizona!



Verde Valley Archaeology Center

In 2010, a group of avocational archaeologists and volunteers created the Verde Valley Archaeology Center in an effort to protect what was left of the Valley's ancient people. Their museum on Finnie Flat Road displays and interprets artifacts from both public and private collections, and in doing so has helped to stem the flow of artifacts leaving the valley. The center has an active research facility that assists archaeologists and government agencies throughout the area in identifying and cataloging artifacts. A number of programs are offered throughout the year to help educate the public and instill an appreciation for the ancient cultures that have called the Verde Valley home.



Camp Verde Vineyards & Wine Tasting

Camp Verde has 3 wineries within the Town, all of which offer local wine tasting. They are:

- Alcantara Vineyards
- Clear Creek Vineyard and Winery
- Salt Mine Wine

**Verde Adventures – Water to Wine Rafting**

Make your way down the Verde River on inflatable kayaks for a 2.5 hour guided raft trip and marvel at the scenic views throughout the adventure. Afterwards, disembark at Alcantara Vineyards for food and wine. Live music is available most afternoons as well.

**Copper Star Indoor Shooting Range**

The Copper Star Indoor Shooting Range is Arizona's largest indoor shooting range. The facility includes a state of the art, air-conditioned, 25-yard indoor pistol range, the only 100 yard indoor rifle range in the state, and a 50 yard indoor archery range. It is their mission to provide a safe, fun, family-friendly and comfortable environment. They offer a large selection of firearms for rent, including bows and fully automatic machine guns. Copper Star Indoor Shooting Range is a great place to spend your time while traveling through the Verde Valley.



Town of Camp Verde

Key Officials and Staff

Mayor and Council Members

Mayor Marie Moore
 Councilor Wendy Escoffier
 Councilor Cris McPhail

Vice-Mayor Wendy Escoffier
 Councilor Robin Godwin
 Councilor Jessie Murdock



Staff

Miranda Fisher, *Town Manager*

Leah Rhodes, *Town Clerk*

Mike Showers, *Finance Director*

Julia Kaiser, *Human Resources Director*

Molly Davies, *Economic Development Director*

Nicolas Resteiner, *Library Manager*

Ken Krebbs, *Public Works Director*

Corey Rowley, *Marshal*

Jeff Low, *Utilities Director*

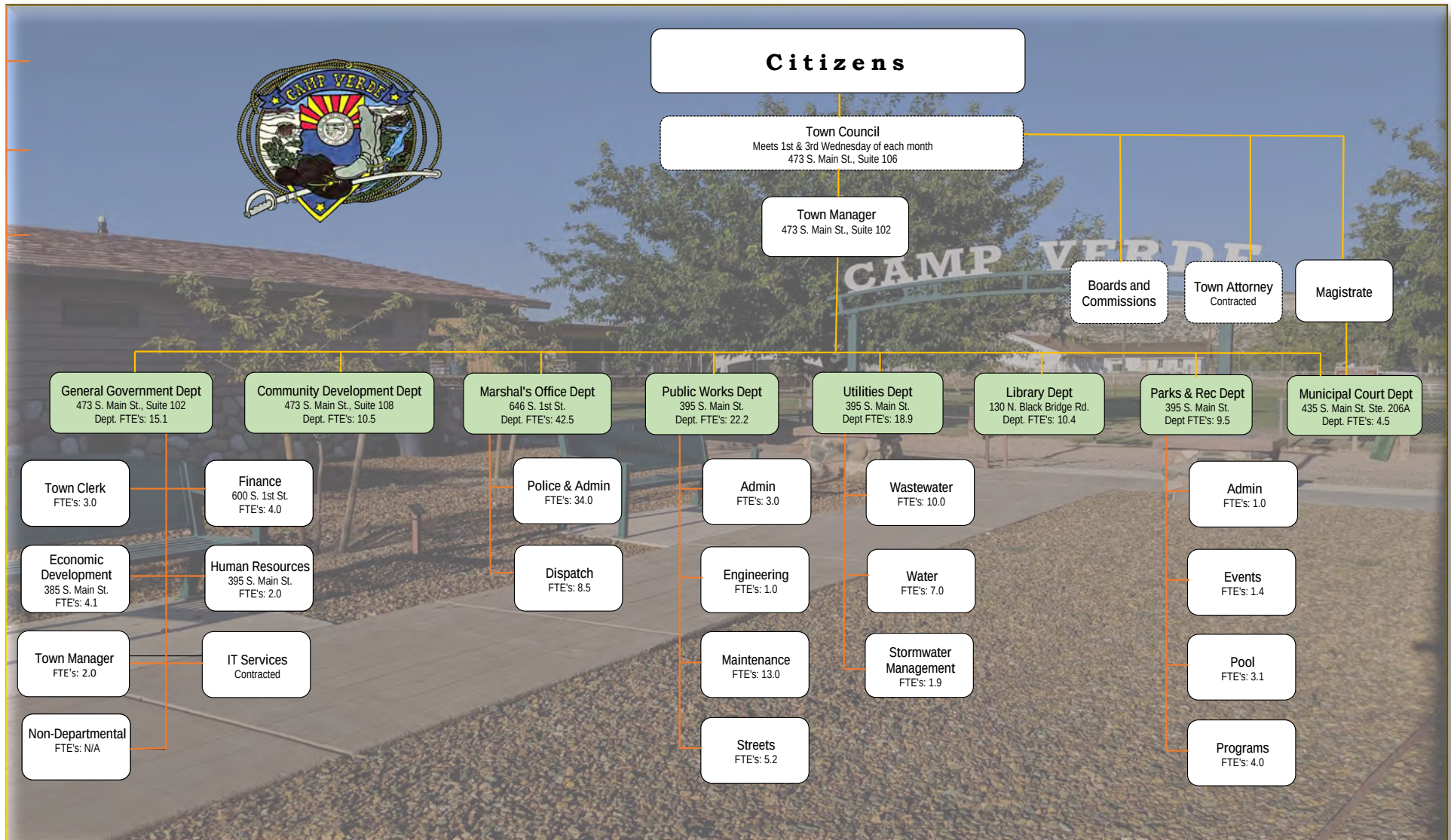
Veronica Pineda, *Court Supervisor*

Shawn Figy, *Parks & Rec Manager*

Gary Horton, *Presiding Magistrate - Contracted*

Town of Camp Verde, Arizona

Town Budgetary Organization Chart

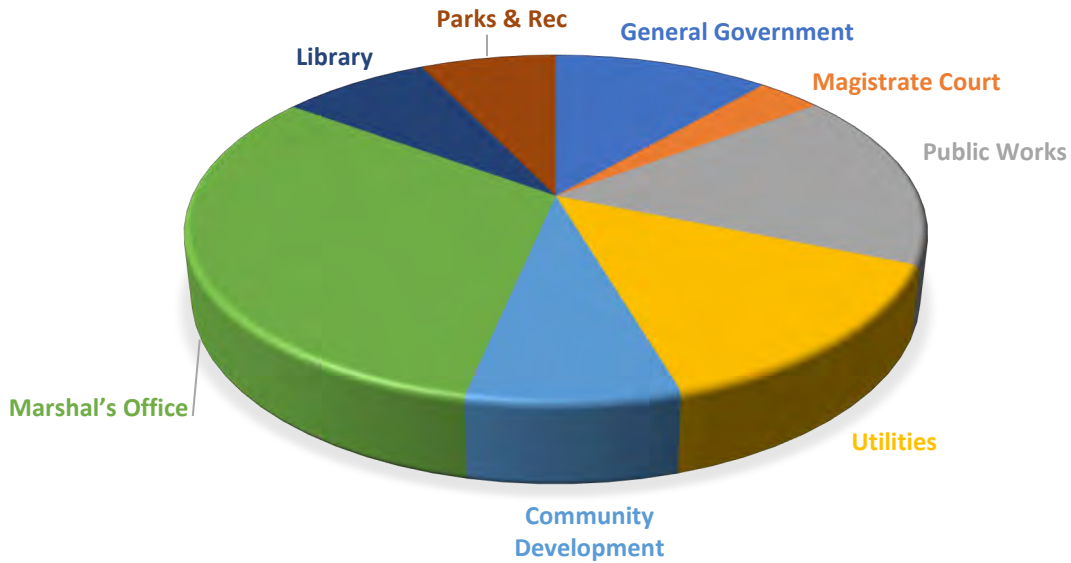


FTE Staffing Levels

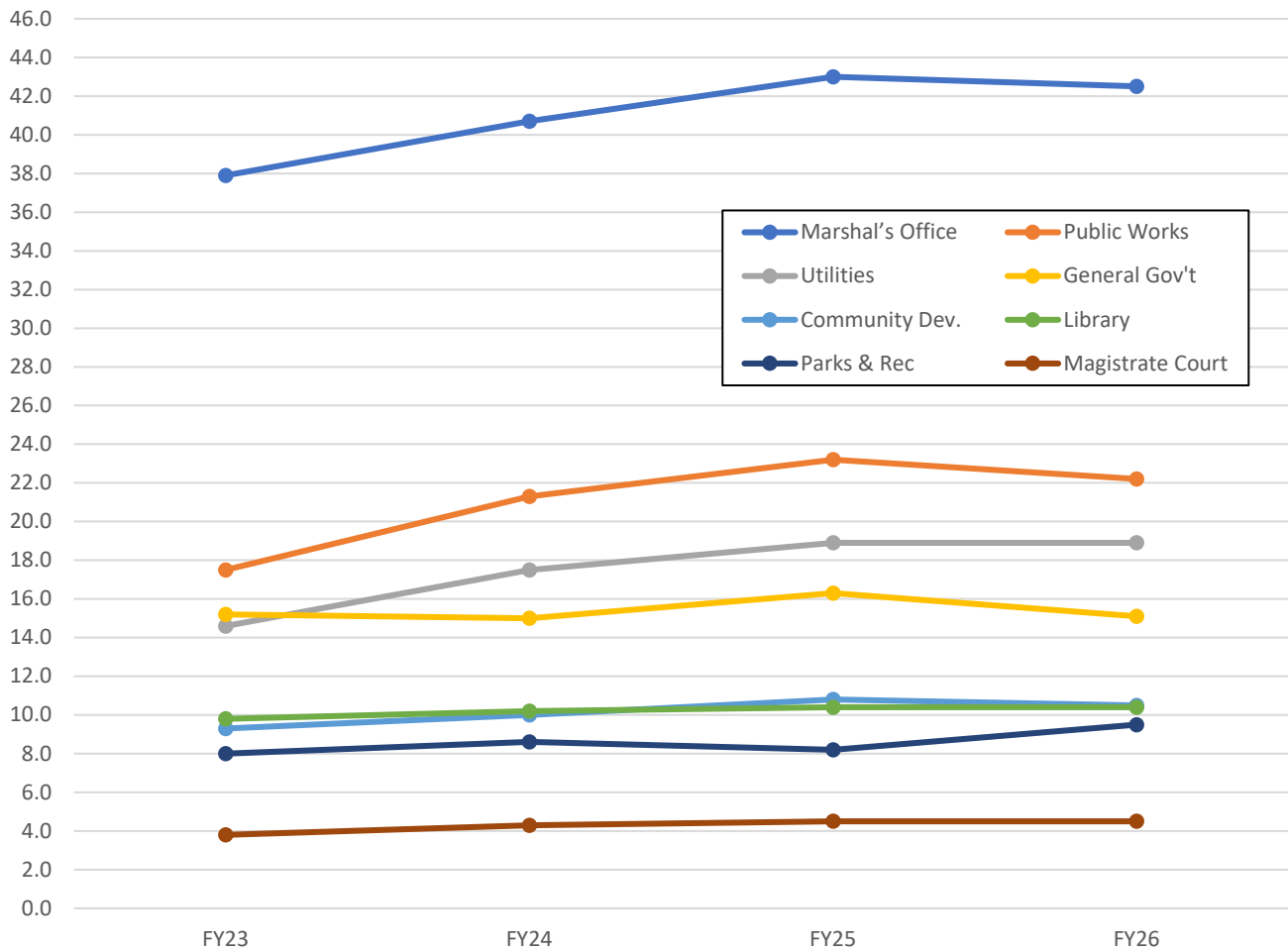
Department / Division	FY23 Actual FTE's	FY24 Actual FTE's	FY25 Appr'd FTE's	FY26 Proposed FTE's
General Government	15.2	15.0	16.3	15.1
Town Council	N/A	N/A	N/A	N/A
Manager's Office	0.5	1.4	2.0	2.0
Clerk's Office	3.0	2.6	3.0	3.0
Finance Dept.	4.0	4.0	4.0	4.0
HR	2.0	2.0	2.0	2.0
Risk Management	1.7	1.2	1.2	0.0
Economic Development	4.0	3.8	4.1	4.1
IT Dept	N/A	N/A	N/A	N/A
Magistrate Court	3.8	4.3	4.5	4.5
Public Works	17.5	21.3	23.2	22.2
Engineering	0.6	2.0	2.0	1.0
Maintenance	11.0	11.1	13.0	13.0
Streets	4.6	5.3	5.2	5.2
Admin	1.3	2.9	3.0	3.0
Utilities	14.6	17.5	18.9	18.9
Stormwater	0.9	1.8	1.9	1.9
Wastewater	8.5	9.9	10.0	10.0
Water	5.2	5.8	7.0	7.0
Community Development	9.3	10.0	10.8	10.5
Marshal's Office	37.9	40.7	43.0	42.5
Sworn Officers	23.1	24.7	24.0	25.0
Dispatch	7.0	7.5	9.0	8.5
Admin	7.8	8.5	10.0	9.0
Library	9.8	10.2	10.4	10.4
Parks & Rec	8.0	8.6	8.2	9.5
Pool	2.9	2.9	3.0	3.1
Events	0.9	1.2	1.1	1.4
Rec Programs	2.8	3.3	3.1	4.0
Admin	1.4	1.2	1.0	1.0
Total FTE's	116.1	127.6	135.3	133.6

FTE Staffing Levels

FY26 PROPOSED STAFFING FTE'S BY DEPT



DEPT FTE GROWTH





Town of Camp Verde

Approved Budget Calendar for FY26 (July 2025 – June 2026)

Date	Task	Day/Time
Nov. 13 th , 2024	Approve FY26 budget calendar.	Wed: 5:30 pm
Feb. 24 th , 2025	Strategic Plan Development	Mon: All Day
Feb. 19 th , 2025	Town fee proposal review	Wed: 5:00 pm
Feb. 19 th , 2025	Approve Notice of Intent for potential Town fee increases	Wed: 6:30 pm
Mar. 26 th , 2025	Present Revenue forecast, CIP, Debt & Grants to Council	Wed: 5:30 pm
Apr. 23 rd , 2025	Operations budget review	Wed: 5:30 pm
May 21 st , 2025	Adoption of: 1) Town fees, 2) Sanitary Dist Levies 3) CFO Designation, 4) PSPRS Funding Plan	Wed: 6:30 pm
June 4 th , 2025	Presentation/Adoption of Tentative Budget Presentaiton/Adoption of Capital Improvement Plan	Wed: 6:30 pm
July 16 th , 2025	Public hearing; Adoption of Final Budget	Wed: 6:00 pm

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



Chapter Two

Financial Structure, Policy & Process



Camp Verde

ARIZONA



Town of Camp Verde Strategic Plan

FY25-FY30 (Updated April 2025)

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Town Council Regular Session



June 4, 2025

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Strategic Plan

This strategic plan was initially created by the Town of Camp Verde Council and Staff in January 2024. In February 2025, the Council and Staff reconvened for a two-day work session to build upon the foundation laid the previous year. During the work session, the Council reaffirmed and updated its priorities for the FY25–30 Strategic Plan and staff developed a “FY2026 Action Plan”, aligning specific and measurable goals with the updated direction.

The strategic plan is intended to highlight issues and areas of effort requiring strategic investment for a 3-5 year period. Strategic plans intentionally do not capture the full scope of operations for an organization, but rather they focus on key areas that require strategic efforts. This plan is meant to be a living document that evolves over time to meet the changing needs of the community. Action items will change annually. Focus areas or goals will evolve over the longer term as items get completed and new opportunities and needs become apparent.

Community vision, organizational mission and core values are essential elements that we’ve embedded in our Strategic Plan to ensure success in Camp Verde. Our Vision reflects our ambition for Camp Verde in 20 years. It describes our long-term goals, dreams and aspirations for the community. Our Mission shows the actions our municipal organization will take in support of realizing that vision. Our Core Values are the essential and enduring principles that guide our individual actions, our interactions and our decision-making in support of our organization’s mission and the achievement of our community’s vision.

The relationship between community vision, organizational mission, focus areas, goals and objectives, core values and operational decisions and actions are central to Camp Verde’s success moving forward.



Vision

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

Mission

We serve by honoring our past and embracing our future.

Core Values

Respect, Sustainability, Accountability, Collaboration, Leadership, Integrity, Excellence, and Diversity.





Accountability

We take responsibility for our actions. We value open and candid communication, access to information, and honesty and consistency between our words and actions. We take our role as stewards of public funds and resources seriously and manage them with transparency.



Collaboration

We work with individuals, teams and organizations to share knowledge and use our collective expertise to foster deeper engagement and shared responsibility. We value and promote civil discourse and focus on possibilities instead of problems. We create a culture that encourages teamwork, sharing of resources, and partnerships.



Diversity

We value the strengths that result from inclusion, respect, and tolerance for different perspectives, experiences, and identities. We expect a culture of humility and continuous learning where we reflect on lessons learned, question the status quo, and create an inclusive community where all feel supported and heard.



Excellence

We are dedicated to excellence and innovation. We set strategic and ambitious goals and approach every challenge with a determination to succeed. We embrace creativity and seek traditional and nontraditional solutions. We strive to improve every day.



Integrity

We align our values, work, and actions. We are honorable, trustworthy, reliable, responsive and transparent. We do what is right and strive for the highest moral and ethical behavior.



Leadership

We step forward, both as an organization and as individuals, to make a positive difference for our community. We exhibit professionalism, humility, and compassion. By collaborating with others, we move toward our goals.



Respect

We conduct Town business with courtesy and civility to create an environment of trust and safety. We are responsive and work actively to eliminate barriers, ensuring full participation in organizational and community life. We treat people as we would like to be treated.



Sustainability

We meet the economic, environmental, and social needs of the present without compromising the ability of future generations to meet their own needs. We measure progress through improvement to the health and well-being of our residents, environment, and economy.

Focus Areas



Resilient Economy

A diversified economy that supports the community's ability to grow, thrive, and adapt.



Recreation & Activities

Enhancing our unique location and historic culture through building, maintaining, and marketing amenities and events while engaging the community.



Community Infrastructure

The public structures and facilities that support community and economic development. Infrastructure expansion and maintenance is planned through fiscally responsible policies.



Effective Government

An awareness of citizen needs and providing necessary services through fiscal responsibility, transparency, innovative business practices, use of new technology, investing in employees, and leveraging Town partnerships.





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Resilient Economy

A diversified economy that supports the community's ability to grow, thrive, and adapt.

Goal #1: Increase tourism and retail-related revenue by 2027.

Goal #2: Create a vibrant and active downtown through collaborative partnerships.



Recreation and Activities

Enhancing our unique location and historic culture through building, maintaining, and marketing amenities and events while engaging the community.

Goal #1: Adopt a Parks and Recreation Master Plan with 50% funding for priority #1 projects incorporated into the CIP by June 30, 2026.

Goal #2: Retain and promote Dark Sky designation.

Goal #3: Increase total number of events through partnerships.



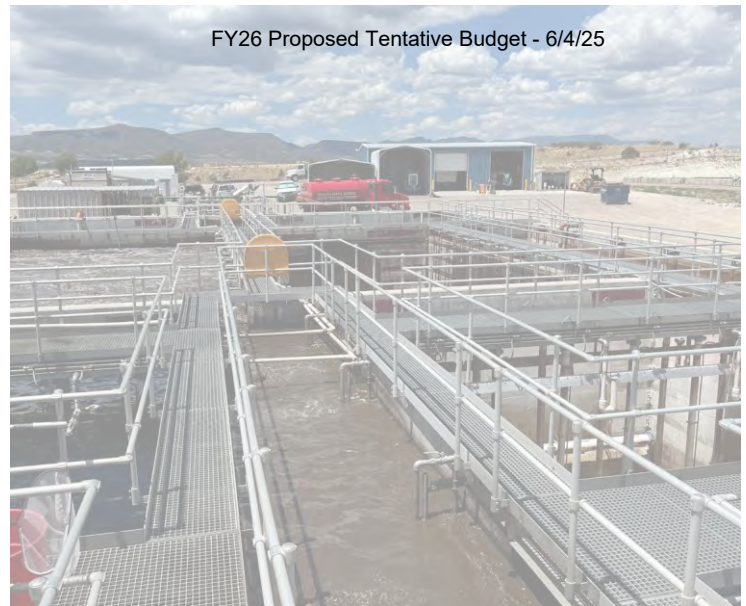


Community Infrastructure

The public structures and facilities that support community and economic development. Infrastructure expansion and maintenance is planned through fiscally responsible policies.

Goal #1: Quantify the impact of future development on water, sewer and electric infrastructure to assess system capacities, identify constraints and support sustainable growth planning by June 30, 2027.

Goal #2: Adopt a Facilities Master Plan with identified funding structure by June 30, 2026.



FY26 Proposed Tentative Budget - 6/4/25



Effective Government

An awareness of citizen needs and providing necessary services through fiscal responsibility, transparency, innovative business practices, use of new technology, investing in employees, and leveraging Town partnerships.

Goal #1: Increase citizen satisfaction and trust each year for five years.

Goal #2: Cultivate a community-driven culture of civic engagement and public participation.

Goal #3: Retain, develop, and engage a highly effective workforce.

Moving Forward with the Plan

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FY26 Proposed Tentative Budget - 6/4/25

- Town Manager to present quarterly progress reports on the Action Plans.
- Annually revisit the Action Plan with the Town Council.
- Connect items in Agenda Information Memorandums to the Strategic Plan Focus Areas & Goals.
- Communicate the Strategic Plan to the community.

New Ideas or Opportunities

As Camp Verde progresses through the years working with the Strategic Plan priorities and the additional operational workload of Staff, it's common for additional ideas or desired initiatives to be proposed. In order to help the Camp Verde team stay on track towards strategic priorities, the Council and Staff team discussed how they want to work with the plan moving forward to ensure everyone is on the same page for what to expect in terms of reporting and what to do when new ideas or opportunities arise.

How we'll Evaluate Ideas not in the Plan

- How does this idea fit within our existing plan?
- How does this new idea rank among the existing strategic priorities?
- What will NOT get done in order to accommodate the new priority?
- Is this idea attainable with given available resources?

Camp Verde

ARIZONA



Town of Camp Verde Strategic Plan Supplemental Documents - FY 2026 Action Plan -



Town of Camp Verde Strategic Plan

FY 2026 Action Plan

Resilient Economy

Goal #1: Increase tourism and retail-related revenue by 2027

FY 2026 Action Items	Responsible Party(ies)
Launch tourism marketing strategy to increase tourism revenue and visitation and leverage the expertise of the Tourism Working and Engagement Group.	Economic Development
Implement marketing campaigns to stimulate local resident and visitor spending. Explore how to further promote local businesses. Leverage partnerships such as the Greater Verde Valley Chamber of Commerce.	Economic Development
Continue proactive outreach to retail developers and boost retail and business recruitment by increasing Town participation/representation at retail development events (e.g. ICSC).	Economic Development
Expand efforts through social media campaigns, potential influencer partnerships, regional partnerships, and the Arizona Office of Tourism (AOT) rural cooperative initiatives.	Economic Development
Continue to track and monitor relevant sales tax data.	Finance Economic Development
Explore merchandising opportunities at the Visitor Center and Town events as well as credit card payment capability.	Finance Economic Development Parks & Recreation
Utilize Technical Review Committee Meetings for developers which provides an opportunity to review the concept at a very general level and discuss how the proposal may align with existing development codes and policies.	Community Development Economic Development
Enhance digital presence with business success stories.	Economic Development
Increase education and training for businesses at the BRIC.	Economic Development
Streamline business licensing process to include online application and payment.	Town Clerk Finance
Recommend a comprehensive zoning code update to limit RV stays to less than 30 days.	Community Development
Encourage the continuation of the Opportunity Zone benefits beyond its expiration date of 2026.	Economic Development Community Development



Town of Camp Verde Strategic Plan FY 2026 Action Plan

Resilient Economy

Goal #2: Create a vibrant and active downtown heritage area through collaborative partnerships.

FY 2026 Action Items	Responsible Party(ies)
Promote the downtown heritage area of Camp Verde as a destination for tourists and a source of community pride.	Economic Development
Facilitate a dedicated local coalition to champion downtown heritage area promotion.	Economic Development
Identify organizations and/or individuals interested in hosting events in the downtown heritage area.	Economic Development Parks & Recreation
Explore and implement initiatives to increase sales revenue for downtown heritage area businesses.	Economic Development



Town of Camp Verde Strategic Plan FY 2026 Action Plan

Recreation and Activities

Goal #1: Adopt a Parks and Recreation Master Plan with 50% funding for priority #1 projects incorporated into the CIP by June 30, 2026.

FY 2026 Action Items	Responsible Party(ies)
Start Master Plan execution in accordance with funding prioritization.	Parks and Recreation Public Works

Goal #2: Retain and promote Dark Sky designation

FY 2026 Action Items	Responsible Party(ies)
Re-engage with the local Dark Sky Chapter to help with education and engagement.	Parks and Recreation Economic Development
Identify liaisons for Dark Sky Chapter to include at least one Town Council member, one Town staff member and one member from the Parks and Recreation Commission.	Town Manager Parks and Recreation
Collaborate with the local Dark Sky Chapter to host and leverage Dark Sky events.	Library Parks and Recreation
Identify and execute citizen and business education about Dark Sky initiatives and regulations (e.g. Lumens)	Community Development Library Parks and Recreation
Identify funding to acquire telescopes for additional community education and engagement.	Library



Town of Camp Verde Strategic Plan FY 2026 Action Plan

Recreation and Activities

Goal #3: Increase total number of events through partnerships.

FY 2026 Action Items	Responsible Party(ies)
Identify partner groups to hold events that attract and serve desired demographics.	Parks and Recreation
Promote the use of the Sports Complex. Identify possible events to serve the residents and to attract visitors to the site. Create an information campaign to promote the Sports Complex as a tourism asset.	Parks and Recreation Economic Development
Create and implement a special event application packet. Ensure it is simple, user-friendly, easily available, and includes clear timelines.	Town Clerk Parks and Recreation
Create an open-container permit.	Town Clerk Parks and Recreation
Secure and implement a facility-reservation system.	Parks and Recreation



Town of Camp Verde Strategic Plan FY 2026 Action Plan

Community Infrastructure

Goal #1: Quantify the impact of future development on water, sewer and electric infrastructure to assess system capacities, identify constraints and support sustainable growth planning by June 30, 2027.

FY 2026 Action Items	Responsible Party(ies)
Collaborate and start a regional groundwater model.	Utilities Community Development
Execute the Growing Water Smart Action Plan.	Utilities Community Development Economic Development
Draft the Town's buildout plan, which will include quantifying potential development and related infrastructure needs.	Utilities Public Works Community Development Economic Development

Goal #2: Adopt a Facilities Master Plan with identified funding structure by June 30, 2026.

FY 2026 Action Items	Responsible Party(ies)
Select a consultant to complete the Town's Facilities Master Plan.	Town Manager Public Works
Complete development of the Facilities Master Plan.	All Departments



Town of Camp Verde Strategic Plan

FY 2026 Action Plan

Effective Government

Goal #1: Increase citizen satisfaction each year for five years.

FY 2026 Action Items	Responsible Party(ies)
Update and educate the community on the completion of projects and the related public benefits.	All Departments
Expand social media efforts by incorporating more human-interest stories and leveraging a personal angle. Provide a recap of Council, Board and Commission meetings.	Town Manager Marshal's Office Economic Development Library Parks and Recreation
Invest in a new website that prioritizes community engagement, accessible information, and ease of use.	Town Manager Town Clerk
Create opportunities for Town Staff, Boards, and Commissions to interact more with the public (e.g. info booths and integration into current events).	Town Manager Community Development Parks and Recreation
Explore additional community outreach opportunities such as "Town Talk" articles, and intentional news releases and educational pieces.	Town Manager All Departments
Continue the annual satisfaction survey and compare it year over year.	Town Manager
Conduct customer service training for all staff. Ensure that citizen complaints are acknowledged promptly.	All Departments
Prioritize high-quality Weekly Town Manager Updates.	Town Manager
Encourage more community engagement by celebrating departments, providing tours, and hosting open houses.	All Departments
Educate the community (e.g. videos, write op-eds, etc.) on Town finances, particularly on Town revenue and expenses.	Finance
Create an internal, coordinated communications taskforce.	Town Manager



Town of Camp Verde Strategic Plan FY 2026 Action Plan

Effective Government

Goal #2: Cultivate a community-driven culture of civic engagement and public participation

FY 2026 Action Items	Responsible Party(ies)
Conduct robust engagement on the draft General Plan.	Town Manager Community Development
Hold Citizen's Academy bi-annually. Explore how to include tours.	Town Manager
Utilize Town Manager working groups more for key community issues and Town priorities.	Town Manager
Develop a more robust recruitment process for Town Board and Commission vacancies.	Town Manager Town Clerk
Highlight and market Town volunteer opportunities.	Human Resources
Work with the High Schools to reactivate the youth/teen council.	Town Manager
Launch the "Tell-a-Librarian" Program to get public input and feedback on issues.	Library



Town of Camp Verde Strategic Plan

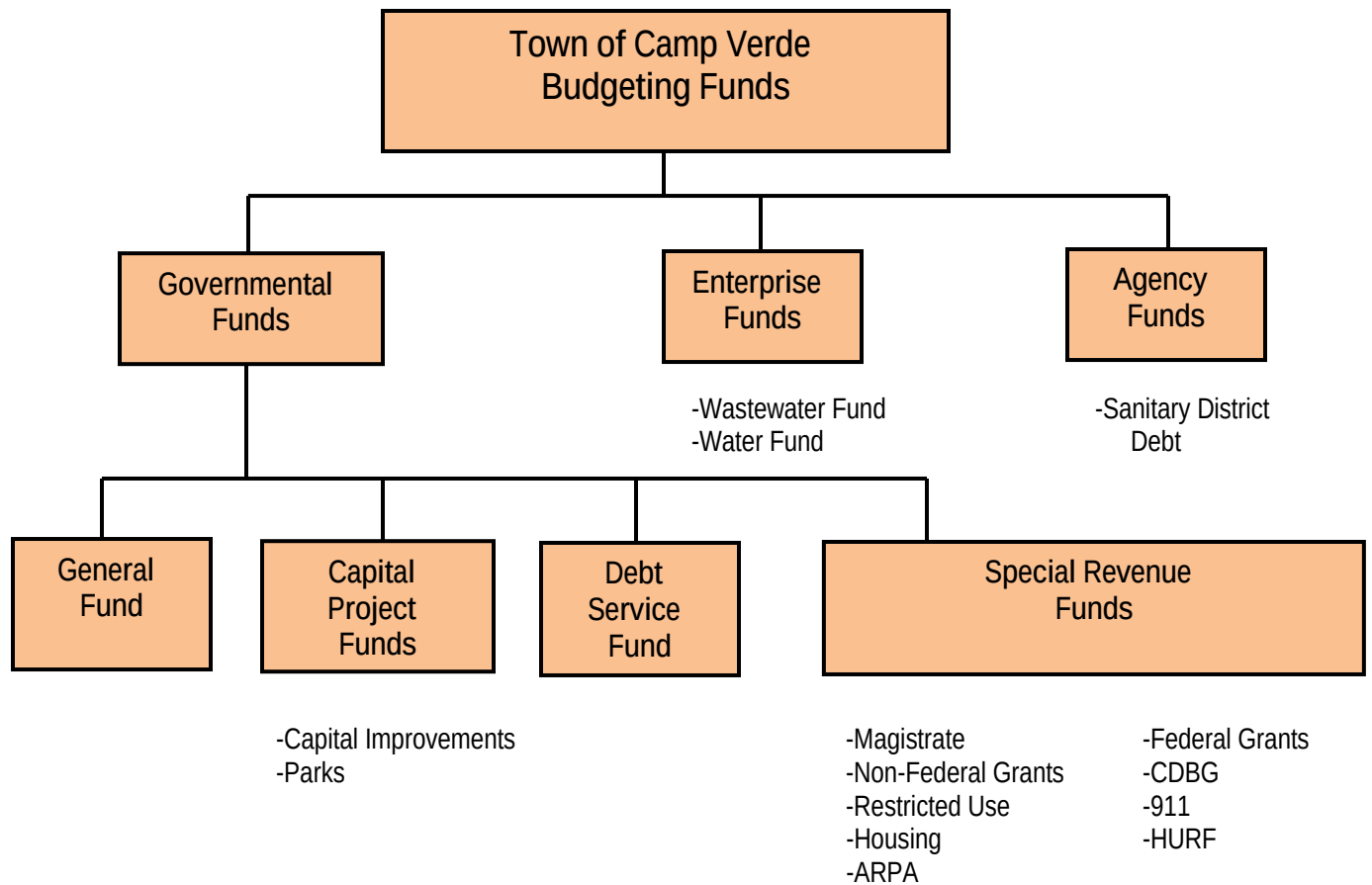
FY 2026 Action Plan

Effective Government

Goal #3: Retain, develop, and engage a highly effective workforce.

FY 2026 Action Items	Responsible Party(ies)
Provide regular statistics on turnover rates to Town Department Directors and Town Council.	Human Resources
Execute the Core Values Action Plan.	All Departments
Incorporate interdepartmental interaction complete with site visits into the Core Values Action Plan.	All Departments
Create an action plan in response to the annual employee engagement survey.	Town Manager Human Resources
Continue to evaluate COLA & merit-based pay adjustments.	Town Manager Human Resources
Create a policy to address certifications and raises.	Town Manager Human Resources
Create a pay step program that will include additional classifications and a career ladder.	Town Manager Human Resources
Annually track market wage evaluations and share with Town Council.	Town Manager Human Resources

Budget Fund Structure



Fund Types

Governmental Funds: Are used to account for activities primarily supported by taxes, grants and similar revenue sources.

- **General Fund:** The main operating fund used to account for and report all financial resources not accounted for and reported in another fund.
- **Capital Project Funds:** Used to track the financial resources to be used for the acquisition, construction or major renovation of capital assets.
- **Debt Service Funds:** Used to account for the funding allocations and the payments of general long-term debt principal, interest and related costs.
- **Special Revenue Funds:** Used to account for and report the proceeds from special revenue sources that are restricted or committed for specific purposes other than debt or capital projects.

Enterprise Funds: Used to report any activity for which a fee is charged to external users for goods or services.

Agency Funds: Used to report resources held by the Town in a purely custodial capacity.

Major Funds

Major funds are those funds where expenditures or revenues are greater than 10% of the total budgeted expenditures or revenues for the Town. Major funds for budgetary purposes may differ from the major funds reported by the Town in the audited financial statements as major fund determination within the audit also considers assets and liabilities, where the budget document only considers revenues and expenses. The Town has 3 major funds in this FY26 budget document. The major budget funds presented here are the General, Federal Grants, & Water funds.

General Fund

The General Fund is the main operating fund for the Town. It receives all tax revenues and most fees, fines, permits and license revenue. It is also where the majority of payroll related costs are incurred. For the Town, the General Fund is the focal point for a *Balanced Budget*.

(Budget detail starts on page 72)

Federal Grants Fund

The Federal Grants Fund tracks all federal grant monies received by the Town.

(Budget detail starts on page 202)

Water Fund

The Water Fund contains all operating revenues and expenditures, capital expenditures, and debt service of the Town's water operations. The Water Fund is a self-sustaining enterprise fund charging fees to residential and commercial customers. Those fees pay for all operations within the fund.

(Budget detail starts on page 241)

Basis of Accounting & Budgeting

The *Basis of Accounting* and *Basis of Budgeting* determine when revenues and expenditures are recognized for the purposes of financial reporting and budget control. Accounting on a *cash basis* means that revenues and expenditures are recorded when cash is actually received or paid out. *Full accrual accounting* is where revenues are reported when earned, as opposed to when received. Expenditures are recognized when an obligation to pay is incurred, as opposed to when the payment is made. Capital purchases are recognized over the life of the asset through the use of depreciation.

Governments typically use a hybrid basis of accounting termed *modified accrual*. Under this system, revenues are recognized when they become measurable and available. Expenditures are recognized when the obligation to pay is incurred. However, capital expenditures are recognized at the time of purchase. This means that governments may experience significant increases and decreases in total expenditures from year to year, since capital expenses can be large and unevenly timed. To help explain year to year expenditure trends, governments typically report capital expenditures separately from operating costs.

The Town of Camp Verde uses modified accrual accounting and budgeting for its governmental fund types. For enterprise funds (the Wastewater Fund), the Town uses full accrual accounting but budgets under the modified accrual accounting to show the purchases of capital assets and the use of other financing sources (ie loans) for a more transparent view of the use of funds within that enterprise fund.



Town of Camp Verde

Financial Policies

Fiscal Policies

ACCOUNTING

The Town's accounting and financial reporting systems will be maintained in conformance with Generally Accepted Accounting Principles and standards of the Government Accounting Standards Board. A fixed asset system will be maintained to identify all Town assets, their condition, historical cost, replacement value and useful life.

AUDIT

An annual audit will be performed by an independent public accounting firm with the subsequent issue of an official Comprehensive Annual Financial Report, including an audit opinion.

FINANCIAL

- To maintain a financially viable Town that can maintain an adequate level of municipal services.
- To maintain financial flexibility in order to be able to continually adapt to local and regional economic changes.
- To maintain and enhance the sound fiscal condition of the Town.
- To maintain a positive municipal credit rating.

RESERVES

The Town will maintain General Fund reserves of unrestricted monies in the amount of \$500,000. The Finance Director will alert the Council any time Unrestricted General Fund reserves drop below \$1,000,000 and will continue to update Council members until unrestricted General Fund reserves reach the \$1,000,000 threshold or until directed by Council that the reporting is no longer necessary.

The Town will also maintain HURF Fund reserves in an amount equal to three (3) months of budgeted HURF expenditures. This reserve balance shall not be used without approval from the Council.

BUDGET POLICY

PURPOSE: To establish policies and procedures to carefully account for public funds, manage the finances wisely and plan for adequate funding of services that are desired by the public. The following budget policy provides guidance for preparing the Town of Camp Verde's annual budget (all funds) as well as adoption, implementation, and monitoring of the budget.

I. POLICIES

- A. **BUDGET PHILOSOPHY.** The Town of Camp Verde's budget philosophy includes funding the service delivery system using the resources provided through current revenue collection while planning for future needs through capital funding and maintenance.
- B. **BALANCED BUDGET.** Arizona law (Title 42 Arizona Revised Statutes) requires the Town Council to annually adopt a balanced budget. The Town of Camp Verde will develop a balanced budget by June 30th each year, where projected revenues meet or exceed projected expenditures. In the event that projected revenues are not adequate to sustain the service delivery system desired by the Town's citizens, a draw on fund balance may be authorized by the Town Council in accordance with Town Code Section 3-4-5 Fund Balance Policy. In addition, the Town will not use one-time (non-recurring) revenues to fund continuing (recurring) expenditures.
- C. **CONSERVATIVE PROJECTIONS.** Revenues and Expenditures will be determined through conservative projections. Current revenues will be sufficient to support current operating expenditures allowing the Town to maintain a positive operating position.
- D. **USER FEES.** User Fees will be adjusted as necessary to recover the full cost of services provided, except when the Town Council determines that a subsidy from the General Fund is in the public interest.

II. PROCEDURES

- A. **BUDGET PROCESS**
 - 1. The Town Manager will meet with all Department Directors to discuss his/her outlook for the coming year and give staff direction as to the financial direction of the new year's budget.
 - 2. Department Heads will develop the budgets for their departments based on the recommended direction of the Town Manager.
 - 3. Department Heads will enter their completed budget requests into the computer accounting system with appropriate notes for review by the Town Manager. Individual meetings are held with each of the Department Heads to discuss their budget requests and to assure that the Departments' narratives are complete.
 - 4. The compiled preliminary draft budget is distributed to Council Members and Department Heads. Budget Work Sessions are scheduled to present each budgetary unit to Council, answer questions that may arise, make adjustments as directed, and obtain Council's preliminary approval of the requests. The Finance Department, with the Town Manager's direction, makes final adjustments to the budget and verifies that all information is properly included in the budget document.
 - 5. In June, the Tentative Budget is approved by Council and the budget is advertised in the local newspapers for two consecutive weeks.
 - 6. In July, Public Hearings on the Tentative Budget are held. If no changes have been directed, the Final Budget is adopted and implemented.

B. BUDGET AMENDMENT POLICY

1. Once the tentative budget is adopted, the expenditure limitation amount is set for the fiscal year. The Town Council may not approve additional appropriations above that amount.
2. Throughout the fiscal year, amendments may be made to the adopted budget. All budget amendments must be approved by the Town Council. Budget amendments include, but are not limited to, transfers of appropriations between departments, transfers of appropriations from the Contingency to departments and/or funds, and transfers of appropriations between funds.
3. The Town Manager may approve budget reallocations within functional department areas as follows:
 - a. General Government – All “100 & 900” department account numbers
 - b. Magistrate Court – All “300” department account numbers
 - c. Public Works – All “400” department account numbers
 - d. Community Development – All “500” department account numbers
 - e. Marshal’s Office – All “600” department account numbers
 - f. Library – All “700” department account numbers
 - g. Parks & Rec – All “800” department account numbers
4. A budget adjustment is requested with the Budget Change/Re-Appropriation Form. The form is submitted to the Finance Director for review.
5. The Finance Director shall submit the completed Budget Change/Re-Appropriation Form to Council for approval.
6. Approved changes to the budget shall be documented, signed and entered by the Finance Director and filed in an annual budget adjustment file.

C. BUDGET MONITORING

1. The Finance Department, along with each Department Head, monitors the budget continuously throughout the fiscal year. The Town focuses on the object level (total salary expenditures, total operational expenditures, etc.) of tracking rather than focusing on the sub-object level (each specific line item). This means that instead of tracking each line item to ensure that it remains within the budget appropriation, the focus is on whether the Department as a whole operates within its total budget appropriation.
2. Revenue projections are monitored monthly and statistically projected throughout the remainder of the fiscal year to determine the need to decrease expenditure appropriations in order to maintain a balanced budget.
3. Financial reports are given to the Town Council and Department Heads quarterly detailing the status of each department and the Town as a whole. Along with these reports, the Finance Department also presents a report to Council detailing the revenue projections through the end of the fiscal year and makes recommendations as needed to decrease appropriated expenditures, as a result of any shortfall in our revenue base, which may materialize.

D. BUDGET CALENDAR

1. In February of each year, the Finance Director shall obtain approval of the budget calendar for the following fiscal year.

E. CAPITAL IMPROVEMENTS

1. The Town will make all capital improvements in accordance with the adopted and funded Capital Improvement Plan (CIP). The CIP will provide for adequate design, construction, maintenance and replacement of the Town’s capital assets over a five-year period.
2. The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the Capital Improvement Plan and Town priorities, and who’s operating and maintenance costs have been included in the budget.

3. The Town will coordinate development of the CIP with the development of the operating budget.
4. If funding new facilities, special development impact funds may only be used if those new facilities are included in the Town's master plans.

F. FUND ACCOUNTING

1. The Town utilizes fund accounting, which is a method of tracking revenues and expenditures based on restrictions being placed on the revenues requiring that they be used for specific purposes only. Each fund is considered a separate accounting entity. All funds except agency funds are included in the budget document. Agency funds are not required to be included in the budget document as they are monies belonging to separate entities, which the Town holds in trust for them.

G. GOVERNMENTAL FUNDS

1. General Fund - The General Fund is the main operating fund of the Town of Camp Verde; it accounts for the majority of the departments within the Town.
2. Special Revenue Fund - Special Revenue Funds are separate accounting records used to track revenues (and the related expenditures) that are legally restricted for specific purposes.
3. Debt Service Fund - Debt Service Fund is used to account for the funding allocations and the payments of general long-term debt principal, interest and related costs.
4. Capital Project Fund - Capital Project Funds are used to track the financial resources to be used for the acquisition or construction of capital assets. A capital asset is defined by the Town as any item with an extended useful life whose purchase price (or value if donated) is \$5,000 or more.
5. All Governmental Funds are accounted for using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Measurable means that the amount of the transaction can be determined. Available means that the funds are collectible within the current period or soon thereafter to pay liabilities of the current period. Expenditures are recognized when the related liability is incurred.

H. FIDUCIARY FUNDS

1. Agency Fund - The Agency Fund is used to account for monies belonging to other agencies that the Town holds in a trustee capacity.
2. Fiduciary Funds - Fiduciary Funds are accounted for using the accrual basis of accounting. This method of accounting recognizes the financial effects of transactions and other events and circumstances that have cash consequences in the periods in which transactions, events, and circumstances occur, rather than only in the periods in which cash is received or paid by the government.

I. BUDGET BASIS

1. The Town maintains its financial records in accordance with Generally Accepted Accounting Principles (GAAP) for government entities. The budgets of General Government Funds are prepared on a modified accrual basis. This includes all fund types managed by the Town of Camp Verde.

DEBT POLICY

PURPOSE: To establish policies and procedures to provide for the preservation and eventual enhancement of the Town's bond ratings, the maintenance of adequate debt service reserves, compliance with debt instrument covenants and provisions and required disclosures to investors, underwriters, and rating agencies. These policy guidelines will also be used when evaluating the purpose, necessity, and condition under which debt will be issued. These policies are meant to supplement the legal framework of public debt laws provided by the Arizona Constitution, State Statutes, City Charter, federal tax laws, and the Town's current bond resolutions and covenants.

The Town utilizes long-term debt to finance capital projects with long useful lives. Financing capital projects with debt provides for an "intergenerational equity", as the actual users of the capital asset pay for its cost over time, rather than one group of users paying in advance for the cost of the asset.

All projects funded with General Obligation Bonds or Revenue Bonds can only be undertaken after voter approval through a town-wide bond election.

I. POLICIES/PROCEDURES

- A. The overall debt management policy of the Town is to ensure that financial resources of Town are adequate in any general economic situation to not preclude the Town's ability to pay its debt when due.
- B. The Town will not use long-term debt to fund current operations or projects that can be financed from current revenues or resources. The Town will first attempt "pay as you go" capital financing.
- C. The Town does not intend to issue commercial paper (CP) or bond anticipation notes (BANs) for periods longer than two years or for the term of a construction project. If CP or a BAN is issued for a capital project, it will be converted to a long-term bond or redeemed at its maturity.
- D. Whenever the Town finds it necessary to issue revenue bonds, the following guidelines will be adhered to:
 - 1. Revenue Bonds are defined as bonds in which the debt service is payable from the revenue generated from the operation of the project being financed or a category of facilities, from other non-tax sources of the Town, or from other designated taxes such as Highway User's Revenues, excise tax, or special fees or taxes. For any bonds or lease-purchase obligations in which the debt service is paid from revenue generated by the project, that debt service is deemed to be revenue bonds and are excluded from the calculation of the annual debt service limitation.
 - 2. Revenue Bonds of the Town will be analyzed carefully by the Finance Department for fiscal soundness. The issuance of Revenue Bonds will be subject to the most careful review and must be secured by covenants sufficient to protect the bondholders and the name of the Town.
 - 3. Revenue Bonds should be structured to provide level annual debt service over the life of the issue.
 - 4. Debt Service Reserve Funds should be provided when required by rating agencies, bond insurers, or existing bond covenants.
 - 5. Interest earnings on the reserve fund balances will be used to pay debt service on the bonds unless otherwise committed for other uses or purposes of the project.
 - 6. The term of any revenue bond or lease obligation issue will not exceed the useful life of the capital project, facility or equipment for which the borrowing is intended.
 - 7. The target for the term of Revenue Bonds will typically be between twenty and thirty years. The target for the "average weighted maturities" for Revenue Bonds of the Town (except for those issued through the Arizona Water Infrastructure Finance Authority) will be twelve and one half (12 1/2) years.

- E. Improvement District (ID) and Community Facility District (CFD) Bonds shall be issued only when the formation of the district demonstrates a clear and significant purpose for the Town. It is intended that Improvement District and Community Facility District Bonds will be primarily issued for neighborhoods and business districts desiring improvements to their property such as roads, water lines, sewer lines, streetlights, and drainage. The District must provide a specific benefit to the property owner(s). The Town will review each project through active involvement of Town staff and/or selected consultants to prepare projections, review pro-forma information and business plans, perform engineering studies, and analyze minimum debt coverage and value to debt ratios, and other analyses necessary to consider the proposal against specific criteria. Both ID and CFD Bonds will be utilized only when it is expected that they will be outstanding for their full term.
- F. Refunding Bonds will be measured against a standard of the net present value debt service savings exceeding 5% of the debt service amount of the bonds being refunded, or if savings exceed \$750,000, or for the purpose of modifying restrictive covenants or to modify the existing debt structure to the benefit of the Town.
- G. The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness.
- H. The Town shall comply with all requirements of Title 15.1 Arizona Revised Statutes and other legal requirements regarding the issuance of bonds and certificates of the Town or its debt issuing authority.
- I. The Town will maintain regular contact with rating agencies through meetings and visits on and off-site. The Town will secure ratings on all bonds issued if economically feasible.

II. SHORT-TERM DEBT

- A. The Town may use short-term debt to cover temporary or emergency cash flow shortages. All short-term borrowing will be subject to Council approval by ordinance or resolution.
- B. The Town may issue inter-fund loans, rather than outside debt instruments to meet short-term cash flow needs. Inter-fund loans will be permitted only if an analysis of the affected fund indicates excess funds are available and the use of these funds will not impact the fund's current operations.

III. LONG-TERM DEBT

- A. The Town will confine long-term borrowing to capital improvements that cannot be funded from current revenues.
- B. Where possible, the Town will use special assessment revenue or other self-supporting bonds instead of general obligation bonds.

INVESTMENT POLICIES

PURPOSE: To establish policies and procedures to create a guide for the investment of Town funds. The Town also desires to take advantage of resources not available to the Town through the Local Government Investment Pool.

Therefore, it is the investment policy of the Town and its designee, the Finance Director, to maintain the safety of principal, maintain liquidity to meet cash flow needs and provide competitive investment returns as identified below. The Finance Director will strive to invest with the judgment and care that prudent individuals would exercise in their own affairs.

I. POLICIES/PROCEDURES

A. GOVERNING AUTHORITY

1. The investment program of the Town shall be operated in conformance with Federal, State and other legal requirements, primarily outlined in A.R.S. §35–323.

B. APPROVAL OF THE INVESTMENT POLICY

1. The investment policy shall be formally approved and adopted by the Town Council and reviewed on or about July 1 of every odd numbered year by the Town Council or their designee.

C. SCOPE

1. The Town will consolidate cash and reserve balances from all funds in order to maximize investment earnings and to increase efficiencies with regard to investment management pricing, safekeeping costs and administration costs, except for cash in certain restricted and/or special funds, which are exempted from this policy.
2. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.
3. The Finance Director will follow A.R.S. §35–323 and other investment guidelines mandated by statute. Investments that need to restrict yield for purposes of the Internal Revenue Service's Arbitrage Bond Regulations (Treasury Regulation Section 1.148-1 *et seq.*) will be deposited into a separate account and invested in a manner that meets arbitrage guidelines permitted by the IRS.

D. INVESTMENT POLICY OBJECTIVES

1. The primary investment objectives of the Town in order of priority are:
 - a. Safety
 - b. Liquidity
 - c. Optimal yield
 - d. Collateralization
2. These objectives are defined below:
 - a. Safety - Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to prudently mitigate credit risk and interest rate risk. It is understood by the Town that no investment is completely free of risk.
 - 1) Credit Risk - The Town will seek to mitigate credit risk, which is defined as the risk of loss due to the failure of the security issuer or backer. Mitigating credit risk is to be accomplished by:
 - a) Limiting investments in the portfolio to the asset classes designated as acceptable in A.R.S. §35-323;

- b) Diversifying the investment portfolio so that the impact of potential losses from any one individual issuer held in the portfolio will be limited. Specific diversification parameters will be noted in Section VIII. Portfolio Criteria;
 - c) Utilizing external research and advice regarding the current global economic condition and its impact on the outlook for domestic corporate credit quality.
- 2) Interest Rate Risk - The Town will seek to mitigate interest rate risk, which is defined as the risk that the market value of securities held in the portfolio will decline due to increases in market interest rates subsequent to their purchase. This mitigation will be accomplished by:
 - a) Structuring the investment portfolio so that securities mature concurrent with the anticipated cash requirements for ongoing operations, thereby avoiding, as much as possible, the need to sell securities in an adverse market environment prior to maturity;
 - b) Investing funds primarily in shorter-term securities or similar investment pools and limiting the average maturity of the portfolio in accordance with the needs of the Town;
 - c) Utilizing external research and advice regarding the current interest rate outlook and global economic condition to optimize portfolio duration strategy.
- b. Liquidity - The investment portfolio shall remain sufficiently liquid to meet anticipated cash flow requirements. This is to be accomplished by structuring the portfolio so that securities mature concurrent with anticipated cash flow needs (static liquidity). Furthermore, because all possible cash demands cannot be anticipated, the portfolio should consist of securities for which there exist active secondary markets (dynamic liquidity). Alternately, a portion of the portfolio may be placed in money market mutual funds or the Local Government Investment Pool, which offers same-day liquidity for short-term funds.
- c. Optimal Yield - Return on investment is of lesser importance compared to the safety and liquidity objectives described above. The investment portfolio shall be designed to optimize the yield the Town obtains from the portfolio taking into account the criteria of the investment policy, the dynamic liquidity needs of the Town and the current interest rate outlook/economic condition.
- d. Collateralization – Securities will be registered in the name of the Town of Camp Verde.

E. INVESTMENT MANAGEMENT AUTHORITY

1. Authority to manage internally or to delegate the management of the investment program of the Town to an external manager is granted to the Finance Director. If authority to manage all or a part of the investment program of the Town is delegated to an external manager, the Finance Director is responsible for:
 - a. Periodic investment portfolio reporting;
 - b. Evaluating the performance of the externally managed portfolio;
 - c. Monitoring manager compliance with the investment policy;
 - d. Conveying the investment needs of the Town to the external manager;
 - e. Developing investment strategy with the external manager.

F. BROKERS/DEALERS

1. When the Town is investing directly with Brokers/Dealers, investment transactions shall only be conducted with financial institutions that are licensed, as may be required by law, to do business in Arizona. Primary government securities dealers or broker-dealers, engaged in the business of selling government securities, shall be registered in compliance with section 15 or 15C of the Securities Exchange Act of 1934 and registered pursuant to A.R.S. §44-3101, as amended. In addition, investment transactions shall be conducted only with those direct issuers who meet both credit and capital requirements established by the Finance Director. It shall be the responsibility of the broker-dealer to provide the following:
 - a. Audited, most recent annual financial statements within six months of the close of the fiscal year;
 - b. Unaudited, most recent quarterly financial statements;
 - c. Proof of National Association of Security Dealers certification;
 - d. Proof of Arizona registration (as needed);
 - e. A signed letter acknowledging that they have read and agree to abide by the investment policy.

