



Support your local merchants
AGENDA

**TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S MAIN STREET, SUITE 106
MONDAY, APRIL 3, 2023 AT 6:30 P.M.
ZOOM MEETING LINK:**

<https://us02web.zoom.us/j/83109458298?pwd=WxEzQy9acFEzYjViY2RBMmZsVkpTdz09>

**One Tap Mobile: 1-253-205-0468 or 1-253-215-7799
Meeting ID : 831 09456 8298
Passcode: 423855**

If you want to speak ON ANY ITEM ON THE AGENDA, PLEASE complete the Request to Speak Form

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

1. **Call to Order**
2. **Roll Call:** Chairperson Dave Grondin, Vice Chairperson Candra Faulkner, Commissioner Glenda Duncan, Commissioner Mary Hughes, Commissioner Jerry Morris, Commissioner Jeffrey Noonan, and Commissioner Karen Wade
3. **Also Present: Town Staff Members:** Parks & Recreation Manager Michael Marshall, Parks & Recreation Coordinator Phyllis Nettik, Town Clerk Cindy Pemberton
4. **Pledge of Allegiance**
5. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Commission requests.
 - a) **Approval of the Minutes:**
 - 1) Regular Session – March 6, 2023 page 5
 - b) **Set Next Meeting, Date and Time:**
 - 1) Monday, May 1, 2023 at 6:30 p.m.
6. **Special Announcements and presentations:**
 - **There are no Special Announcements or Presentations**
7. **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))

8. **Presentation, discussion and review of Town and Parks and Recreation Organizational Structure, Parks and Recreation facilities, and Parks and Recreation Budget overview.** (Staff Presenter and Resource Michael Marshall) page 17
9. **Presentation and discussion about proposed Capital Improvement Projects.** (Staff Resource and Presenter Michael Marshall) page 35
10. **Review and discussion regarding community outreach and community partnerships.** (Staff Resource Michael Marshall)
11. **Direction to staff on topics for future Agenda Items.** (Staff Resource Michael Marshall).
12. **Commission Informational Reports.** These reports are relative to the committee meetings or events that Commission members attended.
13. **Call to the Public for items not on the agenda. (Please complete Request to Speak Card and turn in to the Clerk.)**
14. **Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.
15. **Adjournment**

Note: Pursuant to A.R.S. §38-431.03A.2 and A.3, the Parks and Recreation Commission may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item. The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

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 the Town Web site on _____ at _____ p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Shawna Figy

Shawna Figy, Parks & Recreation Supervisor



Support your local merchants

DRAFT MINUTES

**TOWN OF CAMP VERDE
REGULAR SESSION
PARKS & RECREATION COMMISSION
473 S MAIN STREET, SUITE 106
MONDAY, MARCH 6, 2023 at 6:30 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/82513398723?pwd=ZnBNcG1CQVJDQTImcUxlanBQS0Nrdz09>

One Tap Mobile: 1-253-205-0468 or 1-253-215-7799

Meeting ID: 825 1339 8723

Passcode: 842901

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

1. **Call to Order** Town Clerk Cindy Pemberton called the meeting to order at 6:30 p.m..
2. **Roll Call:** Commissioner Glenda Duncan, Commissioner Candra Faulkner, Commissioner Dave Grondin, Commissioner Mary Hughes, Commissioner Jerry Morris, Commissioner Jeffrey Noonan, and Commissioner Karen Wade.
All Present.
3. **Introduction of Commissioners**

Each Commissioner took a few moments to introduce themselves.
4. **Also Present: Introduction of Staff Members** Parks & Recreation Manager Michael Marshall, Parks & Recreation Supervisor Shawna Figy, Town Clerk Cindy Pemberton, Interim Town Manager Gail Mabery

Town Manager Mike Marshal introduced himself to the Commission. He said Parks and Recreation Supervisor Shawna Figy will be in attendance, but late, due to a previous commitment. Town Clerk Cindy Pemberton introduced herself and discussed her temporary role to the Parks and Recreation Commission
5. **Pledge of Allegiance** Commissioner Grondin