G. PORTFOLIO CRITERIA

1. Acceptable Asset Classes

As of 4/16/2007, A.R.S. §35-323A defines the acceptable asset classes available for the Town to invest in as follows:

- a. Certificates of deposit in eligible depositories.
- b. Certificates of deposit in one or more federally insured banks or savings and loan associations in accordance with the procedures prescribed in Section 35-323.01.
- c. Interest-bearing savings accounts in banks and savings and loan institutions doing business in this state whose accounts are insured by federal deposit insurance for their industry, but only if deposits in excess of the insured amount are secured by the eligible depository to the same extent and in the same manner as required under this article.
- d. Repurchase agreements with a maximum maturity of one hundred eighty days.
- e. The pooled investment funds established by the state treasurer pursuant to § 35-326.
- f. Obligations issued or guaranteed by the United States or any of the senior debt of its agencies, sponsored agencies, corporations, sponsored corporations or instrumentalities.
- g. Bonds or other evidences of indebtedness of this state or any of its counties, incorporated cities or towns or school districts.
- h. Bonds, notes or evidences of indebtedness of any county, municipal district, municipal utility or special taxing district within this state that are payable from revenues, earnings or a special tax specifically pledged for the payment of the principal and interest on the obligations, and for the payment of which a lawful sinking fund or reserve fund has been established and is being maintained, but only if no default in payment on principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if such obligations were issued less than five years before the date of investment, no default in payment of principal or interest has occurred on the obligations to be purchased nor any other obligations of the issuer within five years of the investment.
- i. Bonds, notes or evidences of indebtedness issued by any county improvement district or municipal improvement district in this state to finance local improvements authorized by law, if the principal and interest of the obligations are payable from assessments on real property within the improvement district. An investment shall not be made if:
 - 1) The face value of all such obligations, and similar obligations outstanding, exceeds fifty per cent of the market value of the real property, and if improvements on which the bonds or the assessments for the payment of principal and interest on the bonds are liens inferior only to the liens for general ad valorem taxes.
 - 2) A default in payment of principal or interest on the obligations to be purchased has occurred within five years of the date of investment, or, if the obligations were issued less than five years before the date of investment, a default in the payment of principal or interest has occurred on the obligations to be purchased or on any other obligation of the issuer within five years of the investment.
- j. Commercial paper of prime quality that is rated "P1" by Moody's Investor Service or rated "A1" or better by Standard and Poor's rating service or their successors. All commercial paper must be issued by corporations organized and doing business in the United States.
- k. Bonds, debentures and notes that are issued by corporations organized and doing business in the United States and that are rated "A" or better by Moody's Investor Service or Standard and Poor's rating service or their successors.
- l. All other investments are thereby prohibited from consideration for investment. Furthermore, the Town may desire to be more conservative in its investment portfolio and restrict or prohibit certain of the investments listed above.

H. BENCHMARK

1. The performance of an actively managed portfolio on behalf of the Town will be expected to at least match the performance of the Local Government Investment Pool during any one-year period.
2. Occasionally, based on the liquidity needs and the portfolio strategy of the Town it may be reasonable and desirable to measure portfolio performance against a total return benchmark. The Finance Director shall define such a benchmark after consultation with professionals in the field of financial management and the Town Council.

I. MATURITY PARAMETERS

Funds Maximum Maturity:	3 Years
Maximum Maturity for Repurchase Agreements:	180 Days
Portfolio Duration Target:	To be defined by the Finance Director in consultation with the Town Council.
Portfolio Duration Range:	+ / – 20% of the Portfolio Duration Target

J. CONCENTRATION AND DIVERSIFICATION

1. At the time of purchase a maximum of 5% of the market value of the portfolio may be invested in debt issued by any single entity. Debt backed by the United States Treasury or GSE's are exempt from this concentration criterion.

K. MINIMUM ACCEPTABLE CREDIT QUALITY

1. As indicated in the table below, all corporate portfolio holdings at the time of purchase must have a minimum rating (*) by at least one of the Nationally Recognized Statistical Rating Organizations (NRSRO's).

	S & P	Moody's
Short Term Rating	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating * (see exhibit 1)	Not lower than the Town of Camp Verde current G.O. Bond Rating or its commensurate short term rating * (see exhibit 1)
Long Term Rating	One grade higher than the Town of Camp Verde current G.O. Bond Rating *	One grade higher than the Town of Camp Verde current G.O. Bond Rating *

*In no case shall the rating be lower than that required by A.R.S. §35-323, as amended.

L. SAFEKEEPING AND CUSTODY

1. Delivery vs. Payment - All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.
2. Safekeeping - Securities will be held by a custodian selected by the Town and evidenced by custodial reports. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70, or SAS 70).

M. REPORTING

1. The Finance Director shall produce for the governing body of the Town or their designee a quarterly investment report.

N. CUSTODIAN RECONCILIATION

1. The report of investment holdings shall be reconciled within 30 days of the close of each month to the Finance Director's custodian bank. Discrepancies shall be reported to the Finance Director.

O. ETHICS AND CONFLICTS OF INTEREST

1. Officers and employees involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose, within ten (10) days, any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the Town.

P. POLICY CONSIDERATIONS

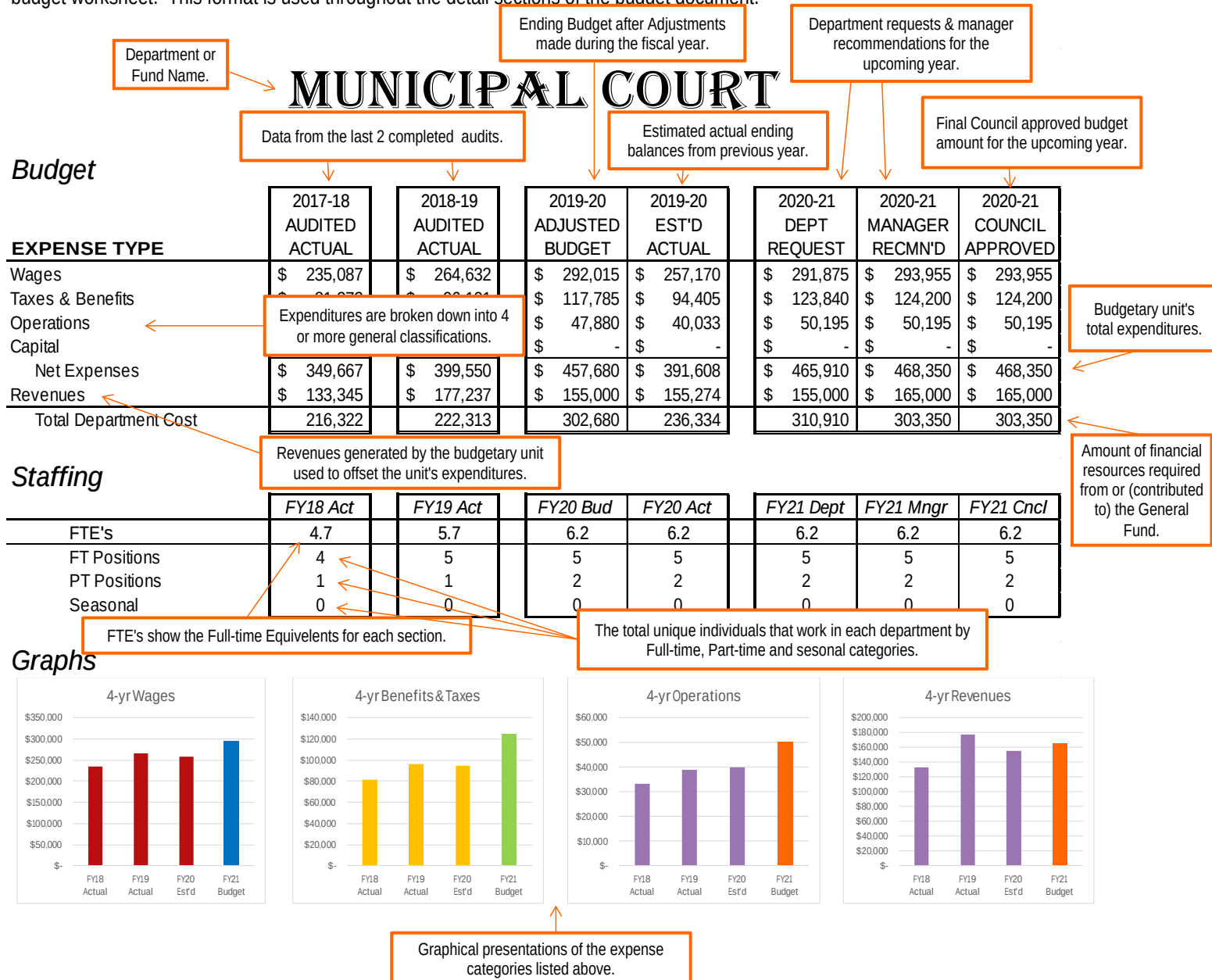
1. Exemption – Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy. Any deviation from the preceding policy shall require the prior specific written authority of the Town Council.

Q. INVESTMENT TRAINING

1. Investment officials shall have a finance, accounting or related degree and knowledge of treasury functions. Investment training must take place not less than once in a two-year period and receive no less than ten hours of instruction relating to investment responsibilities from an independent source such as Government Finance Officers Association, Municipal Treasurers Association, American Institute of Certified Public Accountants, Government Finance Officers Association-Arizona, Arizona Society of Public Accounting or other professional organizations.
2. The Chief Financial Officer and all investment officials of the Town shall attend at least one training session relating to their cash management and investment responsibilities within 12 months of assuming these duties for the Town. Training must include education in investment controls, security risks, strategy risks, market risks, and compliance with state investment statutes.
3. A report of the training(s) attended shall be submitted to Council at the time of the bi-annual review of the Investment Policy subject to Section 3-4-4.3.

Budget Format Tutorial

The Budget Format Tutorial provides a brief explanation of the various components that comprise a budgetary unit's budget worksheet. This format is used throughout the detail sections of the budget document.





Chapter Three

Financial Overview



Revenue & Expense Summary

All Funds

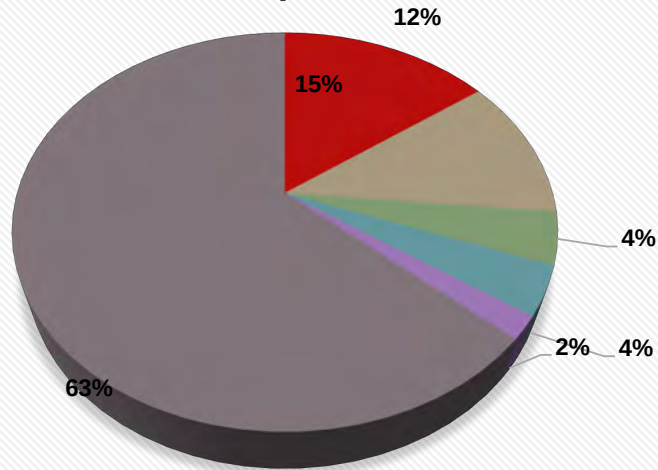
Revenues by Source

ACCOUNT TITLE	2022-23	2023-24	2024-25		2025-26		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED
Local Sales Taxes	7,554,130	7,999,386	8,838,100	6,894,214	8,465,200	8,465,200	8,465,200
Franchise Fees	360,234	378,150	382,000	219,885	390,000	390,000	390,000
State Shared Revenues	6,354,106	7,470,914	6,851,785	4,381,638	6,752,835	6,752,835	6,882,835
Licenses & Permits	391,484	558,131	486,450	419,214	451,800	451,800	451,800
Fines & Forfeitures	129,283	160,857	162,105	146,124	177,615	177,615	177,615
Charges for Services	504,425	451,695	438,410	499,593	469,810	469,810	469,810
Wastewater User Fees	1,967,566	1,952,175	2,315,500	1,787,024	2,512,760	2,512,760	2,512,760
Water User Fees	1,550,824	1,678,321	1,922,000	1,485,216	2,324,580	2,324,580	2,324,580
Grants & Donations	2,521,417	673,546	21,358,660	900,544	33,191,560	33,191,560	33,191,560
Debt Funds	0	327,767	8,480,000	172,411	3,606,185	3,606,185	3,606,185
Miscellaneous	711,423	723,324	997,545	925,385	843,905	843,905	843,905
Total Revenues	\$ 22,044,892	\$ 22,374,265	\$ 52,232,555	\$ 17,831,248	\$ 59,186,250	\$ 59,186,250	\$ 59,316,250

Expenses by Type

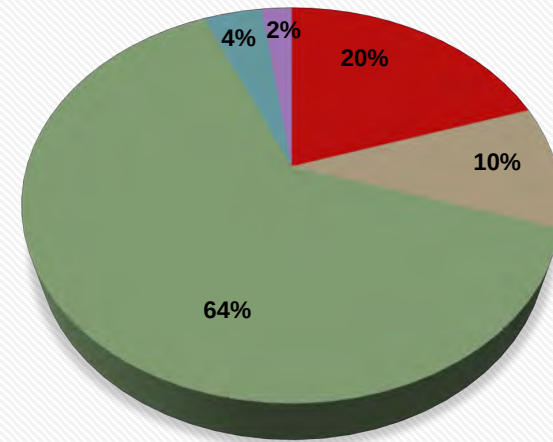
ACCOUNT TITLE	2022-23	2023-24	2024-25		2025-26		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED
Wages & ERE	9,825,829	11,816,978	12,549,660	9,497,367	13,362,770	12,803,670	12,803,670
Operating	4,987,920	5,392,186	7,002,675	3,995,051	7,308,516	6,490,026	6,490,026
Capital Outlay	2,347,625	3,237,851	34,373,549	3,914,191	40,658,540	40,896,040	40,896,040
Debt Service	1,849,683	1,983,519	2,785,060	2,172,253	2,707,275	2,707,275	2,707,275
Depreciation & Bad Debt	1,193,827	1,206,020	1,400,000	1,062	1,400,000	1,400,000	1,400,000
Total Expenses	\$ 20,204,884	\$ 23,636,555	\$ 58,110,944	\$ 19,579,924	\$ 65,437,101	\$ 64,297,011	\$ 64,297,011

**FY26 Revenues
by Source**



■ Local Sales Taxes	■ State Shared Revenues
■ Wastewater User Fees	■ Water Fees
■ Licenses, Fines & Charges	■ Miscellaneous

**FY26 Expenses
by Type**



■ Wages & ERE	■ Operating
■ Capital Outlay	■ Debt Service
■ Depreciation & Bad Debt	

Complete Town Budget Overview

By Fund

FY 2025-26

Revenues by Source	Major Budget Funds							
	General Fund	Federal Grants Fund	Water Fund	Wastewater Fund	Parks Fund	Debt Service Fund	CIP Fund	ARPA Fund
Local Sales Taxes	8,465,200	0	0	0	0	0	0	0
Franchise Fees	390,000	0	0	0	0	0	0	0
State Shared Revenues	5,611,800	0	0	0	0	0	0	0
Licenses & Permits	451,800	0	0	0	0	0	0	0
Fines & Forfeitures	133,100	0	0	0	0	0	0	0
Charges for Services	469,810	0	2,324,580	2,512,760	0	0	0	0
Grants & Donations	21,500	23,922,260	4,535,000	898,700	0	0	0	0
Debt Funds	0	0	1,077,580	1,273,605	0	0	1,255,000	0
Miscellaneous	452,345	0	310,000	36,500	0	0	25,000	0
Total Revenues	\$ 15,995,555	\$ 23,922,260	\$ 8,247,160	\$ 4,721,565	\$ -	\$ -	\$ 1,280,000	\$ -

Expenses by Type

Wages & ERE	10,862,910	14,000	659,410	913,955	0	0	0	0
Operating	3,137,720	0	615,625	991,170	0	0	0	0
Capital Outlay	0	22,512,300	5,762,580	2,557,305	2,871,920	0	3,577,135	0
Debt Service	0	0	664,160	319,100	0	1,724,015	0	0
Depreciation	0	0	300,000	1,100,000	0	0	0	0
Total Expenses	\$ 14,000,630	\$ 22,526,300	\$ 8,001,775	\$ 5,881,530	\$ 2,871,920	\$ 1,724,015	\$ 3,577,135	\$ -

Operating Transfers

Transfers Out	2,587,165	1,395,960	0	0	0	0	0	101,190
Transfers In	0	0	0	(101,190)	(1,435,960)	(1,724,015)	(1,277,650)	0
Total Transfers	\$ 2,587,165	\$ 1,395,960	\$ -	\$ (101,190)	\$ (1,435,960)	\$ (1,724,015)	\$ (1,277,650)	\$ 101,190

Net Increase/(Decrease) in Fund Balance	\$ (592,240)	\$ -	\$ 245,385	\$ (1,058,775)	\$ (1,435,960)	\$ -	\$ (1,019,485)	\$ (101,190)
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Changes in Fund Balance

Beginning Fund Balance Estimate	5,505,625	0	896,658	15,850,614	1,435,960	0	1,019,485	0
Ending Fund Balance	\$ 4,913,385	\$ -	\$ 1,142,043	\$ 14,791,839	\$ -	\$ -	\$ -	\$ (101,190)

Percentage change in Fund Balance	11%	0%	27%	7%	100%	0%	100%	0%
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Complete Town Budget Overview

By Fund

FY 2025-26

	HURF Fund	Non-Fed Fund	CDBG Fund	Magistrate Fund	911 Fund	Housing Fund	Rest'd Fund	Total Governmental Funds
Revenues by Source								
Local Sales Taxes	0	0	0	0	0	0	0	8,465,200
Franchise Fees	0	0	0	0	0	0	0	390,000
Intergovernmental Revenues	1,269,035	0	0	2,000	0	0	0	6,882,835
Licenses & Permits	0	0	0	0	0	0	0	451,800
Fines & Forfeitures	0	0	0	22,500	0	0	22,015	177,615
Charges for Services	0	0	0	0	0	0	0	5,307,150
Grants & Donations	0	3,015,800	750,000	0	0	0	48,300	33,191,560
Debt Funds	0	0	0	0	0	0	0	3,606,185
Miscellaneous	0	0	0	0	0	60	20,000	843,905
Total Revenues	\$ 1,269,035	\$ 3,015,800	\$ 750,000	\$ 24,500	\$ -	\$ 60	\$ 90,315	\$ 59,316,250
Expenses by Type								
Wages & ERE	338,395	15,000	0	0	0	0	0	12,803,670
Operating	467,870	137,000	0	132,465	1,361	123,625	883,190	6,490,026
Capital Outlay	0	2,864,800	750,000	0	0	0	0	40,896,040
Debt Service	0	0	0	0	0	0	0	2,707,275
Depreciation	0	0	0	0	0	0	0	1,400,000
Total Expenses	\$ 806,265	\$ 3,016,800	\$ 750,000	\$ 132,465	\$ 1,361	\$ 123,625	\$ 883,190	\$ 64,297,011
Operating Transfers								
Transfers Out	454,500	0	0	0	0	0	0	4,538,815
Transfers In	0	0	0	0	0	0	0	(4,538,815)
Total Transfers	\$ 454,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Increase/(Decrease) in Fund Balance	\$ 8,270	\$ (1,000)	\$ -	\$ (107,965)	\$ (1,361)	\$ (123,565)	\$ (792,875)	\$ (4,980,762)
Changes in Fund Balance								
Beginning Fund Balance Estimate	1,725,908	1,000	0	107,623	1,361	273,565	792,175	27,609,974
Ending Fund Balance	\$ 1,734,178	\$ -	\$ -	\$ (342)	\$ -	\$ 150,000	\$ (700)	\$ 22,629,213
Percentage change in Fund Balance	0%	100%	0%	100%	100%	45%	100%	18%

What is Fund Balance?

Fund balance reflects the net financial resources of a fund, in other words, assets minus liabilities. In simpler terms, it is dollars available to spend. If some of the funds' resources are not available to spend, this would be indicated by restricting or reserving a portion of the fund balance. Those restricted portions are broken into four separate categories, which when considering "unrestricted" funds, makes for five separate fund balance categories as defined below:

- **Nonspendable:** The net current financial resources that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. Generally, not in spendable form means that an item is not expected to be converted into cash.
- **Restricted:** The portion of fund balance on which constraints have been placed by creditors, grantors, contributors, laws or regulations of other governments, constitutional provisions or enabling legislation.
- **Committed:** The portion of fund balance that can only be used for specific purposes pursuant to constraints imposed by formal action of the highest level of decision-making authority; the Town Council. These amounts cannot be used for any other purpose unless the Town Council removes or changes the specified use by taking the same action it employed to previously commit the amounts.
- **Assigned:** The portion of fund balance this is intended to be used for specific purposes, but is neither restricted nor committed.
- **Unassigned:** The remaining portion of fund balance that represents amounts that are not nonspendable, restricted, committed or assigned to specific purposes.

Explanation of Significant Changes In Fund Balances

Major Budget Funds

General Fund (11% decrease): The Town has budgeted to utilize \$599,100 of General Fund reserves in FY26. This will be transferred into the CIP Fund to help cover the funding requirements outlined in the Capital Improvement Plan (listed on page 178).

Water Fund (27% increase): The debt service within the Water Fund will be increasing over the next four years, with a \$167 thousand estimated increase in FY27. Fee increases were put in place to offset these upcoming increases. This, along with the desire to create more of a reserve balance within our newly established Water Fund are significant reasons for the \$245 thousand increase in fund balance for FY26. Also, since the Water Fund is relatively new to the Town, its fund balance is not very large at less than \$1 million, so even a \$245 thousand increase creates a large percentage increase for the year.

Non-Major Budget Funds

CIP Fund: The CIP Fund is typically budgeted to fully expend its entire fund balance each year and it budgeted to do so this year.

Parks Fund: The Parks Fund is budgeted to fully expend its entire fund balance each year and it budgeted to do so this year.

Magistrate, Non-Federal Grants, ARPA, 911, Housing & Restricted Use Funds: These special revenue funds are typically budgeted to significantly or fully expend any balances they have carried forward and any funding they expect to receive each year, thereby showing changes as high as 100%.

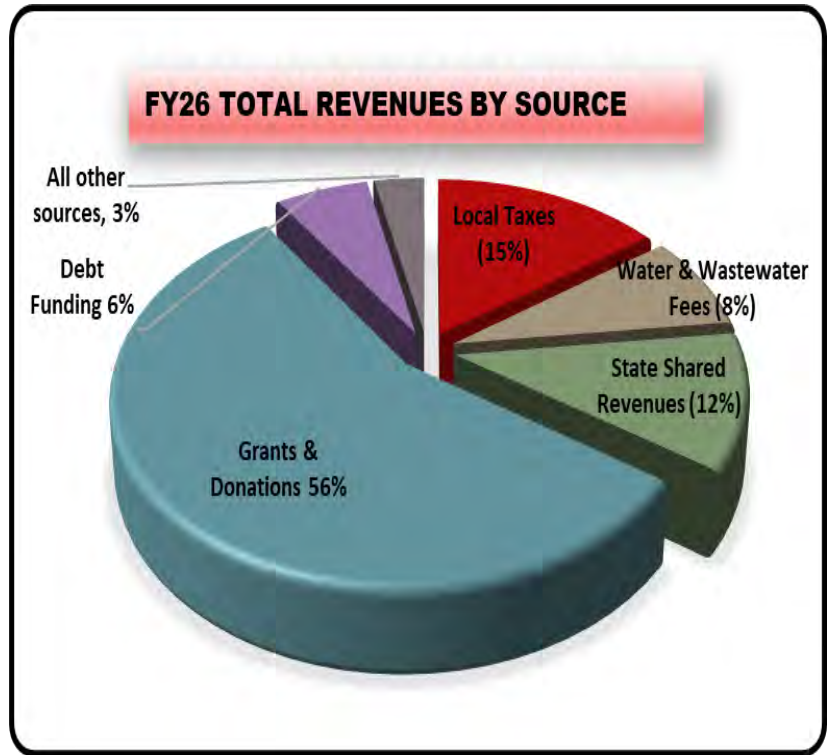
Revenues

Total Revenues

Total revenues for FY26 are budgeted at \$59.3 million, which is 14% higher than the FY25 revenue budget. The Town's revenue sources can be broken down into 6 broad sections as seen in the graph to the right.

Grants & Donations

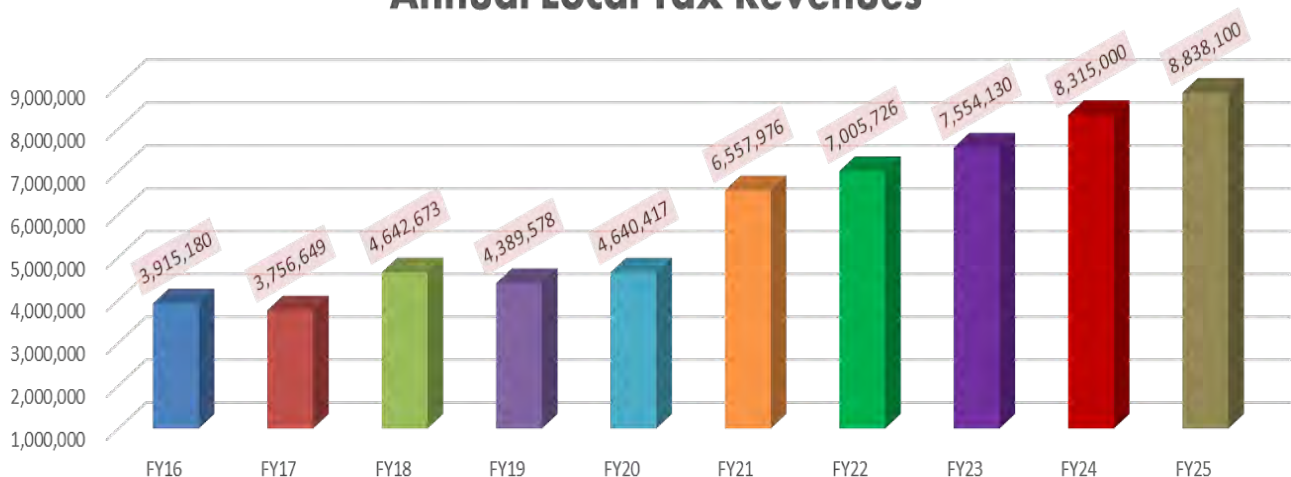
Grants and Donations are the largest component, comprised most significantly of state and federal grant monies. This section is budgeted to grow just over \$11.8 million in FY26, to \$33.2 million. Most of the \$33.2 million is for grants that we have applied for but have not yet been approved for. Just over \$5.4 million of that amount is for grants within our Water & Wastewater Enterprise Funds. Of the remaining \$27.8 million, the most significant grants are for a \$12 million reconstruction project on the Town's Main Street, two \$5 million projects on Montezuma Castle Hwy for road improvements and curb, gutter and sidewalk improvements and \$1.4 million remaining from our \$2.9 million Az. State Parks grant for Phase I construction at the Town's Sports Complex.



Local Transaction Privilege Tax

Local tax revenue makes up the second largest portion of total Town revenues at just over \$8.85 million. This includes the Town's TPT categories and Franchise Tax revenues from utility vendors. Local tax revenues have shown tremendous growth from FY17 to FY24, increasing 11.4% year-over-year. However, much of this growth can be directly attributed to the remarkable 41% growth in FY21. Tracking the year-over-year growth separately from FY17 through FY20 and FY21 through FY24, we see 7.3% and 6.8% respectively. FY25 estimated actuals (2.5% growth) and the FY26 budgeted (3.2% growth) show the slowdown we are currently expecting from our Local tax revenue.

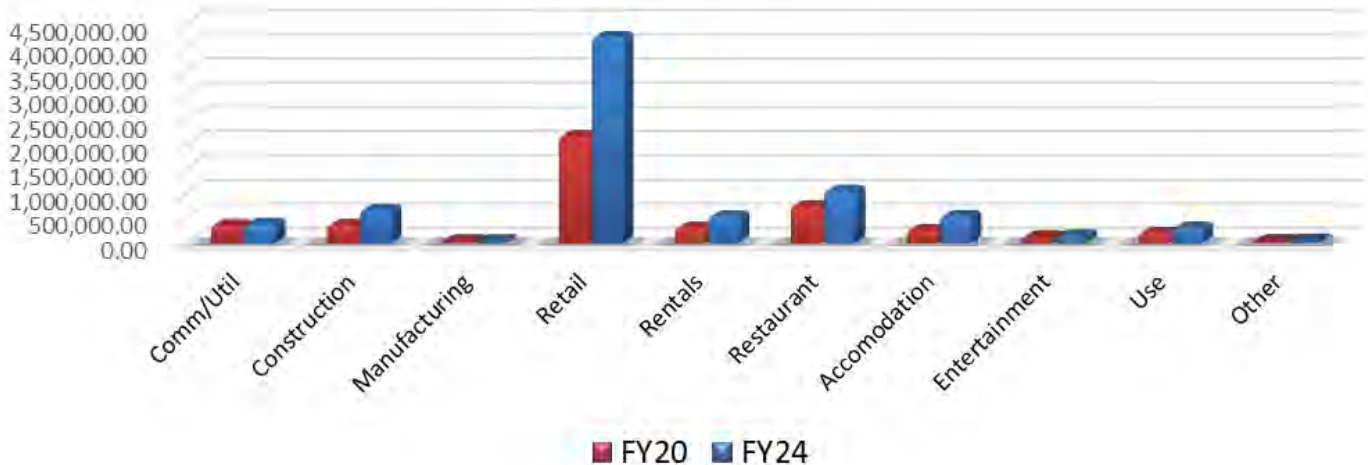
Annual Local Tax Revenues



Revenues (Cont'd)

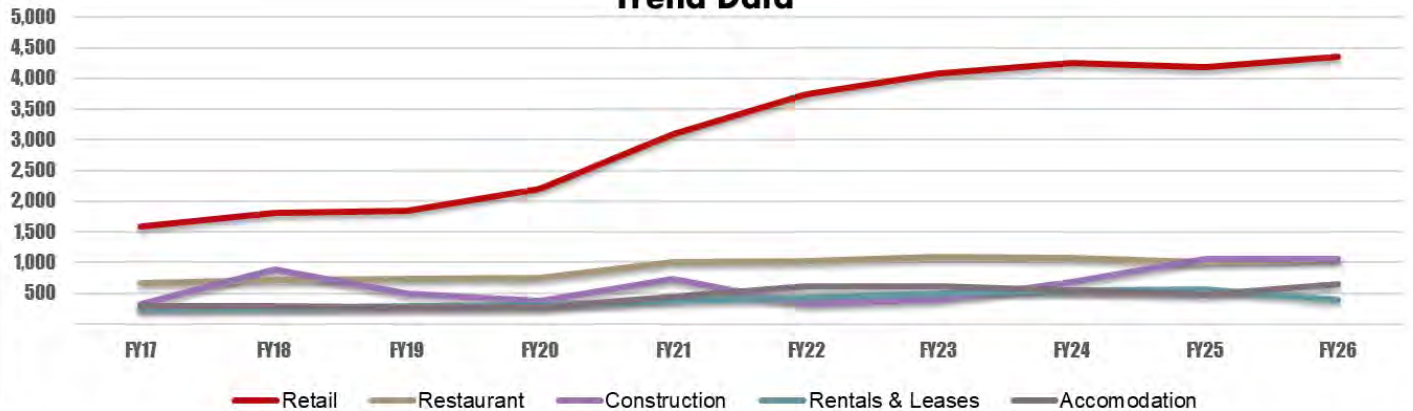
While the growth in Local tax revenues has been generally across the board in all tax categories, Retail has experienced the most growth as seen in the graph below. It can also be seen how fast Retail revenues have been outpacing the other categories when compared to FY20 revenues and the dramatic impact they make in the overall Local tax collections. In FY24, Retail is to be 3.96 times higher than the next highest category of Restaurants. This is expected to climb to 4.14 times higher in FY26. After the tremendous 40% growth of Retail revenues in FY21, Retail revenues have slowed to 20.9%, 9.2%, and 4.1% over the next three years.

Sales Tax Categories



The Restaurant segment has also grown well over the years leading up to FY24. In FY24, Restaurant revenues dropped off and continued to fall into FY25; a 7% drop from FY23 to FY25. Still, the Restaurant category has maintained a strong presence and is budgeted for a 5% increase in FY26. Construction, however, has increased significantly over this same time period to take over the number two spot of revenue production, just edging out Restaurant in FY26 by an estimated \$5 thousand. Construction grew 71% in FY24 and an estimated 55% in FY25 before leveling off somewhat in FY26. This follows with the Town's significant growth in permit revenue from the Community Development department in FY23 and FY24.

Trend Data



Revenues (Cont'd)

The Town expects more projects to continue to come off paper through the next several years, keeping Construction strong and eventually leading to increased revenue production, especially in the Retail and Restaurant sections. The Town's TPT revenues are composed of numerous sub-categories, the most significant of which are detailed below for the 10-year period including this upcoming budget year.

Local Transaction Priviledge Tax Detail - Top 5 Categories (in Thousands)

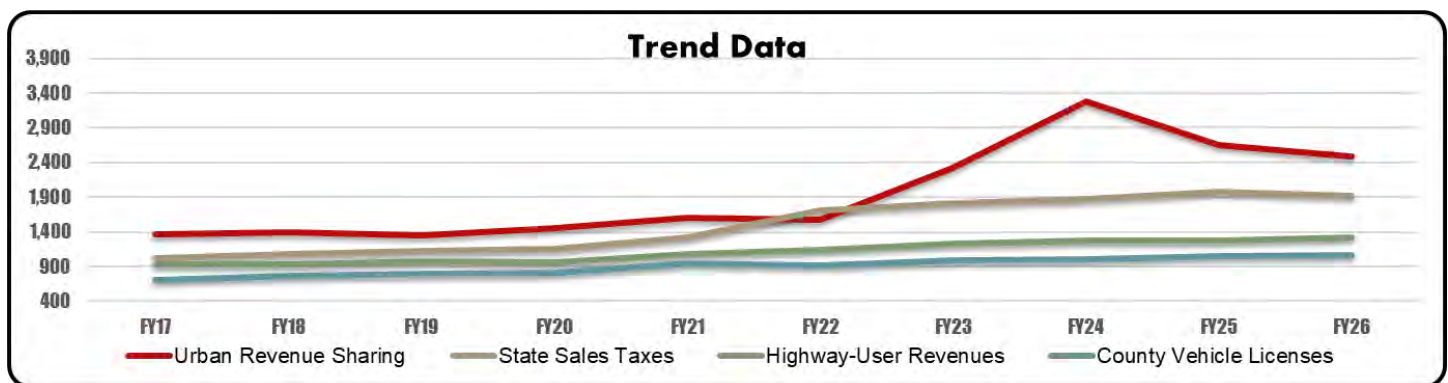
Source	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Retail	1,596	1,806	1,843	2,206	3,091	3,737	4,082	4,251	4,185	4,354
Restaurant	659	713	737	758	1,004	1,030	1,085	1,072	1,007	1,060
Construction	320	883	495	369	729	323	398	680	1,052	1,065
Rentals & Leases	235	253	283	313	373	430	493	546	567	400
Accomodation	295	292	278	266	441	606	609	553	482	640
									<i>*Est'd</i>	<i>*Budget</i>

State Shared Revenues

State shared revenues include the Town's pro-rated share of State Income taxes, State Sales taxes, and Vehicle License taxes in our General Fund, State gasoline taxes, which fund our HURF Fund as well as a few other smaller items. State shared revenues are budgeted at \$6.88 million for FY26. The Income tax, Sales tax and Vehicle License tax together, total just under \$5.5 million, making up the second largest portion of our General Fund revenues. State income tax revenue projections dropped \$100 thousand (1.8%) from last year and is the second drop in State Income tax revenue projections in two years. This is the last expected drop in State Income tax revenues from the changeover of Income tax to a flat tax component.

State & County Tax Detail (in Thousands)

Source	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25	FY26
Urban Revenue Sharing	1,365	1,392	1,356	1,453	1,599	1,578	2,323	3,288	2,657	2,485
State Sales Taxes	1,022	1,079	1,127	1,160	1,327	1,704	1,810	1,875	1,975	1,925
Highway-User Revenues	924	937	981	956	1,076	1,147	1,223	1,275	1,275	1,324
County Vehicle Licenses	713	763	790	804	949	919	997	1,008	1,055	1,072
									<i>*Est'd</i>	<i>*Budget</i>



General Fund revenues, which come mostly from general purpose revenues and include Local tax revenues and a portion of State Shared revenues, are budgeted to decrease very slightly (2.0%) from last year's budget. However, based on our estimate of where actual FY25 revenue numbers will fall, this budget should see a slight increase over FY25 of about 3%. Aside from the major components mentioned above, utility Franchise fees (\$390 thousand) and Permit and Plan Review fees (\$629 thousand) have significant impact on General Fund Revenues and are budgeted to remain consistent in FY26.

Revenues (Cont'd)

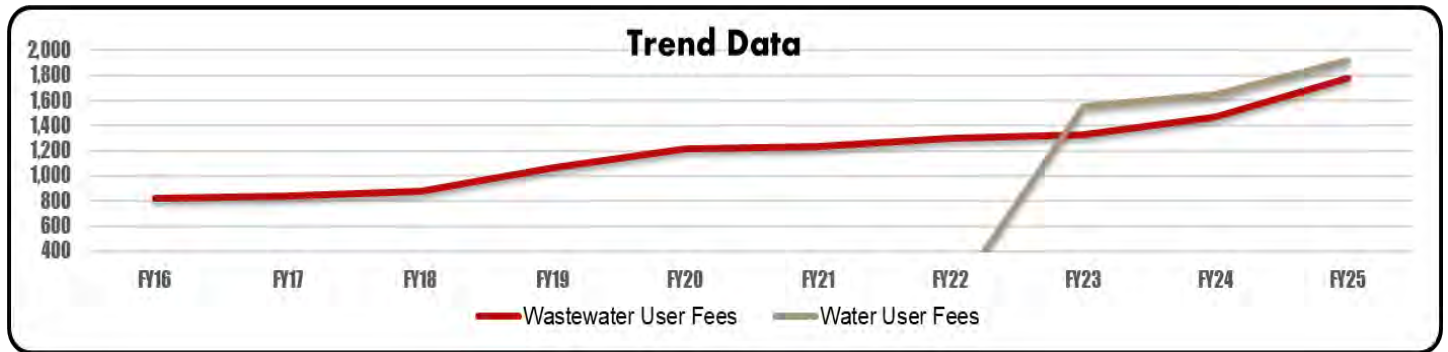
Water and Wastewater Fees

Wastewater revenues have been climbing at a steady 3% to 4% since the Town took over the wastewater operations of the Camp Verde Sanitary District in July of 2013. In FY19 and FY20 wastewater rates were increased 12% and 15% respectively, creating the higher jumps in the table below for those years. Those increases were to cover debt payments for a WIFA loan in the amount of \$2.5M which will finalize all original required construction and bring the plant into full regulatory compliance and producing A+ water for use at our new sports complex. In FY23, the Town embarked on a major capital improvement plan for wastewater service delivery which necessitated an increase in rates to handle the cost of these capital improvements. The rate study proposed 5-yr planned increases to the Wastewater rates of 19%, 19%, 16%, 2% and 2% on January 1st of each year starting January 1st, 2024. These increases dramatically impact the growth of wastewater revenue, as seen in the charts below.

The Town purchased a local water company in June of FY22 which saw its first full year of operations in FY23. The Water Fund was included in the rate study discussed above to help cover needed capital improvements to the water system. The plan, however, also included adjustments to allow for a rate structure that encourages water conservation, so the increases were not across the board in the first year. Increases for January 1st of 2024 were generally between 9% for low use customers to potentially 64% for customers using more than 10,000 gallons per month. In the following four years, rates were approved to increase 16%, 9%, 4% and 3% on January 1st of each year.

Enterprise Funds Fee Revenue (in Thousands)

Source	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Wastewater User Fees	816	842	873	1,063	1,213	1,234	1,297	1,325	1,468	1,782
Water User Fees	N/A	N/A	N/A	N/A	N/A	N/A	N/A	1,555	1,642	1,922
								<i>*Est'd</i>	<i>*Budget</i>	



Property Taxes

It is important to note that the Town of Camp Verde does not levy property taxes. The Council is charged as being the Trustees for the Camp Verde Sanitary District until all related debts of the Sanitary District are paid off. Those debts are paid through property taxes and assessments collected for the Camp Verde Sanitary District and not the Town.



Chapter Four General Fund



General Fund FY26 Summary

DEPARTMENTS	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
General Admin	3,529,626	3,879,027	4,442,935	3,159,774	71%	4,306,900	3,917,115	3,917,115	-12%	-525,820
Court	408,691	446,415	476,315	382,035	80%	559,345	504,465	504,465	6%	28,150
Public Works	1,280,632	1,919,475	1,903,810	1,344,167	71%	2,217,295	1,919,800	1,919,800	1%	15,990
Community Development	868,546	1,018,316	1,094,705	701,393	64%	1,091,835	1,035,105	1,035,105	-5%	-59,600
Marshal's Office	3,808,255	4,510,837	4,467,585	3,666,229	82%	4,909,485	4,717,965	4,717,965	6%	250,380
Library	723,647	818,856	823,315	612,043	74%	785,410	813,380	813,380	-1%	-9,935
Parks & Rec	685,010	756,442	779,640	539,874	69%	886,400	848,930	848,930	9%	69,290
Utilities	172,064	217,849	220,285	148,760	68%	278,785	243,870	243,870	11%	23,585
Total Expenses	11,476,469	13,567,217	14,208,590	10,554,276	74%	15,035,455	14,000,630	14,000,630	-1%	(207,960)
REVENUES										
State Revenues	5,129,724	6,194,277	5,580,750	3,652,406	65%	5,481,800	5,481,800	5,481,800	-2%	-98,950
Local Taxes	7,554,130	7,999,386	8,838,100	6,894,214	78%	8,465,200	8,465,200	8,465,200	-4%	-372,900
Departmental	1,078,230	1,306,309	1,194,660	1,120,352	94%	1,211,160	1,211,160	1,211,160	1%	16,500
Other	775,517	847,171	788,740	637,028	81%	837,395	837,395	837,395	6%	48,655
Total Revenues	14,537,600	16,347,143	16,402,250	12,304,000	75%	15,995,555	15,995,555	15,995,555	-2%	(406,695)
Net Operating Transfers Out	1,688,420	3,597,624	2,778,801	2,689,533	97%	2,587,165	2,587,165	2,587,165	-7%	(191,636)
Total General Fund	1,372,711	(817,698)	(585,141)	(939,809)		(1,627,065)	(592,240)	(592,240)		(7,099)

General Fund Expenditures by Category

EXPENSE CATEGORY	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Salary Related Expenditures										
Wages	5,828,847	7,118,537	7,333,250	5,626,144	76.7%	7,778,605	7,404,020	7,404,020	1%	70,770
Taxes	336,121	409,314	440,590	322,533	73.2%	457,425	436,145	436,145	-1%	(4,445)
Benefits	2,064,742	2,549,382	2,848,580	2,134,981	74.9%	3,214,915	3,022,745	3,022,745	6%	174,165
Total Salary Related Expenditures	\$ 8,229,711	\$ 10,077,234	\$ 10,622,420	\$ 8,083,658	76.1%	\$ 11,450,945	\$ 10,862,910	\$ 10,862,910	2.3%	240,490
Operational Expenditures										
Training	50,316	64,666	75,715	51,190	67.6%	91,715	58,915	58,915	-22.2%	(16,800)
Travel	34,110	38,790	41,570	24,677	59.4%	49,440	25,150	25,150	-39.5%	(16,420)
Uniforms	49,202	25,521	18,200	10,655	58.5%	23,300	23,300	23,300	28.0%	5,100
Office Expenses	146,609	186,243	183,980	127,081	69.1%	186,420	177,420	177,420	-3.6%	(6,560)
Computer Services/Software	210,387	342,034	294,670	317,726	107.8%	372,500	320,500	320,500	8.8%	25,830
Auto Repair/Maintenance	104,325	95,672	73,200	72,484	99.0%	72,150	84,150	84,150	15.0%	10,950
Fuel	116,868	108,571	85,850	74,535	86.8%	110,650	105,650	105,650	23.1%	19,800
Utilities	195,977	210,042	209,200	181,231	86.6%	228,910	228,910	228,910	9.4%	19,710
Waste Removal	14,358	17,155	17,035	12,066	70.8%	16,380	15,460	15,460	-9.2%	(1,575)
Cell Phone	40,733	51,690	55,680	41,082	73.8%	51,700	40,220	40,220	-27.8%	(15,460)
Pest Control	4,424	4,705	5,200	4,550	87.5%	5,200	5,200	5,200	0.0%	0
Consulting Services	167,264	227,735	355,250	202,311	56.9%	311,420	271,420	271,420	-23.6%	(83,830)
Legal Services	109,377	130,895	142,000	123,855	87.2%	179,300	144,500	144,500	1.8%	2,500
Contract Labor/Services	402,254	371,359	282,550	225,170	79.7%	305,400	285,400	285,400	1.0%	2,850
Interpreters	1,210	811	1,500	1,465	97.7%	1,500	1,500	1,500	0.0%	0
Equipment & Maint	127,617	190,875	130,370	132,407	101.6%	165,590	143,890	143,890	10.4%	13,520
Service Charges	2,400	8,268	5,400	5,031	93.2%	5,400	5,400	5,400	0.0%	0
Credit Card Processing Fees	12,754	18,232	2,500	10,958	438.3%	150	0	0	-100.0%	(2,500)
Liability Insurance	234,990	248,151	253,860	200,982	79.2%	257,270	257,270	257,270	1.3%	3,410
Safety / Security Program	3,673	3,272	2,400	2,890	120.4%	0	0	0	-100.0%	(2,400)
Department Specific Expenditures	880,539	994,464	1,200,040	629,743	52.5%	982,615	858,465	858,465	-28.5%	(341,575)
Employee Term Payouts	203,999	0	40,000	0	0.0%	0	0	0	-100.0%	(40,000)
Contingency	0	0	100,000	0	0.0%	150,000	85,000	85,000	-15.0%	(15,000)
Total Operational Expenditures	\$ 3,113,385	\$ 3,339,152	\$ 3,576,170	\$ 2,452,089	68.6%	\$ 3,567,010	\$ 3,137,720	\$ 3,137,720	-12.3%	(438,450)
Equipment/Capital Expenditures										
Vehicles & Equipment	45,936	43,626	0	13,216	#DIV/0!	0	0	0	#DIV/0!	0
Structural	83,358	103,440	10,000	0	N/A	17,500	0	0	-100.0%	(10,000)
Equipment Lease	4,080	3,766	0	1,286	#DIV/0!	0	0	0	#DIV/0!	0
Total Equipment/Capital Expenditures	\$ 133,374	\$ 150,831	\$ 10,000	\$ 14,502	145.0%	\$ 17,500	\$ -	\$ -	-100.0%	(10,000)
Total General Fund Expenditures	\$ 11,476,469	\$ 13,567,217	\$ 14,208,590	\$ 10,550,248	74.3%	\$ 15,035,455	\$ 14,000,630	\$ 14,000,630	-1.5%	(207,960)

General Purpose Revenues

General Fund

ACCOUNT TITLE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Local Revenues										
Sales Taxes										
Town Sales Tax	6,358,818	6,732,978	7,438,270	5,804,099	78%	7,105,670	7,105,670	7,105,670	-4.5%	\$ (332,600)
Est'd .65 Portion of Tax Rate	1,195,312	1,266,408	1,399,830	1,090,116	78%	1,359,530	1,359,530	1,359,530	-2.9%	\$ (40,300)
Total Sales Taxes	\$ 7,554,130	\$ 7,999,386	\$ 8,838,100	\$ 6,894,214	78%	\$ 8,465,200	\$ 8,465,200	\$ 8,465,200	-4.2%	\$ (372,900)
Franchise Fees										
APS	329,072	349,649	350,000	203,574	58%	360,000	360,000	360,000	2.9%	\$ 10,000
NPG Cable	19,604	18,750	20,000	11,833	59%	20,000	20,000	20,000	0.0%	\$ -
UNS Gas	11,559	9,750	12,000	4,478	37%	10,000	10,000	10,000	-16.7%	\$ (2,000)
Total Franchise Fees	\$ 360,234	\$ 378,150	\$ 382,000	\$ 219,885	58%	\$ 390,000	\$ 390,000	\$ 390,000	2.1%	\$ 8,000
Miscellaneous										
Yav-Apache Gaming Funds	8,556	8,481	9,000	8,658	96%	8,500	8,500	8,500	-5.6%	\$ (500)
Enterprise Admin Fees	142,776	146,545	176,740	120,238	68%	195,895	195,895	195,895	10.8%	\$ 19,155
Refunds & Reimbursements	49,700	22,144	15,000	9,927	66%	18,000	18,000	18,000	20.0%	\$ 3,000
Miscellaneous	1,860	799	1,000	1,202	100%	0	0	0	-100.0%	\$ (1,000)
Surplus Property Sales	0	3,002	0	36,970	N/A	0	0	0	N/A	\$ 0
Proceeds from Sale of Assets	2	0	15,000	3,766	N/A	0	0	0	N/A	\$ (15,000)
Interest	212,388	288,051	190,000	236,382	100%	225,000	225,000	225,000	18.4%	\$ 35,000
Total Miscellaneous	\$ 415,283	\$ 469,021	\$ 406,740	\$ 417,143	100%	\$ 447,395	\$ 447,395	\$ 447,395	10.0%	\$ 40,655
Total Local Revenues	\$ 8,329,647	\$ 8,846,557	\$ 9,626,840	\$ 7,531,242	78%	\$ 9,302,595	\$ 9,302,595	\$ 9,302,595	-3.4%	\$ (324,245)
State Tax Revenues										
Urban Revenue Sharing	2,322,706	3,288,280	2,664,970	1,771,173	66%	2,485,075	2,485,075	2,485,075	-6.8%	\$ (179,895)
State Sales Tax	1,809,920	1,875,381	1,893,300	1,206,988	64%	1,925,115	1,925,115	1,925,115	1.7%	\$ 31,815
Vehicle License Tax	997,098	1,030,617	1,022,480	674,245	66%	1,071,610	1,071,610	1,071,610	4.8%	\$ 49,130
Total Intergovernmental Revenues	\$ 5,129,724	\$ 6,194,277	\$ 5,580,750	\$ 3,652,406	65%	\$ 5,481,800	\$ 5,481,800	\$ 5,481,800	-1.8%	\$ (98,950)
Total General Purpose Revenues	\$ 13,459,370	\$ 15,040,834	\$ 15,207,590	\$ 11,183,648	74%	\$ 14,784,395	\$ 14,784,395	\$ 14,784,395	-2.8%	\$ (423,195)

Operating Transfers

General Fund

ACCOUNT TITLE	2022-23	2023-24	2024-25		2025-26		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED
Non-Departmental Transfers							
Transfer In from Non-Fed Grants Fund	0	(74,613)	0	0	0	0	0
Transfer In from Fed Grants Fund	62	(497)	0	(6,163)	0	0	0
Transfer Out to Housing Fund	0	150,000	0	0	0	0	0
Transfer Out to CIP Fund	250,000	1,113,075	856,455	856,455	823,150	823,150	823,150
Transfer Out to Parks Fund	0	789,000	200,000	200,000	0	0	0
Transfer Out to Non-Fed Grants Fund	0	15,128	0	0	0	0	0
Transfer Out to Fed Grants Fund	0	0	0	0	40,000	40,000	40,000
Transfer Out to Debt Service Fund	1,438,357	1,614,431	1,636,260	1,608,628	1,724,015	1,724,015	1,724,015
Transfer Out to Restricted Use Fund	0	0	86,086	34,613	0	0	0
Total Non-Departmental Transfers	\$ 1,688,420	\$ 3,606,524	\$ 2,778,801	\$ 2,693,533	\$ 2,587,165	\$ 2,587,165	\$ 2,587,165
Net Effect on General Fund Balance							
General Revenues	(13,459,370)	(15,040,834)	(15,207,590)	(11,183,648)	(14,784,395)	(14,784,395)	(14,784,395)
Net Departmental Costs & Transfers	12,086,659	15,858,532	15,792,731	12,123,457	16,411,460	15,376,635	15,376,635
Use of / (Surplus to) Fund Balance	\$ (1,372,711)	\$ 817,698	\$ 585,141	\$ 939,809	\$ 1,627,065	\$ 592,240	\$ 592,240



GENERAL GOVERNMENT SUMMARY



Divisions

Manager ♦ Clerk ♦ Council ♦ Finance ♦ HR ♦ IT
Economic Development ♦ Non-Departmental

	2022-23	2023-24	2024-25		2025-26		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 1,741,604	\$ 2,149,292	\$ 2,306,995	\$ 1,898,820	\$ 2,404,830	\$ 2,264,435	\$ 2,264,435
Operating Expenditures	\$ 1,742,086	\$ 1,729,735	\$ 2,135,940	\$ 1,260,953	\$ 1,894,570	\$ 1,652,680	\$ 1,652,680
Equipment/Capital Expenditures	\$ 45,936	\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ -
Total Expenditures	\$ 3,529,626	\$ 3,879,027	\$ 4,442,935	\$ 3,159,774	\$ 4,306,900	\$ 3,917,115	\$ 3,917,115
Revenues							
Total Revenues	\$ 24,586	\$ 27,139	\$ 29,150	\$ 21,940	\$ 27,000	\$ 27,000	\$ 27,000
Net Cost to General Fund	\$ 3,505,040	\$ 3,851,888	\$ 4,413,785	\$ 3,137,834	\$ 4,279,900	\$ 3,890,115	\$ 3,890,115

MAYOR & COUNCIL

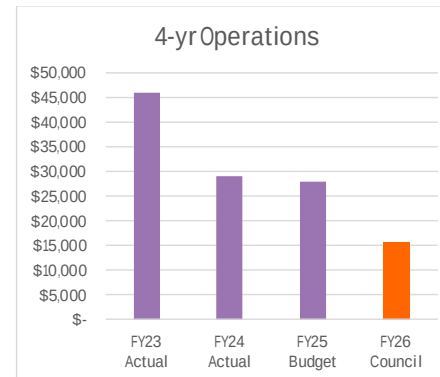
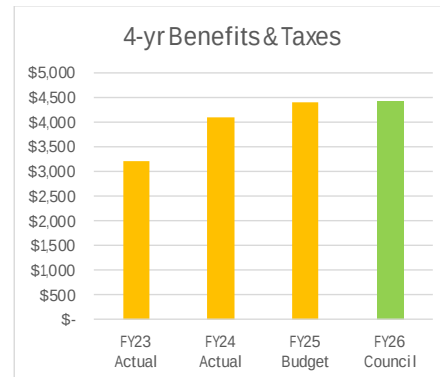
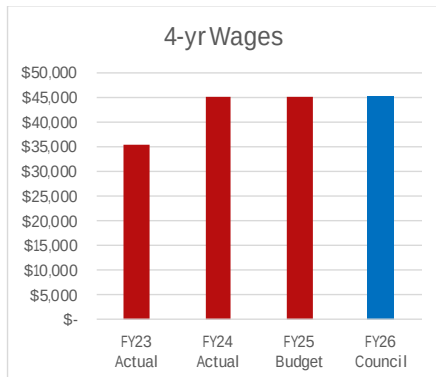
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 35,500	\$ 45,000	\$ 45,000	\$ 37,500	83%	\$ 45,000	\$ 45,000	\$ 45,000	0%	\$ -
Taxes & Benefits	\$ 3,224	\$ 4,104	\$ 4,405	\$ 3,109	71%	\$ 4,435	\$ 4,435	\$ 4,435	1%	\$ 30
Operations	\$ 46,055	\$ 29,005	\$ 27,870	\$ 20,362	73%	\$ 15,750	\$ 15,750	\$ 15,750	-43%	\$ (12,120)
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 84,779	\$ 78,109	\$ 77,275	\$ 60,971	79%	\$ 65,185	\$ 65,185	\$ 65,185	-16%	\$ (12,090)
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Total Department Cost	84,779	78,109	77,275	60,971	79%	65,185	65,185	65,185	-16%	\$ (12,090)

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
Council Members	7	7	7	7	7	7	7

Graphs





Mayor & Council Division

473 S. Main St. - (928) 554-0000

Mission

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

Mission: We serve by honoring our past and embracing our future.

FY25 Highlights

- ❖ Adopted the FY26 Strategic Plan Action Plan following a comprehensive update to the Town's Strategic Plan.
- ❖ Held the Town's first Council orientation and adopted two key governance policies: Meeting Agenda and Minutes Policy; and Code of Conduct Policy for Council, Boards, and Commissions.
- ❖ Finalized the long-anticipated water settlement agreement with the Yavapai-Apache Nation.
- ❖ Launched the Town's first Tourism Marketing Strategic Plan and secured consultants to lead the development of both a Parks & Recreation Master Plan and a Facilities Master Plan.
- ❖ Successfully completed recruitment and appointments for Town representatives on the Planning & Zoning Commission, Parks & Recreation Commission, and Board of Adjustment & Appeals.
- ❖ Approved Ordinance 2024-A494 addressing livestock regulations in Camp Verde—resolving a complex issue that had been under review for several years.



The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Resolutions & Ord's	21	29	26
Liquor Permits	21	27	13
Total Council Meetings	75	57	26

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Finalize water settlement with Yavapai-Apache Nation
 - **Status:** Completed

- ❖ Successful transition of new Town Manager to the organization and community. Work with new Town Manager to agree on an effective annual evaluation process for the Manager.
 - **Status:** Transition is complete. Annual evaluation process is currently being developed.

- ❖ Embed Strategic Planning into organization, and work with Town Manager to ensure that decision making continues to be guided by the Strategic Plan, including the Vision, Mission and Core Values. Conduct a facilitated 1-year Strategic Planning review in January, 2025 to update the current strategic plan, and incorporate input from new Town Manager and any new members of the Town Council.
 - **Status:** Completed. Strategic Planning review occurred in February 2025.

- ❖ Utilize results from 2025 Community Survey to help guide decision making in the future.
 - **Status:** Completed.

- ❖ Ensure effective onboarding of new members of Town Council, including attendance at Newly Elected Officials training, and development of a formal internal onboarding process through the Town Manager and Town Clerk's offices.
 - **Status:** Completed

- ❖ Develop Master Plans for Facilities, Water System and Wastewater Systems.
 - **Status:** The Draft Wastewater Master Plan was completed in September 2024. The Final Wastewater Master Plan is anticipated in May 2025. Facilities Master Plan anticipated completion date is June 2026.

Goals for the Future

Short-term (1-2 years)

- ❖ Complete the General Plan and prepare it for voter review and approval.
- ❖ Continue to amend the Planning & Zoning Code to ensure that it aligns with the General Plan.
- ❖ Update the Town Code, making necessary amendments to ensure consistency, clarity, and legal compliance.
- ❖ Implement the goals outlined in the FY26 Strategic Plan Action Plan, ensuring that the Town's Vision, Mission, and Core Values are embedded in all operations and initiatives.
- ❖ Enhance public engagement by promoting participation in the Citizen Academy and increasing involvement on Town boards and commissions
- ❖ Develop a comprehensive revenue generation strategy to support the long-term financial health and sustainability of the Town.

TOWN MANAGER

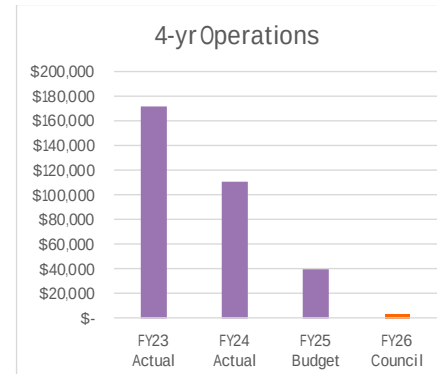
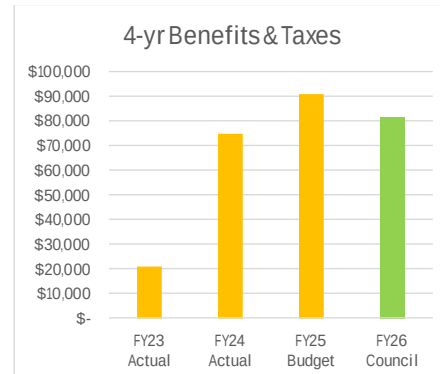
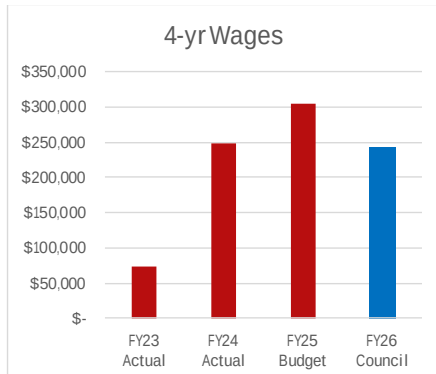
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 74,297	\$ 247,616	\$ 304,990	\$ 165,869	54%	\$ 240,015	\$ 241,835	\$ 241,835	-21%	\$ (63,155)
Taxes & Benefits	\$ 21,081	\$ 74,828	\$ 90,795	\$ 47,333	52%	\$ 81,265	\$ 81,635	\$ 81,635	-10%	\$ (9,160)
Operations	\$ 171,512	\$ 110,550	\$ 39,650	\$ 17,948	45%	\$ 13,100	\$ 3,700	\$ 3,700	-91%	\$ (35,950)
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 266,889	\$ 432,994	\$ 435,435	\$ 231,150	53%	\$ 334,380	\$ 327,170	\$ 327,170	-25%	\$ (108,265)
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Total Department Cost	266,889	432,994	435,435	231,150	53%	334,380	327,170	327,170	-25%	\$ (108,265)

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL		REQUEST	RECMN'D	PROPOSED
FTE's	0.5	1.4	2.0			2.0	2.0	2.0
FT Positions	1	2	2	2		2	2	2
PT Positions	0	0	0	0		0	0	0
Seasonal	0	0	0	0		0	0	0

Graphs





Town Manager Division

473 S. Main St. - (928) 554-0001

Mission

To serve the citizens of Camp Verde in ways that will demonstrate our commitment to excellence and to ensure that the day-to-day operations of the Town Government are carried out in an efficient and effective manner.



FY25 Highlights

- ❖ Launched the Town Manager Weekly Update as a public-facing communication tool, sharing regular updates from all departments (formerly an internal-only resource).
- ❖ Expanded the Town's social media presence, increasing community outreach and engagement.
- ❖ Facilitated the Technical Advisory Group (TAG) to support the development of the General Plan.
- ❖ Established two new Town Manager Working Groups: the Tourism Working & Engagement Group and the in-progress Rural Water Management Group.
- ❖ Hosted the Town's inaugural Citizen Academy, with 20 participants and a growing waitlist for future sessions.
- ❖ Completed a comprehensive organizational efficiency assessment across all departments, identifying strengths and opportunities for improvement, and initiated targeted strategic or action plans as needed.

Fun Facts

Town Manager Miranda Fisher holds a Doctorate in Public Administration from California Baptist University, which she earned in March 2023. While she's proud of this accomplishment, there's no need to call her "Doctor" — Miranda is just fine!

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Work with Council, Staff, Residents, Businesses and YAN to Integrate New Town Manager into the Town's Organization and the Community
 - o **Status:** Complete
- ❖ Assess the Organizational Chart and Make Recommendations for Changes as Appropriate
 - o **Status:** Complete
- ❖ Institute a Community Newsletter, Enhance Use of Proactive Press Releases and Conduct a Community Satisfaction Survey.
 - o **Status:** Complete
- ❖ Develop a Citizen's Academy and hold the first Academy beginning in Calendar Year 2025.
 - o **Status:** Complete
- ❖ Develop onboarding process for new members of the Town Council
 - o **Status:** Complete.

Long-term (3-5 years)

Goals for the Future

Short-term (1-2 years)

- ❖ Launch a new Town website to improve communication and access to information.
- ❖ Host the second Citizen's Academy, including on-site tours. Explore options to record sessions for online viewing to broaden community access.
- ❖ Successfully onboard the Strategic Initiatives Manager and begin assigning key projects aligned with the Town's strategic goals.
- ❖ Implement Leadership Development Training for Department Directors in collaboration with the Regional Economic Development Center at Yavapai College.
- ❖ Explore public-private partnerships and alternative funding opportunities to support key Town projects.

Long-term (3-5 years)

TOWN CLERK

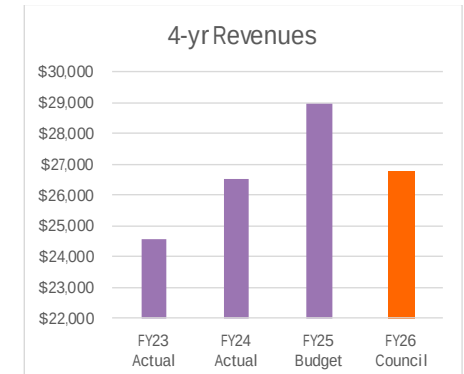
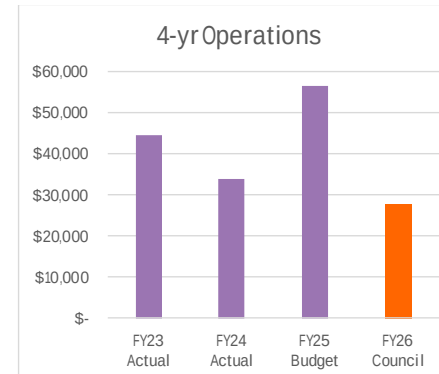
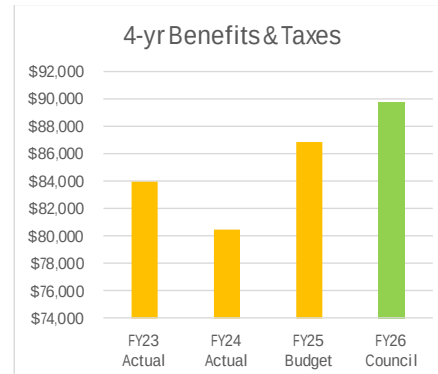
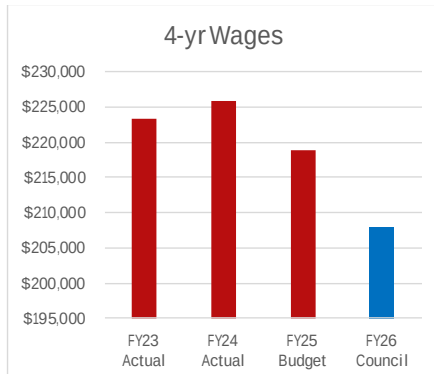
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 223,262	\$ 225,745	\$ 218,830	\$ 154,900	71%	\$ 196,110	\$ 207,950	\$ 207,950	-5%	\$ (10,880)
Taxes & Benefits	\$ 84,014	\$ 80,461	\$ 86,835	\$ 60,625	70%	\$ 87,420	\$ 89,770	\$ 89,770	3%	\$ 2,935
Operations	\$ 44,594	\$ 33,792	\$ 56,450	\$ 49,050	87%	\$ 59,550	\$ 28,000	\$ 28,000	-50%	\$ (28,450)
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 351,870	\$ 339,998	\$ 362,115	\$ 264,575	73%	\$ 343,080	\$ 325,720	\$ 325,720	-10%	\$ (36,395)
Revenues	\$ 24,586	\$ 26,514	\$ 28,950	\$ 21,940	76%	\$ 26,800	\$ 26,800	\$ 26,800	-7%	\$ (2,150)
Total Department Cost	327,284	313,484	333,165	242,635	73%	316,280	298,920	298,920	-10%	\$ (34,245)

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	3.0	2.6	3.0		3.0	3.0	3.0
FT Positions	3	3	3	3	3	3	3
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs





Town Clerk Division

473 S. Main St. - (928) 554-0021

Mission

We succeed when we meet or exceed the expectations of our citizens. We have a passion for excellence and endeavor to set and deliver the highest standards of service, value, integrity, and fairness. We celebrate the diversity and power of our democracy through its people, ideas, and cultures. We lead by examples of creativity, enthusiasm, and loyalty to our community in which we are honored to serve.



FY25 Highlights

❖ Successfully in the process of implementing Municode as the Town's official software for updating the Town Code electronically and on the Town's website.

❖ Successfully submitted the Town's Essential Records listing to the Secretary of State's office.

❖ Successfully conducted Boards and Commissions interviews for the 2025 Board and Commission vacancies.

❖ Attended and provided information on the roles and responsibilities of the Town Clerk Department at the first Citizen's Academy.

❖ Implemented a new tracking log for all Town Contracts, IGAs, MOUs and agreements

The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/April</u>
Business Licenses on File	803	843	749
Records Requests	125	76	71

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Finalizing the Town Code within Municode software.
 - **Status:** In progress.
- ❖ Secure & install new agenda management software.
 - **Status:** In progress.
- ❖ Secure & install new website design software.
 - **Status:** In progress.
- ❖ Work with other Departments to Establish Citizens' Academy-Education program.
 - **Status:** Completed and implemented this year with assistance from the Town Manager.
- ❖ Implement system for Agenda Management.
 - **Status:** Abandoned. The current software for implementation was abandoned and the process re-started, see above.
- ❖ Implement Succession planning for Assistant Clerk including Elections Training and CMC Certification.
 - **Status:** In progress.

Long-term (3-5 years)

- ❖ Records Specialist for Clerk's Office to assist all Departments.
 - **Status:** This goal has been abandoned.

Goals for the Future

Short-term (1-2 years)

❖

Long-term (3-5 years)

- ❖ New organized records room for easy access to stored and permanent records.

FINANCE

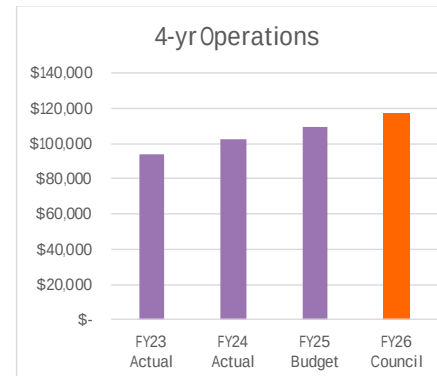
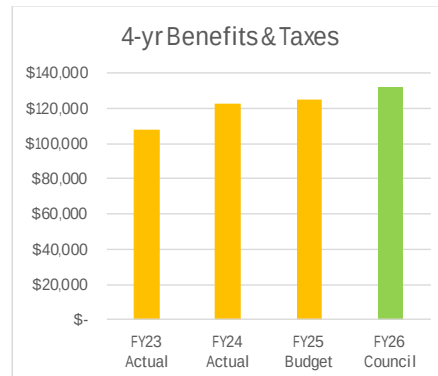
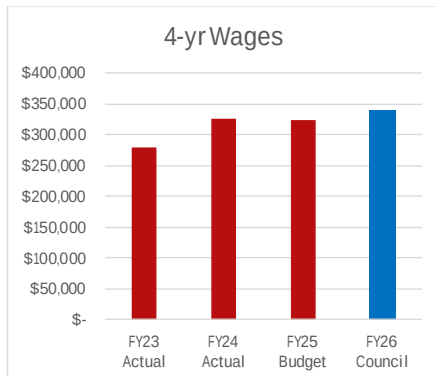
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 278,607	\$ 325,569	\$ 323,505	\$ 272,372	84%	\$ 425,250	\$ 339,680	\$ 339,680	5%	\$ 16,175
Taxes & Benefits	\$ 107,961	\$ 122,711	\$ 124,985	\$ 102,029	82%	\$ 171,520	\$ 131,795	\$ 131,795	5%	\$ 6,810
Operations	\$ 94,105	\$ 102,716	\$ 109,270	\$ 96,125	88%	\$ 123,255	\$ 116,815	\$ 116,815	7%	\$ 7,545
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ 7,500	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 480,673	\$ 550,996	\$ 557,760	\$ 470,527	84%	\$ 727,525	\$ 588,290	\$ 588,290	5%	\$ 30,530
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Total Department Cost	480,673	550,996	557,760	470,527	84%	727,525	588,290	588,290	5%	\$ 30,530

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	4.0	4.0	4.0		6.0	4.0	4.0
FT Positions	4	4	4	4	6	4	4
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs





Finance Division

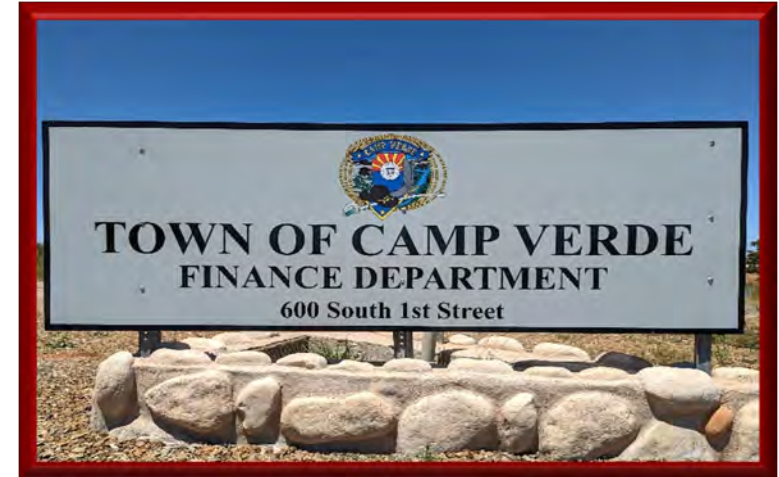
600 S. 1st St. - (928) 554-0813

Mission

To administer the Town's financial affairs in a manner which comports with all Governmental Accounting and Auditing Standards and to provide a broad array of financial services to the departments which make up the Town's service delivery system.

FY25 Highlights

- ❖ Received another unqualified opinion for the FY24 ACFR.
- ❖ Received the GFOA ACFR award for FY23; 11-time recipient.
- ❖ Received the GFOA Budget award for FY24; 10-time recipient.
- ❖ Currently testing new digital AP process.



The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Total AP Checks	2,620	2,640	1,261
Total AP Credit Card Use	1,767	2,051	940
Total AP Bank Drafts	573	612	293

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Receive the GFOA awards for the Town's ACFR (FY23) and budget (FY24) documents.
 - **Status:** Completed successfully.
- ❖ Continue to make enhancements to the budget process and final document.
 - **Status:** Stage 1 complete. Stage 2 will be to introduce 5-yr projection pieces into the Governmental budget section including; Debt Service and Cash Flow. Revenues and Capital Improvements already have 5-yr components.
- ❖ Prepare for Finance to fully take on Purchasing and Grant management services with the support of a new Accounting Manager position.
 - **Status:** Currently in the budgeting process.
- ❖ Receive the GFOA awards for the Town's ACFR (FY24) and budget (FY25) documents.
 - **Status:** Applications submitted.

Long-term (3-5 years)

- ❖ Rollout and document procedures for sales tax review, summarized reports, late and improper payments and tie to the Town's business license information.
 - **Status:** Not yet started.

Goals for the Future

Short-term (1-2 years)

- ❖ Receive the GFOA awards for the Town's ACFR (FY25) and budget (FY26) documents.
- ❖ Develop procedures for periodic review or the status of all Town grants and communicating that information with appropriate staff in charge of those grants.
- ❖ Move AP process to updated digital process.

Long-term (3-5 years)

❖

HUMAN RESOURCES

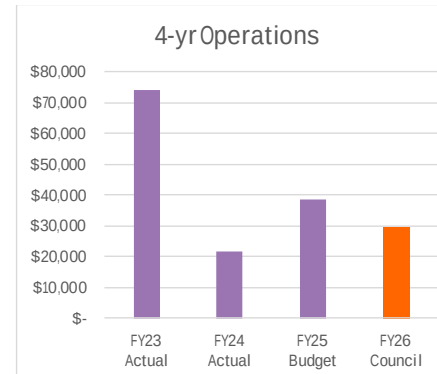
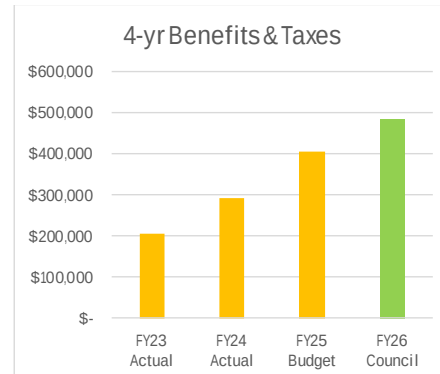
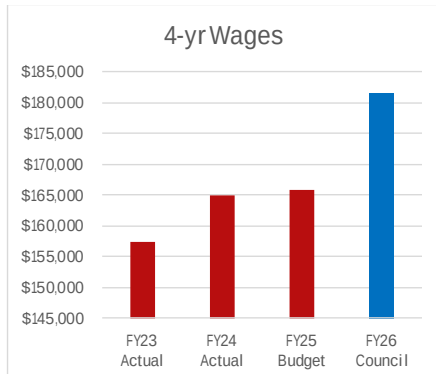
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 157,478	\$ 164,914	\$ 165,780	\$ 141,259	85%	\$ 176,675	\$ 181,495	\$ 181,495	9%	\$ 15,715
Taxes & Benefits	\$ 205,897	\$ 290,819	\$ 403,810	\$ 369,934	92%	\$ 482,865	\$ 483,815	\$ 483,815	20%	\$ 80,005
Operations	\$ 74,049	\$ 21,623	\$ 38,480	\$ 15,399	40%	\$ 49,880	\$ 29,630	\$ 29,630	-23%	\$ (8,850)
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 437,424	\$ 477,356	\$ 608,070	\$ 526,592	87%	\$ 709,420	\$ 694,940	\$ 694,940	14%	\$ 86,870
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Total Department Cost	437,424	477,356	608,070	526,592	87%	709,420	694,940	694,940	14%	\$ 86,870

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL		REQUEST	RECMN'D	PROPOSED
FTE's	2.0	2.0	2.0			2.0	2.0	2.0
FT Positions	2	2	2	2		2	2	2
PT Positions	0	0	0	0		0	0	0
Seasonal	0	0	0	0		0	0	0

Graphs





Human Resources Division

395 S. Main St. - (928) 554-0011

Mission

As a trusted partner, we enhance and develop leaders and employees by providing expertise and outstanding customer service, supporting organizational goals and values and cultivating a diverse, collaborative and engaging environment.



FY25 Highlights

- ❖ Updated and restructured the benefits for the dependent share coverage and contributions towards Health Savings Account.
- ❖ Successful recruitment of the new Town Manager.
- ❖ Obtained certifications through the Society for Human Resource Management (SHRM).
- ❖ Contributed to implementation of Town's Core Values through creation of posters and staff trainings.
- ❖ Successfully organized a mobile mamogram screening event.
- ❖ Received certifications in Investigative Interviewing Techniques in the application of workplace investigations.
- ❖ Researched and found an alternative platform for processing personnel action forms, job requisitions and job offers.
- ❖ Created an employee work group "Work Non-Wranglers" to engage staff in employee recognition programs.
- ❖ Conducted a comprehensive employee engagement survey.

The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Applications Processed	416	467	182
New Hires	40	54	9
Terminations	32	44	22
Retention Rate	95.6%	95.8%	%
Turnover Rate	27.1%	24.7%	%

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Assist in the implementation of the Town's Core Values.
- o **Status:** 90% Completed. Core Values trainings have been conducted. P.A.C.E. posters were created.

Long-term (3-5 years)

- ❖ Revitalize employee engagement surveys.
- o **Status:** Completed.
- ❖ Establish employee communication portal through employee intranet.
- o **Status:** 50% Completed. Necessary system found, pending implementation.
- ❖ Research tools & programs to improve and mainstream the onboarding process.
- o **Status:** 60% Complete. Further progress will be determined by the new Departmental Strategic Plan.

Goals for the Future

Short-term (1-2 years)

- ❖ Create and implement Standard of Operating Procedures for processing and managing Workman's Comp claims.
- ❖ Implement software system for managing certificates of insurance for vendors and contractors.
- ❖ Update the process of notices of claims.

Long-term (3-5 years)

- ❖ Digitalize employee records.

RISK MANAGEMENT

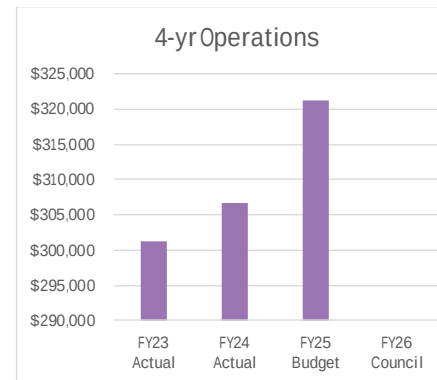
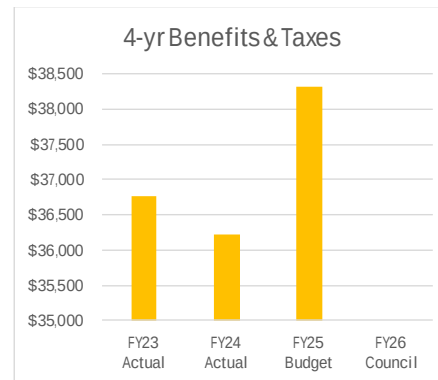
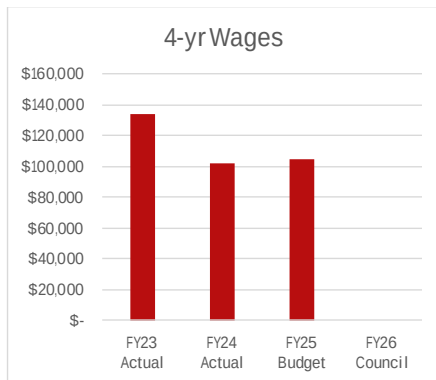
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED
Wages	\$ 133,687	\$ 101,815	\$ 104,245	\$ 81,258	78%	Merged with HR Dept	Merged with HR Dept	Merged with HR Dept
Taxes & Benefits	\$ 36,754	\$ 36,225	\$ 38,315	\$ 30,407	79%			
Operations	\$ 301,218	\$ 306,708	\$ 321,120	\$ 242,677	76%			
Capital	\$ -	\$ -	\$ -	\$ -	N/A			
Net Expenses	\$ 471,659	\$ 444,748	\$ 463,680	\$ 354,342	76%			
Revenues	\$ -	\$ -	\$ -	\$ -	N/A			
Total Department Cost	471,659	444,748	463,680	354,342	76%	0	0	0

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	1.7	1.2	1.2				
FT Positions	3	2	2	2			
PT Positions	0	0	0	0			
Seasonal	0	0	0	0			

Graphs



ECONOMIC DEVELOPMENT

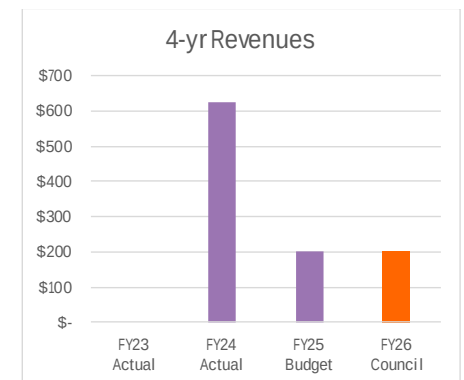
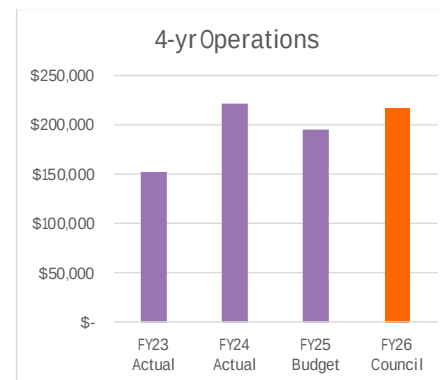
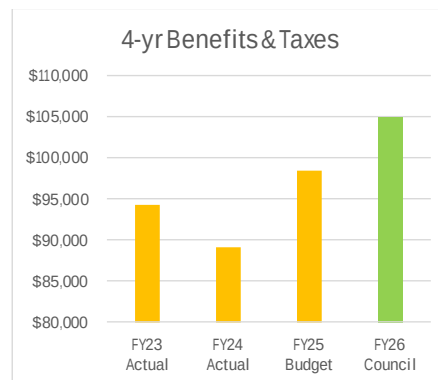
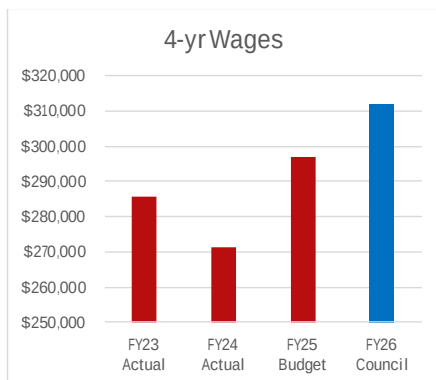
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 285,564	\$ 271,320	\$ 297,030	\$ 238,781	80%	\$ 310,040	\$ 312,110	\$ 312,110	5%	\$ 15,080
Taxes & Benefits	\$ 94,279	\$ 89,119	\$ 98,470	\$ 77,314	79%	\$ 104,235	\$ 104,915	\$ 104,915	7%	\$ 6,445
Operations	\$ 151,925	\$ 220,988	\$ 195,600	\$ 135,059	69%	\$ 229,880	\$ 217,630	\$ 217,630	11%	\$ 22,030
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 531,768	\$ 581,427	\$ 591,100	\$ 451,154	76%	\$ 644,155	\$ 634,655	\$ 634,655	7%	\$ 43,555
Revenues	\$ -	\$ 625	\$ 200	\$ -	N/A	\$ 200	\$ 200	\$ 200	0%	\$ -
Total Department Cost	531,768	580,802	590,900	451,154	76%	643,955	634,455	634,455	7%	\$ 43,555

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL		REQUEST	RECMN'D	PROPOSED
FTE's	4.0	3.8	4.1			4.2	4.1	4.1
FT Positions	3	3	3	3		3	3	3
PT Positions	3	3	3	3		3	3	3
Seasonal	0	0	0	0		0	0	0

Graphs





Economic Development Division

385 S. Main St. - (928) 554-0009

Mission

The Town of Camp Verde's Economic Development Department is dedicated to strengthening the community's long-term economic well-being by enhancing our revenue base and facilitating job creation and retention. Through these efforts, we aim to foster a thriving business environment and improve the overall quality of life for residents and visitors alike.

FY25 Highlights

- ❖ Experiencing an upswing in business development interest. This stems from proactive outreach to developers and businesses, strategic partnerships, and the economic momentum in Arizona that underscores our prime location.
- ❖ Sycamore Vista has officially broken ground and is now under construction, set to deliver over 300 housing units for the workforce and residents.
- ❖ Selected for the Thriving Communities Program: a two-year technical assistance initiative that assists the Town with transportation planning, revenue generation, and grant assistance and compliance training.
- ❖ The Economic Development Director and both Economic Development Specialists now have received and maintain their Arizona Economic Development (AZED) Pro certifications.
- ❖ Continued active support for key retail developments, job creation initiatives, and essential infrastructure projects.
- ❖ Secured funding through Arizona Office of Tourism, Local First, and APS.



The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
CV Visitors Center Visits	5,713	5,427	2,425
Visit CV Website Total Visitors	79,700	93,000	52,179
Visit CV Website Unique Visitors	64,500	92,000	43,364
Visit CV Social Media Followers	1,490	7,779	8,258
BRIC Social Media Followers	N/A	107	182
BRIC Classes and Events	25	45	19
People Assisted at BRIC (non-staff)	300	700	528

Progress Towards Current Goals

❖ Tourism Marketing:

o **Status:** Tourism marketing strategy to be completed by the end of FY25. Secured AOT Rural Cooperative funding support for expanded marketing efforts and completed an economic impact. The first meeting of the tourism working group was held in March 2025.

❖ Business Retention, Expansion and Attraction:

o **Status:** Established new relationships with businesses and developers for purposeses business/retail development. Attended ICSC events. Conducted familiarization tours for developers. Continue to utilize the BRIC for small business education/trainings. Grant-funded equipment installed and a new grant-funded small business conference room implemented. Developed and shared retail leakage data. Numerous businesses were educated through partnership with Local First's Fuerza Local and Green Business, Bootcamp programs, as well as the Small Business Development Center. Developed inventory of property information to aid in development. Researched retail recreational marijuana including a survey of stakeholders.

❖ Dark Sky Compliance:

o **Status:** Annual report was approved in January 2025 and the designation remains in place.

❖ Broadband:

o **Status:** Letters supporting ISPs to apply for BEAD grant funding were submitted. BEAD applications from ISPs are due in March 2025 with an anticipated funding announcement by summer of 2025. Working with Yavapai County to champion broadband deployment.

❖ Workforce Development:

o **Status:** Secured Year 2 funding of the Northern Arizona Good Jobs Network (NAGJN) grant. Staff will interview businesses on workforce needs, inform Yavapai College of those needs, and identify wraparound services that may be needed (to be completed end of FY25).

❖ Downtown Development:

o **Status:** The Greater Verde Valley Chamber of Commerce and staff have engaged with downtown businesses. An initial meeting to focus on downtown development will take place by the end of FY25. Secured Brownfield Gant for an environmental assessment of a downtown property.

Goals for the Future

Short-term (1-2 years)

- ❖ Promote tourism with the purpose of increasing tourism-related revenue by 2029: Establish revenue baseline and a process for measuring it, create a tourism advisory team to better inform Town-related tourism marketing strategies/investments, develop a two-year marketing plan by June 30, 2025, and increase social media presence; grow relationships/partners to further promote the community.
- ❖ Retail & Business Recruitment: Boost retail and business recruitment by increasing participation in retail development events (e.g., ICSC), continue proactive outreach to retail developers, leverage TRCMs, and enhance our digital presence with compelling business success stories and streamlined business licensing processes.
- ❖ Business Retention, Expansion, & Attraction: Enhance business retention, expansion, and attraction with systematic outreach process for developers; quantify potential development and related infrastructure needs; advance workforce development through the Northern Arizona Good Jobs Network (NAGJN) grant; launch targeted business-friendly campaigns to stimulate local and visitor spending while refining focus on key industry sectors for sustainable economic growth.
- ❖ Downtown Revitalization: Promote downtown Camp Verde as a destination for tourists and source of community pride; identify organizations and/or individuals interested in hosting events downtown; explore and implement initiatives that will foster local collaboration and increase sales revenue for downtown businesses; facilitate a dedicated local coalition to champion downtown promotion. This initiative will include: Organizing regular stakeholder meetings, providing helpful information for event hosting and initiatives, and collaboratively exploring innovative strategies to secure long-term Main Street prosperity.

Long-term (3-5 years)

- ❖ Update and implement tourism strategies.
- ❖ Continue investing in downtown development progress.
- ❖ Evaluate business recruitment and development needs. Implement initiatives aligned with the Town's strategic planning.
- ❖ Evaluate economic development needs and implement initiatives as they relate to infrastructure, shovel-ready sites, and workforce development.

INFORMATION TECHNOLOGY

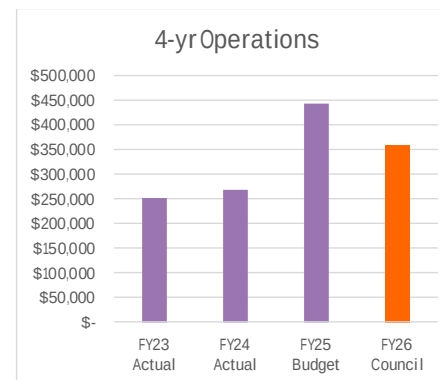
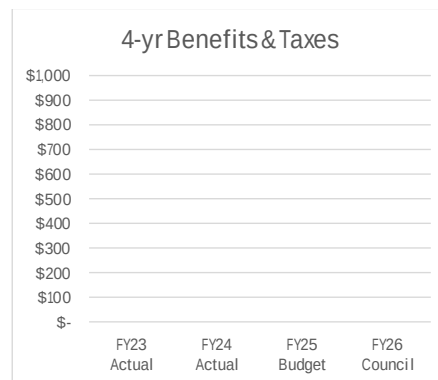
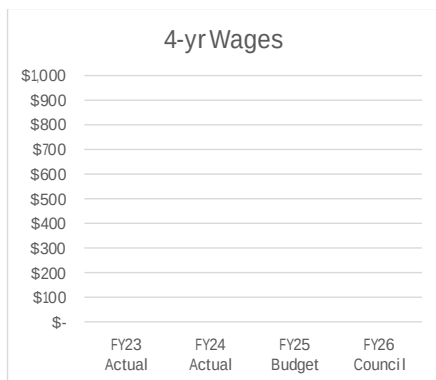
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Taxes & Benefits	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Operations	\$ 251,463	\$ 269,470	\$ 442,730	\$ 293,726	66%	\$ 391,720	\$ 358,720	\$ 358,720	-19%	\$ (84,010)
Capital	\$ 45,936	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 297,398	\$ 269,470	\$ 442,730	\$ 293,726	66%	\$ 391,720	\$ 358,720	\$ 358,720	-19%	\$ (84,010)
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Total Department Cost	297,398	269,470	442,730	293,726	66%	391,720	358,720	358,720	-19%	\$ (84,010)

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL		REQUEST	RECMN'D	PROPOSED
FTE's	Outsourced	Outsourced	Outsourced	Outsourced		Outsourced	Outsourced	Outsourced
FT Positions								
PT Positions								
Seasonal								

Graphs





IT Services Division

600 S. 1st St. - (928) 554-0813

Mission

To provide the highest quality technology-based services, in the most cost-effective manner, to facilitate the town's mission as it applies to the management, staff support, and community service.



FY25 Highlights

- ❖ Replaced 17 workstations throughout the Town.
- ❖ No security breaches for the fiscal year.
- ❖

The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Servers	20	22	22
Workstations	147	144	144
Service tickets	1,979	1,338	901

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Update and replace all needed workstations to allow for Windows 11 upgrade by FY26.
 - o **Status:** 14 workstations remain that need to be replaced by October of 2026.
- ❖ Secure updated contract for our IT services.
 - o **Status:** Contract was secured with our current provider without any breaks in service.
- ❖ Keep Town IT systems up-to-date and functional.
 - o **Status:** Completed. This is now a functional component of the IT Division rather than a goal to achieve.
- ❖ Work to implement 2 FT staff members in the IT department.
 - o **Status:** This goal is no longer desired and has been discarded.
- ❖ Complete and maintain a detailed listing of Town workstations, locations and users/uses by year-end FY25.
 - o **Status:** Completed.

Long-term (3-5 years)

- ❖ Continue connecting local park areas with broadband service for community members.
 - o **Status:** This goal has been discarded.
- ❖ Develop plans for backup computer availability and use during emergency situations.
 - o **Status:** This project has not been started yet.

Goals for the Future

Short-term (1-2 years)

- ❖ Get all town employees up to minimum level of training (score of 600) on Town's internal security training platform.

Long-term (3-5 years)

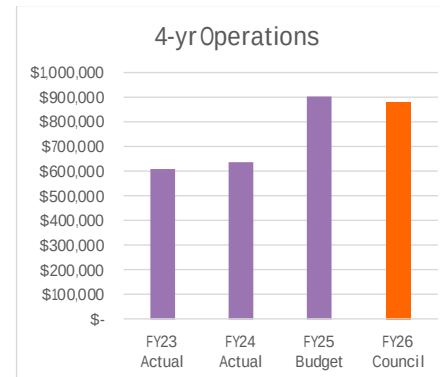
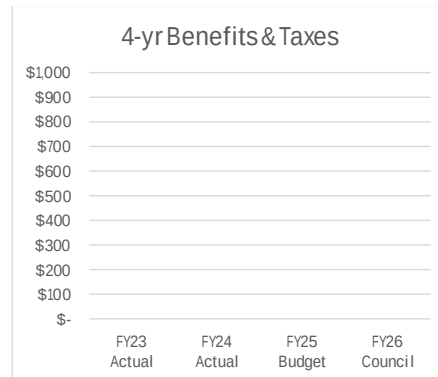
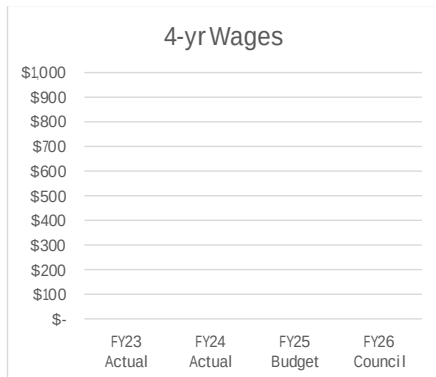
❖

NON-DEPARTMENTAL

Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Taxes & Benefits	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Operations	\$ 607,165	\$ 634,883	\$ 904,770	\$ 390,606	43%	\$ 1,011,435	\$ 882,435	\$ 882,435	-2%	\$ (22,335)
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 607,165	\$ 634,883	\$ 904,770	\$ 390,606	43%	\$ 1,011,435	\$ 882,435	\$ 882,435	-2%	\$ (22,335)
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Total Department Cost	607,165	634,883	904,770	390,606	43%	1,011,435	882,435	882,435	-2%	\$ (22,335)

Graphs

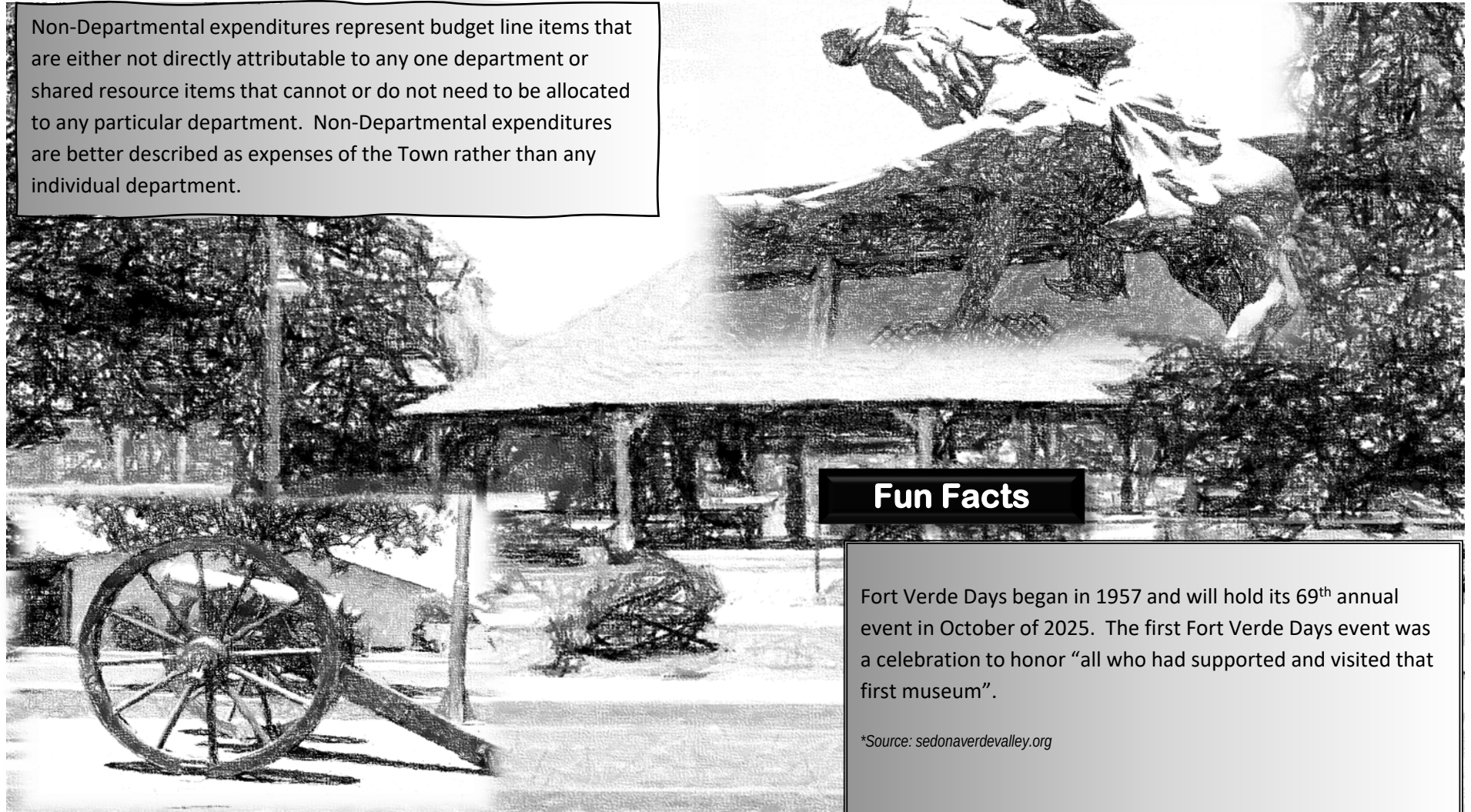




Non-Departmental

Mission

Non-Departmental expenditures represent budget line items that are either not directly attributable to any one department or shared resource items that cannot or do not need to be allocated to any particular department. Non-Departmental expenditures are better described as expenses of the Town rather than any individual department.



Fun Facts

Fort Verde Days began in 1957 and will hold its 69th annual event in October of 2025. The first Fort Verde Days event was a celebration to honor "all who had supported and visited that first museum".

**Source: sedonaverdevalley.org*



MUNICIPAL COURT SUMMARY



Divisions

◆ Municipal Court ◆

	2022-23	2023-24	2024-25		2025-26		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 287,292	\$ 329,780	\$ 346,340	\$ 274,456	\$ 425,630	\$ 371,450	\$ 371,450
Operating Expenditures	\$ 121,399	\$ 116,635	\$ 129,975	\$ 107,579	\$ 133,715	\$ 133,015	\$ 133,015
Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 408,691	\$ 446,415	\$ 476,315	\$ 382,035	\$ 559,345	\$ 504,465	\$ 504,465
Revenues							
Total Revenues	\$ 117,005	\$ 126,147	\$ 137,500	\$ 106,721	\$ 138,000	\$ 138,000	\$ 138,000
Net Cost to General Fund	\$ 291,686	\$ 320,268	\$ 338,815	\$ 275,314	\$ 421,345	\$ 366,465	\$ 366,465

MUNICIPAL COURT

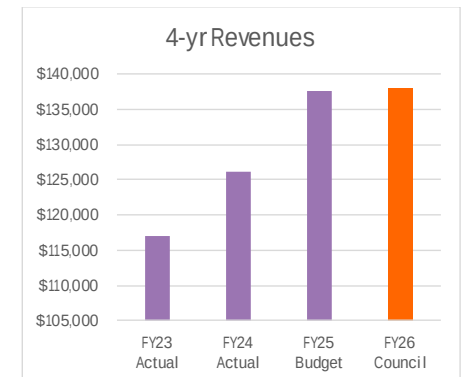
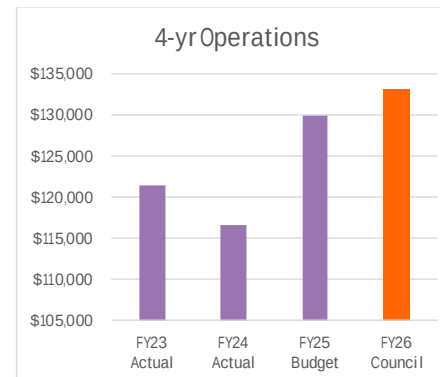
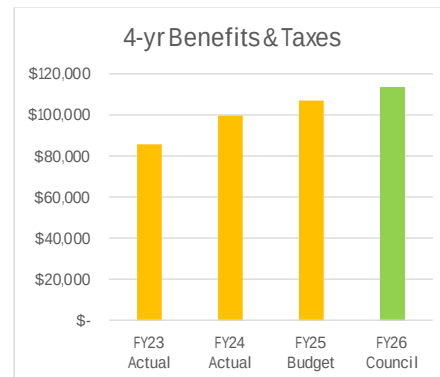
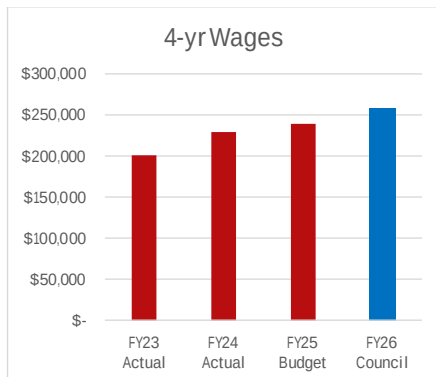
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 201,819	\$ 229,816	\$ 239,475	\$ 191,446	80%	\$ 289,635	\$ 257,525	\$ 257,525	8%	\$ 18,050
Taxes & Benefits	\$ 85,473	\$ 99,964	\$ 106,865	\$ 83,010	78%	\$ 135,995	\$ 113,925	\$ 113,925	7%	\$ 7,060
Operations	\$ 121,399	\$ 116,635	\$ 129,975	\$ 107,579	83%	\$ 133,715	\$ 133,015	\$ 133,015	2%	\$ 3,040
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 408,691	\$ 446,415	\$ 476,315	\$ 382,035	80%	\$ 559,345	\$ 504,465	\$ 504,465	6%	\$ 28,150
Revenues	\$ 117,005	\$ 126,147	\$ 137,500	\$ 106,721	78%	\$ 138,000	\$ 138,000	\$ 138,000	0%	\$ 500
Total Department Cost	291,686	320,268	338,815	275,314	81%	421,345	366,465	366,465	8%	\$ 27,650

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	3.8	4.3	4.5		5.5	4.5	4.5
FT Positions	4	4	4	4	5	4	4
PT Positions	1	1	1	1	1	1	1
Seasonal	0	0	0	0	0	0	0

Graphs





Municipal Court Division

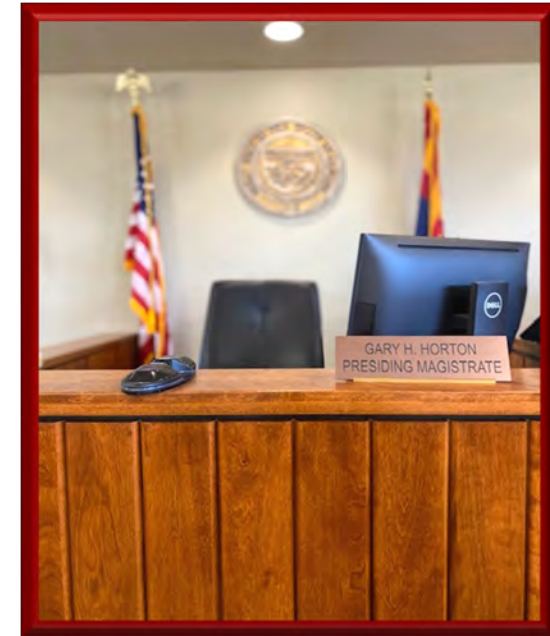
435 S. Main St., Ste. 206A - (928) 554-0030

Mission

To contribute to the quality of life in our community by fairly and impartially administering justice in the most effective, efficient, and professional manner possible.

FY25 Highlights

- ❖ All staff successfully completed the required 16 hours plus in continuing judicial education to fulfill the yearly requirement.
- ❖ The Court's screening entry way was completed which allows for a more secured screening process for all members or the community.
- ❖ The Court revamped the filing area with a more efficient filing system, providing more space for staff to review files. The Court was able to repurpose the rolling filing cabinets for the Clerk's office.
- ❖ We continue to align Court services to Council priorities and strategic plan.



The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
Misdemeanor/FTA	561	476	397
DUI's	103	142	146
Serious Traffic	9	12	17
Criminal Traffic-other	56	102	237
Civil Traffic	620	1,125	1018
Harassment Injunction/ Work Place Injunction	15	20	20
Order of Protection	12	21	20

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Completion of the Court security screening entryway.
 - o **Status:** 70% Complete: Final stages of construction is underway to be completed end of FY25. The Court entry way allows for security screening prior to entry into the Courtroom.
- ❖ Completion of the Local Court Procedures for both case management and financial Court operations.
 - o **Status:** 30% complete
- ❖ Comply with Court Security Screening audit in FY26
 - o **Status:** 80% complete
- ❖ Become fully staffed through hiring a full-time Court Specialist I to assist with post-adjudicated collection efforts and mandates.
 - o **Status:** Abandoned for FY26

Long-term (3-5 years)

Goals for the Future

Short-term (1-2 years)

- ❖ Obtain a Mobile Fingerprint Tablet (Fast 10) from DPS. It also allows the courts to fingerprint subjects who have not already been fingerprinted for crimes the court is handling.
- ❖ Create an AZPoint Kiosk by obtaining a tablet available for customers to complete the petition electronically and not have to leave and return. Allows for accessibility and safety.

Long-term (3-5 years)



PUBLIC WORKS SUMMARY



Divisions

Admin



Engineering



Maintenance



Streets

	2022-23	2023-24	2024-25		2025-26		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 933,658	\$ 1,423,162	\$ 1,558,805	\$ 1,063,410	\$ 1,819,020	\$ 1,583,745	\$ 1,583,745
Operating Expenditures	\$ 316,461	\$ 392,874	\$ 335,005	\$ 276,757	\$ 388,275	\$ 336,055	\$ 336,055
Equipment/Capital Expenditures	\$ 30,514	\$ 103,440	\$ 10,000	\$ 4,000	\$ 10,000	\$ -	\$ -
Total Expenditures	\$ 1,280,632	\$ 1,919,475	\$ 1,903,810	\$ 1,344,167	\$ 2,217,295	\$ 1,919,800	\$ 1,919,800
Revenues							
Total Revenues	\$ 25,732	\$ 16,364	\$ 25,000	\$ 43,135	\$ 25,000	\$ 25,000	\$ 25,000
Net Cost to General Fund	\$ 1,254,900	\$ 1,903,111	\$ 1,878,810	\$ 1,301,032	\$ 2,192,295	\$ 1,894,800	\$ 1,894,800

PUBLIC WORKS ADMIN

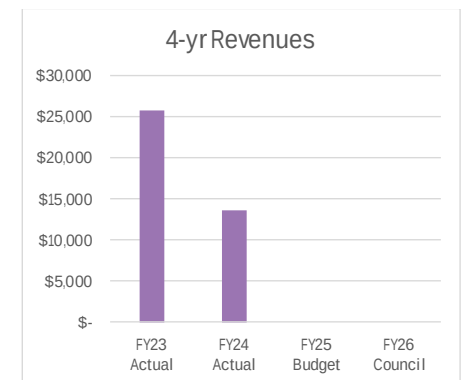
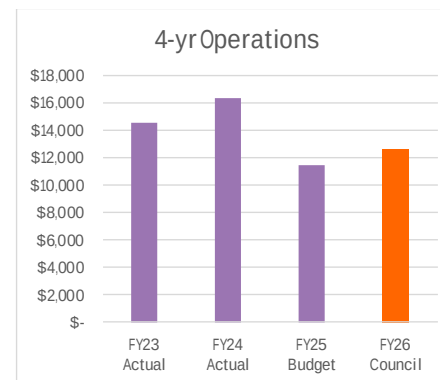
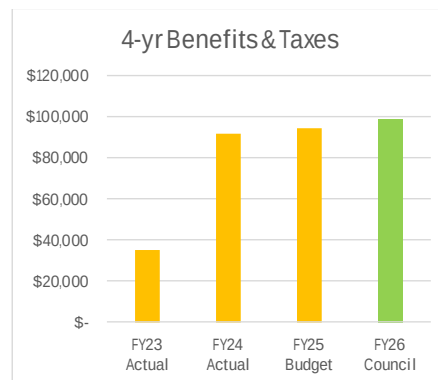
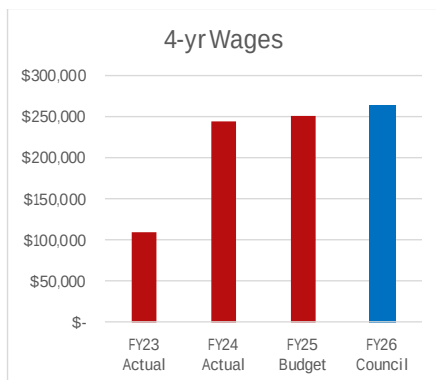
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 109,785	\$ 244,255	\$ 250,540	\$ 204,956	82%	\$ 260,035	\$ 263,965	\$ 263,965	5%	\$ 13,425
Taxes & Benefits	\$ 35,102	\$ 91,411	\$ 94,475	\$ 73,807	78%	\$ 98,495	\$ 99,285	\$ 99,285	5%	\$ 4,810
Operations	\$ 14,564	\$ 16,364	\$ 11,450	\$ 6,177	54%	\$ 52,200	\$ 12,700	\$ 12,700	11%	\$ 1,250
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 159,450	\$ 352,030	\$ 356,465	\$ 284,940	80%	\$ 410,730	\$ 375,950	\$ 375,950	5%	\$ 19,485
Revenues	\$ 25,732	\$ 13,550	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Total Department Cost	133,718	338,480	356,465	284,940	80%	410,730	375,950	375,950	5%	\$ 19,485

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	1.3	2.9	3.0		3.0	3.0	3.0
FT Positions	3	4	4	4	4	4	4
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs





Public Works Admin Division

395 S. Main St. - (928) 554-0820

Mission

The primary mission of the Camp Verde Public Works Department is to provide and maintain, within the Town's available resources, adequate and safe transportation infrastructure in a fair and equitable manner while supporting the Town's economic agenda. The department provides engineering services and reviews and inspects public projects for the Town.

FY25 Highlights

- ❖ Completed installation of sidewalk on 7th Street between Hollamon and Head Streets.
- ❖ Completed scoreboard installation at Butler Park.
- ❖ Began design work of the Finnie Flat Road / Montezuma Castle Highway Roadway Improvements Project.
- ❖ Completed FY25 Chip Seal project.
- ❖ Completed replacement of the 300 building roof



The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
CIP Projects completed		8	6
CIP Projects In Process		8	18
CIP Projects Pending		11	13

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Complete Sports Complex concession/restroom facility.
 - o **Status:** 100% complete.
- ❖ Complete improvements to Parsons Riverfront Preserve.
 - o **Status:** Project has been eliminated by Town Management.
- ❖ Complete replacement of the Community Park playground equipment.
 - o **Status:** 100% complete.
- ❖ Complete Sports Complex concession/restroom facility.
 - o **Status:** 40% complete
- ❖ Complete Phase 1B Sports Complex.
 - o **Status:** 80% complete.
- ❖ Complete Municipal Court vestibule addition.
 - o **Status:** 60% complete.
- ❖ Complete the lower Maintenance building addition.
 - o **Status:** 0% complete. Waiting for funding.
- ❖ Complete design and installation for the sidewalk improvements on Verde Lakes Drive.
 - o **Status:** 5% complete in design.
- ❖ Complete equipment improvements for the Heritage Pool.
 - o **Status:** 5% complete. Waiting for equipment to arrive.

Long-term (3-5 years)

- ❖ Finnie Flat/MCH roadway improvements - SMART Grant
 - o **Status:** Active. Design status: 30% complete. Submitted for FY26 RAISE grant
- ❖ Main Street improvements
 - o **Status:** Active. Design status: 100% complete. Submitted for FY26 RAISE grant
- ❖ Complete improvements to Montezuma Castle Highway north of Black Bridge, pending grant approval.
 - o **Status:** 0% complete. Waiting for survey to begin design.

Goals for the Future

Long-term (3-5 years)

- ❖ Complete installation of the Wayfinding Signage project.

ENGINEERING

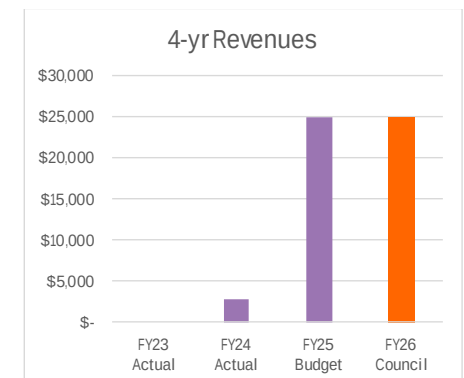
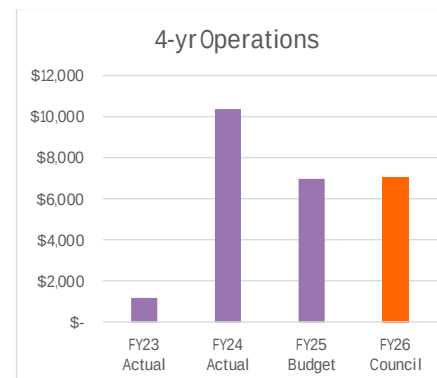
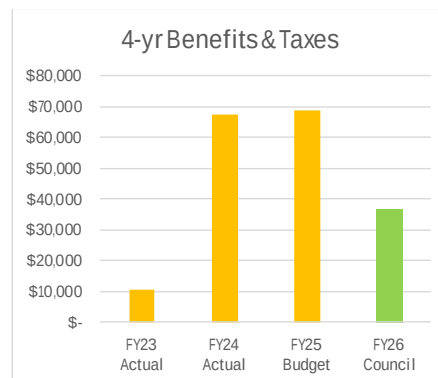
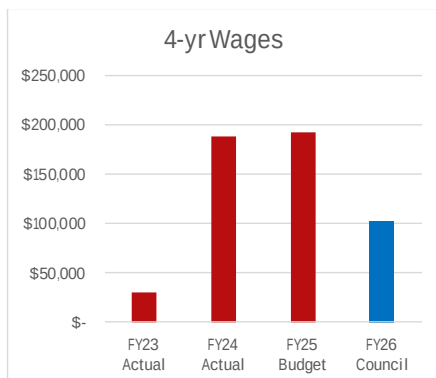
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 29,967	\$ 188,978	\$ 193,025	\$ 79,921	41%	\$ 102,170	\$ 102,680	\$ 102,680	-47%	\$ (90,345)
Taxes & Benefits	\$ 10,658	\$ 67,455	\$ 68,545	\$ 30,788	45%	\$ 36,660	\$ 36,770	\$ 36,770	-46%	\$ (31,775)
Operations	\$ 1,217	\$ 10,381	\$ 6,975	\$ 8,857	127%	\$ 7,575	\$ 7,075	\$ 7,075	1%	\$ 100
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 41,841	\$ 266,815	\$ 268,545	\$ 119,566	45%	\$ 146,405	\$ 146,525	\$ 146,525	-45%	\$ (122,020)
Revenues	\$ -	\$ 2,814	\$ 25,000	\$ 43,135	173%	\$ 25,000	\$ 25,000	\$ 25,000	0%	\$ -
Total Department Cost	41,841	264,001	243,545	76,431	31%	121,405	121,525	121,525	-50%	\$ (122,020)

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	0.6	2.0	2.0		2.0	2.0	2.0
FT Positions	2	2	2	2	2	2	2
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs





Engineering Division

395 S. Main St. - (928) 554-9055

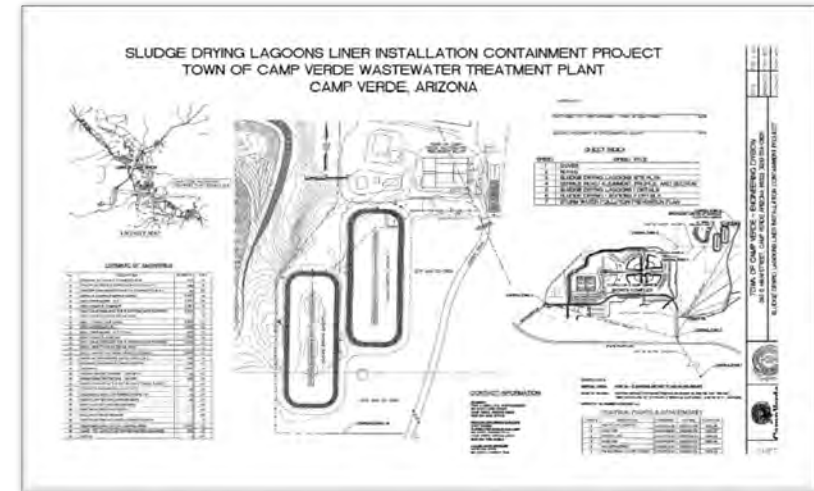
FY26 Proposed Tentative Budget - 6/4/25

Mission

Development of both in-house and contract engineering design, plans, project documents, bidding, project management, and construction oversight for the development of public works projects. Public Works Projects include right-of-way infrastructure, stormwater/drainage, sewer and water utilities, facilities & grounds and our parks to promote public health, safety, and the public welfare of the Town of Camp Verde

FY25 Highlights

- ❖ Redesigned Irrigation Pump Station. Removed from vault, eliminated need for drainage channel/culverts, reduced length of pipe run, relocated pond to initial location. Reduced cost by \$200,000.00
- ❖ Updated Town's Engineering Design Standards
- ❖ Reduced Engineering Payroll by 50%
- ❖ RAISE Grant Benefit/Cost Analysis which will become a template for future grants
- ❖ Completed TOCV Standard Details for Water, Wastewater, and Standard Notes for General Engineering, Water, Wastewater, Grading & Drainage, & Storm Water Pollution Prevention.
- ❖ Started program to inventory traffic counts throughout the Town



The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
# of Reviews	84	62	35

Progress Towards Current Goals

Short-term (1 year)

- ❖ Sports Complex Lift Station - Completed the design of the Sports Complex Lift Station and the remaining Force Main to the Treatment Plant. Secured an Approval to Construct from Yavapai County. Awaiting Funding for Construction.
 - **Status:** Design 100% Complete: Construction to begin in April.
- ❖ Reclaim Irrigation - Complete design of Reclaim Irrigation Pump Station, New Pond, & Reclaim Line.
 - **Status:** Pumps ordered. Scheduled for completion by end of year.

Long-term (3-5 years)

- ❖ Commence Construction on the Northbound Sewer Expansion Project.
 - **Status:** Project placed on hold for most of FY 23-24. Moving towards implementing partial plans and commencement of bidding and construction for Phase 1.
- ❖ Main Street Reconstruction Project.
 - **Status:** Plans at 100%. Working on funding through RAISE Grant
- ❖ Finnie Flat - Montezuma Castle Highway Reconstruction Project.
 - **Status:** Plans at 30%. Working on funding through RAISE Grant

Goals for the Future

- ❖ Complete Phase 2 Water Reuse Facility Plans to double treatment plant capacity.
- ❖ Complete design of Main Street Sewer replacement, Storm Sewer, etc. (ARPA Project). Current plan status 90% complete. Remaining 10% to design completion.
- ❖ Achieve 100% Design and Construction of Northbound Sewer Extension Project.
- ❖ Construction of the Verde Lakes Drive Low Water Crossing.
- ❖ Design for Middle Verde drainage through Overlook Acres to the Verde River.
- ❖ Commence & complete construction of Phase 1 Northbound Sewer Expansion Project from Horseshoe Bend Road to Lift Station 2. Continue with completion of Northbound Sewer Extension Plan.

MAINTENANCE

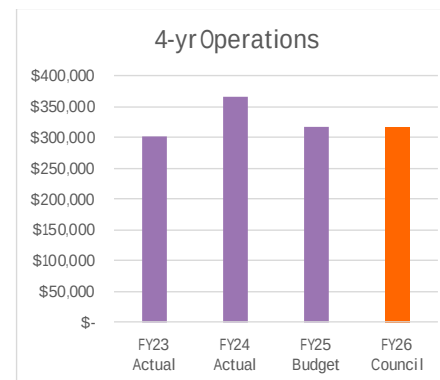
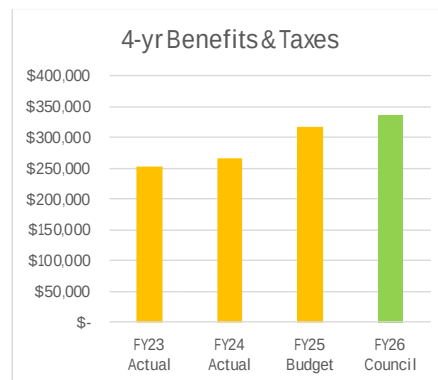
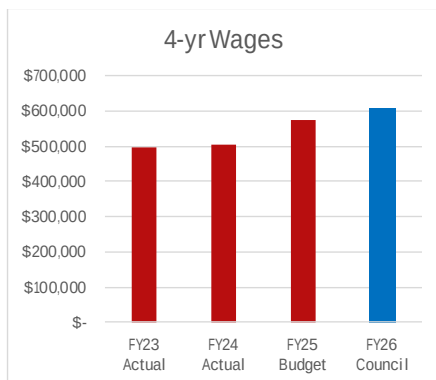
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 495,142	\$ 504,311	\$ 574,055	\$ 411,374	72%	\$ 757,530	\$ 610,495	\$ 610,495	6%	\$ 36,440
Taxes & Benefits	\$ 253,005	\$ 266,835	\$ 316,330	\$ 219,660	69%	\$ 431,700	\$ 335,630	\$ 335,630	6%	\$ 19,300
Operations	\$ 300,681	\$ 366,129	\$ 316,580	\$ 261,723	83%	\$ 328,500	\$ 316,280	\$ 316,280	0%	\$ (300)
Capital	\$ 30,514	\$ 103,440	\$ 10,000	\$ 4,000	N/A	\$ 10,000	\$ -	\$ -	-100%	\$ (10,000)
Net Expenses	\$ 1,079,341	\$ 1,240,714	\$ 1,216,965	\$ 896,757	74%	\$ 1,527,730	\$ 1,262,405	\$ 1,262,405	4%	\$ 45,440
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Total Department Cost	1,079,341	1,240,714	1,216,965	896,757	74%	1,527,730	1,262,405	1,262,405	4%	\$ 45,440

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL		REQUEST	RECMN'D	PROPOSED
FTE's	11.0	11.1	13.0			17.0	13.0	13.0
FT Positions	13	13	13	13		17	13	13
PT Positions	0	0	0	0		0	0	0
Seasonal	1	0	1	0		1	1	1

Graphs





Maintenance Division

395 S. Main St. - (928) 554-0820

Mission

To keep all facilities, parks, landscape, and outdoor recreational amenities in good and safe working order. Our goal is to do this with a framework of safety, quality service, environmental sensitivity, and operational efficiency.

FY25 Highlights

- ❖ Completed the MatFroce Remodel and moved Finance. Prepped and painted the old finance office.
- ❖ Completed Spray licensing for CORE, right of way, and institutional and industrial for 3 out of 4 grounds crew members. Built herbicide containment area.
- ❖ Completed our 10-year Tree City Award.
- ❖ Replaced five old HVAC units and one mini split.
- ❖ Rebuilt the pitching plates and batter boxes for baseball fields. Repaired in field clay and new top dressing and edged at the Sports Complex and Butler Park.
- ❖ Fixed up and cleared out Verde Lakes ponds
- ❖ Set up, worked, and cleaned up multiple town events.



The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Work Orders Completed	412	326	45
Work Order Man Hours	989	799	236
Maintained Facilities Acreage*	N/A	311	311

*Maintained Park Acreage was changed to Facilities Acreage in FY24.

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Replacement of Town Community Park playground.
 - **Status: 100% completed.** I have playground options but need approval to purchase a playground.
- ❖ Installation of a new sprinkler system at the Town Community Park.
 - **Status:** 30% completed. Waiting on CIP funding.
- ❖ Replacement fall material at four playgrounds.
 - **Status:** 30%completed.
- ❖ Increase the grounds crew to three more employees to work at the Sports Complex on a rotating schedule seven days a week.
 - **Status:** 0%completed
- ❖ Fixing/updating safety issues at all town-owned locations. Fire extinguishers, backup lighting, trip hazards, lighting, etc..
 - **Status:** 30%completed
- ❖ Continue first responders training for the maintenance crew.
 - **Status:** 10%completed

Long-term (3-5 years)

- ❖ Build a maintenance shop at the Sports Complex
 - **Status 0%**

Goals for the Future

Short-term (1-2 years)

- ❖ Fixing all Library elevator mechanical issues. Replacing the elevator hydraulic pistons and pump. Correcting the doors and electronic issues.
- ❖ Releveling the Town Community soccer/football Field and Butler Park Football Field. Including the extermination of gophers and sink holes at both locations.
- ❖ Auctioning or donating all non-needed town items from all department (furniture, computers, printers, filing cabinets, etc.)

Long-term (3-5 years)

- ❖ Move into the Sports complex maintenance new building.
- ❖ Town Tree canopy assessment.

STREETS

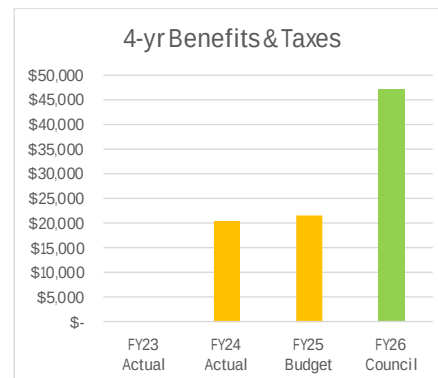
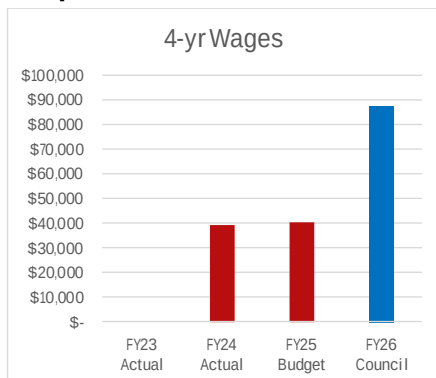
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ -	\$ 39,464	\$ 40,245	\$ 28,323	70%	\$ 85,780	\$ 87,745	\$ 87,745	118%	\$ 47,500
Taxes & Benefits	\$ -	\$ 20,452	\$ 21,590	\$ 14,581	68%	\$ 46,650	\$ 47,175	\$ 47,175	119%	\$ 25,585
Operations	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ -	\$ 59,916	\$ 61,835	\$ 42,904	69%	\$ 132,430	\$ 134,920	\$ 134,920	118%	\$ 73,085
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Total Department Cost	0	59,916	61,835	42,904	69%	132,430	134,920	134,920	118%	\$ 73,085

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	0.0	0.7	0.7		1.5	1.5	1.5
FT Positions	0	6	6	6	6	6	6
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs





Streets Division

395 S. Main St. - (928) 554-0820

Mission

To provide the highest quality public roads through the prudent use of resources, technology, innovations, teamwork and coordination with Town employees and public agencies. We recognize the importance of preserving the Town's major investments in streets infrastructure.



FY25 Highlights

- ❖ Trimmed trees in Area 5 in preparation for chip sealing.
- ❖ Removed 180 Tons of sand and rock from Gaddis Wash.
- ❖ Applied 90 tons of AB to Middle Verde Rd , reshaped ditch and trimmed trees back.
- ❖ Repaired shoulders and fixed potholes among Area 5 for chip seal in coordination with Project Manager Martin Smith.
- ❖ Cleaned up storm damage at Sports Complex.
- ❖ Redefined ditch on Walnut Dr due to storm damage.
- ❖ Removed dangerous trees in town right of way on Verde River Drive.
- ❖ Trimmed back trees in areas of Middle Verde Rd, W Apache Trail and Wild

The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Work Orders Created	165	349	130
Right of Way Permits Issued	51	57	24
Culvert Permits Issued	0	1	3
Striped Roads in Linear ft	N/A	248,000 ft	0
Crack Seal In lbs	N/A	50,000 lbs	0
Herbicides Sprayed	N/A	52,540 SF	128,272 SF

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Continue to complete road and roadside repairs with millings and/or concrete as needed. Crack seal, procure a contractor and manage the chip seal project.
 - o **Status:** Apply crack seal material for next year's chip seal project. 0% completed
- ❖ Continue to smooth the surface on Old HWY 279.
 - o **Status:** Bladed HWY 279 5-times in the year. 50% completed
- ❖ Clean debris and maintain all major washes in Town.
 - o **Status:** 50% completed

Long-term (3-5 years)

- ❖ Maintain striping and restripe Town roads as needed.
- ❖ Crack seal all roads as needed per chip seal project.
- ❖ Work with Storm Water Division and Yavapai County Flood Control to repair Verde Lakes Drive.

Goals for the Future

Short-term (1-2 years)

- ❖ Continue to maintain roads and shoulder repairs with millings and coldpatch as needed.
- ❖ Continue to work with the Project Manager on annual funding for chip seal projects.
- ❖ Continue to blade and maintain all unpaved Town-owned roads.
- ❖ Work with Storm Water to clean out all major ditches/washes including Faulkner Wash, Gaddis Wash, and Yavapai Wash as required by Town's MS4 permit.

Long-term (3-5 years)

- ❖ Maintain all right of ways to be free of trees and weeds.
- ❖ Work with Storm Water to clean all Town-owned culverts and drainages.



UTILITIES SUMMARY



Divisions

◆ Stormwater ◆

	2022-23	2023-24	2024-25		2025-26		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 94,110	\$ 147,364	\$ 155,685	\$ 119,214	\$ 170,685	\$ 173,720	\$ 173,720
Operating Expenditures	\$ 25,110	\$ 70,485	\$ 64,600	\$ 29,546	\$ 108,100	\$ 70,150	\$ 70,150
Equipment/Capital Expenditures	\$ 52,844	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 172,064	\$ 217,849	\$ 220,285	\$ 148,760	\$ 278,785	\$ 243,870	\$ 243,870
Revenues							
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Cost to General Fund	\$ 172,064	\$ 217,849	\$ 220,285	\$ 148,760	\$ 278,785	\$ 243,870	\$ 243,870

STORMWATER

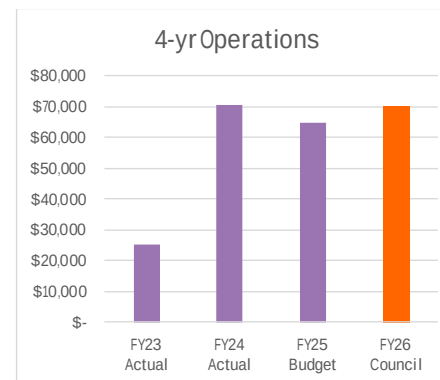
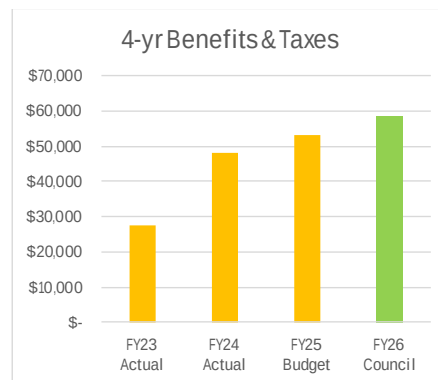
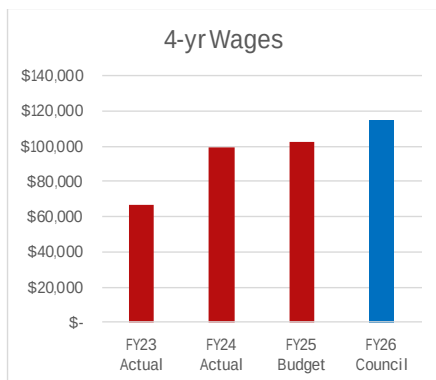
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 66,423	\$ 99,330	\$ 102,630	\$ 81,036	79%	\$ 112,570	\$ 115,020	\$ 115,020	12%	\$ 12,390
Taxes & Benefits	\$ 27,688	\$ 48,034	\$ 53,055	\$ 38,178	72%	\$ 58,115	\$ 58,700	\$ 58,700	11%	\$ 5,645
Operations	\$ 25,110	\$ 70,485	\$ 64,600	\$ 29,546	46%	\$ 108,100	\$ 70,150	\$ 70,150	9%	\$ 5,550
Capital	\$ 52,844	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 172,064	\$ 217,849	\$ 220,285	\$ 148,760	68%	\$ 278,785	\$ 243,870	\$ 243,870	11%	\$ 23,585
Revenues	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Total Department Cost	172,064	217,849	220,285	148,760	68%	278,785	243,870	243,870	11%	\$ 23,585

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	0.9	1.8	1.9		1.9	1.9	1.9
FT Positions	9	8	8	8	8	8	8
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs





Stormwater Division

880 S Cowboy Trail, Teal Building - (928) 554-0826

Mission

Minimize adverse impacts to citizens, public and private property due to flooding and sediment runoff. Promote public health and safety through the implementation of stormwater regulations, public education, policies and best practices. Keep Town owned stormwater infrastructure maintained.

FY25 Highlights

- ❖ VESP Awarded by the ADEQ for the Stormwater Summer Camp Series.
- ❖ Continuing updates to the Stormwater Management Plan (SWMP).
- ❖ Finalize the Town Area Drainage Master Study, which includes 2-dimensional flood mapping for the entire town and new aerial topography.
- ❖ Applied for 1 Million Dollar Grant to study and design drainage issues at Verde Lakes.
- ❖ Applied for and received Brownfields Grant for Brick Building on 1st Street for Yavapai Family Advocacy Facility.
- ❖ Created educational pamphlets for Retention/Detention Ponds, Stormwater Pollution, FOG as well as curriculum for children. Also, the Microorganism of the



The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Illicit Discharge	3	5	5
Drainage Complaints	4	4	13
Public Outreach Events	10	14	10
Wet Monitoring	20	24	24
Dry Monitoring	10	12	10

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Complete design and construction of the Dickison Circle project.
 - **Status:** 60% plans and easements have been obtain for the project. Continuing to work with ADOT on the design. Grant extension application submitted
- ❖ Obtain FEMA BRIC Grant and begin the design for Verde Lakes Drive and West Clear Creek Flood Mitigation.
 - **Status:** Grant application was submitted amd we are still awaiting the award notice. The Town is in line to obtain the Grant from Arizona Department of Emergency Management.
- ❖ Howards Road Drainage.
 - **Status:** Permit application submitted to Coconino National Forest Service for Bore and Percolation Testing and contractor secured. Permit should be approved by Spring of 2025 at which time testing will proceed. Once testing results are reported, design will be created and implementation should start shortly afterwards. TNC to provide design and implementation funding for project.

Long-term (3-5 years)

- ❖ Main Street drainage project implementation.
 - **Status:** Design 90% Complete. Will need to determine funding for the project.

Goals for the Future

Short-term (1-2 years)

- ❖ Working with The Nature Conservancy to secure funds for water quality and conservation projects. A Memo of Understanding has been signed by the Town with the Nature Conservancy which is required for continued work. Identify areas appropriate for recharge infrastructure
- ❖ Monthly Culvert clean outs and Street Sweeping.
- ❖ Finish construction of Dickison Circle erosion repair and channel. This has been impeded by the delay of ADOT to complete their sections of design. Once they release the design we can complete our design and get the design out to bid.
- ❖ Finalize design for Verde Lakes Drive and West Clear Creek Flood Mitigation.
- ❖ Commence documentation of current Stormwater Infrastructure on the Town's ArcGIS System

Long-term (3-5 years)

- ❖ Continue working on drainage issues as identified in the Town Area Drainage Master Study.
- ❖ Start construction and implement the design for Verde Lakes Drive and West Clear Creek Flood Mitigation.

COMMUNITY DEVELOPMENT SUMMARY



Divisions

◆ Community Development ◆

	2022-23	2023-24	2024-25		2025-26		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 752,854	\$ 866,788	\$ 967,225	\$ 622,484	\$ 966,685	\$ 931,655	\$ 931,655
Operating Expenditures	\$ 114,050	\$ 150,201	\$ 127,480	\$ 78,909	\$ 125,150	\$ 103,450	\$ 103,450
Equipment/Capital Expenditures	\$ 1,641	\$ 1,327	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 868,546	\$ 1,018,316	\$ 1,094,705	\$ 701,393	\$ 1,091,835	\$ 1,035,105	\$ 1,035,105
Revenues							
Total Revenues	\$ 538,047	\$ 745,476	\$ 630,000	\$ 671,597	\$ 628,750	\$ 628,750	\$ 628,750
Net Cost to General Fund	\$ 330,499	\$ 272,840	\$ 464,705	\$ 29,796	\$ 463,085	\$ 406,355	\$ 406,355

COMMUNITY DEVELOPMENT

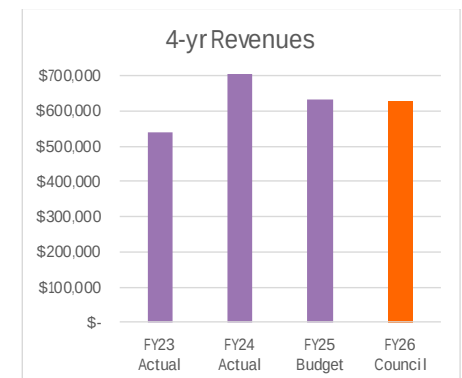
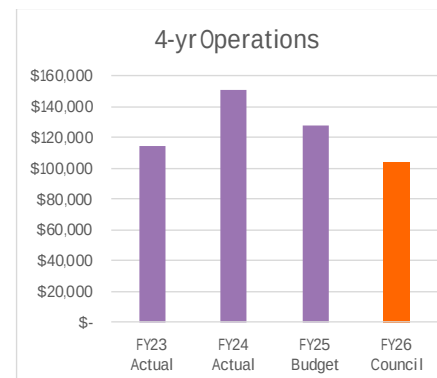
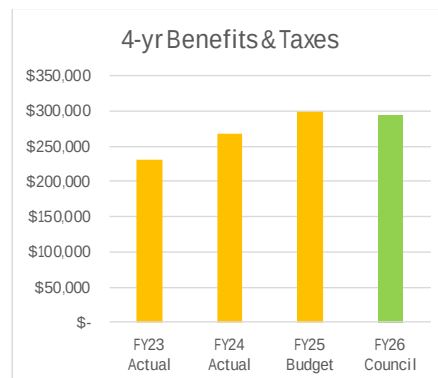
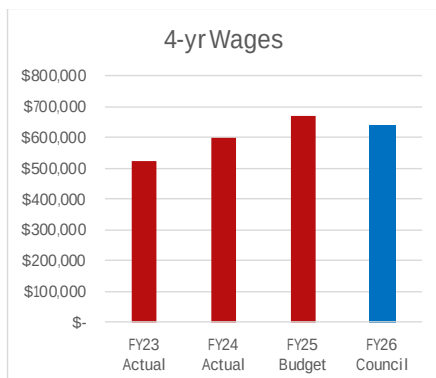
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 521,249	\$ 599,295	\$ 667,860	\$ 427,889	64%	\$ 657,965	\$ 636,555	\$ 636,555	-5%	\$ (31,305)
Taxes & Benefits	\$ 231,605	\$ 267,493	\$ 299,365	\$ 194,595	65%	\$ 308,720	\$ 295,100	\$ 295,100	-1%	\$ (4,265)
Operations	\$ 114,050	\$ 150,201	\$ 127,480	\$ 78,909	62%	\$ 125,150	\$ 103,450	\$ 103,450	-19%	\$ (24,030)
Capital	\$ 1,641	\$ 1,327	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 868,546	\$ 1,018,316	\$ 1,094,705	\$ 701,393	64%	\$ 1,091,835	\$ 1,035,105	\$ 1,035,105	-5%	\$ (59,600)
Revenues	\$ 538,047	\$ 745,476	\$ 630,000	\$ 671,597	N/A	\$ 628,750	\$ 628,750	\$ 628,750	N/A	\$ (1,250)
Total Department Cost	330,499	272,840	464,705	29,796	6%	463,085	406,355	406,355	-13%	\$ (58,350)

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	9.3	10.0	10.8		11.0	10.5	10.5
FT Positions	11	11	11	12	11	11	11
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs





Community Development Admin Division

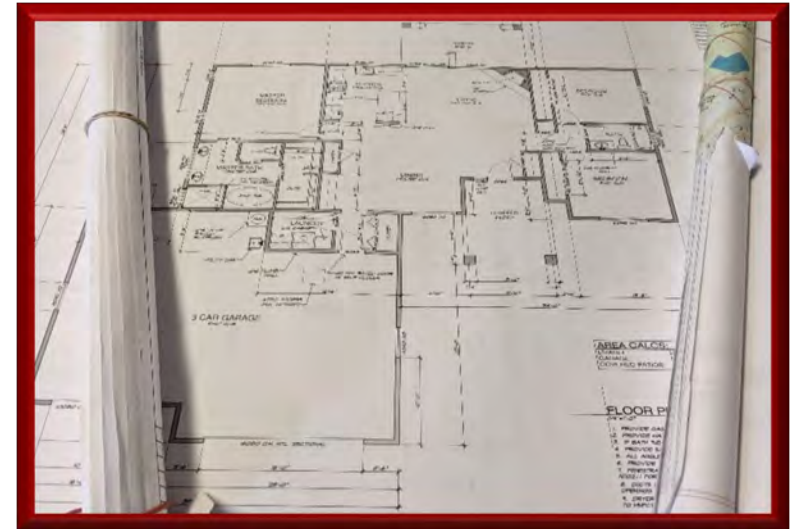
473 S. Main St. - (928) 554-0050

Mission

To manage growth through planning, zoning and building services and protect the enjoyment of private property owners while providing professional, competent, and consistent service to the public in order to enhance the community and the lives of the residents.

FY25 Highlights

- ❖ Successfully rolled out the new GovWell permitting software and online citizen portal, improving internal policy enforcement while enhancing the customer experience through a more user-friendly and transparent platform.
- ❖ Restructured the Planning Division to establish a formal career ladder, supporting professional growth and succession planning.
- ❖ Collaborated with Utilities, Legal, and the property owner of the High View PAD to prepare a Development Agreement for integrating a new well into the Town's water system.
- ❖ Facilitated a Town Manager-appointed Work Group to draft an update to the Animal Ordinance, ensuring alignment with community needs and best practices.
- ❖ Partnered with the developer of Sycamore Vistas, a low-income housing project, to help bring several hundred new rental units into the Town's affordable housing inventory.
- ❖ Working in coordination with the Planning and Zoning Commission to process a comprehensive update of the Zoning Ordinance, modernizing regulations to support future growth.
- ❖ Celebrated professional development achievements as several Community Development staff members earned certifications in their respective fields.



The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Planning & Zoning Sessions	8	15	10
Board of Adj. and Appeals Ses.	13	2	1
Council Planning & Zoning Ses.	2	10	6
P&Z Permits Issued	173	175	14
Ordinances & Resolutions	1	14	6
Residential Zoning Clearances	142	148	72
Commercial Zoning Clearances	29	44	27
Dev. Standards Reviews	15	13	0
Zoning Inspections	431	334	98
Building Permits Applied For	701	553	220
Permits Issued	636	557	221
Inspections	1,771	1,662	639

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Train new staff and improve processing timelines & efficiencies

Status: 50% Complete - Staff are hired and in training, with ongoing efforts to improve efficiency and processing times.

- ❖ Update application forms and submittal requirements

Status: 90% Complete - Most updates are complete; this remains a process of continual improvement to ensure clarity and consistency.

- ❖ Comprehensive Planning and Zoning Ordinance update

Status: 10% Complete - Two articles have been presented to the Planning and Zoning Commission, with the update progressing incrementally.

- ❖ Animal Ordinance update

Status: 100% Complete - The revised ordinance has been approved and adopted by the Town Council.

- ❖ General Plan 2026

Status: 10% Complete - A Town Manager-appointed Technical Advisory Group (TAG) is meeting biweekly to support development of the updated plan.

- ❖ Rural Water Management Plan (in partnership with Utilities and community members)

Status: 5% Complete - An action plan was created in coordination with the Town Manager and is ready for presentation to the advisory boards.

- ❖ Adoption of 2024 I-Codes and 2023 NEC

Status: 35% Complete - Progress was delayed by the late release of the 2024 I-Codes. Staff are reviewing key changes and collaborating with a cross-jurisdictional group. Target adoption is January 2026.

Goals for the Future

Short-Term Goals (1–2 Years)

- ❖ Collaborate with the Utility Department to leverage development agreements for the expansion of infrastructure in support of new developments.

- ❖ Integrate with SolarApp+ to streamline plan reviews and expedite residential solar permitting.

Status: 60% complete - *Coordination efforts are ongoing, informed by feedback from jurisdictions currently using the platform.*

- ❖ Implement the "Home of My Own" Program - This initiative reduces single-family home construction costs by offering free pre-engineered plans, while also cutting permit turnaround times and lowering plan review costs for Master Plans.

Status: 50% complete - *County plans have been reviewed for code compliance and revisions are needed to meet our adopted codes.* Since the Town will adopt new codes in early 2026, our goal is to ensure that all revisions are completed in alignment with the upcoming code requirements.

Long-Term Goals (3–5 Years)

- ❖ Implement the goals and strategies outlined in the General Plan

This includes aligning departmental actions and policies with the long-term vision established in the General Plan.

- ❖ Develop a Downtown Area Plan - This plan will guide the revitalization and strategic development of the downtown core, enhancing its role as a community and economic hub.



Building Division

473 S. Main St. - (928) 554-0050

Mission

To provide the public with excellent customer service through our professionalism, dedication and commitment to excellence. We are committed to providing our customers the most successful permitting experience possible before, during and after construction with expedient permit processing, plan review and inspection services.



FY25 Highlights

- ❖ Chris Biggs obtained his Permit Technician and Accessibility Plans Examiner and Inspector Certifications.
- ❖ Josh Presmyk became a certified stormwater inspector.
- ❖ Rita Severson obtained her Permit Technician Certification.
- ❖ Roxanne Jasman, Jon Rivero, and Josh Presmyk completed their annual manufactured home and installer training through ADOH for recertification/certification.
- ❖ Collectively we have attended several different continuing education classes, including the Fall AZBO Education Institute, ICC web-based training courses, WC3 Academy, and Udemy courses.
- ❖ Rolled out the new GovWell permitting software and online citizen portal; enhancing and enforcing internal policy and procedures, while providing a customer friendly portal with increased ease of use and customer transparency.

The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Permits Applied For	701	553	220
Permits Issued	636	557	221
Inspections	1,771	1,662	639

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Implement Plans Examiner Career Ladder
 - o **Status:** 95% Career Ladder and Job Descriptions were developed and are awaiting final comments and approval for implementation.
- ❖ Implement a Volunteer Program for the Community Development Department to assist with the retention and digitization of records.
 - o **Status:** 50% Account set up still needed. Project put on hold. Looking to instate by 2025 calendar year end.
- ❖ Adopt 2024 I-Codes and 2023 NEC
 - o **Status:** 35% Complete: Progress was delayed, due to the late roll-out of the 2024 I-code books. We are still going through the various code books for significant changes. We have also joined a cross-jurisdictional code change group to collaborate and look through the codes for significant changes. The goal for adoption is January 2026.
- ❖ Implement a Home of My Own program. This program would help bring down the costs associated with permitting a single-family home by providing a handful of pre-engineered plans to choose from. The plans would be free to citizens and would have a deeply discounted plan review cost, per the adopted fee schedule for subsequent plans provided against a master plan review.
 - o **Status:** 50% County plans reviewed to our adopted codes. Revisions are required. Bids were received from the Architect to ammend plans, but the budget was not approved. Put on hold until new codes are adopted.

Goals for the Future

Short-term (1-2 years)

- ❖ Obtain New Software - Community Development as a whole is looking for new permitting, land use, and code enforcement software to enhance workflows, increase efficiency, improve collaboration across departments, and help citizens access essential services that are easy to use and provide a level of transparency that we cannot currently offer.
 - o **Status:** 85% complete. The application build out of the GovWell software shoud be completed within the next two to three months.
- ❖ Integrate with SolarApp+ to provide expedited solar plan review.
 - o **Status:** 60% complete. After speaking with a couple of jurisdiction who are using this software, we are now on the fence as to whether or not we want to move forward with the Solar App+ integration. Further research is required.
- ❖ Create additional resources for owner/builders trying to obtain permits for things such as accessory structures.
 - o **Status:** 40% complete. While we are still completing research, we have obtained several resources that we can tweak and make our own.
- ❖ Provide external and/or focused citizen and contractor awareness and training opportunities; my initial thoughts are 2-4 per year.
 - o **Status:** 100% complete. Calendar created with a minimum of one event per quarter.



Planning & Zoning Division

473 S. Main St. - (928) 554-0050

Mission

To manage growth through current and long-range planning processes while providing professional, competent and consistent service to the public in order to enhance the community and the lives of the residents and protecting the heritage and natural surroundings in a manner that will maintain a balance between the quality of life and the economic stability of the Town.

FY25 Highlights

- ❖ Worked with Utilities, Legal and the property owner of the High View PAD to prepare a Development Agreement to bring a new well into the Town Water System.
- ❖ Facilitated a Town Manager appointed Work Group to draft an update of the Animal Ordinance.
- ❖ Worked closely with the developer of a Low Income Housing project, Sycamore Vistas, to bring several hundred new rental units into the Town's housing inventory.
- ❖ Working with the Planning and Zoning Commission to process a Comprehensive Update of the Zoning Ordinance.



The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/D</u>
Permits Issued	173	175	14
Ord's & Resolutions	1	14	6
Residential Zoning Clearances	142	148	72
Comm. Zoning Clearances	29	44	27
Dev. Standards Reviews	15	13	0
Zoning Inspections	431	334	98

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Complete Comprehensive Planning and Zoning Ordinance Update
 - o **Status:** 10% Complete: Two articles have been taken to Planning and Zoning Commission for work session.
- ❖ Complete the update to the Animal Ordinance.
 - o **Status:** 100% Complete: This Ordinance has been approved by the Town Council.
- ❖ Complete the General Plan 2026.
 - o **Status:** 10% Complete: TAG has been formed by the Town Manager and has been meeting every other week.
- ❖ Complete Rural Water Management Plan with Utilities Department and community members.
 - o **Status:** 5% Complete: Action Plan has been created with Town Manager and is ready to be presented to Boards.

Goals for the Future

Short-term (1-2 years)

- ❖ Update the General Plan by 2026.
- ❖ Complete the comprehensive update of the Zoning Ordinance, including the Sign Ordinance and the Animal Ordinance.
- ❖ Work with the Utility Department to utilize development agreements to expand infrastructure for new Developments.

Long-term (3-5 years)

- ❖ Create a Downtown Area Plan
- ❖ Implement the Goals and Implementation Strategies identified in the new General Plan.



MARSHAL'S OFFICE SUMMARY



Divisions

Marshal's Office ♦ Dispatch

	2022-23	2023-24	2024-25		2025-26		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 3,303,113	\$ 3,913,569	\$ 4,022,940	\$ 3,215,549	\$ 4,356,635	\$ 4,236,165	\$ 4,236,165
Operating Expenditures	\$ 502,703	\$ 551,203	\$ 444,645	\$ 436,178	\$ 552,850	\$ 481,800	\$ 481,800
Equipment/Capital Expenditures	\$ 2,439	\$ 46,065	\$ -	\$ 14,502	\$ -	\$ -	\$ -
Total Expenditures	\$ 3,808,255	\$ 4,510,837	\$ 4,467,585	\$ 3,666,229	\$ 4,909,485	\$ 4,717,965	\$ 4,717,965
Revenues							
Total Revenues	\$ 153,715	\$ 169,710	\$ 156,300	\$ 149,237	\$ 165,300	\$ 165,300	\$ 165,300
Net Cost to General Fund	\$ 3,654,540	\$ 4,341,127	\$ 4,311,285	\$ 3,516,992	\$ 4,744,185	\$ 4,552,665	\$ 4,552,665

MARSHAL'S OFFICE

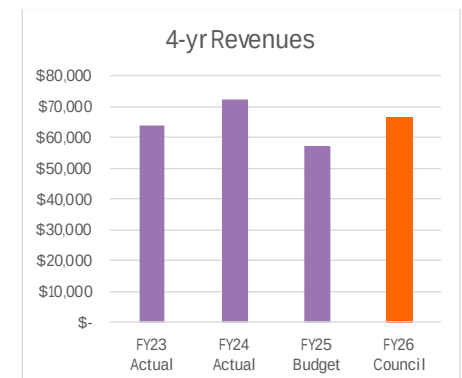
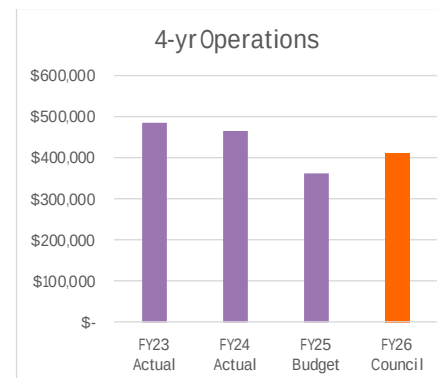
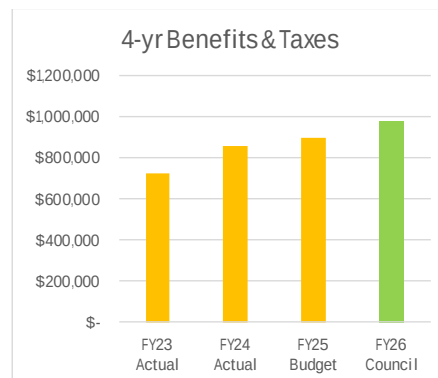
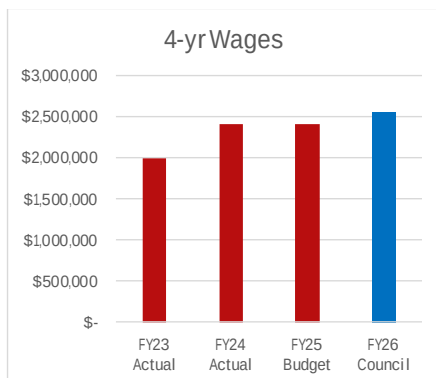
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 1,998,654	\$ 2,405,266	\$ 2,411,015	\$ 1,985,110	82%	\$ 2,610,630	\$ 2,550,560	\$ 2,550,560	6%	\$ 139,545
Taxes & Benefits	\$ 723,133	\$ 857,408	\$ 900,275	\$ 699,926	78%	\$ 1,000,445	\$ 973,760	\$ 973,760	8%	\$ 73,485
Operations	\$ 486,571	\$ 463,887	\$ 360,995	\$ 372,898	103%	\$ 466,700	\$ 410,600	\$ 410,600	14%	\$ 49,605
Capital	\$ 2,439	\$ 46,065	\$ -	\$ 14,502	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 3,210,796	\$ 3,772,626	\$ 3,672,285	\$ 3,072,436	84%	\$ 4,077,775	\$ 3,934,920	\$ 3,934,920	7%	\$ 262,635
Revenues	\$ 63,715	\$ 72,210	\$ 57,300	\$ 50,237	88%	\$ 66,300	\$ 66,300	\$ 66,300	16%	\$ 9,000
Total Department Cost	3,147,081	3,700,416	3,614,985	3,022,199	84%	4,011,475	3,868,620	3,868,620	7%	\$ 253,635

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	30.9	33.2	34.0		35.0	34.0	34.0
Officers	24	25	25	25	26	25	25
Admin	8	9	9	9	9	9	9
Part-time	0	0	0	0	0	0	0

Graphs





Marshal's Office Division

646 S. First St. - (928) 554-8300

FY26 Proposed Tentative Budget - 6/4/25

Mission

To provide the highest level of service for the public in their time of need by upholding our PACE standards of Professionalism, Accountability, Community, and Excellence.

FY25 Highlights

- ❖ Obtained a citizens donation of Trama Kits and Life Vac's for all of Patrol.
- ❖ Implemented a License Plate Reader (LPR) program.
- ❖ Tested and selected 2nd Patrol K9 Deputy.
- ❖ Hired a second Animal Control Officer.
- ❖ Established a relationship with DEA and had our K9 Deputy sworn in as a DEA Agent.
- ❖ Maintained Staffing in Patrol.
- ❖ Obtained two(2) Silverado Patrol Pickups to replace aging fleet.
- ❖ Obtained updated General Orders.



The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Reports Taken	8,132	9,257	5162
Arrests	343	397	304
Traffic Citations	391	716	343
Traffic Collisions Investigated	164	184	84
Domestic Violence Calls	239	278	126
Thefts	134	122	60
DUIs	52	70	52
Narcotics Investigations	59	108	59

Progress Towards Current Goals

FY26 Proposed Tentative Budget - 6/4/25

Short-term (1-2 years)

- ❖ Implement PetData (online dog license purchasing).
o **Status: 100% completed**
- ❖ Implement QRT (Quick Response Team).
o **Status: Abandoned.**
- ❖ Conduct Active Shooter Training at CVUSD.
o **Status: 80% Complete.**
- ❖ Implement new CVMO General Orders.
o **Status: 10% Complete.** New Policy was attained at the end of 2024. Releasing 1 chapter at a time over a 9 week period.
- ❖ Implement Department Action Plan.
o **Status: 25% Complete.**
- ❖ Obtain additional Drug Recognition Experts (DRE's) along with a DRE Instructor.
o **Status: 50% Completed. We now have 2 DRE's.**
- ❖ Create full-time traffic and two(2) full-time designated K-9 Unit.
o **Status: 75% Complete.**

Long-term (3-5 years)

Goals for the Future

Short-term (1-2 years)

- ❖ Transition to Electronic Field and Communications Training Platform.
- ❖ To increase staffing in patrol by 4 and Records Department by 1.
- ❖ Maintain and expand our Coffee with a Cop program.
- ❖ Establish an annual community interactive event.
- ❖ Review all department job descriptions.
- ❖ Establish rifle/pistol range for department training.

Long-term (3-5 years)

- ❖ Create full-time traffic unit and Narcotics unit within CVMO.
- ❖ Implement STEP pay scale to compete with surrounding agencies.

DISPATCH

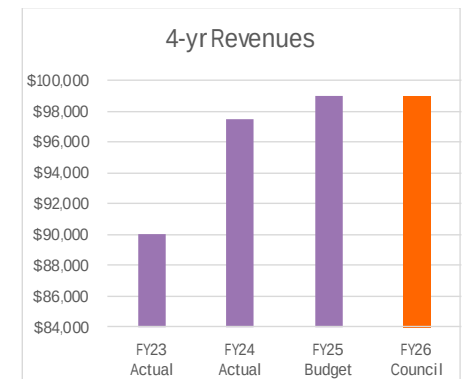
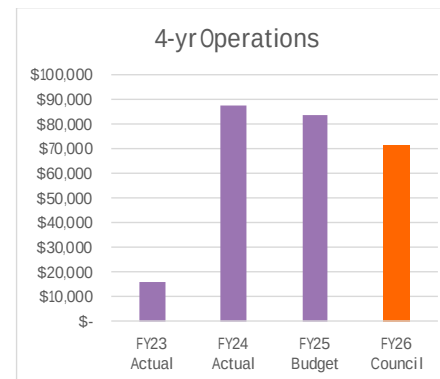
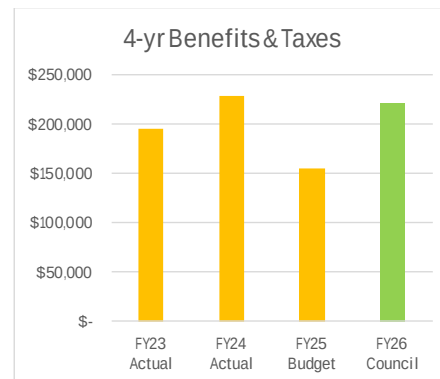
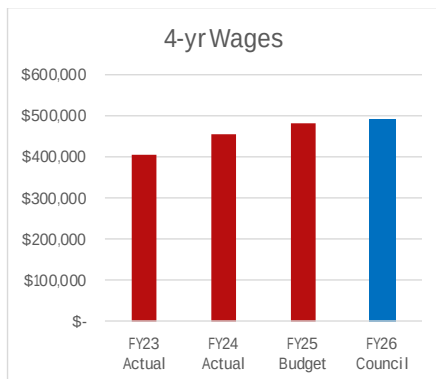
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 405,902	\$ 455,010	\$ 483,470	\$ 375,475	78%	\$ 505,630	\$ 490,600	\$ 490,600	1%	\$ 7,130
Taxes & Benefits	\$ 175,425	\$ 195,885	\$ 228,180	\$ 155,038	68%	\$ 239,930	\$ 221,245	\$ 221,245	-3%	\$ (6,935)
Operations	\$ 16,132	\$ 87,317	\$ 83,650	\$ 63,280	76%	\$ 86,150	\$ 71,200	\$ 71,200	-15%	\$ (12,450)
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 597,459	\$ 738,211	\$ 795,300	\$ 593,793	75%	\$ 831,710	\$ 783,045	\$ 783,045	-2%	\$ (12,255)
Revenues	\$ 90,000	\$ 97,500	\$ 99,000	\$ 99,000	100%	\$ 99,000	\$ 99,000	\$ 99,000	0%	\$ -
Total Department Cost	507,459	640,711	696,300	494,793	71%	732,710	684,045	684,045	-2%	\$ (12,255)

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL		REQUEST	RECMN'D	PROPOSED
FTE's	7.0	7.5	9.0			8.5	8.5	8.5
FT Positions	9	9	9	8		8	8	8
PT Positions	0	0	0	1		1	1	1
Seasonal	0	0	0	0		0	0	0

Graphs





Dispatch Division

646 S First St. - (928) 554-8300

Mission

To provide the highest level of service for the public in their time of need by serving as the critical communications link between the citizens of Camp Verde, the Yavapai Apache Nation and public safety personnel.

FY25 Highlights

- ❖ Passed the 2024 ACJIS Audits.
- ❖ All Dispatchers completed 12 CEU's through APCO.
- ❖ Instituted monthly in-house training; 4 mos completed.
- ❖ Implemented Critical On-line Dispatch Applicant Testing.
- ❖ Two(2) dispatchers participated in FEMA Active Shooter Incident Management Training.
- ❖ Participated in National Night Out - Adopt A Family @ Christmas - Coffee with a COP.



The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Total # 911 Calls Answered	8,904	8,539	5,343
Abandon / Hang-Ups	468	533	321
Total Admin Calls	23,129	25,596	17,143
Average Call Answer Time	4.13 sec	4.07 sec	3.44 sec
% of Calls Answered in less than 30 secs	99.17%	99.74%	99.01%

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Replace the carpet in the communication center
 - o **Status:** 100% completed.
- ❖ Upgrade current chairs with 24/7 heavy-duty communication chairs.
 - o **Status:** 100% completed.
- ❖ Upgrade/refresh computers and monitors.
 - o **Status:** 100% completed.
- ❖ Work collaboratively with Yavapai County and other regional partners to explore the development of a regional 9-11 dispatch center.
 - o **Status:** Abandoned for current fiscal year, study determined unfeasible.

Long-term (3-5 years)

- ❖ Add 3rd working dispatch console with CAD and Radio accessibility.
 - o **Status:** Still in progress; pending State funding.
- ❖ Upgrade the 911 audio recorder.
 - o **Status:** On-going evaluation.
- ❖ At the 5-year mark, upgrade/refresh computers and monitors.
 - o **Status:** Slotted for 5-year mark

Goals for the Future

Short-term (1-2 years)

- ❖ Implement Enhanced Security Measures within the Communication Center.
- ❖ Attend AZ APCO/NENA State Conference .
- ❖ Dispatcher participate in FEMA Emergency Management Planning .
- ❖ Finalize Communication Standard Operating Procedures.

Long-term (3-5 years)

- ❖ Add 3rd working dispatch console with CAD and radio accessibility.
- ❖ Upgrade the 911 audio recorder.
- ❖ Upgrade/refresh computers and monitors at the 5-year mark.

COMMUNITY LIBRARY SUMMARY



Divisions

Community Library

	2022-23	2023-24	2024-25		2025-26		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 629,751	\$ 704,951	\$ 718,155	\$ 519,768	\$ 679,160	\$ 707,630	\$ 707,630
Operating Expenditures	\$ 93,896	\$ 113,904	\$ 105,160	\$ 92,275	\$ 106,250	\$ 105,750	\$ 105,750
Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 723,647	\$ 818,856	\$ 823,315	\$ 612,043	\$ 785,410	\$ 813,380	\$ 813,380
Revenues							
Total Revenues	\$ 96,754	\$ 101,543	\$ 70,000	\$ 40,430	\$ 77,300	\$ 77,300	\$ 77,300
Net Cost to General Fund	\$ 626,893	\$ 717,312	\$ 753,315	\$ 571,613	\$ 708,110	\$ 736,080	\$ 736,080

LIBRARY

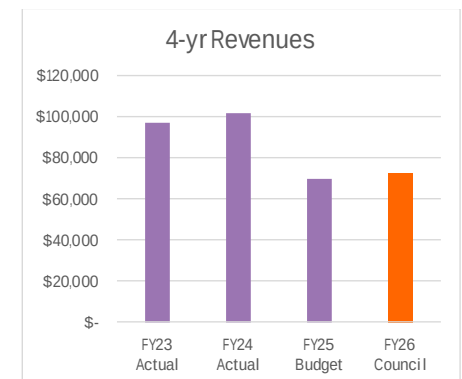
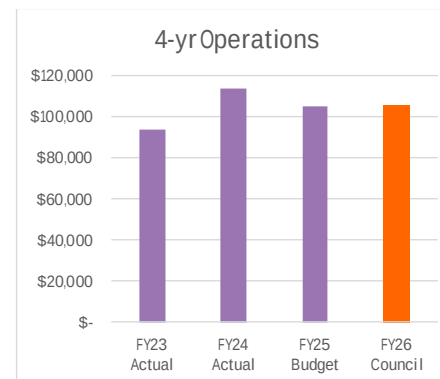
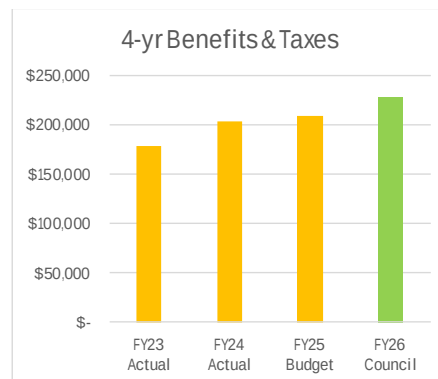
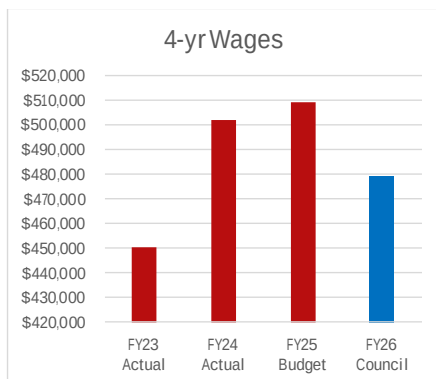
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 450,696	\$ 501,960	\$ 509,095	\$ 365,967	72%	\$ 468,330	\$ 479,235	\$ 479,235	-6%	\$ (29,860)
Taxes & Benefits	\$ 179,054	\$ 202,991	\$ 209,060	\$ 153,801	74%	\$ 210,830	\$ 228,395	\$ 228,395	9%	\$ 19,335
Operations	\$ 93,896	\$ 113,904	\$ 105,160	\$ 92,275	88%	\$ 106,250	\$ 105,750	\$ 105,750	1%	\$ 590
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 723,647	\$ 818,856	\$ 823,315	\$ 612,043	74%	\$ 785,410	\$ 813,380	\$ 813,380	-1%	\$ (9,935)
Revenues	\$ 96,754	\$ 101,543	\$ 70,000	\$ 40,430	58%	\$ 77,300	\$ 77,300	\$ 77,300	10%	\$ 7,300
Total Department Cost	626,893	717,312	753,315	571,613	76%	708,110	736,080	736,080	-2%	\$ (17,235)

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	9.8	10.2	10.4		10.4	10.4	10.4
FT Positions	8	8	8	9	9	9	9
PT Positions	5	5	5	3	3	3	3
Seasonal	0	0	0	0	0	0	0

Graphs





Library Division

130 N Black Bridge Road - (928) 554-8380

Mission

Camp Verde Community Library dedicates its resources to providing library services that are forward-thinking while honoring the tradition of warm hospitality and the can-do attitude that built the library and the Town of Camp Verde.



FY25 Highlights

- ❖ Continued the partnership with Camp Verde Elementary School and a dozen+ volunteers to launch a successful tutoring program for third graders recommended for one-on-one reading assistance by their teachers.
- ❖ Library sponsored the 5th Annual Verde Valley GameCon, a community engagement event held the Saturday after Thanksgiving.
- ❖ Celebrated the first CVCL Hatchalong event with in-person events, videos, and social media posts showcasing how eggs are hatched
- ❖ Hosting a Smithsonian Spark Grant, showcasing innovation throughout the Verde Valley.
- ❖ Worked with the Friends of the Camp Verde Library to install sunshades on the ceiling skylights.

The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Public PC Access	28,033	9,016	4,001
Traffic Count	86,910	92,656	43,949
Total Circulation	115,705	248,248	81,501
E-Material Use	10,825	15,496	7,934
Total New Items	2,709	3,060	833
Programs	1,596	1,325	719
Program Attendance	16,864	17,754	7,514
Volunteer Hours	4,905	4,749	1,936

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Effective Government: Library staff are fully trained and confident in the operations of the new Integrated Library System, Koha, having completed a historical migration away from SirsiDynix.
- **Status:** In progress. Staff have learned basics, but there is still proficiency to gain.
- ❖ Community Infrastructure: Complete the next phase of the Pollinator Learning Garden on the library's east side and begin programming that models, teaches, and supports sustainable water use and gardening practices.
- **Status:** Tank installed, landscaping and water lines must still be installed.
- ❖ Recreation and Activities: Utilizing existing electrical connection, purchase and install a digital sign at the corner of Mosher Lane and Montezuma Castle Highway.
- **Status:** Abandoned due to zoning issues.
- ❖ Recreation and Activities: Work with Parks & Recreation and supporting partners to bring one annual Dark Sky Festival to Camp Verde and participate in more Community Outreach events.
- **Status:** Not started, but will work with Dark Sky organization following May meeting.
- ❖ Effective Government: Expand opportunities to partner with Verde Valley Archaeology Center to meet their goals for library services.
- **Status:** Not started.
- ❖ Effective Government: Support the facilitation of a Citizen's Academy through promotion, use of library space, active participation, etc.
- **Status:** Ongoing. Worked with Town Manager on first Citizen's Academy and will continue to assist with the program.
- ❖ Recreation and Activities: Digitize and organize the library's historic documents as a model for future preservation of historic information.
- **Status:** Equipment purchased for scanning; process not begun.

Long-term (3-5 years)

- ❖ Recreation and Activities: Purchase and install children's playground equipment at Rezzonico Family Park as library programs for families and children expand outside the building.
- **Status:** Abandoned due to lack of viable path forward for funding.
- ❖ Community Infrastructure: Create safe pedestrian access between the Children's Library and Rezzonico Family Park.
- **Status:** Not started.
- ❖ Community Infrastructure: Develop a plan for efficient use of space in the library building and surrounding grounds to better serve the growing/changing needs and expectations of the community.
- **Status:** Abandoned and will be folded into Facilities Master Plan.

Goals for the Future

Short-term (1-2 years)

- ❖ Effective Government: Work with the Yavapai Library Network to select a new RFID vendor.
- ❖ Effective Government: Conduct audit of children's nonfiction collection and identify areas that need an increased amount of up-to-date materials.
- ❖ Effective Governance: Evaluate streaming services, vendor contracts, and other potential avenues to find cost savings.
- ❖ Community Infrastructure: Create a tween space for ages 9-12 in the Teen Library.

Long-term (3-5 years)

- ❖ Effective Government: Replace outdated children's reference books with new, up-to-date information based on audit findings.
- ❖ Recreation and Activities: Develop a sustainable plan for long-term science based programming in conjunction with other Verde Valley organizations.



PARKS & REC SUMMARY



Divisions

Administration ♦ Events ♦ Heritage Pool ♦ Programs

	2022-23	2023-24	2024-25		2025-26		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 487,330	\$ 542,328	\$ 546,275	\$ 369,984	\$ 628,300	\$ 594,110	\$ 594,110
Operating Expenditures	\$ 197,680	\$ 214,114	\$ 233,365	\$ 169,890	\$ 258,100	\$ 254,820	\$ 254,820
Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 685,010	\$ 756,442	\$ 779,640	\$ 539,874	\$ 886,400	\$ 848,930	\$ 848,930
Revenues							
Total Revenues	\$ 122,391	\$ 119,930	\$ 146,710	\$ 87,291	\$ 149,810	\$ 149,810	\$ 149,810
Operating Transfers							
Total Transfers	\$ -	\$ (8,900)	\$ -	\$ (4,000)	\$ -	\$ -	\$ -
Net Cost to General Fund	\$ 562,619	\$ 627,612	\$ 632,930	\$ 448,584	\$ 736,590	\$ 699,120	\$ 699,120

PARKS & REC ADMIN

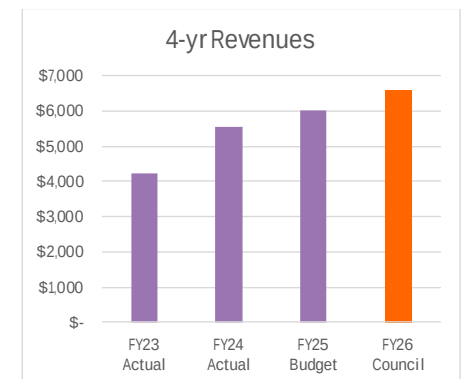
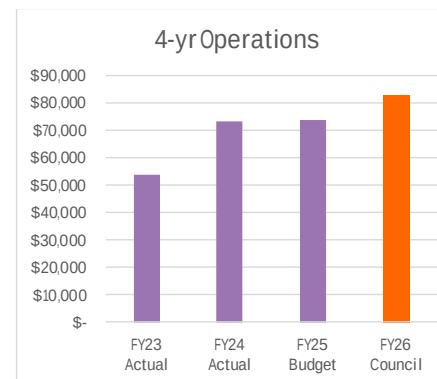
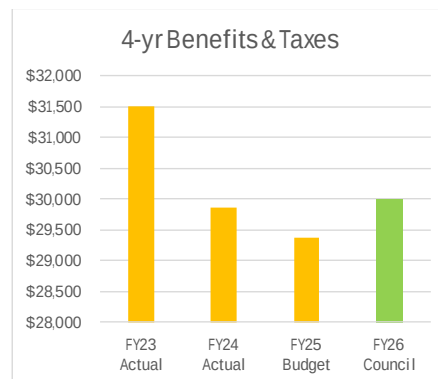
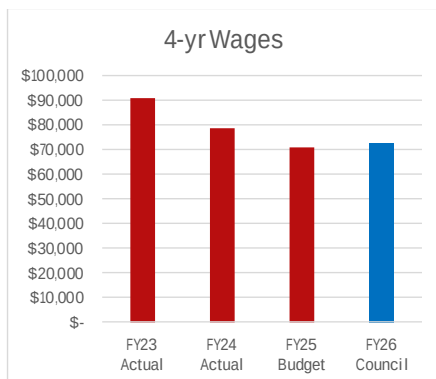
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 90,894	\$ 78,423	\$ 70,710	\$ 42,423	60%	\$ 68,740	\$ 72,305	\$ 72,305	2%	\$ 1,595
Taxes & Benefits	\$ 31,502	\$ 29,858	\$ 29,370	\$ 16,877	57%	\$ 29,475	\$ 29,985	\$ 29,985	2%	\$ 615
Operations	\$ 53,760	\$ 73,341	\$ 73,640	\$ 65,656	89%	\$ 84,700	\$ 82,620	\$ 82,620	12%	\$ 8,980
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 176,155	\$ 181,622	\$ 173,720	\$ 124,956	72%	\$ 182,915	\$ 184,910	\$ 184,910	6%	\$ 11,190
Revenues	\$ 4,233	\$ 5,559	\$ 6,000	\$ 6,878	115%	\$ 6,600	\$ 6,600	\$ 6,600	10%	\$ 600
Total Department Cost	171,923	176,063	167,720	118,078	70%	176,315	178,310	178,310	6%	\$ 10,590

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	1.4	1.2	1.0		1.0	1.0	1.0
FT Positions	5	3	3	3	3	3	3
PT Positions	0	0	0	1	1	1	1
Seasonal	0	0	0	0	0	0	0

Graphs





Parks & Rec Admin Division

395 S. Main St. - (928) 554-0828

Mission

To provide quality recreational, educational, cultural, fitness, social and environmental opportunities that meet the diverse needs of the community.

FY25 Highlights

- ❖ The Parks & Recreation Commission completed its second year of operation.
- ❖ Grasshopper Basketball and Adult Co-Ed Softball continue to grow, and Special Events continue to expand.
- ❖ The initial 18-hole disc golf course was completed with plans to add additional baskets, tee locations, tee pads, and signage.
- ❖ Additional public events and uses at the Sports Complex have been added including Northern AZ Youth Football Jamboree, a girls empowerment running event - Girls on the Run, Middle School State Cross Country races, and some adult softball tournaments.
- ❖ Additional public partner events were added including Putt Putt Golf and Fiber Festival.



The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Sports Field Usage	1,047	1,821	942
Meeting Room Usage	670	821	477
Gym Usage (Non-Program)	679	777	335
Kitchen Usage	252	197	85
Ramadas Usage	243	272	123
Public Shower Usage	293	346	342

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Expand programming offerings.
 - **Status:** In progress: increased Grasshopper basketball & Adult Softball registration, and growth in Special Event size, sponsorship, and vendor numbers, and adding a men's basketball league.
- ❖ Complete, with Public Works Engineer, the construction and opening of fields, sports courts and support facilities at the Sports Complex.
 - **Status:** In progress: Concession/Restroom building on order to be delivered in July, solar lighting for parking and walkway in process, working with CVRA to add batting cages and additional amenities.
- ❖ Manage new Sports Complex for additional public use including tournaments and activities to benefit the Town and its partners.
 - **Status:** In progress: Hosted Northern AZ Youth Football Jamboree for the first time, added girls empowerment running event, significantly increased other partner sports uses and tournaments.
- ❖ Continue with Parks & Recreation Commission, Kimley-Horn, and others to develop Parks & Recreation Master Plan for submission to Council for June 30, 2027 adoption.
 - **Status:** In progress
- ❖ Work with Parks & Recreation Commission to develop and implement strategic plan for Commission to meet Council's Strategic Plan.
 - **Status:** This has been completed.
- ❖ Research, purchase, and implement Facility Management software. Note: This has initially been approved for the FY26 budget.
 - **Status:** In progress. Initially approved for the FY26 budget.

Long Term (3-5 years)

- ❖ Continue to pursue grant opportunities for Sports Complex, to expand funding and special events funding.
 - **Status:** In progress: Researched tennis grants for when authorized, began fundraising and construction for Disc Golf, doubled sponsorship for Touch a Truck event.

Goals for the Future

Short-term (1-2 years)

- ❖ Work with the CV Recreation Association to build additional amenities at the Sports Complex like another batting cage, sand volleyball court, and a pump track.
- ❖ Add at least one new full-time position to our team, ideally a Aquatics/Events Coordinator.

Long-term (3-5 years)

- ❖ Submit 50% of funding for Priority #1 projects identified in the Parks & Recreation Master Plan for FY 2027, 5-year Capital Improvement Plan.
- ❖ Continue to align Recreation programming and opportunities to Council priorities and strategic plan.

EVENTS

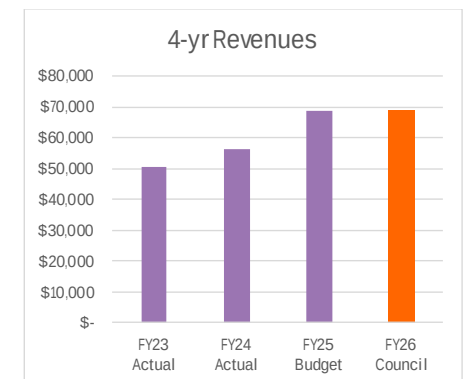
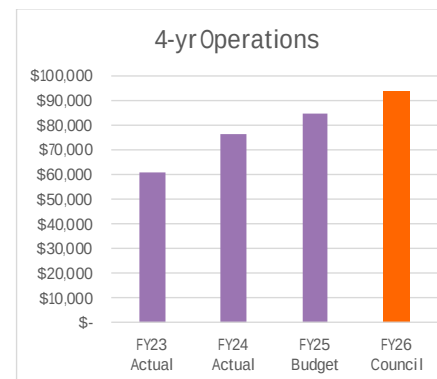
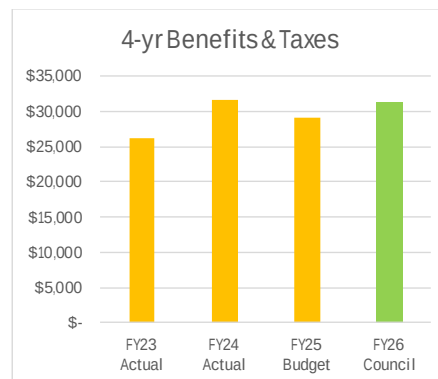
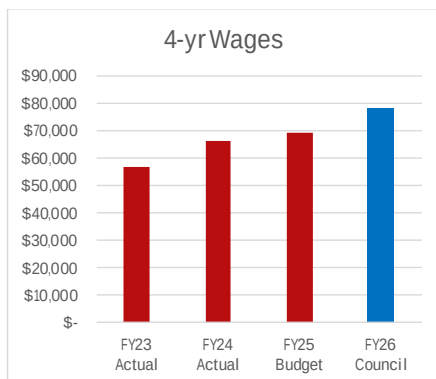
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 56,942	\$ 66,239	\$ 69,505	\$ 59,653	86%	\$ 71,995	\$ 78,325	\$ 78,325	13%	\$ 8,820
Taxes & Benefits	\$ 26,079	\$ 31,530	\$ 29,090	\$ 27,904	96%	\$ 30,340	\$ 31,195	\$ 31,195	7%	\$ 2,105
Operations	\$ 60,934	\$ 76,511	\$ 85,000	\$ 76,852	90%	\$ 98,600	\$ 98,600	\$ 98,600	16%	\$ 13,600
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 143,955	\$ 174,280	\$ 183,595	\$ 164,409	90%	\$ 200,935	\$ 208,120	\$ 208,120	13%	\$ 24,525
Revenues	\$ 50,316	\$ 56,064	\$ 68,460	\$ 55,825	82%	\$ 68,460	\$ 68,460	\$ 68,460	0%	\$ -
Total Department Cost	93,639	118,216	115,135	108,584	94%	132,475	139,660	139,660	21%	\$ 24,525

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL		REQUEST	RECMN'D	PROPOSED
FTE's	0.9	1.2	1.1			1.4	1.4	1.4
FT Positions	5	5	5	5		5	5	5
PT Positions	1	0	0	1		1	1	1
Seasonal	Flexible	25	Flexible	Flexible		Flexible	Flexible	Flexible

Graphs





Events Division

395 S. Main St. - (928) 554-0828

Mission

To provide accessible, positive events for residents and visitors to experience our community and culture while providing opportunity for organizations, businesses, and residents to showcase their programs and products for their benefit while being fiscally responsible.

FY25 Highlights

- ❖ Saw an increase in variety of vendors for event with use of new vendor registration software (Eventeny). 463 different vendors have signed up to attend events with us through this program.
- ❖ Our Christmas event has evolved into Christmas Magic on Main. Breakfast with Santa and the Gingerbread House Decorating contest grew. We had the largest number of Parade of Lights entries, even more than Prescott, with 44.
- ❖ All events continue to expand with increased variety of vendors.
- ❖ Trunk or Treat was our "largest" event, with well over 6,000 attendees in a two hour time frame this past year.
- ❖ Had partner events on Town grounds: Fiber Fest, Bark and Bakery vaccination event, blood drives, and Home for New Beginnings Putt Putt fundraiser.
- ❖ In talks with Prescott Rally Race and a group interest in doing a mountain biking event at the Sports Complex in the spring of 2026.



The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Corn Fest Attendance	5,500	4,500	5,000
Corn Fest Vendors	75	84	87
Fort Verde Days Attend.	6,500	6,650	5,000
Fort Verde Days Vendors	72	95	96
Pecan / Wine Festival Attend.	6,000	4,500	
Pecan / Wine Festival Vendors	127	124	
Trunk or Treat Attendance	7,000	6,600	6,750
Christmas Magic Vendors	49	51	62
Christmas Light Parade	31	37	44
Touch A Truck			

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Make positive improvements to Special Events based on experience and feedback from vendors and community.
 - **Status:** In progress: Events are increasing in vendor numbers and event components, and the vendor registration process has improved in ease and reduced errors with our new Eventeny registration software. We have implemented a more robust vendor and public feedback program for all events.
- ❖ Improve community involvement and support for non-profits with Special Events.
 - **Status:** In progress: Non-profit groups and partners like Camp Verde High School Clubs, Verde Valley Rangers, Kiwanis Club of Camp Verde and Verde Valley Wine Consortium, and others benefit from significant revenue from our events.

Long-term (3-5 years)

- ❖ Increase the number of annual community engagement events based on Town Council strategic plan.
 - **Status:** in progress: we have added at least 2 partner events and are working with other groups for potential future events.

Goals for the Future

Short-term (1-2 years)

- ❖ Improve supervision, coordination and operation of events by hiring a full-time Events/Aquatics Coordinator.
- ❖ Using the Request for Proposal, plan a concert series with at least one concert in FY25.

Long-term (3-5 years)

- ❖ Develop and implement a sustainable event schedule and staffing plan that does not require 100% of staff availability presence to successfully operate events.

POOL

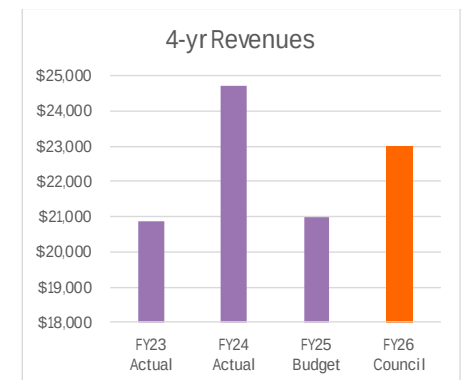
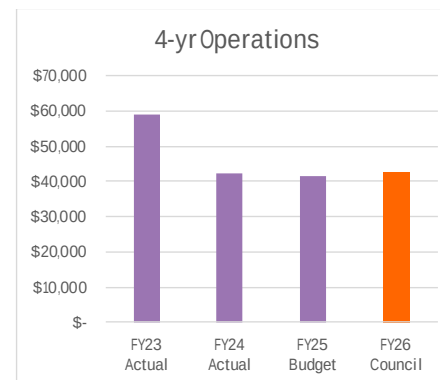
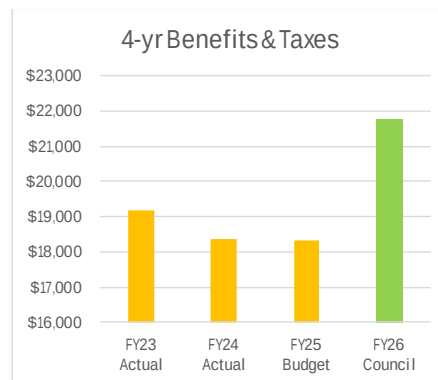
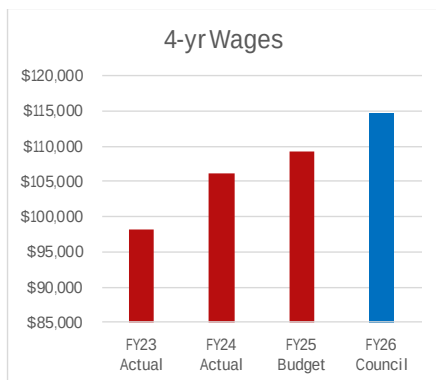
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 98,176	\$ 106,204	\$ 109,300	\$ 51,681	47%	\$ 108,350	\$ 114,700	\$ 114,700	5%	\$ 5,400
Taxes & Benefits	\$ 19,177	\$ 18,368	\$ 18,335	\$ 10,273	56%	\$ 19,865	\$ 21,790	\$ 21,790	19%	\$ 3,455
Operations	\$ 58,747	\$ 42,130	\$ 41,525	\$ 18,270	44%	\$ 44,000	\$ 42,800	\$ 42,800	3%	\$ 1,275
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 176,100	\$ 166,702	\$ 169,160	\$ 80,224	47%	\$ 172,215	\$ 179,290	\$ 179,290	6%	\$ 10,130
Revenues	\$ 20,871	\$ 24,711	\$ 21,000	\$ 7,762	37%	\$ 23,000	\$ 23,000	\$ 23,000	10%	\$ 2,000
Total Department Cost	155,229	141,991	148,160	72,462	49%	149,215	156,290	156,290	5%	\$ 8,130

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL		REQUEST	RECMN'D	PROPOSED
FTE's	2.9	2.9	2.9			3.1	3.1	3.1
FT Positions	2	3	3	3		4	4	4
PT Positions	0	0	0	0		0	0	0
Seasonal	Flexible	37	Flexible	Flexible		Flexible	Flexible	Flexible

Graphs





Heritage Pool Division

290 W. Apache Trail - (928) 567-0288

Mission

To provide an aquatic facility that is safe and affordable while providing recreational programs and services that enhance the physical, social and emotional well-being of all residents.

FY25 Highlights

- ❖ Added a Masters Swim Team
- ❖ Pool was closed on August 2, 2024, about one month early, due to failing filtration system which caused unacceptable water quality levels based on Health Code. Town Council approved funding for purchase of new filtration equipment which was ordered in December.
- ❖ Met with Landmark Aquatics to develop a plan for renovations at our current facility or the possibility for construction of a new facility at a different location.



The Numbers

	Summer <u>2023</u>	Summer <u>2024</u>	Summer <u>2025</u>
Pool Attendance	7,300	7,200	7,700
Swim Lesson Attendance	220	193	238

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Improve supervision, coordination, and programming at the Pool by hiring a full-time Aquatics/Events Coordinator.
 - o **Status:** Incomplete: Position is not approved in FY25 or FY26 budget. We will ask again FY27.
- ❖ Continue to improve administrative and operational support to Pool staff as part of increased capacity because of the requested additional full-time staff person.
 - o **Status:** Incomplete: Position was not approved for FY25 or FY26, will be asking for this position for FY27
- ❖ Continue Work to add additional programming such as masters swim team, water polo, snorkeling, kayak lessons, and other aquatic activities requested by the public including pursuing grant opportunities.
 - o **Status:** Incomplete: Position was not approved

Long-term (3-5 years)

Goals for the Future

Short-term (1-2 years)

- ❖ Improve supervision, coordination, and programming at the Pool by hiring a full-time Aquatics/Events Coordinator.
- ❖ Continue to work with the CIP Manager, Public Works, and Landmark Aquatics to develop a plan for renovations at the current facility.

Long-term (3-5 years)

- ❖ Work to implement a staffing structure to support additional programming such as masters swim team, water polo, snorkeling, kayak lessons, triathlon, and other aquatic activities requested by the public including pursuing grant opportunities.

PROGRAMS

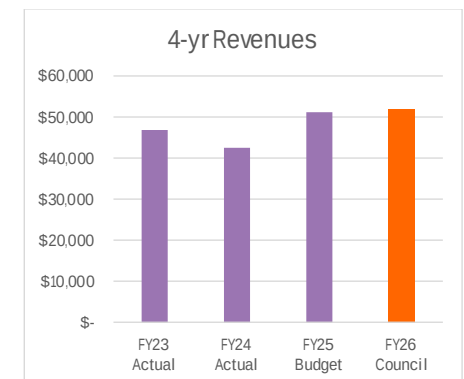
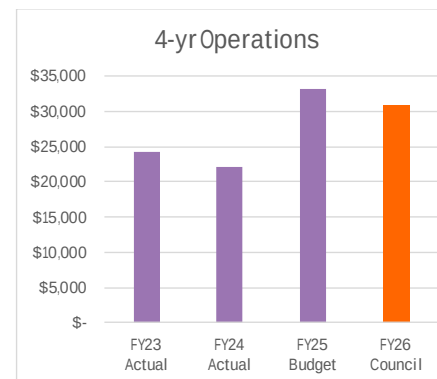
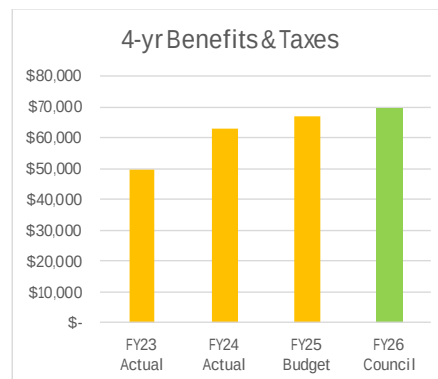
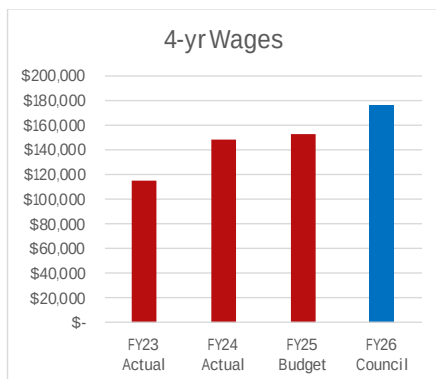
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 114,806	\$ 148,961	\$ 152,945	\$ 112,821	74%	\$ 206,155	\$ 176,240	\$ 176,240	15%	\$ 23,295
Taxes & Benefits	\$ 49,754	\$ 62,744	\$ 67,020	\$ 48,352	72%	\$ 93,380	\$ 69,570	\$ 69,570	4%	\$ 2,550
Operations	\$ 24,239	\$ 22,132	\$ 33,200	\$ 9,112	27%	\$ 30,800	\$ 30,800	\$ 30,800	-7%	\$ (2,400)
Capital	\$ -	\$ -	\$ -	\$ -	N/A	\$ -	\$ -	\$ -	N/A	\$ -
Net Expenses	\$ 188,800	\$ 233,838	\$ 253,165	\$ 170,285	67%	\$ 330,335	\$ 276,610	\$ 276,610	9%	\$ 23,445
Revenues	\$ 46,972	\$ 42,496	\$ 51,250	\$ 20,826	41%	\$ 51,750	\$ 51,750	\$ 51,750	1%	\$ 500
Total Department Cost	141,828	191,341	201,915	149,459	74%	278,585	224,860	224,860	11%	\$ 22,945

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	2.8	3.3	3.2		5.0	4.0	4.0
FT Positions	4	5	5	5	6	5	5
PT Positions	0	1	0	1	1	1	1
Seasonal	Flexible	33	Flexible	Flexible	Flexible	Flexible	Flexible

Graphs





Programming Division

395 S. Main St. - (928) 554-0828

Mission

To provide a variety of affordable opportunities and positive programs for residents of all ages to have fun while developing physically, emotionally and socially.

FY25 Highlights

- ❖ Received the 2024 Copper Award from ADEQ for recognition of our collaboration with Stormwater to educate kids on the affects of stormwater on the environment.
- ❖ Conducted a public survey looking for feedback and input into our Friday day trips. We had 36 responses to that survey with some great feedback.
- ❖ Our Grasshopper coaches participate in an online training through NAYS. This is one of the last things needed for the Better Sports for Quality Program provider designation we have been aiming for over the last few years.
- ❖ Pickleball continues to be very popular and grow. We have added a 4th regular day each week for pickleball in the gym.
- ❖ Reached our goal to increase summer camp participation. We cannot expand the program any further due to facility constraints.
- ❖ We were able to add additional programming and events at the Sports Complex, working the NAYF and CVYF to host the Jamboree, Girls on the Run, and 2 different State Cross-county races.



The Numbers

Participants	FY23	FY24	FY25/Dec
Grasshopper B-Ball	180	196	199
Adult Softball	280	315	295
Pickleball	2,907	3,900	2,700
Diamondback Trips	63	93	63
Day Trips	45	139	78
Summer Camp	1,204	1,250	1,026

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Develop and implement new Partner Agreements with youth sports groups and other partners.
 - **Status:** 50% Complete: Draft agreements need to be reviewed by new attorney and management staff.
- ❖ Expand program offerings in conjunction with the new Sports Complex.
 - **Status:** In progress: Total Town field use has nearly doubled and we are in discussion with additional groups to bring a rally race, mountain bike event, and more to the Complex in the next year.
- ❖ Obtain the “Better Sports for Quality Program Provider” designation through National Alliance for Youth Sports.
 - **Status:** In progress: Staff has submitted the application to NAYS for this designation and are waiting for a response.
- ❖ Continue to grow Pickle Ball including 1 or more fundraiser tournaments
 - **Status:** Complete: We have seen a continued increase in pickleball and this goal is no longer needed.

Long-term (3-5 years)

- ❖ Expand amenity and programming at the Sports Complex to include completion of additional disc golf basket locations, tee boxes, and signage. Work with the CVRA to add sand volleyball, batting cage, and pump track.
 - **Status:** In progress

Goals for the Future

Short-term (1-2 years)

- ❖ Develop the Parks, Recreation, Trails and Outdoor Spaces Master Plan with Kimley-Horn.
- ❖ Work to implement programming goals set forth in the Camp Verde Parks & Recreation Master Plan.
- ❖ Nominate our Summer Camp Program for an APRA Award for Outstanding Youth Enrichment Program in 2025.

Long-term (3-5 years)

- ❖ Work to find additional funding to be able to add additional baseball fields at the Sports Complex.
- ❖ Follow the recommendations set forth in the Parks & Recreation Master Plan to fill in gaps in services, facilities, and amenities.



Chapter Five

Capital Project Funds



Capital Project Funds

The Town of Camp Verde's Capital Improvement Projects Fund (CIP Fund) is used for expenditures that are for a structure, improvement, equipment or other major project having a useful life of at least two years. The Town has a \$5,000 threshold for capitalizing assets.

The CIP Fund is used primarily for all capital purchases/projects of the Town. Non-capitalized expenses are also sometimes managed within the CIP Fund. These are typically large one-time maintenance projects that do not qualify for capitalization under GAAP but are large enough to distort annual comparisons of the General Fund expenses.

The Parks Fund is being utilized to manage the construction of a 110 acre, \$14 million sports complex project.

A critical piece in the Town's ability to budget for these types of expenditures is the Capital Improvements Plan (CIP). It is an important implementation tool of the General Plan. The CIP is a multi-year plan that outlines current capital and infrastructure needs, future anticipated needs, current projects and future costs to the community. It 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 covers 5 years, which includes the current budget year and 4 years into the future. The entire CIP is considered a part of the current budget in that where monies are budgeted into the CIP Fund based on the first year of the plan, if any projects within that first year become unable to start or complete, they can be replaced with projects from the following plan years. In this way, if a project becomes delayed, current year budget funds can still be made available for use without requiring council approval, as Council has already approved those projects within the CIP. The FY26 Capital Improvement Plan lists all major capital projects for the Town from across 9 different funds, including the funding sources for those projects. The 5-year CIP is fully funded.

The Town's completed 5-year Capital Improvement Plan can be found on the town's website under Capital Projects tab on the Finance Division's webpage: <https://www.campverde.az.gov/departments/finance/capital-improvement>

Town of Camp Verde
FY26 Capital Improvements Plan
Proposed Projects

Key: Debt Comination Cash Grant Various Fees

Governmental Funds

Funding			YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Funding Total
Funding Source		Grants	\$ 25,540,760	\$ 32,060,000	\$ 550,000	\$ 750,000	\$ 2,500,000	\$ 61,400,760
		Debt Financing	\$ 1,255,000	\$ 775,000	\$ 594,000	\$ 390,000	\$ 872,500	\$ 3,886,500
		Parks Fund Carry-forward Balance	\$ 1,435,960					\$ 1,435,960
		CIP Carry-forward Balance	\$ 1,019,485					\$ 1,019,485
		Vehicle Replacement Program	\$ 25,000					\$ 25,000
		HURF Fund Transfers	\$ 454,500	\$ 454,500	\$ 329,500	\$ 329,500	\$ 329,500	\$ 1,897,500
		General Fund Transfers	\$ 1,903,630	\$ 2,005,920	\$ 1,662,440	\$ 1,555,470	\$ 1,668,690	\$ 8,796,150
Total Potential Funding			\$ 31,634,335	\$ 35,295,420	\$ 3,135,940	\$ 3,024,970	\$ 5,370,690	\$ 78,461,355

Expenditures

Functions	Pts	Project	YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Funding Total
Parks & Public Use Facilities	9.3	Sports Complex Construction	\$ 2,871,920					\$ 2,871,920
	13.0	Pool Renovations	\$ 800,000					\$ 800,000
	13.0	Drainage Master Plan Phase II Sports Complex	\$ 100,000	\$ 600,000				\$ 700,000
	10.1	Town Soccer Field Sprinkler System	\$ 150,000					\$ 150,000
	10.9	Playground Fall Material	\$ 33,000					\$ 33,000
	13.1	Parks & Rec Master Plan	\$ 100,000	\$ 20,000				\$ 120,000
	12.1	Perry Weather Outdoor Warning Systems	\$ 6,500					\$ 6,500
	10.6	Facility Reservation Software	\$ 7,000					\$ 7,000
		Sports Complex Phase II			\$ 500,000	\$ 500,000	\$ 300,000	\$ 1,300,000
	8.1	Oasis Trailhead					\$ 472,500	\$ 472,500
		400 Meter Training Track					\$ 1,500,000	\$ 1,500,000
Total Parks & Public Use Facilities:			\$ 4,068,420	\$ 620,000	\$ 500,000	\$ 500,000	\$ 2,672,500	\$ 8,360,920
Town Facilities	16.0	Facilities Master Plan	\$ 150,000					\$ 150,000
	14.5	Court Security Checkpoint	\$ 363,135					\$ 363,135
		Impact Fee Study	\$ 100,000					\$ 100,000
	11.6	AC Unit Replacements	\$ 45,500					\$ 45,500
	11.6	Economic Development Metal Roofing	\$ 65,000					\$ 65,000
	14.7	Library Elevators	\$ 30,000					\$ 30,000
	12.0	CVMO Evidence Dryer Shed	\$ 10,000					\$ 10,000
	13.8	Lower Maint Building Addition		\$ 250,000				\$ 250,000
Total Town Facilities:			\$ 763,635	\$ 250,000	\$ -	\$ -	\$ -	\$ 1,013,635

Functions	Pts	Project	YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Project Total
<i>Public Use Infrastructure</i>	16.4	Chip Seal Program	\$ 750,000	\$ 750,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 3,000,000
	7.1	Finnie Flat Rd & Montezuma Castle Hwy Road Improvs	\$ 5,040,000	\$ 20,000,000				\$ 25,040,000
	11.4	Finnie Flat Rd & MC Hwy Curb, Gutter & Sidewalk	\$ 5,000,000	\$ 2,700,000				\$ 7,700,000
	15.1	Main Street Reconstruction	\$ 12,000,000	\$ 8,000,000				\$ 20,000,000
	10.9	7th St. Sidewalk Project	\$ 750,000					\$ 750,000
	10.8	Verde Lakes Dr Sidewalk Project	\$ 664,800					\$ 664,800
	8.6	Howards Road Drainage Channel Design	\$ 140,000	\$ 60,000				\$ 200,000
	12.9	Verde Lakes Flood Control Planning	\$ 450,000	\$ 350,000				\$ 800,000
	12.1	Park Verde Road Irrigation Crossing	\$ 350,000					\$ 350,000
	13.9	Wayfinding & Place Marketing Project		\$ 250,000	\$ 230,000	\$ 150,000	\$ 150,000	\$ 780,000
	9.5	Salt Mine Shoulder & Drainage Improvement		\$ 350,000				\$ 350,000
	10.3	Town Floodplain Studies			\$ 50,000	\$ 50,000		\$ 100,000
	9.5	Gaddis Wash Crossing at Industrial Drive				\$ 200,000	\$ 100,000	\$ 300,000
Total Public Use Infrastructure:			\$ 25,144,800	\$ 32,460,000	\$ 780,000	\$ 900,000	\$ 750,000	\$ 60,034,800
<i>Town Systems & Equipment</i>	14.3	Patrol Rifles & Armor	\$ 30,000					\$ 30,000
	12.7	Simulcast Voted Repeater Verde Lakes Area	\$ 60,000					\$ 60,000
	13.4	Cellebrite Evidence Software	\$ 27,000					\$ 27,000
		New Website Development	\$ 20,000					\$ 20,000
	12.8	Crack Seal Machine	\$ 115,000					\$ 115,000
	9.7	Toro Pro 6040 Infield Groomer	\$ 45,000					\$ 45,000
	10.3	Toro Workman HDX-D 4WD	\$ 40,000					\$ 40,000
	9.4	Equipment Hauling Trailers		\$ 14,300	\$ 6,600	\$ 6,000		\$ 26,900
	9.7	New Roller Compactor		\$ 70,000				\$ 70,000
	10.3	New Wood Chipper		\$ 90,000				\$ 90,000
	8.2	Backhoe 4X4 Enclosed Cab		\$ 95,000				\$ 95,000
	9.4	BroomBear Pickup Broom		\$ 280,000				\$ 280,000
	10.3	Forestry Truck			\$ 200,000			\$ 200,000
	9.6	Maint F750 Dump Truck			\$ 114,000			\$ 114,000
	10.9	Culvert Jetter				\$ 110,000		\$ 110,000
	11.0	10 Wheel Dump Truck					\$ 250,000	\$ 250,000
	10.2	Tractor with Mower attachment					\$ 160,000	\$ 160,000
Total Town Systems & Equipment:			\$ 337,000	\$ 549,300	\$ 320,600	\$ 116,000	\$ 410,000	\$ 1,732,900

Functions	Pts	Project	YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Project Total
Town Fleet Vehicles	13.4	CVMO Vehicles	\$ 180,000	\$ 240,000	\$ 280,000	\$ 180,000	\$ 190,000	\$ 1,070,000
	8.1	Streets Crew Cab Truck	\$ 75,000					\$ 75,000
	9.6	Maintenance Truck				\$ 100,000		\$ 100,000
		Vehicle Replacement Program	\$ 25,000					\$ 25,000
Total Town Systems & Equipment:			\$ 280,000	\$ 240,000	\$ 280,000	\$ 280,000	\$ 190,000	\$ 1,270,000
CIP Related Debt Payments		Sports Complex Bond	\$ 653,105	\$ 652,405	\$ 650,260	\$ 650,000	\$ 650,000	\$ 3,255,770
		Enterprise Lease Equipment	\$ 348,875	\$ 347,715	\$ 356,080	\$ 304,470	\$ 351,190	\$ 1,708,330
		Debt for New Equipment	\$ 22,500	\$ 105,000	\$ 178,000	\$ 203,500	\$ 216,000	\$ 725,000
		Pool	\$ 16,000	\$ 71,000	\$ 71,000	\$ 71,000	\$ 71,000	\$ 300,000
		Oasis Trailhead					\$ 60,000	\$ 60,000
Total Det Payments:			\$ 1,040,480	\$ 1,176,120	\$ 1,255,340	\$ 1,228,970	\$ 1,348,190	\$ 6,049,100
Total Projected Cost			\$ 31,634,335	\$ 35,295,420	\$ 3,135,940	\$ 3,024,970	\$ 5,370,690	\$ 78,461,355
Net Total			\$ -	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Wastewater Fund

Funding

			YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Funding Total
Funding Source		Grant Funds / Donations	\$ 898,700					\$ 898,700
		Debt Financing	\$ 1,273,605	\$ 1,200,000	\$ 924,000	\$ 100,000	\$ 700,000	\$ 4,197,605
		Current Revenues & Transfers	\$ 385,000					\$ 385,000
		Private Development Funds		\$ 5,500,000	\$ 300,000	\$ 6,000,000	\$ 5,000,000	\$ 16,800,000
Total Anticipated Funding			\$ 2,557,305	\$ 6,700,000	\$ 1,224,000	\$ 6,100,000	\$ 5,700,000	\$ 22,281,305

Expenditures

Functions	Pts	Project	YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Project Total
Improvements	13.3	Dickson Erosion Repair	\$ 900,305	\$ 250,000				\$ 1,150,305
	13.9	Shincci Sludge Dryer	\$ 700,000					\$ 700,000
	14.3	WWTP Control Panels Upgrade	\$ 75,000					\$ 75,000
	14.6	Northbound Sewer Collection System	\$ 200,000	\$ 5,500,000	\$ 300,000	\$ 6,000,000	\$ 5,000,000	\$ 17,000,000
	10.2	Treatment Plant Administrative Building	\$ 110,000					\$ 110,000
	11.3	Construct Sewer Lines - Black Bridge Loop Area	\$ 200,000	\$ 800,000	\$ 700,000			\$ 1,700,000
	18.2	Septic Receiving Station	\$ 250,000					\$ 250,000
	9.3	John Deere 335 P Compact TrackLoader	\$ 122,000					\$ 122,000
	15.7	One Ton Dump Truck		\$ 150,000				\$ 150,000
	9.0	JLG 1055 Forklift			\$ 224,000			\$ 224,000
	14.2	Equalization Basin				\$ 100,000	\$ 700,000	\$ 800,000
Total Projected Cost - Wastewater Projects			\$ 2,557,305	\$ 6,700,000	\$ 1,224,000	\$ 6,100,000	\$ 5,700,000	\$ 22,281,305
Net Total - Wastewater Projects			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Water Fund

Funding

		YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Funding Total
Funding Source	Grant Funds / Donations	\$ 4,535,000	\$ 3,245,000				\$ 7,780,000
	Debt Financing	\$ 1,077,580	\$ 2,500,000	\$ 1,750,000	\$ 1,600,000	\$ 70,000	\$ 6,997,580
	Current Revenues & Transfers	\$ 195,000	\$ 180,000	\$ 575,000	\$ 575,000	\$ 675,000	\$ 2,200,000
Total Anticipated Funding		\$ 5,807,580	\$ 5,925,000	\$ 2,325,000	\$ 2,175,000	\$ 745,000	\$ 16,977,580

Expenditures

Functions	Pts	Project	YR1 - FY26	YR2 - FY27	YR3 - FY28	YR4 - FY29	YR5 - FY30	5 Year Project Total
Improvements	9.8	Water Main Annual Replacement	\$ 1,657,580	\$ 600,000	\$ 500,000	\$ 500,000	\$ 600,000	\$ 3,857,580
	11.8	Arsenic Removal Syst-Mongini/Verde Est's Wells	\$ 2,000,000	\$ 1,600,000				\$ 3,600,000
	15.5	New Mongini Replacement Well	\$ 1,000,000	\$ 1,000,000				\$ 2,000,000
	15.8	Verde Commercial Tank and Pump Station	\$ 200,000	\$ 1,800,000				\$ 2,000,000
	17.0	Bradshaw Haven Well Project	\$ 75,000	\$ 150,000				\$ 225,000
	7.1	Backhoe	\$ 180,000					\$ 180,000
	14.5	Verde River Estates New Well and Storage Tanks	\$ 150,000	\$ 200,000	\$ 250,000			\$ 600,000
	15.8	New Hwy 260 Production Wells	\$ 225,000		\$ 1,500,000	\$ 1,500,000		\$ 3,225,000
		Water Hauling Vending Station	\$ 170,000					\$ 170,000
	14.6	ADWR Adequate Water Supply Study	\$ 75,000	\$ 50,000				\$ 125,000
		Moonrise Water Main Replacement	\$ 75,000	\$ 450,000				\$ 525,000
		Fall Safety Equipment		\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 300,000
	5.1	Vehicles				\$ 100,000	\$ 70,000	\$ 170,000
Total Projected Cost - Water Projects			\$ 5,807,580	\$ 5,925,000	\$ 2,325,000	\$ 2,175,000	\$ 745,000	\$ 16,977,580
Net Total - Water Projects			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Total Projected Cost - All Projects			\$ 39,999,220	\$ 47,920,420	\$ 6,684,940	\$ 11,299,970	\$ 11,815,690	\$ 117,720,240
Net Total - All Projects			\$ -	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0

Town of Camp Verde
FY26 Capital Improvements Plan
Governmental Funds Projects by Funding Source

General Fund

Funding

			FY26 Budget
<i>Funding Source</i>		Grants & Other Revenue	\$ 25,565,760
		Debt Financing	\$ 1,255,000
		Parks Fund Carry-forward Balance	\$ 1,435,960
		CIP Carry-forward Balance	\$ 1,019,485
		HURF Fund Transfers	\$ 454,500
		General Fund Transfers	\$ 1,903,630
Total Potential Funding			\$ 31,634,335

Expenditures

				Funding Source				
Functions	Bud Fund	Project	FY26 Budget	Grants & Int	CIP Carry-fwd	Transfers	Debt	Fund Balance
<i>Parks & Public Use Facilities</i>	Parks	Sports Complex Construction	\$ 2,871,920	\$ 1,435,960				\$ 1,435,960
	Grants	Drainage Master Plan Phase II Sports Complex	\$ 100,000	\$ 100,000				
	CIP	Town Soccer Field Sprinkler System	\$ 150,000		\$ 100,000	\$ 50,000		
	CIP	Playground Fall Material	\$ 33,000		\$ 33,000			
	CIP	Parks & Rec Master Plan	\$ 100,000		\$ 25,000	\$ 75,000		
	CIP	Pool Renovations	\$ 800,000				\$ 800,000	
	CIP	Perry Weather Outdoor Warning Systems	\$ 6,500			\$ 6,500		
	CIP	Facility Reservation Software	\$ 7,000			\$ 7,000		
Total Public Use Facilities:			\$ 4,068,420	\$ 1,535,960	\$ 158,000	\$ 138,500	\$ 800,000	\$ 1,435,960
<i>Public Use Infrastructure</i>	CIP	Chip Seal Program	\$ 750,000			\$ 750,000		
	CDBG	CDBG Sidewalk Project	\$ 750,000	\$ 750,000				
	Fed	Finnie Flat Rd & Montezuma Castle Hwy Road Improvs	\$ 5,040,000	\$ 5,000,000		\$ 40,000		
	Fed	Finnie Flat Rd & MC Hwy Curb, Gutter & Sidewalk	\$ 5,000,000	\$ 5,000,000				
	Fed	Main Street Reconstruction	\$ 12,000,000	\$ 12,000,000				
	Grants	Howards Road Drainage Channel Design	\$ 140,000	\$ 140,000				
	Grants	Verde Lakes Flood Control Planning	\$ 450,000	\$ 450,000				
	CIP	Park Verde Road Irrigation Crossing	\$ 350,000		\$ 97,850	\$ 252,150		
	Grants	Verde Lakes Dr Sidewalk Project	\$ 664,800	\$ 664,800				
Total Public Use Infrastructure:			\$ 25,144,800	\$ 24,004,800	\$ 97,850	\$ 1,042,150	\$ -	\$ -

General Fund

Expenditures (Cont'd)				Funding Source				
Functions	Bud Fund	Project	FY26 Budget	Grants	CIP Carry-fwd	Transfers	Debt	Fund Balance
Town Facilities	CIP	Facilities Master Plan	\$ 150,000		\$ 150,000			
	CIP	Impact Fee Study	\$ 100,000		\$ 100,000			
	CIP	Court Security Checkpoint	\$ 363,135		\$ 363,135			
	CIP	AC Unit Replacements	\$ 45,500		\$ 45,500			
	CIP	Economic Development Metal Roofing	\$ 65,000		\$ 65,000			
	CIP	Library Elevators	\$ 30,000		\$ 30,000			
	CIP	CVMO Evidence Dryer Shed	\$ 10,000		\$ 10,000			
Total Town Facilities:			\$ 763,635	\$ -	\$ 763,635	\$ -	\$ -	\$ -
Town Systems & Equipment	CIP	Patrol Rifles	\$ 30,000			\$ 30,000		
	CIP	Toro Pro 6040 Infield Groomer	\$ 45,000				\$ 45,000	
	CIP	Crack Seal Machine	\$ 115,000				\$ 115,000	
	CIP	Cellebrite Evidence Software	\$ 27,000			\$ 27,000		
	CIP	Toro Workman HDX-D 4WD	\$ 40,000				\$ 40,000	
	CIP	New Website Development	\$ 20,000			\$ 20,000		
	CIP	Simulcast Voted Repeater Verde Lakes Area	\$ 60,000			\$ 60,000		
Total Town Systems & Equipment:			\$ 337,000	\$ -	\$ -	\$ 137,000	\$ 200,000	\$ -
Town Fleet Vehicles	CIP	CVMO Vehicles	\$ 180,000				\$ 180,000	
	CIP	Streets Crew Cab Truck	\$ 75,000				\$ 75,000	
	CIP	Vehicle Replacement Program	\$ 25,000	\$ 25,000				
Total Det Payments:			\$ 280,000	\$ 25,000	\$ -	\$ -	\$ 255,000	\$ -
CIP Related Debt Payments	Debt	Enterprise Lease Equipment	\$ 348,875			\$ 348,875		
	Debt	Pool	\$ 16,000			\$ 16,000		
	Debt	Debt for New Equipment	\$ 22,500			\$ 22,500		
	Debt	Sports Complex Bonds 2017 & 2020	\$ 653,105			\$ 653,105		
Total Det Payments:			\$ 1,040,480	\$ -	\$ -	\$ 1,040,480	\$ -	\$ -
Total Projected Cost - CIP Fund			\$ 31,634,335	\$ 25,565,760	\$ 1,019,485	\$ 2,358,130	\$ 1,255,000	\$ 1,435,960
Net Total - CIP Fund			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Town of Camp Verde
FY26 Capital Improvements Plan
Utility Projects by Funding Source

Wastewater Fund

Funding

		FY26 Budget
<i>Funding Source</i>		
	Grants	\$ 898,700
	Debt Financing	\$ 1,273,605
	Current Revenues & Transfers	\$ 385,000
	Private Development Funds	
Total Potential Funding		\$ 2,557,305

Expenditures

			Funding Source			
Functions	Project	FY26 Budget	Grants & Int	Current Revs	Debt	Development
	Dickison Erosion Repair	\$ 900,305	\$ 498,700		\$ 401,605	
	WWTP Control Panels Upgrade	\$ 75,000		\$ 75,000		
	Northbound Sewer Collection System	\$ 200,000		\$ 200,000		
	Treatment Plant Administrative Building	\$ 110,000		\$ 110,000		
	Construct Sewer Lines - Black Bridge Loop Area	\$ 200,000			\$ 200,000	
	Shincci Sludge Dryer	\$ 700,000	\$ 400,000		\$ 300,000	
	Septic Receiving Station	\$ 250,000			\$ 250,000	
	John Deere 335 P Compact TrackLoader	\$ 122,000			\$ 122,000	
Total Public Use Facilities:		\$ 2,557,305	\$ 898,700	\$ 385,000	\$ 1,273,605	\$ -
Net Total - CIP Fund			\$ -	\$ -	\$ -	\$ -

Water Fund

Funding

		FY26 Budget
Funding Source		
	Grants	\$ 4,535,000
	Debt Financing	\$ 1,077,580
	Current Revenues & Transfers	\$ 195,000
	Private Development Funds	
Total Potential Funding		\$ 5,807,580

Expenditures

			Funding Source			
Functions	Project	FY26 Budget	Grants & Int	Current Revs	Debt	Development
	Water Main Annual Replacement	\$ 1,657,580	\$ 1,260,000	\$ 45,000	\$ 352,580	
	Arsenic Removal Syst-Mongini/Verde Est's Wells	\$ 2,000,000	\$ 2,000,000			
	Backhoe	\$ 180,000			\$ 180,000	
	ADWR Adequate Water Supply Study	\$ 75,000		\$ 75,000		
	New Hwy 260 Production Wells	\$ 225,000			\$ 225,000	
	New Mongini Replacement Well	\$ 1,000,000	\$ 1,000,000			
	Verde Commercial Tank and Pump Station	\$ 200,000	\$ 200,000			
	Verde River Estates New Well and Storage Tanks	\$ 150,000			\$ 150,000	
	Bradshaw Haven Well Project	\$ 75,000	\$ 75,000			
	Moonrise Water Main Replacement	\$ 75,000		\$ 75,000		
	Water Hauling Vending Station	\$ 170,000			\$ 170,000	
Total Public Use Facilities:		\$ 5,807,580	\$ 4,535,000	\$ 195,000	\$ 1,077,580	\$ -
Net Total - CIP Fund			\$ -	\$ -	\$ -	\$ -



CAPITAL FUNDS SUMMARY



Funds

Capital Improvement Projects



Parks

	2022-23	2023-24	2024-25		2025-26			2025-26	
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	CARRY FORWARD	NEW REQUESTS
Expenditures									
Buildings & Improvements	\$ 93,790	\$ 137,025	\$ 444,700	\$ 41,177	\$ 458,135	\$ 458,135	\$ 458,135	\$ 458,135	\$ -
Vehicles	\$ 42,317	\$ 407,938	\$ 50,000	\$ -	\$ 280,000	\$ 280,000	\$ 280,000	\$ -	\$ 280,000
Equipment	\$ 235,292	\$ 5,399	\$ 160,000	\$ 119,904	\$ 339,500	\$ 339,500	\$ 339,500	\$ 55,500	\$ 284,000
Land & Improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Streets & Structural	\$ 60,775	\$ 830,768	\$ 1,147,500	\$ 592,976	\$ 2,210,000	\$ 2,210,000	\$ 2,210,000	\$ 447,850	\$ 1,762,150
Community Parks	\$ 1,327,623	\$ 419,548	\$ 3,080,195	\$ 1,535,777	\$ 3,161,420	\$ 3,161,420	\$ 3,161,420	\$ 2,929,920	\$ 231,500
Total Expenditures	\$ 1,759,797	\$ 1,800,678	\$ 4,882,395	\$ 2,289,834	\$ 6,449,055	\$ 6,449,055	\$ 6,449,055	\$ 3,891,405	\$ 2,557,650
Funding									
Fund Transfers	\$ 638,952	\$ 1,979,360	\$ 2,518,505	\$ 1,807,544	\$ 2,713,610	\$ 2,713,610	\$ 2,713,610	\$ 1,435,960	\$ 1,277,650
Debt	\$ -	\$ 327,767	\$ -	\$ -	\$ 1,255,000	\$ 1,255,000	\$ 1,255,000	\$ -	\$ 1,255,000
Interest, Grants & Miscellaneous	\$ 41,496	\$ 215,994	\$ 97,000	\$ 24,219	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ 25,000
Total Funding	\$ 680,448	\$ 2,523,121	\$ 2,615,505	\$ 1,831,763	\$ 3,993,610	\$ 3,993,610	\$ 3,993,610	\$ 1,435,960	\$ 2,557,650
Net Current Year Shortage / (Overage)	\$ 1,079,349	\$ (722,443)	\$ 2,266,890	\$ 458,071	\$ 2,455,445	\$ 2,455,445	\$ 2,455,445	\$ 2,455,445	\$ -
Fund Balance									
Prior Year Ending Balance	\$ 2,626,349	\$ 1,557,242	\$ 2,369,001	\$ 2,168,888	\$ 2,455,445	\$ 2,455,445	\$ 2,455,445	\$ 2,455,445	\$ -
Current Year Ending Balance	\$ 1,547,000	\$ 2,279,685	\$ 102,111	\$ 1,710,817	\$ -	\$ -	\$ -	\$ -	\$ -

CIP Fund

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED	2025-26 CARRY FORWARD	2025-26 NEW REQUESTS
Expenditures									
Buildings & Improvements	93,790	137,025	444,700	41,177	458,135	458,135	458,135	458,135	0
Vehicles	42,317	407,938	50,000	0	280,000	280,000	280,000	0	280,000
Equipment	235,292	5,399	160,000	119,904	339,500	339,500	339,500	55,500	284,000
Land & Improvements	0	0	0	0	0	0	0	0	0
Streets & Structural	60,775	830,768	1,147,500	592,976	2,210,000	2,210,000	2,210,000	447,850	1,762,150
Community Parks	40,346	91,063	178,350	45,093	289,500	289,500	289,500	58,000	231,500
Total Expenditures	\$ 472,520	\$ 1,472,192	\$ 1,980,550	\$ 799,150	\$ 3,577,135	\$ 3,577,135	\$ 3,577,135	\$ 1,019,485	\$ 2,557,650
Revenues									
Lease Financing	0	327,767	0	0	455,000	455,000	455,000	0	455,000
Debt Financing				0	800,000	800,000	800,000	0	800,000
Insurance Claims	0	0	50,000	0	25,000	25,000	25,000	0	25,000
Donation Rev	0	142,147	0	0	0	0	0	0	0
Total Revenues	\$ -	\$ 469,914	\$ 50,000	\$ -	\$ 1,280,000	\$ 1,280,000	\$ 1,280,000	\$ -	\$ 1,280,000
Operating Transfers									
Transfer In from General Fund	(250,000)	(1,113,075)	(856,455)	(856,455)	(224,050)	(224,050)	(224,050)	0	(224,050)
Transfer In from Magistrate Fund	0	0	(60,000)	(60,000)	0	0	0	0	0
Transfer In from ARPA Fund	0	0	(49,390)	(100,934)	0	0	0	0	0
Transfer In from HURF Fund	0	0	(250,000)	(250,000)	(454,500)	(454,500)	(454,500)	0	(454,500)
Transfer Out to CDBG Fund	0	0	169,000	0	0	0	0	0	0
General Fund Reserves	0	0	0	0	(599,100)	(599,100)	(599,100)	0	(599,100)
Total Operating Transfers	\$ (250,000)	\$ (1,113,075)	\$ (1,046,845)	\$ (1,267,389)	\$ (1,277,650)	\$ (1,277,650)	\$ (1,277,650)	\$ -	\$ (1,277,650)
Net Effect on Fund	\$ 222,520	\$ (110,796)	\$ 883,705	\$ (468,239)	\$ 1,019,485	\$ 1,019,485	\$ 1,019,485	\$ 1,019,485	\$ -
Prior Year Ending Fund Balance	\$ 910,362	\$ 687,842	\$ 887,955	\$ 687,842	\$ 1,019,485	\$ 1,019,485	\$ 1,019,485	\$ 1,019,485	\$ -
Estimated Ending Fund Balance	\$ 687,842	\$ 798,638	\$ 4,250	\$ 1,156,081	\$ -	\$ -	\$ -	\$ -	\$ -

Parks Fund

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
Expenditures							
Project Expenditures							
Camp Verde Sports Complex	1,287,277	328,486	2,901,845	1,490,684	2,871,920	2,871,920	2,871,920
Total Project Expenditures	\$ 1,287,277	\$ 328,486	\$ 2,901,845	\$ 1,490,684	\$ 2,871,920	\$ 2,871,920	\$ 2,871,920
Revenues							
Interest	41,496	73,847	47,000	24,219	0	0	0
Misc Revenues	0	0	0	14,000	0	0	0
Debt Funds							
Debt Funding	0	0	0	0	0	0	0
Total Revenues	\$ 41,496	\$ 73,847	\$ 47,000	\$ 38,219	\$ -	\$ -	\$ -
Operating Transfers							
Transfer In fm General	0	(789,000)	(200,000)	(200,000)	0	0	0
Transfer In fm Non-Fed Grants	0	0	0		0	0	0
Transfer In fm Fed Grants	(388,952)	(77,285)	(1,271,660)	(340,155)	(1,435,960)	(1,435,960)	(1,435,960)
Transfer Out to Debt Service Fund	0	0	0		0	0	0
Total Operating Transfers	\$ (388,952)	\$ (866,285)	\$ (1,471,660)	\$ (540,155)	\$ (1,435,960)	\$ (1,435,960)	\$ (1,435,960)
Net Effect on Fund							
	\$ 856,829	\$ (611,646)	\$ 1,383,185	\$ 912,310	\$ 1,435,960	\$ 1,435,960	\$ 1,435,960
Prior Year Ending Fund Balance	\$ 1,715,987	\$ 869,400	\$ 1,481,046	\$ 1,481,046	\$ 1,435,960	\$ 1,435,960	\$ 1,435,960
Estimated Ending Fund Balance	\$ 859,158	\$ 1,481,046	\$ 97,861	\$ 568,737	\$ -	\$ -	\$ -



Chapter Six

Special Revenue Funds



Special Revenue Funds

The Town of Camp Verde's Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specific purposes or resources dedicated for specific purposes. The Town's Special Revenue funds are as follows:

1. **Magistrate:** Accounts for Local JCEF, Fill the Gap and court Enhancement revenues.
2. **Non-Federal Grants:** Accounts for all non-federal grants received by the Town.
3. **Federal Grants:** Accounts for all federal grants received by the Town.
4. **ARPA Grant:** Funds received through the federal American Rescue Plan Act.
5. **Community Development Block Grants (CDBG):** Accounts for the CDBG specific grants received by the Town.
6. **9-1-1:** Accounts for 9-1-1 distributions.
7. **Housing:** Accounts for both Home Grant and Revolving Loan Funds
8. **Restricted Use:** Accounts for gifts and special funds with expenditure restrictions.
9. **Highway Users Revenue (HURF):** Accounts for all Highway Users Revenue received from the state.

SPECIAL REVENUE FUNDS SUMMARY



Funds

HURF ♦ Magistrate ♦ Federal Grants ♦ Non-Federal Grants
 Housing ♦ Restricted Use ♦ CDBG ♦ 911 ♦ ARPA

	2022-23	2023-24	2024-25		2025-26		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 400,448	\$ 399,648	\$ 460,805	\$ 279,765	\$ 361,415	\$ 367,395	\$ 367,395
Operating Expenditures	\$ 488,953	\$ 568,757	\$ 1,837,665	\$ 394,936	\$ 1,817,211	\$ 1,745,511	\$ 1,745,511
Equipment/Capital Expenditures	\$ 454,454	\$ 1,203,458	\$ 5,292,364	\$ 641,170	\$ 26,212,100	\$ 26,127,100	\$ 26,127,100
Operating Transfers	\$ 956,264	\$ 936,840	\$ 16,884,754	\$ 812,477	\$ 1,951,650	\$ 1,951,650	\$ 1,951,650
Total Expenditures	\$ 2,300,119	\$ 3,108,702	\$ 24,475,588	\$ 2,128,349	\$ 30,342,376	\$ 30,191,656	\$ 30,191,656
Revenues							
Total Revenues	\$ 3,857,558	\$ 1,920,641	\$ 22,776,005	\$ 1,890,705	\$ 29,071,970	\$ 29,071,970	\$ 29,071,970
Net Dec/(Inc) in Fund Balances	\$ (1,557,440)	\$ 1,188,061	\$ 1,699,583	\$ 237,643	\$ 1,270,406	\$ 1,119,686	\$ 1,119,686

HURF / STREETS

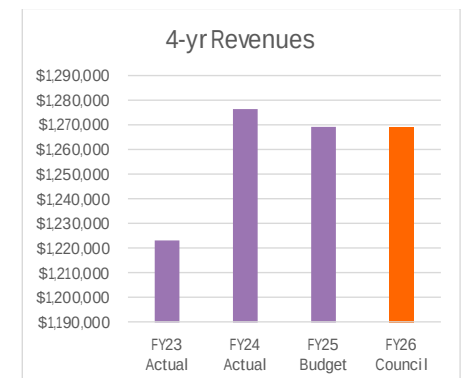
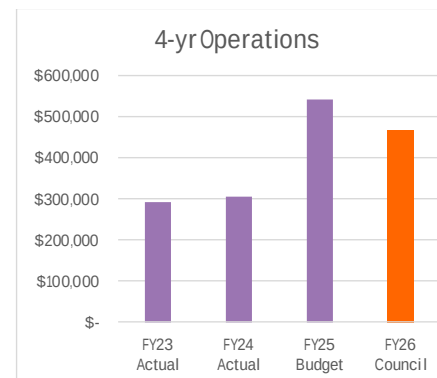
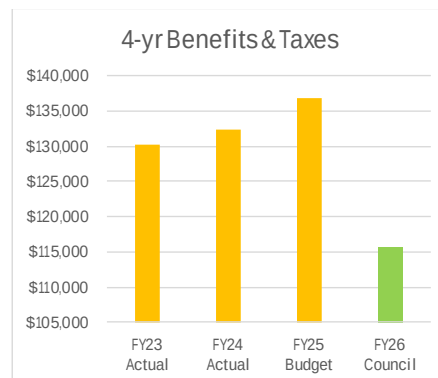
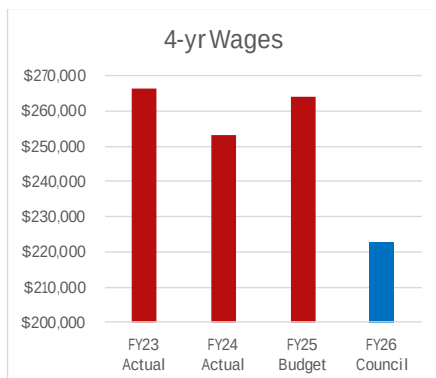
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 266,190	\$ 253,302	\$ 264,110	\$ 182,195	69%	\$ 218,040	\$ 222,750	\$ 222,750	-16%	\$ (41,360)
Taxes & Benefits	\$ 130,294	\$ 132,420	\$ 136,695	\$ 93,209	68%	\$ 114,375	\$ 115,645	\$ 115,645	-15%	\$ (21,050)
Operations	\$ 290,772	\$ 304,297	\$ 542,840	\$ 268,809	50%	\$ 539,570	\$ 467,870	\$ 467,870	-14%	\$ (74,970)
Capital	\$ 5,228	\$ 16,250	\$ 85,000	\$ 84,096	N/A	\$ 85,000	\$ -	\$ -	-100%	\$ (85,000)
Net Expenses	\$ 692,484	\$ 706,268	\$ 1,028,645	\$ 628,309	61%	\$ 956,985	\$ 806,265	\$ 806,265	-22%	\$ (222,380)
Revenues	\$ 1,223,156	\$ 1,276,531	\$ 1,269,035	\$ 728,904	57%	\$ 1,269,035	\$ 1,269,035	\$ 1,269,035	0%	\$ -
Operating Transfers	\$ (231,515)	\$ (186,806)	\$ (250,000)	\$ (250,000)	100%	\$ (454,500)	\$ (454,500)	\$ (454,500)	82%	\$ (204,500)
Total Fund Cost	(299,157)	(383,457)	9,610	149,405	1555%	142,450	(8,270)	(8,270)	-186%	\$ (17,880)

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	4.6	4.6	4.5		3.7	3.7	3.7
FT Positions	8	6	6	6	6	6	6
PT Positions	0	0	0	0	0	0	0
Seasonal	1	0	1	0	1	1	1

Graphs





Streets Division

395 S. Main St. - (928) 554-0820

Mission

To provide the highest quality public roads through the prudent use of resources, technology, innovations, teamwork and coordination with Town employees and public agencies. We recognize the importance of preserving the Town's major investments in streets infrastructure.



FY25 Highlights

- ❖ Trimmed trees in Area 5 in preparation for chip sealing.
- ❖ Removed 180 Tons of sand and rock from Gaddis Wash.
- ❖ Applied 90 tons of AB to Middle Verde Rd , reshaped ditch and trimmed trees back.
- ❖ Repaired shoulders and fixed potholes among Area 5 for chip seal in coordination with Project Manager Martin Smith.
- ❖ Cleaned up storm damage at Sports Complex.
- ❖ Redefined ditch on Walnut Dr due to storm damage.
- ❖ Removed dangerous trees in town right of way on Verde River Drive.
- ❖ Trimmed back trees in areas of Middle Verde Rd, W Apache Trail and Wild

The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Work Orders Created	165	349	130
Right of Way Permits Issued	51	57	24
Culvert Permits Issued	0	1	3
Striped Roads in Linear ft	N/A	248,000 ft	0
Crack Seal In lbs	N/A	50,000 lbs	0
Herbicides Sprayed	N/A	52,540 SF	128,272 SF

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Continue to complete road and roadside repairs with millings and/or concrete as needed. Crack seal, procure a contractor and manage the chip seal project.
 - o **Status:** Apply crack seal material for next year's chip seal project. 0% completed
- ❖ Continue to smooth the surface on Old HWY 279.
 - o **Status:** Bladed HWY 279 5-times in the year. 50% completed
- ❖ Clean debris and maintain all major washes in Town.
 - o **Status:** 50% completed

Long-term (3-5 years)

- ❖ Maintain striping and restripe Town roads as needed.
- ❖ Crack seal all roads as needed per chip seal project.
- ❖ Work with Storm Water Division and Yavapai County Flood Control to repair Verde Lakes Drive.

Goals for the Future

Short-term (1-2 years)

- ❖ Continue to maintain roads and shoulder repairs with millings and coldpatch as needed.
- ❖ Continue to work with the Project Manager on annual funding for chip seal projects.
- ❖ Continue to blade and maintain all unpaved Town-owned roads.
- ❖ Work with Storm Water to clean out all major ditches/washes including Faulkner Wash, Gaddis Wash, and Yavapai Wash as required by Town's MS4 permit.

Long-term (3-5 years)

- ❖ Maintain all right of ways to be free of trees and weeds.
- ❖ Work with Storm Water to clean all Town-owned culverts and drainages.

Magistrate Fund

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
Local JCEF							
Operating Expenditures							
Expenditures	1,621	974	25,130	475	29,175	29,175	29,175
Total Operating Expenditures	\$ 1,621	\$ 974	\$ 25,130	\$ 475	\$ 29,175	\$ 29,175	\$ 29,175
Revenues							
Local JCEF	1,539	2,621	2,000	2,325	2,500	2,500	2,500
Current Year Net Use	\$ 82	\$ (1,647)	\$ 23,130	\$ (1,850)	\$ 26,675	\$ 26,675	\$ 26,675
Program Balance							
Beginning Program Balance	22,787	22,705	24,045	24,829	26,679	26,679	26,679
Ending Program Balance	\$22,705	\$24,352	\$915	\$26,679	\$4	\$4	\$4
Fill the GAP							
Operating Expenditures							
Fill the GAP	0	0	25,350	0	28,940	28,940	28,940
Total Operating Expenditures	\$ -	\$ -	\$ 25,350	\$ -	\$ 28,940	\$ 28,940	\$ 28,940
Revenues							
Fill the GAP	1,376	1,346	2,000	1,219	2,000	2,000	2,000
Current Year Net Use	\$ (1,376)	\$ (1,346)	\$ 23,350	\$ (1,219)	\$ 26,940	\$ 26,940	\$ 26,940
Program Balance							
Beginning Program Balance	21,263	22,639	23,354	25,727	26,946	26,946	26,946
Ending Program Balance	\$22,639	\$23,985	\$4	\$26,946	\$6	\$6	\$6

Magistrate Fund (Cont'd)

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
Court Enhancement							
Operating Expenditures							
Court Enhancement	0	0		0	0		
Legal	0	0	0	0	0		
Equipment							
Court Enhancement	2,362	7,550	54,550	6,022	74,350	74,350	74,350
Total Operating Expenditures	\$ 2,362	\$ 7,550	\$ 54,550	\$ 6,022	\$ 74,350	\$ 74,350	\$ 74,350
Revenues							
Court Enhancement	11,513	17,610	20,000	12,441	20,000	20,000	20,000
Total Department Revenues	\$ 11,513	\$ 17,610	\$ 20,000	\$ 12,441	\$ 20,000	\$ 20,000	\$ 20,000
Operating Transfers							
Transfers Out to CIP Fund	0	0	60,000	60,000	0	0	0
Total Operating Transfers	\$ -	\$ -	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -
Current Year Net Use	\$ (9,151)	\$ (10,060)	\$ 94,550	\$ 53,581	\$ 54,350	\$ 54,350	\$ 54,350
Program Balance							
Beginning Program Balance	77,604	86,755	101,464	107,945	54,364	54,364	54,364
Ending Program Balance	\$86,755	\$96,815	\$6,914	\$54,364	\$14	\$14	\$14
Net Effect on Fund	\$ (10,446)	\$ (13,054)	\$ 141,030	\$ 50,512	\$ 107,965	\$ 107,965	\$ 107,965

Non-Federal Grants Fund

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
Expenditures							
Equipment	0	0	0	0	50,000	50,000	50,000
Buildings & Improvements	0	0	0	0	0	0	0
Infrastructure	324,883	234,623	1,093,914	76,321	2,814,800	2,814,800	2,814,800
Wages & ERE	0	7,272	50,000	4,361	15,000	15,000	15,000
Operating	13,626	21,170	75,678	55,450	137,000	137,000	137,000
Total Grant Expenditures	\$ 338,508	\$ 263,065	\$ 1,219,592	\$ 136,133	\$ 3,016,800	\$ 3,016,800	\$ 3,016,800
Revenues							
100 Club Grant	0	6,000	6,000	0	6,000	6,000	6,000
ADOT	0	0	448,700	0	0	0	0
Animal Control Grant	0	0	0	14,500	10,000	10,000	10,000
Az Community Foundation Grant	3,303	5,000	0	0	0	0	0
Az Office of Tourism	0	0	50,000	0	0	0	0
Az State Parks Grants	0	220,548	0	0	0	0	0
DEA Grant	0	0	0	2,947	15,000	15,000	15,000
NACOG Grant	0	7,272	50,000	0	664,800	664,800	664,800
Northern Az Good Jobs Grant	0	44,783	0	10,000	50,000	50,000	50,000
Nature Conservancy Grant	0	0	0	35,000	450,000	450,000	450,000
Parks & Rec Grant	15,936	0	0	0	0	0	0
PANT Grant	0	0	0	353	0	0	0
RICO Grant	0	0	0	14,872	0	0	0
State Opiod Settlements	0	0	0	14,797	70,000	70,000	70,000
Yavapai County Flood Control Grant	0	27,719	180,000	0	200,000	200,000	200,000
Yavapai County Health Grant	0	0	0	0	50,000	50,000	50,000
Potential Grants	0	0	1,000,000	0	1,500,000	1,500,000	1,500,000
Total Grant Revenues	\$ 19,239	\$ 311,322	\$ 1,734,700	\$ 92,469	\$ 3,015,800	\$ 3,015,800	\$ 3,015,800

Operating Transfers

Transfer Out to General	0	54,098	0	0	0	0	0
Transfer Out to Restricted	0	0	0	10,000	0	0	0
Transfer Out to Wastewater	0	0	448,700	0	0	0	0
Total Operating Transfers	\$ -	\$ 54,098	\$ 448,700	\$ 10,000	\$ -	\$ -	\$ -

Net Change in Fund

\$ 319,269	\$ 5,841	\$ (66,408)	\$ 53,663	\$ 1,000	\$ 1,000	\$ 1,000
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Federal Grants Fund

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
Expenditures							
Equipment	1,273	0	100,000	0	22,300	22,300	22,300
Buildings & Improvements	0	0	0	0	0	0	0
Infrastructure	0	0	926,500	0	22,490,000	22,490,000	22,490,000
Wages & ERE	1,987	6,654	10,000	0	14,000	14,000	14,000
Operating	49,682	7,053	65,000	750	0	0	0
Total Grant Expenditures	\$ 52,941	\$ 13,707	\$ 1,101,500	\$ 750	\$ 22,526,300	\$ 22,526,300	\$ 22,526,300
Revenues							
Az Smart Grants	0	0	926,500	0	0	0	0
Az State Parks Grants	495,475	77,285	1,271,660	340,155	1,435,960	1,435,960	1,435,960
Byrne Grant	0	0	0	0	15,000	15,000	15,000
Congressional Directed Spending	0	0	10,225,000	0	0	0	0
FEMA Flood Control Grants	0	0	487,950	6,163	0	0	0
Gov's Office of Highway Safety Grant	0	0	10,000	0	21,300	21,300	21,300
Library Grants	10,098	2,023	0	4,500	0	0	0
Library SGIA Grant	3,208	0	0	0	0	0	0
Library Services & Technology Grant	8,251	7,265	50,000	0	0	0	0
NACOG Grants	966	0	0	0	0	0	0
NTIA Grant	0	0	2,000,000	0	0	0	0
Opiod Distribution Settlement	11,825	27,034	15,000	0	0	0	0
PANT Grant	1,021	6,301	0	0	0	0	0
US Dept of Transportation	0	0	0	0	22,450,000	22,450,000	22,450,000
USDA Grant	535	497	100,000	0	0	0	0
WIFA Grants	0	0	4,000,000	0	0	0	0
Total Grant Revenues	\$ 531,380	\$ 120,405	\$ 19,086,110	\$ 350,818	\$ 23,922,260	\$ 23,922,260	\$ 23,922,260

Operating Transfers

Transfer In fm Gen Fund	0	0	0	0	40,000	40,000	40,000
Transfer Out to General	0	0	0	6,163	0	0	0
Transfer Out to Parks	485,475	77,285	1,271,660	340,155	1,435,960	1,435,960	1,435,960
Transfer Out to Wastewater	0	0	7,000,000	0	0	0	0
Transfer Out to Water	0	0	7,225,000	0	0	0	0
Total Operating Transfers	\$ 485,475	\$ 77,285	\$ 15,496,660	\$ 346,318	\$ 1,395,960	\$ 1,395,960	\$ 1,395,960

Net Change in Fund

\$ 7,037	\$ (29,412)	\$ (2,487,950)	\$ (3,750)	\$ -	\$ -	\$ -
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ARPA Funds

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
Expenditures							
Project Expenditures							
Capital Projects	119,343	891,256	208,000	154,626	0	0	0
Maint Projects	2,519	74,213	9,645	551	0	0	0
Total Project Expenditures	<u>\$ 121,862</u>	<u>\$ 965,470</u>	<u>\$ 217,645</u>	<u>\$ 155,177</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Revenues							
Federal Grant Funds	1,868,118	0	0	0	0	0	0
Total Revenues	<u>\$ 1,868,118</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Operating Transfers							
Transfers Out to Wastewater Fund	239,274	759,751	835,090	85,838	101,190	101,190	101,190
Transfers Out to CIP	0	0	49,390	100,934	0	0	0
Total Operating Transfers	<u>\$ 239,274</u>	<u>\$ 759,751</u>	<u>\$ 884,480</u>	<u>\$ 186,772</u>	<u>\$ 101,190</u>	<u>\$ 101,190</u>	<u>\$ 101,190</u>
Net Effect on Fund	<u>\$ (1,506,982)</u>	<u>\$ 1,725,220</u>	<u>\$ 1,102,125</u>	<u>\$ 341,949</u>	<u>\$ 101,190</u>	<u>\$ 101,190</u>	<u>\$ 101,190</u>

CDBG Grants Fund

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
Expenditures							
Project Expenditures							
Street Project	5,000	61,329	491,000	304,207	750,000	750,000	750,000
Total Project Expenditures	\$ 5,000	\$ 61,329	\$ 491,000	\$ 304,207	\$ 750,000	\$ 750,000	\$ 750,000
Revenues							
Street Project	0	2,250	376,000	363,017	750,000	750,000	750,000
Total Revenues	\$ -	\$ 2,250	\$ 376,000	\$ 363,017	\$ 750,000	\$ 750,000	\$ 750,000
Operating Transfers							
Transfers In from Fed Grants Fund	0	0	(169,000)	0	0	0	0
Total Operating Transfers	\$ -	\$ -	\$ (169,000)	\$ -	\$ -	\$ -	\$ -
Net Effect on Fund	\$ 5,000	\$ 59,079	\$ (54,000)	\$ (58,810)	\$ -	\$ -	\$ -

Housing Fund

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
Home Grant Funds							
<i>Expenditures</i>							
Project Expenditures	0	0	123,600	0	123,625	123,625	123,625
Net Project Expenditures	\$ -	\$ -	\$ 123,600	\$ -	\$ 123,625	\$ 123,625	\$ 123,625
<i>Revenues</i>							
Interest	53	53	50	8	60	60	60
Total Departmental Revenues	\$ 53	\$ 53	\$ 50	\$ 8	\$ 60	\$ 60	\$ 60
Current Year Net Use	\$ (53)	\$ (53)	\$ 123,550	\$ (8)	\$ 123,565	\$ 123,565	\$ 123,565
Program Balance							
Beginning Program Balance	\$ 123,508	\$ 123,560	\$ 123,603	\$ 123,613	\$ 123,621	\$ 123,621	\$ 123,621
Ending Program Balance	\$ 123,561	\$ 123,613	\$ 53	\$ 123,621	\$ 56	\$ 56	\$ 56
Affordable Housing Funds							
<i>Operating Transfers</i>							
Op Transfer in from GF	0	(150,000)	0	0	0	0	0
Op Transfer Out to GF	0	0	0	0	0	0	0
Net Operating Transfers	\$ -	\$ (150,000)	\$ -	\$ -	\$ -	\$ -	\$ -
Current Year Net Use	\$ -	\$ (150,000)	\$ -	\$ -	\$ -	\$ -	\$ -
Program Balance							
Beginning Program Balance	\$ -	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Ending Program Balance	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Net Effect on Fund	\$ (53)	\$ (150,053)	\$ 123,550	\$ (8)	\$ 123,565	\$ 123,565	\$ 123,565

911 Fund

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
Expenditures							
Project Expenditures							
911 Expenditures	0	0	1,361	0	1,361	1,361	1,361
Total Project Expenditures	\$ -	\$ -	\$ 1,361	\$ -	\$ 1,361	\$ 1,361	\$ 1,361
Net Effect on 911 Fund							
	\$ -	\$ -	\$ 1,361	\$ -	\$ 1,361	\$ 1,361	\$ 1,361
Prior Year Ending Fund Balance	\$ 1,361	\$ 1,361	\$ 1,361	\$ 1,361	\$ 1,361	\$ 1,361	\$ 1,361
Estimated Ending Fund Balance	\$ 1,361	\$ 1,361	\$ -	\$ 1,361	\$ -	\$ -	\$ -

Restricted Use Fund

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
CVMO Safety Equipment Program							
Fee Revenue	1,823	13,393	4,500	16,774	15,000	15,000	15,000
Expenses	0	0	32,950	0	57,825	57,825	57,825
Current Year Net Use	\$ (1,823)	\$ (13,393)	\$ 28,450	\$ (16,774)	\$ 42,825	\$ 42,825	\$ 42,825
Program Balance							
Beginning Program Balance	21,975	23,798	35,089	33,594	50,368	50,368	50,368
Ending Program Balance	\$ 23,798	\$ 37,191	\$ 6,639	\$ 50,368	\$ 7,543	\$ 7,543	\$ 7,543
Code Enforcement Safety Equipment Program							
Fee Revenue	3	17	5	21	15	15	15
Expenses	0	0	620	0	660	660	660
Current Year Net Use	\$ (3)	\$ (17)	\$ 615	\$ (21)	\$ 645	\$ 645	\$ 645
Program Balance							
Beginning Program Balance	610	613	626	630	651	651	651
Ending Program Balance	\$ 613	\$ 630	\$ 11	\$ 651	\$ 6	\$ 6	\$ 6
Legal Defense							
Interest & Rebates	110,194	84,516	137,755	236,031	20,000	20,000	20,000
Expenses	29,494	86,060	467,700	11,056	606,970	606,970	606,970
Current Year Net Use	\$ (80,700)	\$ 1,544	\$ 329,945	\$ (224,975)	\$ 586,970	\$ 586,970	\$ 586,970
Program Balance							
Beginning Program Balance	282,194	362,894	333,323	361,999	586,974	586,974	586,974
Ending Program Balance	\$362,894	\$361,350	\$3,378	\$586,974	\$4	\$4	\$4

Restricted Use Fund (Cont'd)

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
Volunteers in Police Services							
Donations	100	0	250	0	100	100	100
Expenses	0	0	6,250	0	6,100	6,100	6,100
Current Year Net Use	\$ (100)	\$ -	\$ 6,000	\$ -	\$ 6,000	\$ 6,000	\$ 6,000
Program Balance							
Beginning Program Balance	5,903	6,003	6,003	6,003	6,003	6,003	6,003
Ending Program Balance	\$6,003	\$6,003	\$3	\$6,003	\$3	\$3	\$3
General CVMO							
Donations	4,048	9,270	10,000	0	10,000	10,000	10,000
Expenses	11,798	6,870	12,400	0	10,700	10,700	10,700
Current Year Net Use	\$ 7,750	\$ (2,400)	\$ 2,400	\$ -	\$ 700	\$ 700	\$ 700
Program Balance							
Beginning Program Balance	7,716	0	2,400	1,870	1,870	1,870	1,870
Ending Program Balance	\$ (34)	\$ 2,400	\$ -	\$ 1,870	\$ 1,170	\$ 1,170	\$ 1,170
Vehicle Impounds							
Fees	3,150	6,600	3,500	9,750	7,000	7,000	7,000
Expenses	9,277	0	8,300	0	49,350	49,350	49,350
Current Year Net Use	\$ 6,127	\$ (6,600)	\$ 4,800	\$ (9,750)	\$ 42,350	\$ 42,350	\$ 42,350
Program Balance							
Beginning Program Balance	6,127	0	4,800	35,000	44,750	44,750	44,750
Ending Program Balance	\$ 0	\$ 6,600	\$ -	\$ 44,750	\$ 2,400	\$ 2,400	\$ 2,400

Restricted Use Fund (Cont'd)

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
K-9							
Donations	0	0	0	0	0	0	0
Expenses	6,596	0	1,695	0	1,695	1,695	1,695
Current Year Net Use	\$ 6,596	\$ -	\$ 1,695	\$ -	\$ 1,695	\$ 1,695	\$ 1,695
Program Balance							
Beginning Program Balance	8,294	1,698	1,698	1,698	1,698	1,698	1,698
Ending Program Balance	\$ 1,698	\$ 1,698	\$ 3	\$ 1,698	\$ 3	\$ 3	\$ 3
Women in Law Enforcement							
Donations	3,945	0	0	0	0	0	0
Expenses	3,418	1,972	0	0	0	0	0
Current Year Net Use	\$ (527)	\$ 1,972	\$ -	\$ -	\$ -	\$ -	\$ -
Program Balance							
Beginning Program Balance	1,445	1,972	0	0	0	0	0
Ending Program Balance	\$ 1,972	\$ (0)	\$ -	\$ -	\$ -	\$ -	\$ -
National Night Out							
Donations	0	0	0	1,500	2,000	2,000	2,000
Expenses	0	0	0	2,667	3,500	3,500	3,500
Current Year Net Use	\$ -	\$ -	\$ -	\$ 1,167	\$ 1,500	\$ 1,500	\$ 1,500
Program Balance							
Beginning Program Balance	0	0	0	1,547	380	380	380
Ending Program Balance	\$ -	\$ -	\$ -	\$ 380	\$ (1,120)	\$ (1,120)	\$ (1,120)

Restricted Use Fund (Cont'd)

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
Santa Patches							
Donations	0	0	0	0	6,000	6,000	6,000
Expenses	0	0	0	0	6,700	6,700	6,700
Current Year Net Use	\$ -	\$ -	\$ -	\$ -	\$ 700	\$ 700	\$ 700
Program Balance							
Beginning Program Balance	0	0	0	713	713	713	713
Ending Program Balance	\$ -	\$ -	\$ -	\$ 713	\$ 13	\$ 13	\$ 13
Animal Shelter							
Donations	10	124	100	1,371	200	200	200
Expenses	0	0	210	0	1,675	1,675	1,675
Current Year Net Use	\$ (10)	\$ (124)	\$ 110	\$ (1,371)	\$ 1,475	\$ 1,475	\$ 1,475
Program Balance							
Beginning Program Balance	100	110	234	234	1,605	1,605	1,605
Ending Program Balance	\$ 110	\$ 234	\$ 124	\$ 1,605	\$ 130	\$ 130	\$ 130
General Library							
Donations	57,115	50,002	110,000	64,707	10,000	10,000	10,000
Expenditures	54,126	45,355	149,000	40,152	55,740	55,740	55,740
Current Year Net Use	\$ (2,989)	\$ (4,647)	\$ 39,000	\$ (24,555)	\$ 45,740	\$ 45,740	\$ 45,740
Program Balance							
Beginning Program Balance	23,654	26,643	33,279	25,703	50,258	50,258	50,258
Ending Program Balance	\$ 26,643	\$ 31,290	\$ (5,721)	\$ 50,258	\$ 4,518	\$ 4,518	\$ 4,518

Restricted Use Fund (Cont'd)

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
Economic Development							
Donations	11,896	16,575	10,000	5,000	10,000	10,000	10,000
Operating Trans In fm Gen Fund	0	0	86,086	34,613			
Operating Trans In fm Fed Grants	0		0	10,000			
Expenditures	9,787	11,358	112,086	9,004	63,985	63,985	63,985
Bldg Improvements	0	0	0	21,920			
Current Year Net Use	<u>\$ (2,110)</u>	<u>\$ (5,217)</u>	<u>\$ 16,000</u>	<u>\$ (18,689)</u>	<u>\$ 53,985</u>	<u>\$ 53,985</u>	<u>\$ 53,985</u>
Program Balance							
Beginning Program Balance	16,022	18,132	4,061	23,746	42,435	42,435	42,435
Ending Program Balance	<u>\$ 18,132</u>	<u>\$ 23,349</u>	<u>\$ (11,939)</u>	<u>\$ 42,435</u>	<u>\$ (11,550)</u>	<u>\$ (11,550)</u>	<u>\$ (11,550)</u>
Parks & Rec							
Donations	8,900	8,007	10,000	4,350	10,000	10,000	10,000
Operating Trans Out to GF	0	8,900	0	4,000	0	0	0
Expenditures	2,604	1,885	23,300		18,290	18,290	18,290
Current Year Net Use	<u>\$ (6,296)</u>	<u>\$ 2,779</u>	<u>\$ 13,300</u>	<u>\$ (350)</u>	<u>\$ 8,290</u>	<u>\$ 8,290</u>	<u>\$ 8,290</u>
Program Balance							
Beginning Program Balance	4,424	10,720	13,339	7,941	8,291	8,291	8,291
Ending Program Balance	<u>\$10,720</u>	<u>\$7,941</u>	<u>\$39</u>	<u>\$8,291</u>	<u>\$1</u>	<u>\$1</u>	<u>\$1</u>
Net Effect on Fund	<u>\$ (72,109)</u>	<u>\$ (26,104)</u>	<u>\$ 442,315</u>	<u>\$ (295,319)</u>	<u>\$ 792,875</u>	<u>\$ 792,875</u>	<u>\$ 792,875</u>



Chapter Seven

Other Funds



Town Debt

The Town of Camp Verde has twelve separate debt liabilities outstanding as of June 30th, 2024, which are detailed below. The first six below are maintained within the Town's Debt Fund. The following six notes are maintained within the Wastewater and Water Funds..

2009 Sanitary District IGA

The Town entered into an IGA with the Camp Verde Sanitary District in July of 2009. That IGA shows the Town's pledge to cover the debt payments of the Sanitary Districts WIFA loan, 910123-10. The debt payments are budgeted out of the Town's Debt Service Fund but the debt is not the Town's and is not included on the annual audit as such. It is included here to show actual upcoming obligations. The debt has a current balance of \$828,894 and will be retired in July of 2032.

Pledged Revenue & Revenue Refunding Obligation, series 2014

This pledged revenue issue is a private placement of tax-exempt bonds secured by excise tax and state shared revenues. The loan is through Chase bank and is serviced by US Bank. The \$4,904,000 issue went to finance the construction of a new library for \$3,441,804.65, refinance the Marshal's Office GADA loan for \$1,372,950.00 and loan fees of \$89,245.35. This debt has a current balance of \$1,579,000 and will be retired in July of 2030.

Pledged Revenue Obligation, series 2017

This pledged revenue issue is a public offering of tax-exempt bonds secured by excise tax and state shared revenues. The loan is through BNY Mellon bank and is serviced by US Bank. The \$6,835,000 issue went to finance the construction of the new Camp Verde Sports Complex. This debt has a current balance of \$5,640,000 and will be retired in July of 2044.

Pledged Revenue Obligation, series 2020

This pledged revenue issue is a public offering of tax-exempt bonds secured by excise tax and state shared revenues. The loan is through US Bank. The \$6,835,000 issue went to finance further construction of the new Camp Verde Sports Complex and to re-finance the 2011 series debt for the Town public works yard. This debt has a current balance of \$2,822,000 and will be retired in August of 2035.

Town Debt (continued)

2022 PSPRS Unfunded Liability Funding

This pledged revenue issue is a public offering of tax-exempt bonds secured by excise tax and state shared revenues. The loan is through Zions Bank and serviced by US Bank. The \$3,015,000 issue went to fund the unfunded PSPRS balance of Approximately \$2.5 million with nearly \$413 thousand deposited into an investment account to cover any future shortages that occur with the PSPRS liability. This debt has a current balance of \$2,485,000 and will be retired in August of 2035.

Enterprise Equipment Lease Plan

In August of 2018, the Town entered into an equity lease agreement with Enterprise Fleet Management to finance future automobile leases. Each vehicle lease has its own term, typically 5-years, and payment structure. At the end of fiscal year 2025, the Town had \$635,079 of outstanding lease debt for 25 vehicles. Currently, the last 3 vehicles would be fully paid-off in February of 2029. The Town also two vehicles leased through Enterprise but maintained within the Water and Wastewater Funds with an outstanding balance of \$161,075 at the end of fiscal year 2025 for 3 vehicles. The last of these vehicles would be paid off by August of 2029.

Enterprise Fund Debt

WIFA Loan, 910173-18 (Wastewater Fund)

This \$2,487,210.00 loan issued in April of 2018 is backed by wastewater fees. It also included a \$1 million forgivable principal component for a total of \$3,487,210 of funds to draw on. The loan will complete original plant specifications and add increased functionality as well as efficiencies including a solar power project. As of June 30, 2025, \$3,206,346 of the loan funds have been drawn down by the Town. This debt will be retired in July of 2042.

WIFA Loan, 710191-21 (Wastewater Fund)

This \$1,200,000.00 loan issued in January of 2021 is backed by wastewater fees. The loan is for the design and engineering of approximately 7 miles of sewer lines extending sewer services northward along Highway 260. As of June 30, 2025, \$1,078,676 of the loan funds have been drawn down by the Town. This debt was originally scheduled to mature in July of 2023, however, the Town was granted an extension for full payment in July of 2025. The Town is working to secure a second extension with WIFA to delay the principal repayment for nine months to April 1st, 2026. This will allow both WIFA and the Town to develop a refinanced engineering loan that would run another three years.

Enterprise Fund Debt (Continued)

WIFA Loan, 910220-25 (Wastewater Fund)

This \$800,000.00 loan issued in May of 2025 is backed by wastewater fees. This loan also has a forgivable principal component for \$400 thousand. The loan is for the purchase of a Shincchi sludge drying unit to resolve a Notice of Violation the Town has with its existing sludge drying beds. It will also facilitate an upgrade to the septage receiving facility. This debt has a current balance of \$400,000 and will be retired in July of 2044.

WIFA Loan, 920338-22 (Water Fund)

This \$10,175,000.00 loan issued in December of 2021 is backed by water fees. This loan also has forgivable principal component for \$900 thousand. The loan is for the purchase of a local water company within the Town of Camp Verde. The purchase of the water company was effective 5/31/22. This debt has a current balance of \$8,335,039 and will be retired in August of 2046.

Pledged Revenue Obligation, series 2024 (Water Fund)

This \$709,000.00 loan issued in October of 2024 is backed by water fees. This loan is providing the matching requirement for a \$2.3 million WIFA grant for the Town's current water main replacement project. The loan is for the purchase of new water meters. This debt has a current balance of \$709,000 and will be retired in August of 2034.

US Bank Equipment Lease (Water Fund)

This \$79,579.82 lease was issued in August of 2024 for the purchase of a HX30A Vacuum Excavator. This debt has a current balance of \$72,500 and will be retired in August of 2029.

Debt Limits

The Town of Camp Verde has just over \$26.1 million of debt & obligations at June 30th, 2024. \$3.7 million of that amount is held within the Wastewater Enterprise Fund and another \$8.4 million held within the Water Fund leaving \$14.0 million within the Town's governmental funds. Cities in Arizona are subject to a \$10 million debt limit on GO Bonds. None of the debt listed above is from GO Bonds and as such not subject to the legal debt limit. The Governmental Fund's debt service coverage ratio is 1.16.



DEBT SERVICE SUMMARY



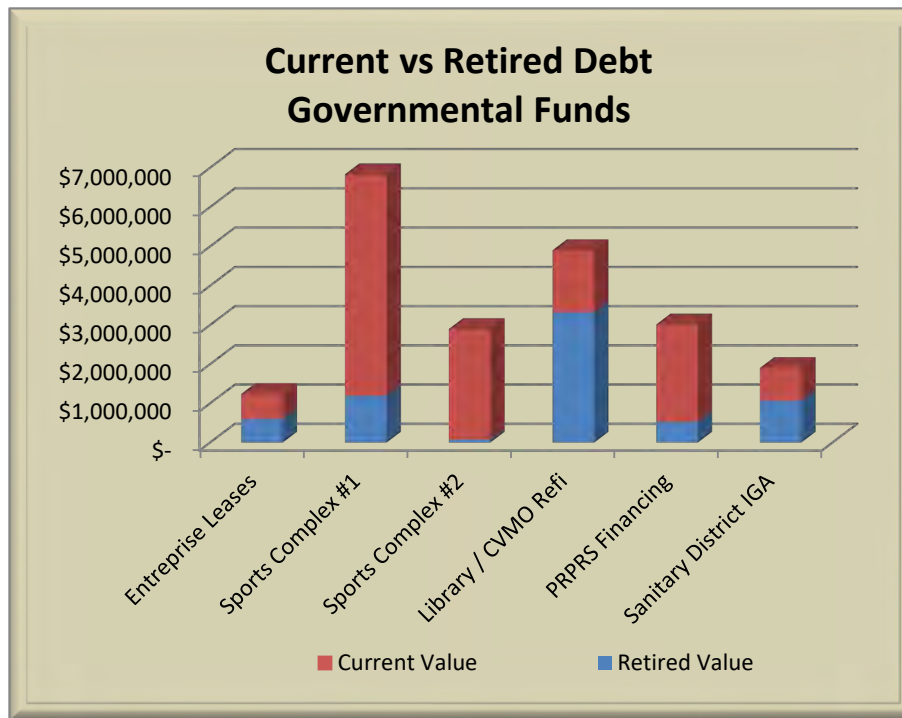
Funds

Debt Service

	2022-23	2023-24	2024-25		2025-26		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED
Expenditures							
Principal	\$ 1,120,901	\$ 1,237,966	\$ 1,141,085	\$ 1,099,469	\$ 1,242,065	\$ 1,242,065	\$ 1,242,065
Interest & Charges	\$ 548,971	\$ 563,271	\$ 495,175	\$ 509,159	\$ 481,950	\$ 481,950	\$ 481,950
Total Expenditures	\$ 1,669,872	\$ 1,801,238	\$ 1,636,260	\$ 1,608,628	\$ 1,724,015	\$ 1,724,015	\$ 1,724,015
Funding							
Transfers from General Fund	\$ 1,438,357	\$ 1,614,431	\$ 1,636,260	\$ 1,608,628	\$ 1,724,015	\$ 1,724,015	\$ 1,724,015
Other Financing Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers from HURF Fund	\$ 231,515	\$ 186,806	\$ -	\$ -	\$ -	\$ -	\$ -
Total Funding	\$ 1,669,872	\$ 1,801,237	\$ 1,636,260	\$ 1,608,628	\$ 1,724,015	\$ 1,724,015	\$ 1,724,015
Net Fund Balance	\$ (0)	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -

Debt Service Fund - Debt Summary

Debt	Original \$	Int. Rate	Budget	Maturity	FY26 Starting Balance
Entreprise Leases	\$1,239,816	Various	\$ 360,975	Rolling 5 years	\$ 635,079
Sports Complex #1	\$6,835,000	2% - 4%	\$ 382,750	7/1/2044	\$ 5,640,000
Sports Complex #2	\$2,897,000	2.96%	\$ 272,655	8/1/2035	\$ 2,822,000
Library / CVMO Refi	\$4,904,000	2.84%	\$ 287,865	7/1/2030	\$ 1,579,000
PRPRS Financing	\$3,015,000	2.77%	\$ 262,235	8/1/2035	\$ 2,485,000
Sanitary District IGA	\$1,902,000	3.34%	\$ 118,235	7/1/2032	\$ 828,894
Potential Equipment Lease	Est'd: \$200,000	4%	\$ 22,500	5 years	\$ -
Potential Pool Remodel Loan	Est'd: \$800,000	4%	\$ 16,800	Est'd at 15 yrs	\$ -
Total Debt Payments - \$ 1,724,015					\$ 13,989,973



**Debt Service
Coverage Ratio** 1.16
(NOI / Debt Service)

Debt per Resident \$ 1,120
(WorldPopulationReview.com)

Avg. Time to Maturity 9.0 yrs

Median Time to Maturity 8.5 yrs

Debt Service Fund

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
2020 Sports Complex							
Principal	20,000	20,000	20,000	20,000	191,000	191,000	191,000
Interest	85,011	84,419	83,830	83,827	80,705	80,705	80,705
Misc. Charges	950	1,075	1,075	950	950	950	950
Total Chase Loan Expenditures	\$ 105,961	\$ 105,494	\$ 104,905	\$ 104,777	\$ 272,655	\$ 272,655	\$ 272,655
2017 Sports Complex							
Principal	175,000	180,000	190,000	190,000	195,000	195,000	195,000
Interest	207,725	201,500	194,100	194,100	186,400	186,400	186,400
Misc. Charges	795	1,325	1,325	1,325	1,350	1,350	1,350
Total Chase Loan Expenditures	\$ 383,520	\$ 382,825	\$ 385,425	\$ 385,425	\$ 382,750	\$ 382,750	\$ 382,750
2022 PSPRS Funding							
Principal	155,000	185,000	190,000	190,000	195,000	195,000	195,000
Interest	75,105	76,660	71,470	71,466	66,135	66,135	66,135
Misc. Charges	1,000	1,000	1,100	1,000	1,100	1,100	1,100
Total Chase Loan Expenditures	\$ 231,105	\$ 262,660	\$ 262,570	\$ 262,466	\$ 262,235	\$ 262,235	\$ 262,235
2014 New Library							
Principal	378,000	392,000	400,000	400,000	245,000	245,000	245,000
Interest	72,704	61,770	50,525	50,524	41,365	41,365	41,365
Misc. Charges	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Total Chase Loan Expenditures	\$ 452,204	\$ 455,270	\$ 452,025	\$ 452,024	\$ 287,865	\$ 287,865	\$ 287,865

Debt Service Fund (Cont'd)

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
Sanitary District IGA							
Principal	83,462	86,248	89,130	89,127	92,105	92,105	92,105
Interest	34,916	32,083	29,160	29,156	26,130	26,130	26,130
Total Sanitary District Expenditures	\$ 118,378	\$ 118,331	\$ 118,290	\$ 118,283	\$ 118,235	\$ 118,235	\$ 118,235
Enterprise Lease Payments							
Principal	205,439	321,718	251,955	210,342	306,460	306,460	306,460
Interest	65,348	101,146	61,090	75,311	54,515	54,515	54,515
Total Lease Expenditures	\$ 270,787	\$ 422,865	\$ 313,045	\$ 285,653	\$ 360,975	\$ 360,975	\$ 360,975
2018 Equipment Lease Purchases (NB)							
Principal	104,000	53,000	0	0	0	0	0
Interest	3,917	793	0	0	0	0	0
Total Lease Expenditures	\$ 107,917	\$ 53,793	\$ -	\$ -	\$ -	\$ -	\$ -
Potential Equipment Lease Purchases							
Principal	0	0	0	0	17,500	17,500	17,500
Interest	0	0	0	0	5,000	5,000	5,000
Misc. Charges	0	0	0	0	0	0	0
Total Lease Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 22,500	\$ 22,500	\$ 22,500

Debt Service Fund (Cont'd)

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUEST	2025-26 MANAGER RECMN'D	2025-26 COUNCIL PROPOSED
Pool Renovations							
Principal	0	0	0	0	0	0	0
Interest	0	0	0	0	16,000	16,000	16,000
Misc. Charges	0	0	0	0	800	800	800
Total Lease Expenditures	\$ -	\$ -	\$ -	\$ -	\$ 16,800	\$ 16,800	\$ 16,800
Total Debt Expenditures	\$ 1,669,872	\$ 1,801,238	\$ 1,636,260	\$ 1,608,628	\$ 1,724,015	\$ 1,724,015	\$ 1,724,015
Operating Transfers							
Transfers In from GF	(1,438,357)	(1,614,431)	(1,636,260)	(1,608,628)	(1,724,015)	(1,724,015)	(1,724,015)
Transfers In from Park Fund	0	0	0	0	0	0	0
Transfers In from HURF	(231,515)	(186,806)	0	0	0	0	0
Total Operating Transfers	\$ (1,669,872)	\$ (1,801,237)	\$ (1,636,260)	\$ (1,608,628)	\$ (1,724,015)	\$ (1,724,015)	\$ (1,724,015)
Net Effect on Fund	\$ (0)	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -

Bond Debt Service - Sports Complex #1

TOWN OF CAMP VERDE, ARIZONA
Pledged Revenue Obligations, Series 2017

12/27/2017

Year	Period	Payment Dates	Principal	Coupon	Interest	Debt Service	Annual Debt Service
1	1	7/1/2018	155,000.00	2.000%	115,025.56	270,025.56	
1	2	1/1/2019			110,975.00	110,975.00	381,000.56
2	3	7/1/2019	160,000.00	2.000%	110,975.00	270,975.00	
2	4	1/1/2020			109,375.00	109,375.00	380,350.00
3	5	7/1/2020	165,000.00	2.000%	109,375.00	274,375.00	
3	6	1/1/2021			107,725.00	107,725.00	382,100.00
4	7	7/1/2021	170,000.00	3.000%	107,725.00	277,725.00	
4	8	1/1/2022			105,175.00	105,175.00	382,900.00
5	9	7/1/2022	175,000.00	3.000%	105,175.00	280,175.00	
5	10	1/1/2023			102,550.00	102,550.00	382,725.00
6	11	7/1/2023	180,000.00	4.000%	102,550.00	282,550.00	
6	12	1/1/2024			98,950.00	98,950.00	381,500.00
7	13	7/1/2024	190,000.00	4.000%	98,950.00	288,950.00	
7	14	1/1/2025			95,150.00	95,150.00	384,100.00
8	15	7/1/2025	195,000.00	4.000%	95,150.00	290,150.00	
8	16	1/1/2026			91,250.00	91,250.00	381,400.00
9	17	7/1/2026	205,000.00	4.000%	91,250.00	296,250.00	
9	18	1/1/2027			87,150.00	87,150.00	383,400.00
10	19	7/1/2027	210,000.00	4.000%	87,150.00	297,150.00	
10	20	1/1/2028			82,950.00	82,950.00	380,100.00
11	21	7/1/2028	220,000.00	4.000%	82,950.00	302,950.00	
11	22	1/1/2029			78,550.00	78,550.00	381,500.00
12	23	7/1/2029	230,000.00	4.000%	78,550.00	308,550.00	
12	24	1/1/2030			73,950.00	73,950.00	382,500.00
13	25	7/1/2030	240,000.00	4.000%	73,950.00	313,950.00	
13	26	1/1/2031			69,150.00	69,150.00	383,100.00
14	27	7/1/2031	250,000.00	4.000%	69,150.00	319,150.00	
14	28	1/1/2032			64,150.00	64,150.00	383,300.00
15	29	7/1/2032	260,000.00	4.000%	64,150.00	324,150.00	
15	30	1/1/2033			58,950.00	58,950.00	383,100.00
16	31	7/1/2033	270,000.00	3.000%	58,950.00	328,950.00	
16	32	1/1/2034			54,900.00	54,900.00	383,850.00
17	33	7/1/2034	275,000.00	3.000%	54,900.00	329,900.00	
17	34	1/1/2035			50,775.00	50,775.00	380,675.00
18	35	7/1/2035	285,000.00	3.000%	50,775.00	335,775.00	
18	36	1/1/2036			46,500.00	46,500.00	382,275.00
19	37	7/1/2036	295,000.00	3.000%	46,500.00	341,500.00	
19	38	1/1/2037			42,075.00	42,075.00	383,575.00
20	39	7/1/2037	305,000.00	3.000%	42,075.00	347,075.00	
20	40	1/1/2038			37,500.00	37,500.00	384,575.00
21	41	7/1/2038	310,000.00	3.125%	37,500.00	347,500.00	
21	42	1/1/2039			32,656.25	32,656.25	380,156.25
22	43	7/1/2039	320,000.00	3.125%	32,656.25	352,656.25	
22	44	1/1/2040			27,656.25	27,656.25	380,312.50
23	45	7/1/2040	330,000.00	3.125%	27,656.25	357,656.25	
23	46	1/1/2041			22,500.00	22,500.00	380,156.25
24	47	7/1/2041	345,000.00	3.125%	22,500.00	367,500.00	
24	48	1/1/2042			17,109.38	17,109.38	384,609.38
25	49	7/1/2042	355,000.00	3.125%	17,109.38	372,109.38	
25	50	1/1/2043			11,562.50	11,562.50	383,671.88
26	51	7/1/2043	365,000.00	3.125%	11,562.50	376,562.50	
26	52	1/1/2044			5,859.38	5,859.38	382,421.88
27	53	7/1/2044	375,000.00	3.125%	5,859.38	380,859.38	380,859.38

6,835,000.00

3,485,213.08

10,320,213.08

10,320,213.08

Prepared by Stifel

Bond Debt Service - Sports Complex #2

TOWN OF CAMP VERDE, ARIZONA
Pledged Revenue & Revenue Refunding Obligation, Series 2020

7/1/2020

Payment Dates	Principal	Interest	Debt Service	Annual Debt Service
2/1/2021		46,686.77	46,686.77	46,686.77
8/1/2021	15,000.00	42,875.60	57,875.60	
2/1/2022		42,653.60	42,653.60	100,529.20
8/1/2022	20,000.00	42,653.60	62,653.60	
2/1/2023		42,357.60	42,357.60	105,011.20
8/1/2023	20,000.00	42,357.60	62,357.60	
2/1/2024		42,061.60	42,061.60	104,419.20
8/1/2024	20,000.00	42,061.60	62,061.60	
2/1/2025		41,765.60	41,765.60	103,827.20
8/1/2025	191,000.00	41,765.60	232,765.60	
2/1/2026		38,938.80	38,938.80	271,704.40
8/1/2026	194,000.00	38,938.80	232,938.80	
2/1/2027		36,067.60	36,067.60	269,006.40
8/1/2027	201,000.00	36,067.60	237,067.60	
2/1/2028		33,092.80	33,092.80	270,160.40
8/1/2028	207,000.00	33,092.80	240,092.80	
2/1/2029		30,029.20	30,029.20	270,122.00
8/1/2029	213,000.00	30,029.20	243,029.20	
2/1/2030		26,876.80	26,876.80	269,906.00
8/1/2030	218,000.00	26,876.80	244,876.80	
2/1/2031		23,650.40	23,650.40	268,527.20
8/1/2031	290,000.00	23,650.40	313,650.40	
2/1/2032		19,358.40	19,358.40	333,008.80
8/1/2032	313,000.00	19,358.40	332,358.40	
2/1/2033		14,726.00	14,726.00	347,084.40
8/1/2033	323,000.00	14,726.00	337,726.00	
2/1/2034		9,945.60	9,945.60	347,671.60
8/1/2034	331,000.00	9,945.60	340,945.60	
2/1/2035		5,046.80	5,046.80	345,992.40
8/1/2035	341,000.00	5,046.80	346,046.80	
	2,897,000.00	902,703.97	3,799,703.97	3,799,703.97

Prepared by US Bank

Bond Debt Service - PSPRS Funding

TOWN OF CAMP VERDE, ARIZONA
Pledged Revenue Obligations, Series 2022

2/28/2022

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
2/28/2022					
8/1/2022	155,000.00	2.770%	35,494.09	190,494.09	
2/1/2023			39,611.00	39,611.00	230,105.09
8/1/2023	185,000.00	2.770%	39,611.00	224,611.00	
2/1/2024			37,048.75	37,048.75	261,659.75
8/1/2024	190,000.00	2.770%	37,048.75	227,048.75	
2/1/2025			34,417.25	34,417.25	261,466.00
8/1/2025	195,000.00	2.770%	34,417.25	229,417.25	
2/1/2026			31,716.50	31,716.50	261,133.75
8/1/2026	200,000.00	2.770%	31,716.50	231,716.50	
2/1/2027			28,946.50	28,946.50	260,663.00
8/1/2027	205,000.00	2.770%	28,946.50	233,946.50	
2/1/2028			26,107.25	26,107.25	260,053.75
8/1/2028	215,000.00	2.770%	26,107.25	241,107.25	
2/1/2029			23,129.50	23,129.50	264,236.75
8/1/2029	220,000.00	2.770%	23,129.50	243,129.50	
2/1/2030			20,082.50	20,082.50	263,212.00
8/1/2030	225,000.00	2.770%	20,082.50	245,082.50	
2/1/2031			16,966.25	16,966.25	262,048.75
8/1/2031	230,000.00	2.770%	16,966.25	246,966.25	
2/1/2032			13,780.75	13,780.75	260,747.00
8/1/2032	240,000.00	2.770%	13,780.75	253,780.75	
2/1/2033			10,456.75	10,456.75	264,237.50
8/1/2033	245,000.00	2.770%	10,456.75	255,456.75	
2/1/2034			7,063.50	7,063.50	262,520.25
8/1/2034	250,000.00	2.770%	7,063.50	257,063.50	
2/1/2035			3,601.00	3,601.00	260,664.50
8/1/2035	260,000.00	2.770%	3,601.00	263,601.00	263,601.00
	3,015,000.00		621,349.09	3,636,349.09	3,636,349.09

Prepared by Stifel Nicholas

Chase Bank Loan

DEBT SERVICE SCHEDULE

Pledged Revenue and Revenue Refunding Obligation, Series 2014 (Private Placement)

Interest Rate: 2.84%

Year	Period	Payment Dates	Principal	Annual Interest Payment	Debt Service	Annual Total Repayment
1	2	7/1/2015	\$ 93,000.00	\$ 99,425.88	\$ 192,425.88	\$ 260,742.08
2	3	1/1/2016		\$ 68,316.20	\$ 68,316.20	
2	4	7/1/2016	\$ 320,000.00	\$ 68,316.20	\$ 388,316.20	\$ 452,088.40
3	5	1/1/2017		\$ 63,772.20	\$ 63,772.20	
3	6	7/1/2017	\$ 329,000.00	\$ 63,772.20	\$ 392,772.20	\$ 451,872.60
4	7	1/1/2018		\$ 59,100.40	\$ 59,100.40	
4	8	7/1/2018	\$ 337,000.00	\$ 59,100.40	\$ 396,100.40	\$ 450,415.40
5	9	1/1/2019		\$ 54,315.00	\$ 54,315.00	
5	10	7/1/2019	\$ 346,000.00	\$ 54,315.00	\$ 400,315.00	\$ 449,716.80
6	11	1/1/2020		\$ 49,401.80	\$ 49,401.80	
6	12	7/1/2020	\$ 360,000.00	\$ 49,401.80	\$ 409,401.80	\$ 453,691.60
7	13	1/1/2021		\$ 44,289.80	\$ 44,289.80	
7	14	7/1/2021	\$ 370,000.00	\$ 44,289.80	\$ 414,289.80	\$ 453,325.60
8	15	1/1/2022		\$ 39,035.80	\$ 39,035.80	
8	16	7/1/2022	\$ 378,000.00	\$ 39,035.80	\$ 417,035.80	\$ 450,704.00
9	17	1/1/2023		\$ 33,668.20	\$ 33,668.20	
9	18	7/1/2023	\$ 392,000.00	\$ 33,668.20	\$ 425,668.20	\$ 453,770.00
10	19	1/1/2024		\$ 28,101.80	\$ 28,101.80	
10	20	7/1/2024	\$ 400,000.00	\$ 28,101.80	\$ 428,101.80	\$ 450,523.60
11	21	1/1/2025		\$ 22,421.80	\$ 22,421.80	
11	22	7/1/2025	\$ 245,000.00	\$ 22,421.80	\$ 267,421.80	\$ 286,364.60
12	23	1/1/2026		\$ 18,942.80	\$ 18,942.80	
11	22	7/1/2026	\$ 252,000.00	\$ 18,942.80	\$ 270,942.80	\$ 286,307.20
12	23	1/1/2027		\$ 15,364.40	\$ 15,364.40	
11	22	7/1/2027	\$ 259,000.00	\$ 15,364.40	\$ 274,364.40	\$ 286,051.00
12	23	1/1/2028		\$ 11,686.60	\$ 11,686.60	
11	22	7/1/2028	\$ 267,000.00	\$ 11,686.60	\$ 278,686.60	\$ 286,581.80
12	23	1/1/2029		\$ 7,895.20	\$ 7,895.20	
11	22	7/1/2029	\$ 274,000.00	\$ 7,895.20	\$ 281,895.20	\$ 285,899.60
12	23	1/1/2030		\$ 4,004.40	\$ 4,004.40	
11	22	7/1/2030	\$ 282,000.00	\$ 4,004.40	\$ 286,004.40	\$ 286,004.40
			<u>\$ 4,904,000.00</u>	<u>\$ 1,140,058.68</u>	<u>\$ 6,044,058.68</u>	<u>\$ 6,044,058.68</u>

Per Second Purchase Agreement (10/1/14) with US Bank

Camp Verde Sanitary District IGA

Section 2: Loan Repayment Schedule Camp Verde Sanitary District 7/22/2009

Year	Period	Semi-Annual Payment Dates	Combined Interest and Fee Rate	Semi-Annual Combined Interest and Fee Payment	Annual Principal Repayment	Total Annual Payment
1	1	1/1/2010	3.338%	27,688.15		
1	2	7/1/2010	3.338%	31,744.38	56,282.02	115,714.55
2	3	1/1/2011	3.338%	30,805.03		
2	4	7/1/2011	3.338%	30,805.03	58,160.72	119,770.78
3	5	1/1/2012	3.338%	29,834.33		
3	6	7/1/2012	3.338%	29,834.33	60,102.12	119,770.78
4	7	1/1/2013	3.338%	28,831.22		
4	8	7/1/2013	3.338%	28,831.22	62,108.34	119,770.78
5	9	1/1/2014	3.338%	27,794.64		
5	10	7/1/2014	3.338%	27,794.64	64,181.50	119,770.78
6	11	1/1/2015	3.338%	26,723.45		
6	12	7/1/2015	3.338%	26,723.45	66,323.88	119,770.78
7	13	1/1/2016	3.338%	25,616.50		
7	14	7/1/2016	3.338%	25,616.50	68,537.78	119,770.78
8	15	1/1/2017	3.338%	24,472.61		
8	16	7/1/2017	3.338%	24,472.61	70,825.56	119,770.78
9	17	1/1/2018	3.338%	23,290.53		
9	18	7/1/2018	3.338%	23,290.53	73,189.72	119,770.78
10	19	1/1/2019	3.338%	22,068.99		
10	20	7/1/2019	3.338%	22,068.99	75,632.80	119,770.78
11	21	1/1/2020	3.338%	20,806.68		
11	22	7/1/2020	3.338%	20,806.68	78,157.42	119,770.78
12	23	1/1/2021	3.338%	19,502.24		
12	24	7/1/2021	3.338%	19,502.24	80,766.30	119,770.78
13	25	1/1/2022	3.338%	18,154.25		
13	26	7/1/2022	3.338%	18,154.25	83,462.28	119,770.78
14	27	1/1/2023	3.338%	16,761.26		
14	28	7/1/2023	3.338%	16,761.26	86,248.26	119,770.78
15	29	1/1/2024	3.338%	15,321.78		
15	30	7/1/2024	3.338%	15,321.78	89,127.22	119,770.78
16	31	1/1/2025	3.338%	13,834.25		
16	32	7/1/2025	3.338%	13,834.25	92,102.28	119,770.78
17	33	1/1/2026	3.338%	12,297.06		
17	34	7/1/2026	3.338%	12,297.06	95,176.66	119,770.78
18	35	1/1/2027	3.338%	10,708.55		
18	36	7/1/2027	3.338%	10,708.55	98,353.68	119,770.78
19	37	1/1/2028	3.338%	9,067.03		
19	38	7/1/2028	3.338%	9,067.03	101,636.72	119,770.78
20	39	1/1/2029	3.338%	7,370.72		
20	40	7/1/2029	3.338%	7,370.72	105,029.34	119,770.78
21	41	1/1/2030	3.338%	5,617.78		
21	42	7/1/2030	3.338%	5,617.78	108,535.22	119,770.78
22	43	1/1/2031	3.338%	3,806.32		
22	44	7/1/2031	3.338%	3,806.32	112,158.14	119,770.78
23	45	1/1/2032	3.338%	1,934.41		
23	46	7/1/2032	3.338%	1,934.41	115,902.04	119,770.86
				848,671.79	1,902,000.00	2,750,671.79



ENTERPRISE FUND SUMMARY



Funds

Wastewater Fund ♦ Water Fund

	2022-23	2023-24	2024-25		2025-26		
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED
Expenditures							
Wages & Related	\$ 1,195,670	\$ 1,340,097	\$ 1,466,435	\$ 1,133,944	\$ 1,550,410	\$ 1,573,365	\$ 1,573,365
Operating Expenditures	\$ 1,385,583	\$ 1,484,277	\$ 1,588,840	\$ 1,148,026	\$ 1,924,295	\$ 1,606,795	\$ 1,606,795
Equipment/Capital Expenditures	\$ -	\$ 82,884	\$ 24,188,790	\$ 968,685	\$ 7,979,885	\$ 8,319,885	\$ 8,319,885
Depreciation, Debt, Other	\$ 1,373,638	\$ 1,388,302	\$ 2,548,800	\$ 563,625	\$ 2,383,260	\$ 2,383,260	\$ 2,383,260
Total Expenditures	\$ 3,954,891	\$ 4,295,559	\$ 29,792,865	\$ 3,814,280	\$ 13,837,850	\$ 13,883,305	\$ 13,883,305
Revenues							
Monthly User Fees	\$ 2,878,544	\$ 3,150,270	\$ 3,704,000	\$ 2,766,141	\$ 4,443,840	\$ 4,443,840	\$ 4,443,840
Other Revenues	\$ 782,927	\$ 570,205	\$ 887,300	\$ 738,158	\$ 740,000	\$ 740,000	\$ 740,000
Grant Funds	\$ -	\$ -	\$ -	\$ 72,210	\$ 5,433,700	\$ 5,433,700	\$ 5,433,700
Debt Funds	\$ -	\$ -	\$ 8,480,000	\$ 172,411	\$ 2,351,185	\$ 2,351,185	\$ 2,351,185
Operating Transfers (Net)	\$ 312,201	\$ 759,751	\$ 15,508,790	\$ 85,838	\$ 101,190	\$ 101,190	\$ 101,190
Net Dec/(Inc) in Fund Balances	\$ (18,781)	\$ (184,666)	\$ 1,212,775	\$ (20,478)	\$ 767,935	\$ 813,390	\$ 813,390

WASTEWATER

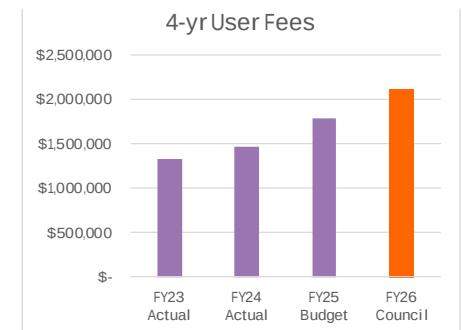
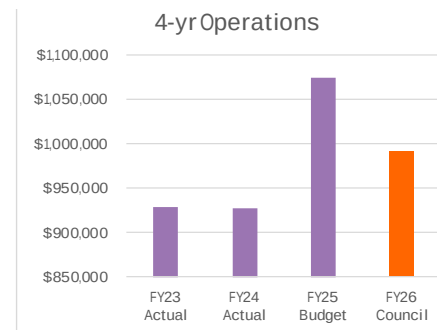
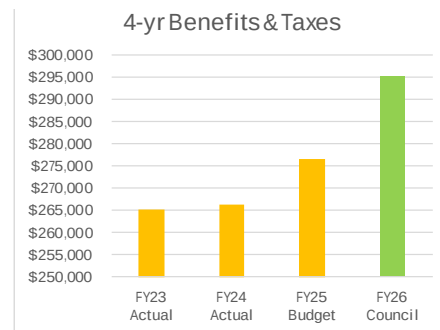
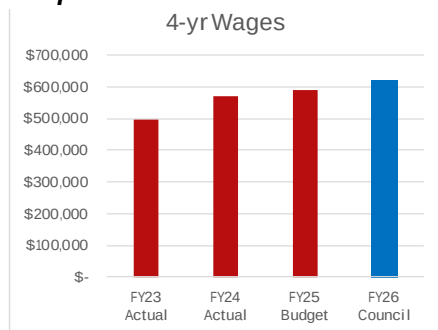
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 497,268	\$ 571,241	\$ 588,895	\$ 468,091	79%	\$ 607,935	\$ 618,850	\$ 618,850	5%	\$ 29,955
Taxes & Benefits	\$ 265,156	\$ 266,331	\$ 276,510	\$ 208,503	75%	\$ 292,705	\$ 295,105	\$ 295,105	7%	\$ 18,595
Operations	\$ 928,641	\$ 927,784	\$ 1,074,260	\$ 797,584	74%	\$ 1,226,420	\$ 991,170	\$ 991,170	-8%	\$ (83,090)
Capital	\$ -	\$ 82,884	\$11,233,790	\$ 216,059	2%	\$ 2,217,305	\$ 2,557,305	\$ 2,557,305	-77%	\$ (8,676,485)
Depreciation & Debt	\$ 977,573	\$ 966,403	\$ 1,411,125	\$ 118,296	8%	\$ 1,419,100	\$ 1,419,100	\$ 1,419,100	1%	\$ 7,975
Net Expenses	\$ 2,668,639	\$ 2,814,643	\$14,584,580	\$ 1,808,533	12%	\$ 5,763,465	\$ 5,881,530	\$ 5,881,530	-60%	\$ (8,703,050)
REVENUES										\$ -
Monthly User Fees	\$ 1,327,719	\$ 1,471,949	\$ 1,782,000	\$ 1,280,925	72%	\$ 2,119,260	\$ 2,119,260	\$ 2,119,260	19%	\$ 337,260
Other Revenues	\$ 672,901	\$ 517,178	\$ 575,000	\$ 537,265	93%	\$ 430,000	\$ 430,000	\$ 430,000	-25%	\$ (145,000)
Grant Funds	\$ -	\$ -	\$ -	\$ -		\$ 898,700	\$ 898,700	\$ 898,700		
Debt Funds	\$ -	\$ -	\$ 2,750,000	\$ -		\$ 1,273,605	\$ 1,273,605	\$ 1,273,605	-54%	\$ (1,476,395)
Operating Transfers In	\$ 312,201	\$ 759,751	\$ 8,283,790	\$ 85,838	1%	\$ 101,190	\$ 101,190	\$ 101,190	-99%	\$ (8,182,600)
Net Revenues & Transfers	2,312,822	2,748,877	13,390,790	1,904,028	14%	4,822,755	4,822,755	4,822,755	-64%	\$ (8,568,035)
Total Fund Cost	355,817	65,766	1,193,790	(95,495)	-8%	940,710	1,058,775	1,058,775	-11%	\$ (135,015)

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	8.3	9.9	10.0		10.0	10.0	10.0
FT Positions	10	13	13	13	13	13	13
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs





Wastewater Department

395 S. Main St. - (928) 554-0850

Mission

The Wastewater Division's mission is to protect public health and the environment for our community by collecting, transporting, recycling, and treating wastewater in a safe, dependable, effective, and environmentally responsible manner, while providing excellent service to our customers.

FY25 Highlights

- ❖ 4 Operators went to TRI STATE for the second time. Received 19-21 PDHs.
- ❖ Maintained the plant and collection system to ensure safe and efficient operations A+ output.
- ❖ Refurbished six(6) existing manholes.
- ❖ Scanned an additional 100 existing manholes.
- ❖ Had new blower building set on concrete pad, poured by the Wastewater staff. Finished electrical, mechanical and insulation. Working on air piping for the northside of plant.
- ❖ Water Works Engineers completed the Wastewater Master Plan which included: a new sewer system capacity model, plan upgrades for a septage hauling station, upgraded SCADA control, and updated our 10-year Capital Projects Program.



The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25 / Dec</u>
Sewer connections	1,166	1225	1381
Annual processed sewage (in millions of gallons)	95	100.8	110.9
Miles of Sewer Pipe	23.93	23.93	23.98
Tons of BOD removed (Biochemical Oxygen Demand)	120.4	128.9	137.9
Tons of ammonia removed	18.0	19.0	20.3

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Install lift station at Sports Complex.
 - o **Status:** 100% materials ordered. Installation in progress.
- ❖ Finalize design and construction of the Sincceci Sludge Drying Unit and Septage Hauling Station.
 - o **Status:** Septage Hauling Station design in progress.
- ❖ Update wastewater capacity fees for new developments.
 - o **Status:** Complete.
- ❖ Plan for a equalization basin.
 - o **Status:** 90% complete. Engineering in process.
- ❖ Increase the operation of vac truck and camera van by 40%
 - o **Status:** 25% complete.
- ❖ Finish ARPA project at Dickison Circle.
 - o **Status:** Complete.
- ❖ Continue to get PDHs for all certified operators
 - o **Status:** Complete.
- ❖ Refurbish another 5 - 6 existing manholes.
 - o **Status:** Complete.
- ❖ Scan an additional 100 - 300 existing manholes.
 - o **Status:** Complete.
- ❖ Start Wastewater Master Plan.
 - o **Status:** 95% complete.
- ❖ Obtain easements for the Highway 260 Sewer Main Expansion Project and start construction.
 - o **Status:** Obtaining easements 50% complete. Plans are 100% complete.

Long-term (3-5 years)

- ❖ Document Capital Improvement Program.
 - o **Status:** Started.

Goals for the Future

Short-term (1-2 years)

- ❖ Start design for the Black Bridge Sewer Main Extension Project.
 - o **Status:** Design to start within this budget year and construction as Town obtains funding.
- ❖ Expand sewer service areas within the original Improvement District.
 - o **Status:** Started.
- ❖ Document Capital Improvement Program.
 - o **Status:** Started.

Long-term (3-5 years)

- ❖ Plan for a wastewater equalization basin.
 - o **Status:** Schedule Engineering process.
- ❖ Start design of Salt Mine Rd Sewer Main extension.
 - o **Status:** Start discussions with engineering team(s) for design start-up.

Wastewater Fund User Fees

5-Year Projection

	FY26	FY27	FY28	FY29	FY30
February Billing	\$ 161,904	\$ 193,443	\$ 203,231	\$ 213,515	\$ 224,318
Jul - Dec	\$ 971,424	\$ 1,160,657	\$ 1,219,387	\$ 1,281,088	\$ 1,345,911
Jan % incr	16.0%	2.0%	2.0%	2.0%	2.0%
FY25 2nd half est:	\$ 1,126,852	\$ 1,183,871	\$ 1,243,774	\$ 1,306,709	\$ 1,372,829
FY25 Total Rate est:	\$ 2,098,276	\$ 2,344,528	\$ 2,463,161	\$ 2,587,797	\$ 2,718,740
Growth %:	2.0%	3.0%	2.0%	2.5%	3.0%
Total w/Growth:	\$ 2,119,259	\$ 2,379,696	\$ 2,487,793	\$ 2,620,144	\$ 2,759,521
	Actual	Estimated			

Wastewater Fund Debt

5-Year Projection

ACCOUNT TITLE	FY26 Budget	FY27 Budget	FY28 Budget	FY29 Budget	FY30 Budget
New Debt					
Dickson Erosion Repair	\$ 651,605 (4.0%, 10 yrs)				
Debt Service	\$ 8,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000
Sludge Drying Beds	\$ 300,000 (3.5%, 20 yrs)				
Debt Service	\$ 4,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
Trackloader	\$ 122,000 (5.0%, 5 years)				
Debt Service	\$ 14,000	\$ 28,000	\$ 28,000	\$ 28,000	\$ 28,000
WIFA Hwy 260 Refinance	\$ 1,078,000 (4.0%, 10 yrs)				
Debt Service	\$ 133,000	\$ 133,000	\$ 133,000	\$ 133,000	\$ 133,000
2018 WIFA Final Draw	\$ 250,000				
Debt Service	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Black Bridge Sewer Eng.	\$ 200,000 (1.0%, 1 yr)	\$ (200,000)			
Debt Service	\$ -	\$ 2,000	\$ -	\$ -	\$ -
Black Bridge Sewer Const.		\$ 1,700,000 (4.0%, 25 years)			
Debt Service	\$ -	\$ 30,000	\$ 103,000	\$ 103,000	\$ 103,000
Equipment Leases		\$ 150,000 (5.0%, 5 years)	\$ 224,000 (5.0%, 5 years)		
Debt Service	\$ -	\$ 17,500	\$ 61,000	\$ 87,000	\$ 87,000
Equalization Basin Eng.				\$ 100,000 (1.0%, 1 yr)	\$ (100,000)
Debt Service	\$ -	\$ 2,000	\$ -	\$ -	\$ 1,000
Equalization Basin Const.					\$ 800,000 (4.0%, 20 yrs)
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Total New Debt Service	\$ 179,000	\$ 333,500	\$ 446,000	\$ 472,000	\$ 483,000

Current Debt**2018 WIFA Plant Loan**

	\$ 1,980,570	\$ 1,889,560	\$ 1,796,565	\$ 1,701,540	\$ 1,604,440
Principal	91,010	92,995	95,025	97,100	99,220
Interest	42,245	40,235	38,185	36,085	33,945
Total	\$ 133,255	\$ 133,230	\$ 133,210	\$ 133,185	\$ 133,165

WIFA Engineering

	\$ -	\$ -	\$ -	\$ -	\$ -
Principal	1,000	0	0	0	0
Interest	1,000	0	0	0	0
Total	\$ 2,000	\$ -	\$ -	\$ -	\$ -

Enterprise Lease Payments

	\$ 12,045	\$ 7,385	\$ 2,644	\$ -	\$ -
Principal	4,660	4,747	2,641	0	0
Interest	185	98	16	0	0
Total	\$ 4,845	\$ 4,845	\$ 2,657	\$ -	\$ -

TOTAL DEBT

	\$ 4,594,220				
Principal	96,670	97,742	97,666	97,100	99,220
Interest	43,430	40,333	38,201	36,085	33,945
New Debt Service	179,000	333,500	446,000	472,000	483,000
Total Debt Service	\$ 319,100	\$ 471,575	\$ 581,867	\$ 605,185	\$ 616,165

Wastewater Fund Cash Flow

5-Year Projection

	FY26		FY27		FY28		FY29		FY30
Operations									
<i>Revenues</i>		Grwth		Grwth		Grwth		Grwth	
User Fees	\$ 2,119,260	12%	\$ 2,379,696	5%	\$ 2,487,793	5%	\$ 2,620,144	5%	\$ 2,759,521
Other Operating Revenues	\$ 393,500	2%	\$ 401,370	2%	\$ 409,397	2%	\$ 417,585	2%	\$ 425,937
Total Revenues	<u>\$ 2,512,760</u>		<u>\$ 2,781,066</u>		<u>\$ 2,897,190</u>		<u>\$ 3,037,730</u>		<u>\$ 3,185,458</u>
<i>Expenses</i>		Grwth 1-time		Grwth 1-time		Grwth 1-time		Grwth 1-time	
Wages & ERE	\$ 913,955	5%	\$ 959,653	5%	\$ 1,007,635	5%	\$ 1,058,017	5%	\$ 1,110,918
Operating Exps	\$ 991,170	4%	\$ 1,030,817	4%	\$ 1,072,050	4%	\$ 1,114,932	4%	\$ 1,159,529
Total Operating Exps	<u>\$ 1,905,125</u>		<u>\$ 1,990,470</u>		<u>\$ 2,079,685</u>		<u>\$ 2,172,949</u>		<u>\$ 2,270,447</u>
Debt Service	<u>\$ 319,100</u>		<u>\$ 471,575</u>		<u>\$ 581,867</u>		<u>\$ 605,185</u>		<u>\$ 616,165</u>
Net Cash Flow from Ops	<u>\$ 288,535</u>		<u>\$ 319,021</u>		<u>\$ 235,638</u>		<u>\$ 259,596</u>		<u>\$ 298,846</u>
Other		Grwth 1-time		Grwth 1-time		Grwth 1-time		Grwth 1-time	
Connection Fees	\$ 35,000		\$ 35,000		\$ 35,000		\$ 35,000		\$ 35,000
Capital (Non-Debt)	\$ (385,000)		\$ -		\$ -		\$ -		\$ -
Other	\$ 102,690		\$ 102,690		\$ 102,690		\$ 102,690		\$ 102,690
Total Other	<u>\$ (247,310)</u>		<u>\$ 137,690</u>		<u>\$ 137,690</u>		<u>\$ 137,690</u>		<u>\$ 137,690</u>
TOTAL Net									
Annual General Reserve Change	<u>\$ 41,225</u>		<u>\$ 456,711</u>		<u>\$ 373,328</u>		<u>\$ 397,286</u>		<u>\$ 436,536</u>
Beginning General Reserve	\$ 1,500,000		\$ 1,541,225		\$ 1,997,936		\$ 2,371,264		\$ 2,768,550
Ending General Reserve	<u>\$ 1,541,225</u>		<u>\$ 1,997,936</u>		<u>\$ 2,371,264</u>		<u>\$ 2,768,550</u>		<u>\$ 3,205,086</u>

WIFA Wastewater Improvements/Completion

Section 2: Loan Repayment Schedule Town of Camp Verde 4/18/2018

Year	Period	Semi-Annual Payment Dates	Combined Interest and Fee Rate	Semi-Annual Combined Interest and Fee Payment	Annual Principal Repayment	Total Annual Payment
1	1	1/1/2018	2.183%	-		
1	2	7/1/2018	2.183%	10,708.34	-	10,708.34
2	3	1/1/2019	2.183%	27,147.90		
2	4	7/1/2019	2.183%	27,147.90	79,947.56	134,243.36
3	5	1/1/2020	2.183%	26,275.27		
3	6	7/1/2020	2.183%	26,275.27	81,692.82	134,243.36
4	7	1/1/2021	2.183%	25,383.59		
4	8	7/1/2021	2.183%	25,383.59	83,476.18	134,243.36
5	9	1/1/2022	2.183%	24,472.45		
5	10	7/1/2022	2.183%	24,472.45	85,298.46	134,243.36
6	11	1/1/2023	2.183%	23,541.41		
6	12	7/1/2023	2.183%	23,541.41	87,160.54	134,243.36
7	13	1/1/2024	2.183%	22,590.06		
7	14	7/1/2024	2.183%	22,590.06	89,063.24	134,243.36
8	15	1/1/2025	2.183%	21,617.93		
8	16	7/1/2025	2.183%	21,617.93	91,007.50	134,243.36
9	17	1/1/2026	2.183%	20,624.59		
9	18	7/1/2026	2.183%	20,624.59	92,994.18	134,243.36
10	19	1/1/2027	2.183%	19,609.55		
10	20	7/1/2027	2.183%	19,609.55	95,024.26	134,243.36
11	21	1/1/2028	2.183%	18,572.37		
11	22	7/1/2028	2.183%	18,572.37	97,098.62	134,243.36
12	23	1/1/2029	2.183%	17,512.54		
12	24	7/1/2029	2.183%	17,512.54	99,218.28	134,243.36
13	25	1/1/2030	2.183%	16,429.56		
13	26	7/1/2030	2.183%	16,429.56	101,384.24	134,243.36
14	27	1/1/2031	2.183%	15,322.96		
14	28	7/1/2031	2.183%	15,322.96	103,597.44	134,243.36
15	29	1/1/2032	2.183%	14,192.19		
15	30	7/1/2032	2.183%	14,192.19	105,858.98	134,243.36
16	31	1/1/2033	2.183%	13,036.74		
16	32	7/1/2033	2.183%	13,036.74	108,169.88	134,243.36
17	33	1/1/2034	2.183%	11,856.06		
17	34	7/1/2034	2.183%	11,856.06	110,531.24	134,243.36
18	35	1/1/2035	2.183%	10,649.62		
18	36	7/1/2035	2.183%	10,649.62	112,944.12	134,243.36
19	37	1/1/2036	2.183%	9,416.84		
19	38	7/1/2036	2.183%	9,416.84	115,409.68	134,243.36
20	39	1/1/2037	2.183%	8,157.14		
20	40	7/1/2037	2.183%	8,157.14	117,929.08	134,243.36
21	41	1/1/2038	2.183%	6,869.94		
21	42	7/1/2038	2.183%	6,869.94	120,503.48	134,243.36
22	43	1/1/2039	2.183%	5,554.64		
22	44	7/1/2039	2.183%	5,554.64	123,134.08	134,243.36
23	45	1/1/2040	2.183%	4,210.64		
23	46	7/1/2040	2.183%	4,210.64	125,822.08	134,243.36
24	47	1/1/2041	2.183%	2,837.29		
24	48	7/1/2041	2.183%	2,837.29	128,568.78	134,243.36
25	49	1/1/2042	2.183%	1,433.96		
25	50	7/1/2042	2.183%	1,433.96	131,375.28	134,243.20
				745,338.82	2,487,210.00	3,232,548.82

Loan Schedule

Borrower: Camp Verde, Town of
Loan Number: 710191-21

Print Date: 8/29/2023
Loan Amount: 1,200,000.00
Interest rate: 0.0000%
Administrative Fee: 1.0000%
Term: 3 Years

Ref Num	Due Date	Date Received	Beginning Balance	Principal Payment	DSR Payment	Interest Payment	Interest Rate %	Administrative Fees	Total Payment	Ending Balance
1	7/1/2021		0.00	0.00	0.00	0.00	0.0000	0.00	0.00	0.00
2	1/1/2022		0.00	0.00	0.00	0.00	0.0000	0.00	0.00	0.00
3	7/1/2022	7/1/2022	441,666.50	0.00	0.00	0.00	0.0000	196.30	196.30	441,666.50
4	1/1/2023	12/30/2022	441,666.50	0.00	0.00	0.00	0.0000	2,208.33	2,208.33	441,666.50
5	7/1/2023		941,198.60	1,000.00	0.00	0.00	0.0000	4,109.33	5,109.33	940,198.60
6	1/1/2024		940,198.60	0.00	0.00	0.00	0.0000	4,700.99	4,700.99	940,198.60
7	7/1/2024		940,198.60	1,000.00	0.00	0.00	0.0000	4,700.99	5,700.99	939,198.60
8	1/1/2025		939,198.60	0.00	0.00	0.00	0.0000	4,695.99	4,695.99	939,198.60
9	7/1/2025		939,198.60	939,198.60	0.00	0.00	0.0000	4,695.99	943,894.59	0.00
				941,198.60	0.00	0.00		25,307.92	966,506.52	

Section 2: Loan Repayment Schedule Town of Camp Verde TBD						
Year Period		Semi-Annual Payment Dates	Combined Interest and Fee Rate	Semi-Annual Combined Interest and Fee Payment	Annual Principal Repayment	Total Annual Payment
1	1	01/01/25	3.128%	0.00		
1	2	07/01/25	3.128%	3,648.75	14,694.22	18,342.97
2	3	01/01/26	3.128%	6,025.22		
2	4	07/01/26	3.128%	6,025.22	15,153.78	27,204.22
3	5	01/01/27	3.128%	5,788.25		
3	6	07/01/27	3.128%	5,788.25	15,627.72	27,204.22
4	7	01/01/28	3.128%	5,543.87		
4	8	07/01/28	3.128%	5,543.87	16,116.48	27,204.22
5	9	01/01/29	3.128%	5,291.85		
5	10	07/01/29	3.128%	5,291.85	16,620.52	27,204.22
6	11	01/01/30	3.128%	5,032.75		
6	12	07/01/30	3.128%	5,032.75	17,138.72	27,204.22
7	13	01/01/31	3.128%	4,764.70		
7	14	07/01/31	3.128%	4,764.70	17,674.82	27,204.22
8	15	01/01/32	3.128%	4,488.27		
8	16	07/01/32	3.128%	4,488.27	18,227.68	27,204.22
9	17	01/01/33	3.128%	4,203.19		
9	18	07/01/33	3.128%	4,203.19	18,797.84	27,204.22
10	19	01/01/34	3.128%	3,909.19		
10	20	07/01/34	3.128%	3,909.19	19,385.84	27,204.22
11	21	01/01/35	3.128%	3,606.00		
11	22	07/01/35	3.128%	3,606.00	19,992.22	27,204.22
12	23	01/01/36	3.128%	3,293.32		
12	24	07/01/36	3.128%	3,293.32	20,617.58	27,204.22
13	25	01/01/37	3.128%	2,970.85		
13	26	07/01/37	3.128%	2,970.85	21,262.52	27,204.22
14	27	01/01/38	3.128%	2,638.32		
14	28	07/01/38	3.128%	2,638.32	21,927.58	27,204.22
15	29	01/01/39	3.128%	2,295.37		
15	30	07/01/39	3.128%	2,295.37	22,613.48	27,204.22
16	31	01/01/40	3.128%	1,941.69		
16	32	07/01/40	3.128%	1,941.69	23,320.84	27,204.22
17	33	01/01/41	3.128%	1,576.95		
17	34	07/01/41	3.128%	1,576.95	24,050.32	27,204.22
18	35	01/01/42	3.128%	1,200.80		
18	36	07/01/42	3.128%	1,200.80	24,802.62	27,204.22
19	37	01/01/43	3.128%	812.89		
19	38	07/01/43	3.128%	812.89	25,578.44	27,204.22
20	39	01/01/44	3.128%	412.85		
20	40	07/01/44	3.128%	412.85	26,396.78	27,222.48
				135,241.41	400,000.00	535,241.41

WATER

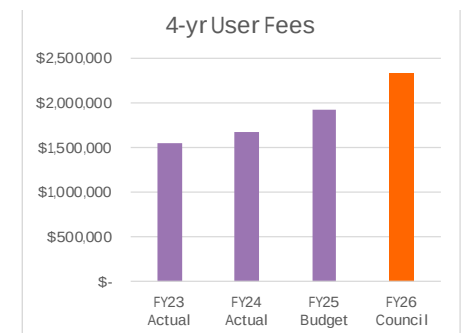
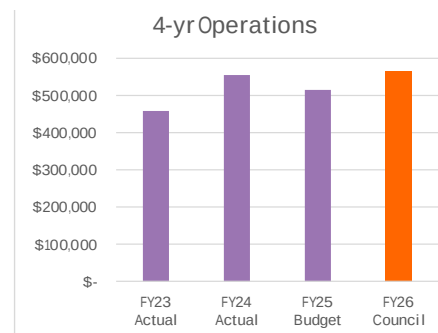
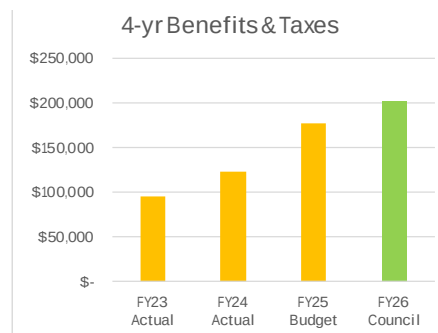
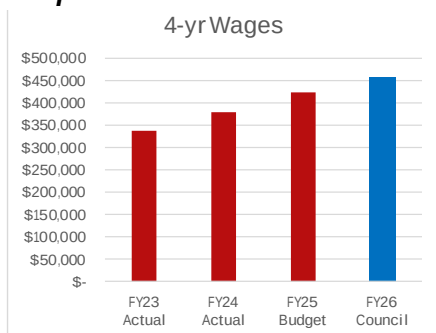
Budget

EXPENSE TYPE	2022-23	2023-24	2024-25			2025-26				
	AUDITED ACTUAL	AUDITED ACTUAL	ADJUSTED BUDGET	THROUGH APR '25	% of Bud	DEPT REQUEST	MANAGER RECMN'D	COUNCIL PROPOSED	% Chng	\$ Chng
Wages	\$ 337,705	\$ 379,955	\$ 423,640	\$ 350,448	N/A	\$ 449,130	\$ 457,110	\$ 457,110	8%	\$ 33,470
Taxes & Benefits	\$ 95,541	\$ 122,569	\$ 177,390	\$ 106,902	60%	\$ 200,640	\$ 202,300	\$ 202,300	14%	\$ 24,910
Operations	\$ 456,942	\$ 556,493	\$ 514,580	\$ 350,442	68%	\$ 697,875	\$ 615,625	\$ 615,625	20%	\$ 101,045
Capital	\$ -	\$ -	\$12,955,000	\$ 752,626	6%	\$ 5,762,580	\$ 5,762,580	\$ 5,762,580	-56%	\$ (7,192,420)
Depreciation, Debt, Other	\$ 396,065	\$ 421,899	\$ 1,137,675	\$ 445,329	39%	\$ 964,160	\$ 964,160	\$ 964,160	-15%	\$ (173,515)
Net Expenses	\$ 1,286,252	\$ 1,480,917	\$15,208,285	\$ 2,005,747	13%	\$ 8,074,385	\$ 8,001,775	\$ 8,001,775	-47%	\$ (7,206,510)
REVENUES										\$ -
Monthly User Fees	\$ 1,550,824	\$ 1,678,321	\$ 1,922,000	\$ 1,485,216	77%	\$ 2,324,580	\$ 2,324,580	\$ 2,324,580	21%	\$ 402,580
Other Revenues	\$ 110,026	\$ 53,027	\$ 312,300	\$ 200,893	64%	\$ 310,000	\$ 310,000	\$ 310,000	-1%	\$ (2,300)
Grant Funds	\$ -	\$ -	\$ -	\$ 72,210	N/A	\$ 4,535,000	\$ 4,535,000	\$ 4,535,000	N/A	\$ 4,535,000
Debt Funds	\$ -	\$ -	\$ 5,730,000	\$ 172,411	3%	\$ 1,077,580	\$ 1,077,580	\$ 1,077,580	-81%	\$ (4,652,420)
Operating Transfers In	\$ -	\$ -	\$ 7,225,000	\$ -	0%	\$ -	\$ -	\$ -	-100%	\$ (7,225,000)
Net Revenues & Transfers	1,660,850	1,731,348	15,189,300	1,930,730	13%	8,247,160	8,247,160	8,247,160	-46%	\$ (6,942,140)
Total Fund Cost	(374,598)	(250,432)	18,985	75,017	395%	(172,775)	(245,385)	(245,385)	-1393%	\$ (264,370)

Staffing

	ACTUAL	ACTUAL	BUDGET	ACTUAL	REQUEST	RECMN'D	PROPOSED
FTE's	5.2	5.8	7.0		7.0	7.0	7.0
FT Positions	6	10	10	10	10	10	10
PT Positions	0	0	0	0	0	0	0
Seasonal	0	0	0	0	0	0	0

Graphs





Water Department

395 S. Main St. - (928) 554-0850

Mission

As the water service provider for the Town of Camp Verde and surrounding area, we serve more than just water. We provide value, public health, reliability, and peace of mind. Our job is to ensure that a safe supply of water keeps flowing not only today, but well into the future. It's all part of our service commitment to the community.



FY25 Highlights

- ❖ Completed Water Master Plan and GIS mapping for the water system.
- ❖ Met ADEQ and the EPA's high standards for safe drinking water in 2024.
- ❖ Obtained the Vac trailer for leak detection and potholing.
- ❖ Water Operators obtained Level 4 and 2 certifications and necessary PDH training credits.
- ❖ Mari Schwartz, Water Analyst and Rick Tackitt, Water Division Manager retired.
- ❖ Finalized design of arsenic treatment plant for Mongini and Verde River Estates sites.

The Numbers

	<u>FY23</u>	<u>FY24</u>	<u>FY25/Dec</u>
Service Connections	2,048	2,068	2084
Miles of Water Pipe	60.0	60.5	61.0
Annual Water Usage	255.3	254.6	255.5
(in millions of gallons)			
Water Main Leak Repairs	65	55	45

Progress Towards Current Goals

Short-term (1-2 years)

- ❖ Design, fund, and construct arsenic treatment plant for Mongini and Verde River Estates water systems.
 - o **Status:** Design is 100% complete. WIFA Loan Application for funding is approved. Start construction in Summer 2025.
- ❖ Design, fund, and drill an additional 18-inch diameter well at the Mongini Site. It will allow system production redundancy at this facility.
 - o **Status:** WIFA loan application approved for funding. Start design and construction in Fall 2025.
- ❖ Design, fund, and construct two(2) 500,000-gallon storage facilities near I-17 and Goswick Road through a development agreement with Verde Commercial (to obtain a property for the storage facilities). Aim to start design in Fall 2025.
 - o **Status:** Development Agreement approved by Town Council. WIFA Safe Drinking Water grant application approved for \$2M funding. Moved to design phase.
- ❖ Construct two(2) well sites at the High View property through a development agreement with them. First well site will be on a one(1) acre parcel, the second well site will be on a two(2) acre parcel. After first one is complete, need to design and construct a second one.
 - o **Status:** Parcel (1 acre) secured for first well site. The developer is designing the first well, to be completed before they sell any subdivision parcels.
- ❖ Water main replacement.
 - o **Status:** Finalized design of and secured WIFA Grant funds for Park Verde water main replacement, construction will begin shortly. Still need to secure more funding to do entire project and replace other water mains.
- ❖ Combine water and wastewater payments into one bill.
 - o **Status:** In process of evaluating the financial implication and practical application before moving forward.

Long-term (3-5 years)

- ❖ Design, fund and construct new well and storage tanks in the Verde River Estates area because the current well sits within the floodway of the Verde River. Need to purchase property (ideally at 3411 N Verde River Drive) in order to move forward with project.
 - o **Status:** In process of contacting property owners for potential offers. Waiting for land and also funding.
- ❖ Train and promote current staff. Add additional CDL certified employee(s) and Level 2 or 3 Operators.
 - o **Status:** In progress.

Goals for the Future

Short-term (1-2 years)

- ❖ Water loss mitigation initiatives: Meter replacements, leak detection tools, and water main replacements.
- ❖ Lead-Service-Line verification of unknowns. EPA requirement, due to be completed by November, 2027.
- ❖ Explore well possibilities and funding for Bradshaw property. Design, fund, and construct a new well on Bradshaw property.
- ❖ Re-evaluate and improve billing infrastructure. Currently, it is very inefficient and expensive to run. We need to look into ways it can be improved. Our goal is to be more cost-effective and customer friendly.

Long-term (3-5 years)

- ❖ Reduce Water Loss from 20% annually to 10% annually, through the implementation of water loss mitigation strategies. This reduction in loss (10%) will yield a projected savings of \$150,000 and 25 million gallons of water per year.
- ❖ Update the Town's Assured Water Supply with ADWR for future growth.

Water Fund User Fees

5-Year Projection

	Growth Rate	Jan 1st Increases	FY26	Growth Rate	Jan 1st Increases	FY27	Growth Rate	Jan 1st Increases	FY28	Growth Rate	Jan 1st Increases	FY29	Growth Rate	Jan 1st Increases	FY30	Growth Rate	Jan 1st Increases	FY31
July	0.17%	16.0%	\$ 220,357	0.25%	9.0%	\$ 240,790	0.17%	4.0%	\$ 250,839	0.21%	3.0%	\$ 258,902	0.25%	1.0%	\$ 262,145	0.25%	1.0%	\$ 265,428
August	0.33%	16.0%	\$ 202,280	0.50%	9.0%	\$ 221,588	0.33%	4.0%	\$ 231,219	0.42%	3.0%	\$ 239,148	0.50%	1.0%	\$ 242,747	0.50%	1.0%	\$ 246,401
September	0.50%	16.0%	\$ 201,617	0.75%	9.0%	\$ 221,411	0.50%	4.0%	\$ 231,418	0.63%	3.0%	\$ 239,851	0.75%	1.0%	\$ 244,066	0.75%	1.0%	\$ 248,356
October	0.67%	16.0%	\$ 190,983	1.00%	9.0%	\$ 210,253	0.67%	4.0%	\$ 220,121	0.83%	3.0%	\$ 228,614	1.00%	1.0%	\$ 233,209	1.00%	1.0%	\$ 237,896
November	0.83%	16.0%	\$ 167,598	1.25%	9.0%	\$ 184,965	0.83%	4.0%	\$ 193,967	1.04%	3.0%	\$ 201,867	1.25%	1.0%	\$ 206,434	1.25%	1.0%	\$ 211,105
December	1.00%	16.0%	\$ 167,751	1.50%	9.0%	\$ 185,591	1.00%	4.0%	\$ 194,945	1.25%	3.0%	\$ 203,303	1.50%	1.0%	\$ 208,416	1.50%	1.0%	\$ 213,658
January	1.17%	9.0%	\$ 181,799	1.75%	4.0%	\$ 192,380	1.17%	3.0%	\$ 200,463	1.46%	1.0%	\$ 205,421	1.75%	1.0%	\$ 211,106	1.75%	1.0%	\$ 216,948
February	1.33%	9.0%	\$ 180,462	2.00%	4.0%	\$ 191,434	1.33%	3.0%	\$ 199,806	1.67%	1.0%	\$ 205,168	2.00%	1.0%	\$ 211,364	2.00%	1.0%	\$ 217,747
March	1.50%	9.0%	\$ 172,809	2.25%	4.0%	\$ 183,765	1.50%	3.0%	\$ 192,118	1.88%	1.0%	\$ 197,677	2.25%	1.0%	\$ 204,146	2.25%	1.0%	\$ 210,827
April	1.67%	9.0%	\$ 207,877	2.50%	4.0%	\$ 221,597	1.67%	3.0%	\$ 232,049	2.08%	1.0%	\$ 239,252	2.50%	1.0%	\$ 247,686	2.50%	1.0%	\$ 256,417
May	1.83%	9.0%	\$ 204,064	2.75%	4.0%	\$ 218,063	1.83%	3.0%	\$ 228,723	2.29%	1.0%	\$ 236,304	2.75%	1.0%	\$ 245,230	2.75%	1.0%	\$ 254,494
June	2.00%	9.0%	\$ 226,984	3.00%	4.0%	\$ 243,145	2.00%	3.0%	\$ 255,448	2.50%	1.0%	\$ 264,453	3.00%	1.0%	\$ 275,110	3.00%	1.0%	\$ 286,197
			<u>\$ 2,324,582</u>			<u>\$ 2,514,983</u>			<u>\$ 2,631,117</u>			<u>\$ 2,719,960</u>			<u>\$ 2,791,660</u>			<u>\$ 2,865,474</u>
	2.0%		13.6%	3.0%		8.2%	2.0%		4.6%	2.5%		3.4%	3.0%		2.6%	3.0%		2.6%

Water Fund Debt

5-Year Projection

ACCOUNT TITLE	FY26 Budget	FY27 Budget	FY28 Budget	FY29 Budget	FY30 Budget
New Debt					
FY26 Backhoe	\$ 180,000 (5.0%, 5 yrs)				
Debt Service	\$ 21,000	\$ 41,000	\$ 41,000	\$ 41,000	\$ 41,000
FY26 Land & Hauler Stn.	\$ 545,000 (4.0%, 10 yrs)				
Debt Service	\$ 12,000	\$ 67,000	\$ 67,000	\$ 67,000	\$ 67,000
FY26 Arsenic Removal	\$ 1,600,000 (3.5%, 20 yrs)				
Debt Service	\$ 28,000	\$ 112,000	\$ 112,000	\$ 112,000	\$ 112,000
FY27 Wells / Moonrise / Haven		\$ 1,015,000 (4.0%, 20 yrs)			
Debt Service	\$ -	\$ 18,000	\$ 75,000	\$ 75,000	\$ 75,000
FY28 Hwy260 Production Wells			\$ 3,000,000 (5.0%, 30 yrs)		
Debt Service	\$ -	\$ -	\$ 54,000	\$ 200,000	\$ 200,000
Equipment Leases				\$ 100,000 (5.0%, 5 years)	\$ 70,000 (5.0%, 5 years)
Debt Service	\$ -	\$ -	\$ -	\$ 11,500	\$ 31,000
Total New Debt Service	\$ 61,000	\$ 238,000	\$ 295,000	\$ 306,500	\$ 326,000
Current Debt					
Water Company Purchase	\$ 8,335,038	\$ 8,012,298	\$ 7,684,728	\$ 7,352,258	\$ 7,014,818
Principal	322,740	327,570	332,470	337,440	337,440
Interest	122,265	117,400	112,465	107,455	107,455
Total	\$ 445,005	\$ 444,970	\$ 444,935	\$ 444,895	\$ 444,895
Water Meters	\$ 709,000	\$ 645,000	\$ 584,000	\$ 520,000	\$ 454,000
Principal	64,000	61,000	64,000	66,000	69,000
Interest	26,945	24,460	21,970	19,385	16,700
Total	\$ 90,945	\$ 85,460	\$ 85,970	\$ 85,385	\$ 85,700
Vacuum Excavator Lease	\$ 57,790	\$ 42,310	\$ 26,025	\$ 8,895	
Principal	15,480	16,285	17,130	8,895	0
Interest	2,775	1,970	1,125	235	0
Total	\$ 18,255	\$ 18,255	\$ 18,255	\$ 9,130	\$ -
Enterprise Lease Payments	\$ 149,030	\$ 111,505	\$ 74,635	\$ 37,415	\$ 17,965
Principal	37,525	36,870	37,220	19,450	3,215
Interest	11,430	8,185	5,650	3,240	360
Total	\$ 48,955	\$ 45,055	\$ 42,870	\$ 22,690	\$ 3,575
TOTAL DEBT					
Principal	439,745	441,725	450,820	431,785	409,655
Interest	163,415	152,015	141,210	130,315	124,515
New Debt Service	61,000	238,000	295,000	306,500	326,000
Total Debt Service	\$ 664,160	\$ 831,740	\$ 887,030	\$ 868,600	\$ 860,170

Water Fund Cash Flow

5-Year Projection

	FY26		FY27		FY28		FY29		FY30
Operations									
<i>Revenues</i>		Grwth		Grwth		Grwth		Grwth	
User Fees	\$ 2,324,582	8%	\$ 2,514,983	5%	\$ 2,631,117	3%	\$ 2,719,960	3%	\$ 2,791,660
Other	\$ 60,000	2%	\$ 61,200	2%	\$ 62,424	2%	\$ 63,672	2%	\$ 64,946
Total Revenues	<u>\$ 2,384,582</u>		<u>\$ 2,576,183</u>		<u>\$ 2,693,541</u>		<u>\$ 2,783,632</u>		<u>\$ 2,856,606</u>
<i>Expenses</i>		Grwth	1-time	Grwth	1-time	Grwth	1-time	Grwth	1-time
Wages & ERE	\$ 659,410	5%		5%	\$ 727,000	5%	\$ 763,350	5%	\$ 801,517
Operating Exps	\$ 615,625	4%	110,000	4%	\$ 780,260	4%	\$ 811,471	4%	\$ 843,929
Total Operating Exps	<u>\$ 1,275,035</u>		<u>\$ 1,442,631</u>		<u>\$ 1,507,260</u>		<u>\$ 1,574,820</u>		<u>\$ 1,645,446</u>
Debt Service	<u>\$ 664,160</u>		<u>\$ 831,740</u>		<u>\$ 887,030</u>		<u>\$ 868,600</u>		<u>\$ 860,170</u>
Net Cash Flow from Ops	<u>\$ 445,387</u>		<u>\$ 301,812</u>		<u>\$ 299,251</u>		<u>\$ 340,212</u>		<u>\$ 350,990</u>
Other		Grwth	1-time	Grwth	1-time	Grwth	1-time	Grwth	1-time
Capacity Fees	\$ 250,000		\$ 250,000		\$ 250,000		\$ 250,000		\$ 250,000
Capital (Non-Debt)	\$ (150,000)		\$ -		\$ -		\$ -		\$ -
Interest	\$ -		\$ -		\$ -		\$ -		\$ -
Special Reserve Funding	\$ (150,000)		\$ (147,420)		\$ -		\$ -		\$ -
Total Other	<u>\$ (50,000)</u>		<u>\$ 102,580</u>		<u>\$ 250,000</u>		<u>\$ 250,000</u>		<u>\$ 250,000</u>
TOTAL Net									
Annual General Reserve Change	<u>\$ 395,387</u>		<u>\$ 404,392</u>		<u>\$ 549,251</u>		<u>\$ 590,212</u>		<u>\$ 600,990</u>
Beginning General Reserve	\$ 50,000		\$ 445,387		\$ 849,779		\$ 1,399,030		\$ 1,989,242
Ending General Reserve	<u>\$ 445,387</u>		<u>\$ 849,779</u>		<u>\$ 1,399,030</u>		<u>\$ 1,989,242</u>		<u>\$ 2,590,231</u>
Beginning WIFA Debt Reserve	\$ 150,000		\$ 300,000		\$ 447,420		\$ 447,420		\$ 447,420
Ending WIFA Debt Reserve	<u>\$ 300,000</u>		<u>\$ 447,420</u>		<u>\$ 447,420</u>		<u>\$ 447,420</u>		<u>\$ 447,420</u>

WIFA Water Company Purchase

Section 2: Loan Repayment Schedule Town of Camp Verde 12/8/2021

Year	Period	Semi-Annual Payment Dates	Combined Interest and Fee Rate	Semi-Annual Combined Interest and Fee Payment	Annual Principal Repayment	Total Annual Payment
1	1	2/1/2022	1.496%	-		
1	2	8/1/2022	1.496%	89,024.29	308,680.07	397,704.36
2	3	2/1/2023	1.496%	67,060.90		
2	4	8/1/2023	1.496%	67,060.90	313,297.43	447,419.23
3	5	2/1/2024	1.496%	64,717.69		
3	6	8/1/2024	1.496%	64,717.69	317,983.85	447,419.23
4	7	2/1/2025	1.496%	62,339.42		
4	8	8/1/2025	1.496%	62,339.42	322,740.39	447,419.23
5	9	2/1/2026	1.496%	59,925.58		
5	10	8/1/2026	1.496%	59,925.58	327,568.07	447,419.23
6	11	2/1/2027	1.496%	57,475.63		
6	12	8/1/2027	1.496%	57,475.63	332,467.97	447,419.23
7	13	2/1/2028	1.496%	54,989.04		
7	14	8/1/2028	1.496%	54,989.04	337,441.15	447,419.23
8	15	2/1/2029	1.496%	52,465.25		
8	16	8/1/2029	1.496%	52,465.25	342,488.73	447,419.23
9	17	2/1/2030	1.496%	49,903.71		
9	18	8/1/2030	1.496%	49,903.71	347,611.81	447,419.23
10	19	2/1/2031	1.496%	47,303.85		
10	20	8/1/2031	1.496%	47,303.85	352,811.53	447,419.23
11	21	2/1/2032	1.496%	44,665.10		
11	22	8/1/2032	1.496%	44,665.10	358,089.03	447,419.23
12	23	2/1/2033	1.496%	41,986.88		
12	24	8/1/2033	1.496%	41,986.88	363,445.47	447,419.23
13	25	2/1/2034	1.496%	39,268.60		
13	26	8/1/2034	1.496%	39,268.60	368,882.03	447,419.23
14	27	2/1/2035	1.496%	36,509.66		
14	28	8/1/2035	1.496%	36,509.66	374,399.91	447,419.23
15	29	2/1/2036	1.496%	33,709.45		
15	30	8/1/2036	1.496%	33,709.45	380,000.33	447,419.23
16	31	2/1/2037	1.496%	30,867.35		
16	32	8/1/2037	1.496%	30,867.35	385,684.53	447,419.23
17	33	2/1/2038	1.496%	27,982.74		
17	34	8/1/2038	1.496%	27,982.74	391,453.75	447,419.23
18	35	2/1/2039	1.496%	25,054.98		
18	36	8/1/2039	1.496%	25,054.98	397,309.27	447,419.23
19	37	2/1/2040	1.496%	22,083.42		
19	38	8/1/2040	1.496%	22,083.42	403,252.39	447,419.23
20	39	2/1/2041	1.496%	19,067.41		
20	40	8/1/2041	1.496%	19,067.41	409,284.41	447,419.23
21	41	2/1/2042	1.496%	16,006.29		
21	42	8/1/2042	1.496%	16,006.29	415,406.65	447,419.23
22	43	2/1/2043	1.496%	12,899.39		
22	44	8/1/2043	1.496%	12,899.39	421,620.45	447,419.23
23	45	2/1/2044	1.496%	9,746.00		
23	46	8/1/2044	1.496%	9,746.00	427,927.23	447,419.23
24	47	2/1/2045	1.496%	6,545.45		
24	48	8/1/2045	1.496%	6,545.45	434,328.33	447,419.23
25	49	2/1/2046	1.496%	3,297.02		
25	50	8/1/2046	1.496%	3,297.02	440,825.22	447,419.26
				1,860,765.91	9,275,000.00	11,135,765.91

WIFA Loan Agreement

BOND DEBT SERVICE

Town of Camp Verde, Arizona
Pledged Revenue Obligation, Series 2024
Water Main Project

Dated Date 10/08/2024
Delivery Date 10/08/2024

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
10/08/2024					
02/01/2025			8,857.38	8,857.38	
08/01/2025	64,000	3.980%	14,109.10	78,109.10	86,966.48
02/01/2026			12,835.50	12,835.50	
08/01/2026	61,000	3.980%	12,835.50	73,835.50	86,671.00
02/01/2027			11,621.60	11,621.60	
08/01/2027	64,000	3.980%	11,621.60	75,621.60	87,243.20
02/01/2028			10,348.00	10,348.00	
08/01/2028	66,000	3.980%	10,348.00	76,348.00	86,696.00
02/01/2029			9,034.60	9,034.60	
08/01/2029	69,000	3.980%	9,034.60	78,034.60	87,069.20
02/01/2030			7,661.50	7,661.50	
08/01/2030	71,000	3.980%	7,661.50	78,661.50	86,323.00
02/01/2031			6,248.60	6,248.60	
08/01/2031	74,000	3.980%	6,248.60	80,248.60	86,497.20
02/01/2032			4,776.00	4,776.00	
08/01/2032	77,000	3.980%	4,776.00	81,776.00	86,552.00
02/01/2033			3,243.70	3,243.70	
08/01/2033	80,000	3.980%	3,243.70	83,243.70	86,487.40
02/01/2034			1,651.70	1,651.70	
08/01/2034	83,000	3.980%	1,651.70	84,651.70	86,303.40
	709,000		157,808.88	866,808.88	866,808.88

2024 Equipment Lease/Purchase

DEBT SERVICE SCHEDULE

Interest Rate: 5.142%

Payment No.	Due Date	Principal	Interest	Payment
1	2/28/2025	\$ 7,080.11	\$ 2,045.93	\$ 9,126.04
2	8/30/2025	\$ 7,262.14	\$ 1,863.90	\$ 9,126.04
3	2/28/2026	\$ 7,448.84	\$ 1,677.20	\$ 9,126.04
4	8/30/2026	\$ 7,640.34	\$ 1,485.70	\$ 9,126.04
5	2/28/2027	\$ 7,836.77	\$ 1,289.27	\$ 9,126.04
6	8/30/2027	\$ 8,038.25	\$ 1,087.79	\$ 9,126.04
7	2/28/2028	\$ 8,244.90	\$ 881.14	\$ 9,126.04
8	8/30/2028	\$ 8,456.87	\$ 669.17	\$ 9,126.04
9	2/28/2029	\$ 8,674.29	\$ 451.75	\$ 9,126.04
10	8/30/2029	\$ 8,897.31	\$ 228.73	\$ 9,126.04
TOTALS:		\$ 79,579.82	\$ 11,680.58	\$ 91,260.40

Prepared by US Bank

AGENCY FUND

CAMP VERDE SANITARY DISTRICT

DEBT

Camp Verde Sanitary District

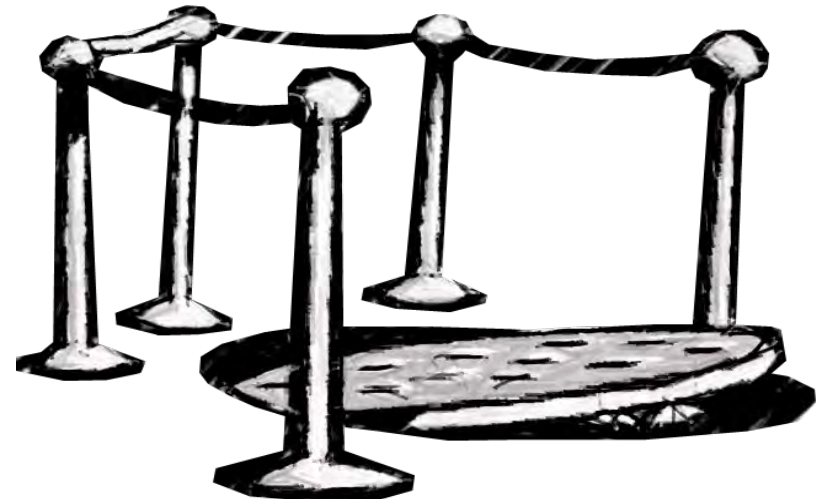
Through the passage of Resolution 2013-888 by General Election on March 12, 2013, the Town has taken over the Camp Verde Sanitary District (District) operations and is acting as Trustee for the remaining debt outstanding on District assets. All District employees are now Town of Camp Verde employees and the governing board of the District has become an advisory board to the Town Council. Take-over of operations and employees officially took place July 1, 2013. The Debt budget of the District is included here in the Town budget as an Agency Fund. Historical information for the District debt is included in the budget information for comparative purposes only. The District completed their own audits separately up through fiscal year 2013.

In FY18, the Town as Trustees refinanced 2 WIFA loans (910071-05 and 910088-06) with a National Bank Loan and the USDA loan 92-07 with a new WIFA loan (910175-18), as reflected below, to reduce interest rates for property owners.

Outstanding Debt

<u>Loan</u>	<u>Maturity</u>	<u>Amount</u>
WIFA Loan 910105-09	July 2032	\$ 2,218,809
WIFA Loan 910123-10	July 2032	\$ 828,894
WIFA Loan 910175-18	July 2032	\$ 1,439,915
<u>National Bank</u>	<u>July 2026</u>	<u>\$ 240,000</u>

Total Debt Outstanding - \$ 4,727,618



Camp Verde Sanitary District Agency Fund Debt Service

ACCOUNT TITLE	2022-23 AUDITED ACTUAL	2023-24 AUDITED ACTUAL	2024-25 ADJUSTED BUDGET	2024-25 THROUGH APR '25	2025-26 DEPT REQUESTED	2025-26 MANAGER RECOMMEND	2025-26 COUNCIL PROPOSED
<i>Principal & Interest</i>							
Debt Principal Payments	805,888	731,382	795,885	122,000	809,660	809,660	809,660
Interest & Misc Fees	206,227	184,281	162,115	82,464	140,010	140,010	140,010
Total Principal & Interest	<u>\$ 1,012,115</u>	<u>\$ 915,663</u>	<u>\$ 958,000</u>	<u>\$ 204,464</u>	<u>\$ 949,670</u>	<u>\$ 949,670</u>	<u>\$ 949,670</u>
<i>Revenue Sources</i>							
Property Taxes	913,171	697,389	839,705	438,033	831,435	831,435	831,435
IGA with Town of Camp Verde	101,617	118,331	118,285	104,449	118,235	118,235	118,235
Interest	12,121	19,465	24,000	11,634	15,000	15,000	15,000
Total Tax Levy & IGA	<u>\$ 1,026,909</u>	<u>\$ 835,186</u>	<u>\$ 981,990</u>	<u>\$ 554,117</u>	<u>\$ 964,670</u>	<u>\$ 964,670</u>	<u>\$ 964,670</u>
<i>Net Effect on Fund</i>	<u>\$ (14,794)</u>	<u>\$ 80,478</u>	<u>\$ (23,990)</u>	<u>\$ (349,653)</u>	<u>\$ (15,000)</u>	<u>\$ (15,000)</u>	<u>\$ (15,000)</u>

Loan Schedule

Borrower: Camp Verde Sanitary District
Loan Number: 910105-09

Print Date: 2/13/2014
Loan Amount: 4,619,184
Interest rate: 2.1900%
Administrative Fee: 1.5000%
Term: 23 Years

Ref Num	Due Date	Date Received	Beginning Balance	Principal Payment	DSR Payment	Interest Payment	Interest Rate %	Administrative Fees	Total Payment	Ending Balance
1	7/1/2009	6/29/2009	2,078,545.63	0.00	0.00	18,536.35	2.1900	12,696.13	31,232.48	2,078,545.63
2	1/1/2010	12/29/2009	3,515,125.01	0.00	0.00	31,444.34	2.1900	21,537.22	52,981.56	3,515,125.01
3	7/1/2010	7/2/2010	4,119,184.44	158,811.30	0.00	44,453.97	2.1900	30,447.93	233,713.20	3,960,373.14
4	1/1/2011	12/28/2010	4,460,373.14	0.00	0.00	44,674.00	2.1900	30,598.63	75,272.63	4,460,373.14
5	7/1/2011	6/28/2011	4,460,373.14	164,671.42	0.00	48,841.09	2.1900	33,452.80	246,965.31	4,295,701.72
6	1/1/2012	1/3/2012	4,295,701.72	0.00	0.00	47,037.93	2.1900	32,217.76	79,255.69	4,295,701.72
7	7/1/2012	6/29/2012	4,295,701.72	170,747.82	0.00	47,037.93	2.1900	32,217.76	250,003.51	4,124,953.90
8	1/1/2013	12/28/2012	4,124,953.90	0.00	0.00	45,168.25	2.1900	30,937.15	76,105.40	4,124,953.90
9	7/1/2013	6/18/2013	4,124,953.90	177,048.40	0.00	45,168.25	2.1900	30,937.15	253,153.80	3,947,905.50
10	1/1/2014	1/2/2014	3,947,905.50	0.00	0.00	43,229.57	2.1900	29,609.29	72,838.86	3,947,905.50
11	7/1/2014		3,947,905.50	183,581.48	0.00	43,229.57	2.1900	29,609.29	256,420.34	3,764,324.02
12	1/1/2015		3,764,324.02	0.00	0.00	41,219.35	2.1900	28,232.43	69,451.78	3,764,324.02
13	7/1/2015		3,764,324.02	190,355.64	0.00	41,219.35	2.1900	28,232.43	259,807.42	3,573,968.38
14	1/1/2016		3,573,968.38	0.00	0.00	39,134.95	2.1900	26,804.76	65,939.71	3,573,968.38
15	7/1/2016		3,573,968.38	197,379.78	0.00	39,134.95	2.1900	26,804.76	263,319.49	3,376,588.60
16	1/1/2017		3,376,588.60	0.00	0.00	36,973.65	2.1900	25,324.41	62,298.06	3,376,588.60
17	7/1/2017		3,376,588.60	204,663.08	0.00	36,973.65	2.1900	25,324.41	266,961.14	3,171,925.52
18	1/1/2018		3,171,925.52	0.00	0.00	34,732.58	2.1900	23,789.44	58,522.02	3,171,925.52
19	7/1/2018		3,171,925.52	212,215.16	0.00	34,732.58	2.1900	23,789.44	270,737.18	2,959,710.36
20	1/1/2019		2,959,710.36	0.00	0.00	32,408.83	2.1900	22,197.83	54,606.66	2,959,710.36
21	7/1/2019		2,959,710.36	220,045.90	0.00	32,408.83	2.1900	22,197.83	274,664.46	2,739,664.46
22	1/1/2020		2,739,664.46	0.00	0.00	29,999.33	2.1900	20,547.48	50,546.81	2,739,664.46
23	7/1/2020		2,739,664.46	228,165.58	0.00	29,999.33	2.1900	20,547.48	278,712.39	2,511,498.88
24	1/1/2021		2,511,498.88	0.00	0.00	27,500.91	2.1900	18,836.24	46,337.15	2,511,498.88
25	7/1/2021		2,511,498.88	236,584.90	0.00	27,500.91	2.1900	18,836.24	282,922.05	2,274,913.98
26	1/1/2022		2,274,913.98	0.00	0.00	24,910.31	2.1900	17,061.85	41,972.16	2,274,913.98
27	7/1/2022		2,274,913.98	245,314.88	0.00	24,910.31	2.1900	17,061.85	287,287.04	2,029,599.10
28	1/1/2023		2,029,599.10	0.00	0.00	22,224.11	2.1900	15,221.99	37,446.10	2,029,599.10
29	7/1/2023		2,029,599.10	254,367.00	0.00	22,224.11	2.1900	15,221.99	291,813.10	1,775,232.10
30	1/1/2024		1,775,232.10	0.00	0.00	19,438.79	2.1900	13,314.24	32,753.03	1,775,232.10
31	7/1/2024		1,775,232.10	263,753.14	0.00	19,438.79	2.1900	13,314.24	296,506.17	1,511,478.96
32	1/1/2025		1,511,478.96	0.00	0.00	16,550.69	2.1900	11,336.09	27,886.78	1,511,478.96
33	7/1/2025		1,511,478.96	273,485.64	0.00	16,550.69	2.1900	11,336.09	301,372.42	1,237,993.32
34	1/1/2026		1,237,993.32	0.00	0.00	13,556.03	2.1900	9,284.95	22,840.98	1,237,993.32
35	7/1/2026		1,237,993.32	283,577.24	0.00	13,556.03	2.1900	9,284.95	306,418.22	954,416.08
36	1/1/2027		954,416.08	0.00	0.00	10,450.86	2.1900	7,158.12	17,608.98	954,416.08
37	7/1/2027		954,416.08	294,041.24	0.00	10,450.86	2.1900	7,158.12	311,650.22	660,374.84
38	1/1/2028		660,374.84	0.00	0.00	7,231.10	2.1900	4,952.81	12,183.91	660,374.84
39	7/1/2028		660,374.84	304,891.38	0.00	7,231.10	2.1900	4,952.81	317,075.29	355,483.46

Loan Schedule

Borrower: Camp Verde Sanitary District
Loan Number: 910105-09

Print Date: 2/13/2014
Loan Amount: 4,619,184
Interest rate: 2.1900%
Administrative Fee: 1.5000%
Term: 23 Years

Ref Num	Due Date	Date Received	Beginning Balance	Principal Payment	DSR Payment	Interest Payment	Interest Rate %	Administrative Fees	Total Payment	Ending Balance
41	1/1/2029		355,483.46	0.00	0.00	3,892.54	2.1900	2,666.13	6,558.67	355,483.46
43	7/1/2029		355,483.46	316,141.88	0.00	3,892.54	2.1900	2,666.13	322,700.55	39,341.58
45	1/1/2030		39,341.58	0.00	0.00	430.79	2.1900	295.06	725.85	39,341.58
47	7/1/2030		39,341.58	327,807.50	0.00	430.79	2.1900	295.06	328,533.35	-288,465.92
44	1/1/2031		-288,465.92	0.00	0.00	0.00	2.1900	295.06	295.06	-288,465.92
45	7/1/2031		-288,465.92	339,903.60	0.00	0.00	2.1900	0.00	339,903.60	-628,369.52
46	1/1/2032		-628,369.52	0.00	0.00	0.00	2.1900	0.00	0.00	-628,369.52
47	7/1/2032		-628,369.52	352,446.04	0.00	0.00	2.1900	0.00	352,446.04	-980,815.56
				5,600,000.00	0.00	1,180,130.89		808,603.83	7,588,734.72	

Loan Schedule

Borrower: Camp Verde Sanitary District
Loan Number: 910123-10

Print Date: 2/13/2014
Loan Amount: 1,902,000
Interest rate: 1.8380%
Administrative Fee: 1.5000%
Term: 23 Years

Ref Num	Due Date	Date Received	Beginning Balance	Principal Payment	DSR Payment	Interest Payment	Interest Rate %	Administrative Fees	Total Payment	Ending Balance
1	1/1/2010	12/24/2009	1,902,000.00	0.00	0.00	15,343.01	1.8380	12,521.50	27,864.51	1,902,000.00
2	7/1/2010	7/8/2010	1,902,000.00	56,282.02	0.00	17,479.38	1.8380	14,265.00	88,026.40	1,845,717.98
3	1/1/2011	1/3/2011	1,845,717.98	0.00	0.00	16,962.15	1.8380	13,842.88	30,805.03	1,845,717.98
4	7/1/2011	9/13/2011	1,845,717.98	58,160.72	0.00	16,962.15	1.8380	13,842.88	88,965.75	1,787,557.26
5	1/1/2012	12/29/2011	1,787,557.26	0.00	0.00	16,427.65	1.8380	13,406.68	29,834.33	1,787,557.26
6	7/1/2012	7/1/2012	1,787,557.26	60,102.12	0.00	16,427.65	1.8380	13,406.68	89,936.45	1,727,455.14
7	1/1/2013	1/2/2013	1,727,455.14	0.00	0.00	15,875.31	1.8380	12,955.91	28,831.22	1,727,455.14
8	7/1/2013	7/1/2013	1,727,455.14	62,108.34	0.00	15,875.31	1.8380	12,955.91	90,939.56	1,665,346.80
9	1/1/2014	1/2/2014	1,665,346.80	0.00	0.00	15,304.54	1.8380	12,490.10	27,794.64	1,665,346.80
10	7/1/2014		1,665,346.80	64,181.50	0.00	15,304.54	1.8380	12,490.10	91,976.14	1,601,165.30
11	1/1/2015		1,601,165.30	0.00	0.00	14,714.71	1.8380	12,008.74	26,723.45	1,601,165.30
12	7/1/2015		1,601,165.30	66,323.88	0.00	14,714.71	1.8380	12,008.74	93,047.33	1,534,841.42
13	1/1/2016		1,534,841.42	0.00	0.00	14,105.19	1.8380	11,511.31	25,616.50	1,534,841.42
14	7/1/2016		1,534,841.42	68,537.78	0.00	14,105.19	1.8380	11,511.31	94,154.28	1,466,303.64
15	1/1/2017		1,466,303.64	0.00	0.00	13,475.33	1.8380	10,997.28	24,472.61	1,466,303.64
16	7/1/2017		1,466,303.64	70,825.56	0.00	13,475.33	1.8380	10,997.28	95,298.17	1,395,478.08
17	1/1/2018		1,395,478.08	0.00	0.00	12,824.44	1.8380	10,466.09	23,290.53	1,395,478.08
18	7/1/2018		1,395,478.08	73,189.72	0.00	12,824.44	1.8380	10,466.09	96,480.25	1,322,288.36
19	1/1/2019		1,322,288.36	0.00	0.00	12,151.83	1.8380	9,917.16	22,068.99	1,322,288.36
20	7/1/2019		1,322,288.36	75,632.80	0.00	12,151.83	1.8380	9,917.16	97,701.79	1,246,655.56
21	1/1/2020		1,246,655.56	0.00	0.00	11,456.76	1.8380	9,349.92	20,806.68	1,246,655.56
22	7/1/2020		1,246,655.56	78,157.42	0.00	11,456.76	1.8380	9,349.92	98,964.10	1,168,498.14
23	1/1/2021		1,168,498.14	0.00	0.00	10,738.50	1.8380	8,763.74	19,502.24	1,168,498.14
24	7/1/2021		1,168,498.14	80,766.30	0.00	10,738.50	1.8380	8,763.74	100,268.54	1,087,731.84
25	1/1/2022		1,087,731.84	0.00	0.00	9,996.26	1.8380	8,157.99	18,154.25	1,087,731.84
26	7/1/2022		1,087,731.84	83,462.28	0.00	9,996.26	1.8380	8,157.99	101,616.53	1,004,269.56
27	1/1/2023		1,004,269.56	0.00	0.00	9,229.24	1.8380	7,532.02	16,761.26	1,004,269.56
28	7/1/2023		1,004,269.56	86,248.26	0.00	9,229.24	1.8380	7,532.02	103,009.52	918,021.30
29	1/1/2024		918,021.30	0.00	0.00	8,436.62	1.8380	6,885.16	15,321.78	918,021.30
30	7/1/2024		918,021.30	89,127.22	0.00	8,436.62	1.8380	6,885.16	104,449.00	828,894.08
31	1/1/2025		828,894.08	0.00	0.00	7,617.54	1.8380	6,216.71	13,834.25	828,894.08
32	7/1/2025		828,894.08	92,102.28	0.00	7,617.54	1.8380	6,216.71	105,936.53	736,791.80
33	1/1/2026		736,791.80	0.00	0.00	6,771.12	1.8380	5,525.94	12,297.06	736,791.80
34	7/1/2026		736,791.80	95,176.66	0.00	6,771.12	1.8380	5,525.94	107,473.72	641,615.14
35	1/1/2027		641,615.14	0.00	0.00	5,896.44	1.8380	4,812.11	10,708.55	641,615.14
36	7/1/2027		641,615.14	98,353.68	0.00	5,896.44	1.8380	4,812.11	109,062.23	543,261.46
37	1/1/2028		543,261.46	0.00	0.00	4,992.57	1.8380	4,074.46	9,067.03	543,261.46
38	7/1/2028		543,261.46	101,636.72	0.00	4,992.57	1.8380	4,074.46	110,703.75	441,624.74
39	1/1/2029		441,624.74	0.00	0.00	4,058.53	1.8380	3,312.19	7,370.72	441,624.74

Loan Schedule

Borrower: Camp Verde Sanitary District
Loan Number: 910123-10

Print Date: 2/13/2014
Loan Amount: 1,902,000
Interest rate: 1.8380%
Administrative Fee: 1.5000%
Term: 23 Years

Ref Num	Due Date	Date Received	Beginning Balance	Principal Payment	DSR Payment	Interest Payment	Interest Rate %	Administrative Fees	Total Payment	Ending Balance
40	7/1/2029		441,624.74	105,029.34	0.00	4,058.53	1.8380	3,312.19	112,400.06	336,595.40
41	1/1/2030		336,595.40	0.00	0.00	3,093.31	1.8380	2,524.47	5,617.78	336,595.40
42	7/1/2030		336,595.40	108,535.22	0.00	3,093.31	1.8380	2,524.47	114,153.00	228,060.18
43	1/1/2031		228,060.18	0.00	0.00	2,095.87	1.8380	1,710.45	3,806.32	228,060.18
44	7/1/2031		228,060.18	112,158.14	0.00	2,095.87	1.8380	1,710.45	115,964.46	115,902.04
45	1/1/2032		115,902.04	0.00	0.00	1,065.14	1.8380	869.27	1,934.41	115,902.04
46	7/1/2032		115,902.04	115,902.04	0.00	1,065.14	1.8380	869.27	117,836.45	0.00
				1,902,000.00	0.00	467,400.49		381,447.66	2,750,848.15	

Bond Debt Service

Camp Verde Sanitary District
General Obligation Refunding Bonds, Series 2017A

12/28/2017

Payment Dates	Principal	Coupon	Interest	Debt Service	Annual Debt Service
7/1/2018	37,000.00	2.010%	2,595.25	39,595.25	
1/1/2019	16,000.00	2.010%	2,180.85	18,180.85	57,776.10
7/1/2019	16,000.00	2.010%	2,020.05	18,020.05	
1/1/2020	18,000.00	2.010%	1,859.25	19,859.25	37,879.30
7/1/2020	18,000.00	2.010%	1,678.35	19,678.35	
1/1/2021	19,000.00	2.010%	1,497.45	20,497.45	40,175.80
7/1/2021	18,000.00	2.010%	1,306.50	19,306.50	
1/1/2022	19,000.00	2.010%	1,125.60	20,125.60	39,432.10
7/1/2022	19,000.00	2.010%	934.65	19,934.65	
1/1/2023	19,000.00	2.010%	743.70	19,743.70	39,678.35
7/1/2023	19,000.00	2.010%	552.75	19,552.75	
1/1/2024	18,000.00	2.010%	361.80	18,361.80	37,914.55
7/1/2024	18,000.00	2.010%	180.90	18,180.90	18,180.90
	254,000.00		17,037.10	271,037.10	271,037.10

Prepared by Stifel

Bond Debt Service

Camp Verde Sanitary District
General Obligation Refunding Bonds, Series 2017B

12/28/2017

Payment Dates	Principle	Coupon	Interest	Debt Service	Annual Debt Service
7/1/2018	280,000.00	2.180%	24,368.59	304,368.59	
1/1/2019	94,000.00	2.180%	20,917.10	114,917.10	419,285.69
7/1/2019	94,000.00	2.180%	19,892.50	113,892.50	
1/1/2020	127,000.00	2.180%	18,867.90	145,867.90	259,760.40
7/1/2020	127,000.00	2.180%	17,483.60	144,483.60	
1/1/2021	125,000.00	2.180%	16,099.30	141,099.30	285,582.90
7/1/2021	127,000.00	2.180%	14,736.80	141,736.80	
1/1/2022	125,000.00	2.180%	13,352.50	138,352.50	280,089.30
7/1/2022	125,000.00	2.180%	11,990.00	136,990.00	
1/1/2023	123,000.00	2.180%	10,627.50	133,627.50	270,617.50
7/1/2023	124,000.00	2.180%	9,286.80	133,286.80	
1/1/2024	123,000.00	2.180%	7,935.20	130,935.20	264,222.00
7/1/2024	122,000.00	2.180%	6,594.50	128,594.50	
1/1/2025	122,000.00	2.180%	5,264.70	127,264.70	255,859.20
7/1/2025	121,000.00	2.180%	3,934.90	124,934.90	
1/1/2026	120,000.00	2.180%	2,616.00	122,616.00	247,550.90
7/1/2026	120,000.00	2.180%	1,308.00	121,308.00	121,308.00
	2,199,000.00		205,275.89	2,404,275.89	2,404,275.89

Prepared by Stifel

Section 2: Loan Repayment Schedule
Camp Verde Sanitary District
18-Apr-18

Year Period		Semi-Annual Payment Dates	Combined Interest and Fee Rate	Semi-Annual Combined Interest and Fee Payment	Annual Principal Repayment	Total Annual Payment
1	1	01/01/18	1.950%	0.00		
1	2	07/01/18	1.950%	10,768.33	100,000.00	110,768.33
2	3	01/01/19	1.950%	26,325.00		
2	4	07/01/19	1.950%	26,325.00	169,591.26	222,241.26
3	5	01/01/20	1.950%	24,671.49		
3	6	07/01/20	1.950%	24,671.49	172,898.28	222,241.26
4	7	01/01/21	1.950%	22,985.73		
4	8	07/01/21	1.950%	22,985.73	176,269.80	222,241.26
5	9	01/01/22	1.950%	21,267.10		
5	10	07/01/22	1.950%	21,267.10	179,707.06	222,241.26
6	11	01/01/23	1.950%	19,514.95		
6	12	07/01/23	1.950%	19,514.95	183,211.36	222,241.26
7	13	01/01/24	1.950%	17,728.64		
7	14	07/01/24	1.950%	17,728.64	186,783.98	222,241.26
8	15	01/01/25	1.950%	15,907.50		
8	16	07/01/25	1.950%	15,907.50	190,426.26	222,241.26
9	17	01/01/26	1.950%	14,050.84		
9	18	07/01/26	1.950%	14,050.84	194,139.58	222,241.26
10	19	01/01/27	1.950%	12,157.98		
10	20	07/01/27	1.950%	12,157.98	197,925.30	222,241.26
11	21	01/01/28	1.950%	10,228.21		
11	22	07/01/28	1.950%	10,228.21	201,784.84	222,241.26
12	23	01/01/29	1.950%	8,260.81		
12	24	07/01/29	1.950%	8,260.81	205,719.64	222,241.26
13	25	01/01/30	1.950%	6,255.04		
13	26	07/01/30	1.950%	6,255.04	209,731.18	222,241.26
14	27	01/01/31	1.950%	4,210.16		
14	28	07/01/31	1.950%	4,210.16	213,820.94	222,241.26
15	29	01/01/32	1.950%	2,125.41		
15	30	07/01/32	1.950%	2,125.41	217,990.52	222,241.34
				422,146.05	2,800,000.00	3,222,146.05



Chapter Eight Appendix



Town of Camp Verde
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2026

Fiscal Year	S c h	FUNDS							
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total All Funds
2025 Adopted/Adjusted Budgeted Expenditures/Expenses*	E	14,208,590	7,590,834	1,636,260	4,882,395	0	29,792,865	0	58,110,944
2025 Actual Expenditures/Expenses**	E	10,554,276	1,293,952	1,608,628	2,289,834	0	3,814,280	0	19,560,969
2026 Beginning Fund Balance/(deficit) or net Position/(deficit) at July 1***		5,505,625	2,901,632	0	2,455,445		16,747,272		27,609,974
2026 Primary Property Tax Levy	B								0
2026 Secondary Property Tax Levy	B								0
2026 Estimated Revenues Other than Property Taxes	C	15,995,555	29,071,970	0	25,000	0	10,617,540	0	55,710,065
2026 Other Financing Sources	D	0	0	0	1,255,000	0	2,351,185	0	3,606,185
2026 Other Financing (Uses)	D	0	0	0	1,255,000	0	2,351,185	0	3,606,185
2026 Interfund Transfers In	D	0	0	1,724,015	2,713,610	0	101,190	0	4,538,815
2026 Interfund Transfers (Out)	D	2,547,165	1,991,650	0	0	0	0	0	4,538,815
2026 Line 11: Reduction for Fund Balance Reserved for Future Budget Year Expenditures									
2026 Maintained for Future Debt Retirement									0
2026 Maintained for Future Capital Projects									0
2026 Maintained for Future Financial Stability									0
2026 Maintained for Future Retirement Contributions									
2026 Total Financial Resources Available		18,954,015	29,981,952	1,724,015	5,194,055	0	27,466,002	0	83,320,039
2026 Budgeted Expenditures/Expenses	E	14,000,630	28,240,006	1,724,015	5,194,055	0	11,532,120	0	60,690,826

EXPENDITURE LIMITATION COMPARISON

	2025	2026
1. Budgeted expenditures/expenses	\$ 58,110,944	\$ 60,690,826
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	58,110,944	60,690,826
4. Less: estimated exclusions	38,277,449	43,438,760
5. Amount subject to the expenditure limitation	\$ 19,833,495	\$ 17,252,066
6. EEC expenditure limitation	\$ 21,386,626	\$ 29,544,150

☒ X The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

* Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts on this line represent Beginning Fund Balance/(deficit) or Net Position/(deficit) amounts except for nonspendable amounts(e.g., prepaids and inventories) or amounts legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

**Town of Camp Verde
Revenues Other Than Property Taxes
Fiscal Year 2026**

SOURCE OF REVENUES	ESTIMATED REVENUES FY2025	ACTUAL REVENUES* FY2025	ESTIMATED REVENUES FY2026
GENERAL FUND			
Local taxes			
Transaction Priviledge Tax	\$ 8,838,100	\$ 6,894,214	\$ 8,465,200
Franchise Fees	382,000	219,885	390,000
Licenses and permits			
Building Fees & Permits	455,000	397,314	425,000
Business License & Events	28,950	21,900	26,800
Pet License	2,500	0	0
Intergovernmental			
State Shared Revenues	2,664,970	1,771,173	2,485,075
State Transaction Priviledge Tax	1,893,300	1,206,988	1,925,115
Vehicle License Tax	1,022,480	674,245	1,071,610
Dispatch Services	149,000	131,512	159,000
Other	64,000	31,874	70,000
Charges for services			
Charges for Services	339,410	400,593	370,810
Fines and forfeits			
Magistrate Court	130,000	101,529	130,000
Other	2,100	3,284	3,100
Interest on investments			
Interest	190,000	236,382	225,000
In-lieu property taxes			
None			
Contributions			
Voluntary contributions	21,500	17,312	21,500
Grants	0	0	0
Miscellaneous			
Miscellaneous	218,940	195,794	227,345
Total General Fund	\$ 16,402,250	\$ 12,304,000	\$ 15,995,555

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**Town of Camp Verde
Revenues Other Than Property Taxes
Fiscal Year 2026**

SOURCE OF REVENUES	ESTIMATED REVENUES FY2025	ACTUAL REVENUES* FY2025	ESTIMATED REVENUES FY2026
SPECIAL REVENUE FUNDS			
Magistrate Fund			
Local JCEF	\$ 2,000	\$ 2,325	\$ 2,500
Fill The Gap	2,000	1,219	2,000
Court Enhancement	20,000	12,441	20,000
	\$ 24,000	\$ 15,984	\$ 24,500
HURF Fund			
State HURF Revenues	\$ 1,269,035	\$ 728,013	\$ 1,269,035
Interest & Other	0	891	0
	\$ 1,269,035	\$ 728,904	\$ 1,269,035
Housing Fund			
Loan Payment Principal	\$ 0	\$ 0	\$ 0
Interest	50	8	60
	\$ 50	\$ 8	\$ 60
Federal Grants Fund	19,086,110	350,818	23,922,260
Non-Federal Grants Fund	1,734,700	92,469	3,015,800
ARPA Fund	0	0	0
CDBG Fund	376,000	363,017	750,000
Donations Fund	286,110	339,504	90,315
	\$ 21,482,920	\$ 1,145,809	\$ 27,778,375
Total Special Revenue Funds	\$ 22,776,005	\$ 1,890,705	\$ 29,071,970

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**Town of Camp Verde
Revenues Other Than Property Taxes
Fiscal Year 2026**

SOURCE OF REVENUES	ESTIMATED REVENUES FY2025	ACTUAL REVENUES* FY2025	ESTIMATED REVENUES FY2026
DEBT SERVICE FUNDS			
Interest	\$ 0	\$ 0	\$ 0
	\$ 0	\$ 0	\$ 0
Total Debt Service Funds	\$ 0	\$ 0	\$ 0
CAPITAL PROJECTS FUNDS			
Interest	\$ 47,000	\$ 24,219	\$ 0
Misc Revenue	\$ 50,000	\$ 0	\$ 25,000
Total Capital Projects Funds	\$ 97,000	\$ 24,219	\$ 25,000
PERMANENT FUNDS			
None	\$ 0	\$ 0	\$ 0
Total Permanent Funds	\$ 0	\$ 0	\$ 0
ENTERPRISE FUNDS			
Wastewater Fund			
Operating Revenues	\$ 2,315,500	\$ 1,787,024	\$ 2,512,760
Grants	0	0	898,700
Interest & Other	41,500	31,166	36,500
	\$ 2,357,000	\$ 1,818,190	\$ 3,447,960
Water Fund			
Operating Revenues	\$ 1,982,000	\$ 1,542,894	\$ 2,384,580
Capacity Fee	252,300	131,916	250,000
Grants	0	72,210	4,535,000
	\$ 2,234,300	\$ 1,747,020	\$ 7,169,580
Total Enterprise Funds	\$ 4,591,300	\$ 3,565,210	\$ 10,617,540
INTERNAL SERVICE FUNDS			
None	\$ 0	\$ 0	\$ 0
Total Internal Service Funds	\$ 0	\$ 0	\$ 0
TOTAL ALL FUNDS	\$ 43,866,555	\$ 17,784,135	\$ 55,710,065

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Town of Camp Verde
Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2026

FUND	OTHER FINANCING FY2026		INTERFUND TRANSFERS FY2026	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND				
CIP Fund	\$	\$	\$	823,150
Debt Service Fund				1,724,015
Parks Fund				0
Total General Fund	\$ 0	\$ 0	\$ 0	\$ 2,547,165
SPECIAL REVENUE FUNDS				
Wastewater Fund	\$	\$	\$	101,190
Water Fund	\$	\$	\$	0
CIP Fund			0	0
Parks Fund			0	1,435,960
Debt Service Fund				454,500
Total Special Revenue Funds	\$ 0	\$ 0	\$ 0	\$ 1,991,650
DEBT SERVICE FUNDS				
General Fund	\$	\$	1,724,015	\$
HURF Fund			0	
Total Debt Service Funds	\$ 0	\$ 0	1,724,015	\$ 0
CAPITAL PROJECTS FUNDS				
General Fund	\$	\$	823,150	
Federal Grants			1,435,960	
CDBG Fund				0
HURF Fund			454,500	
General Fund			0	
Debt Financing	800,000		0	
Pool Remodel		800,000	0	
Lease Financing	455,000			
Vehicle Purchases		455,000		
Total Capital Projects Funds	\$ 1,255,000	\$ 1,255,000	\$ 2,713,610	\$ 0
PERMANENT FUNDS				
None	\$	\$	\$	\$
Total Permanent Funds	\$ 0	\$ 0	\$ 0	\$ 0
ENTERPRISE FUNDS				
Wastewater Fund	\$ 1,273,605		\$ 101,190	\$
Capital Projects	\$	1,273,605	\$	\$
Water Fund	\$ 1,077,580		\$ 0	\$
Capital Projects	\$	1,077,580	\$	\$
Total Enterprise Funds	\$ 2,351,185	\$ 2,351,185	\$ 101,190	\$ 0
INTERNAL SERVICE FUNDS				
None	\$	\$	\$	\$
Total Internal Service Funds	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL ALL FUNDS	\$ 3,606,185	\$ 3,606,185	\$ 4,538,815	\$ 4,538,815

**Town of Camp Verde
Expenditures/Expenses by Fund
Fiscal Year 2026**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES FY2025	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED FY2025	ACTUAL EXPENDITURES/ EXPENSES* FY2025	BUDGETED EXPENDITURES/ EXPENSES FY2026
GENERAL FUND				
General Admin	\$ 4,442,935	\$ 0	\$ 3,159,774	\$ 3,917,115
Magistrate Court	476,315	0	382,035	504,465
Public Works	1,903,810	0	1,344,167	1,919,800
Utilities	220,285	0	148,760	243,870
Community Development	1,094,705	0	701,393	1,035,105
Marshal's Office	4,467,585	0	3,666,229	4,717,965
Library	823,315	0	612,043	813,380
Parks & Rec	779,640	0	539,874	848,930
Total General Fund	\$ 14,208,590	\$ 0	\$ 10,554,276	\$ 14,000,630
SPECIAL REVENUE FUNDS				
Magistrate Fund	\$ 105,030	\$ 0	\$ 6,497	\$ 132,465
Non-Federal Grants Fund	1,305,678	(86,086)	136,133	3,016,800
Federal Grants Fund	3,589,450	0	750	22,526,300
ARPA Fund	217,645	0	155,177	0
CDBG Fund	491,000	0	304,207	750,000
911 fund	1,361	0	0	1,361
Housing Fund	123,600	0	0	123,625
Donations Fund	728,425	86,086	62,879	883,190
HURF Fund	1,028,645	0	628,309	806,265
Total Special Revenue Funds	\$ 7,590,834	\$ (0)	\$ 1,293,952	\$ 28,240,006
DEBT SERVICE FUNDS				
Debt Service Fund	\$ 1,636,260	\$ 0	\$ 1,608,628	\$ 1,724,015
Total Debt Service Funds	\$ 1,636,260	\$ 0	\$ 1,608,628	\$ 1,724,015
CAPITAL PROJECTS FUNDS				
CIP Fund	\$ 1,980,550	\$ 0	\$ 799,150	\$ 2,322,135
Parks Fund	\$ 2,901,845	\$ 0	\$ 1,490,684	\$ 2,871,920
Total Capital Projects Funds	\$ 4,882,395	\$ 0	\$ 2,289,834	\$ 5,194,055
PERMANENT FUNDS				
None	\$ 0	\$ 0	\$ 0	\$ 0
Total Permanent Funds	\$ 0	\$ 0	\$ 0	\$ 0
ENTERPRISE FUNDS				
Wastewater	\$ 14,584,580	\$ 0	\$ 1,808,533	\$ 4,607,925
Water	\$ 15,208,285	\$ 0	\$ 2,005,747	\$ 6,924,195
Total Enterprise Funds	\$ 29,792,865	\$ 0	\$ 3,814,280	\$ 11,532,120
INTERNAL SERVICE FUNDS				
None	\$ 0	\$ 0	\$ 0	\$ 0
Total Internal Service Funds	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL ALL FUNDS	\$ 58,110,944	\$ (0)	\$ 19,560,969	\$ 60,690,826

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed

Town of Camp Verde
Full-Time Employees and Personnel Compensation
Fiscal Year 2026

FUND	Full-Time Equivalent (FTE) FY2026	Employee Salaries and Hourly Costs FY2026	Retirement Costs FY2026	Healthcare Costs FY2026	Other Benefit Costs FY2026	Total Estimated Personnel Compensation FY2026
GENERAL FUND	113	\$ 7,840,165	\$ 829,170	\$ 2,018,320	\$ 175,255	\$ 10,862,910
SPECIAL REVENUE FUNDS						
HURF Fund	4	\$ 240,415	\$ 26,015	\$ 55,965	\$ 16,000	\$ 338,395
						0
						0
Total Special Revenue Funds	4	\$ 240,415	\$ 26,015	\$ 55,965	\$ 16,000	\$ 338,395
DEBT SERVICE FUNDS						
N/A		\$	\$	\$	\$	\$ 0
Total Debt Service Funds	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
CAPITAL PROJECTS FUNDS						
N/A		\$	\$	\$	\$	\$ 0
Total Capital Projects Funds	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
PERMANENT FUNDS						
None		\$	\$	\$	\$	\$ 0
Total Permanent Funds	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
ENTERPRISE FUNDS						
Wastewater Fund	10	\$ 667,655	\$ 74,425	\$ 155,400	\$ 16,475	\$ 913,955
Water Fund	7	\$ 492,195	\$ 53,655	\$ 107,005	\$ 6,555	\$ 659,410
Total Enterprise Funds	17	\$ 1,159,850	\$ 128,080	\$ 262,405	\$ 23,030	\$ 1,573,365
INTERNAL SERVICE FUND						
None		\$	\$	\$	\$	\$ 0
Total Internal Service Fund	0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
TOTAL ALL FUNDS	134	\$ 9,240,430	\$ 983,265	\$ 2,336,690	\$ 214,285	\$ 12,774,670



Glossary

Acronyms

A&A - Board of Adjustments/Board of Appeals
ADOT - Arizona Department of Transportation
ARPA - American Rescue Plan Act
CAFR - Comprehensive Annual Financial Report
CDBG - Community Development Block Grants
CIP - Capital Improvement Plan
CIPF - Capital Improvement Projects Fund
COJET - Committee on Judicial Education Training
CVMO - Camp Verde Marshals Office
DOHS - Department of Homeland Security
ERE – Employee Related Expenses
FT - Full Time Employment
FTE - Full-Time Equivalent
FY – Fiscal Year
GAAP - Generally Accepted Accounting Principles

GASB - Governmental Accounting Standards Board
GFOA - Government Finance Officers Association
GO Bonds - General Obligation Bonds
GOHS - Governor’s Office of Highway Safety
IGA - Inter-governmental Agreement
NACOG - Northern Arizona Council of Governments
OSHA - Occupational Safety and Health Administration
P&Z - Planning and Zoning Board
PT - Part Time Employment
REI – Recreation Equipment, Inc.
TPT - Transaction Privilege Tax
USDA - United States Department of Agriculture, Rural Development Agency
WIFA - Water Infrastructure Finance Authority of Arizona

Definition of Terms

Annual Expenditure Limitation

The maximum amount of expenditures that the Town is allowed to spend in a given year, dictated by the State. The purpose of the expenditure limitation is to control expenditures of local revenues and limit future increases in spending to adjustments for inflation; deflation; population growth of the town.

Balanced Budget

The Town defines a balanced budget as follows: Projected revenues cover all annual operating expenses of the Town, ie one-time and/or capital expenses may be covered by utilizing previous years surpluses.

Camp Verde Sanitary District (CVSD)

Before the Town of Camp Verde took over the operations of the wastewater treatment plant, the plant operated independently as a special district called the Camp Verde Sanitary District. In July Of 2013, it was voted on by residents to dissolve CVSD and allow the Town to take over operations. The debt of CVSD however, still resides within the sanitary district, not the Town, and is collateralized by property taxes on residents within the district. The Town is the Trustee of CVSD until all remaining debt is retired and the district is ultimately dissolved.

Capital Project or Capital Asset

Expenditures resulting in the acquisition or addition to the government's general fixed assets. These assets have a useful life of more than one year and a minimum cost of over \$5,000.

Court Enhancement funds

Created by local Town Ordinance 2001-A182, these funds are to be used exclusively to enhance the technological, operational and security capabilities of the court. The funds are derived from a fee of \$10 plus any surcharges on all fines, sanctions, assessments and diversion or probation programs.

Debt Ratio

Total debt divided by total assets, excluding all Enterprise Fund debt (ie Wastewater Fund & Water Fund).

Debt Service

Budget for principal, interest and related service charges on obligations resulting from Town debt.

Debt Service Contribution Ratio

General Fund revenues less expenses divided by total debt service in the Debt Service Fund.

Debt/Resident

Total Town outstanding principal divided by the estimated number of town residents.

ERE

Employee Related Expenses are all taxes and benefits attributable to employees arising from payroll. ERE does not include the employee's wages.

Fill the GAP funds

These funds are allocated by the state to local courts from a percentage of filing fees charged at the Arizona Supreme Court and the Court of Appeals. These funds are to be used to improve, maintain and enhance the ability to collect and manage monies assessed or received by the court, to improve court automation and to improve case processing or the administration of justice.

Fiscal Year

A time period designated by the City signifying the beginning and ending date for recording financial transactions. The Town of Camp Verde has a fiscal year beginning July 1 and ending June 30.

Franchise Fees

A fee paid by a public service business for the special privilege to use city streets, alleys and property in providing their services to the citizens of the community. Services requiring franchise fees include electricity, water, natural gas, and cable television.

Full-Time Equivalent

A part-time position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time employee working for 20 hours each week would be the equivalent to .5 of a full-time position.

Fund Balance

Fund balance is the excess of assets over liabilities of governmental and fiduciary funds.

Fund

An accounting entity having a set of self-balancing accounts and that records all financial transactions for specific activities or government functions in attaining certain objectives governed by special regulations, restrictions, or limitations.

- **Agency Fund:** A fund used to report resources held by the reporting government in a purely custodial capacity.
- **Enterprise Fund:** A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The governing body's intention is to finance or recover operation costs through user fees.
- **Governmental Fund:** Funds used to account for the acquisition, use and balances of expendable financial resources and related current liabilities, except those accounted for in propriety funds and fiduciary funds (i.e., General Fund, Special Revenue Fund, Debt Service Fund, Capital Projects Fund).
- **Special Revenue Fund:** A fund used to finance distinct activities and created out of receipts of specific revenues.

General Fund Reserve

Undesignated monies within the General Fund that are available for appropriations.

General Obligation (GO) Bonds

Bonds that finance a variety of public projects and require voter approval. These bonds are backed by the full faith and credit of the city. Limitations for bonding capacity are set by State Statute.

Highway User Revenue Fund

This is the fund where Highway User Revenues are received, expensed and accounted for.

Highway User Revenues

State motor vehicle fuel taxes that are shared with Arizona towns and cities. These funds are restricted in use for the construction and maintenance of streets and highways.

Local JCEF funds

Judicial Collection Enhancement Funds (JCEF) are received from a portion of a state imposed \$20 fee (ARS 12-116) that is required when individuals who have a fine due to a local court and choose to pay all or a portion of that fine over time rather than when due. The fees are to be used by the court to improve, maintain and enhance the ability to collect and manage monies assessed or received by the court, to improve court automation and to improve case processing or the administration of justice.

Operating Transfers (Transfers In & Out)

Operating transfers (both in & out) are used to move monies/funding between the individual funds of the Town.

Revenue Bonds

Bonds that are backed by some type of revenues of the Town, predominantly pledged excise taxes, such as local TPT tax revenues and state shared revenues.

State Shared Revenues

- **Urban Revenue Sharing (URS):** State income tax revenue that is shared with Arizona cities and towns.
- **State Sales Tax:** State sales tax revenue that is shared with Arizona cities and towns.
- **Vehicle License Tax:** State shared revenue from vehicle licensing taxes.

Sworn Officer

Peace Officers who are armed, carry a badge and have arrest powers.

SWOT Analysis

A study undertaken by an organization to identify both its strengths and weaknesses as well as external opportunities and threats.

Unqualified Opinion

Auditor's opinion of a financial statement, given without any reservations. Such an opinion basically states that the auditor feels the company followed all accounting rules appropriately and that the financial reports are an accurate representation of the company's financial condition.

WIFA

The Water Infrastructure Authority is an agency that supports Arizona municipalities and districts with funding for water and wastewater projects through low cost, low-rate loans and grants.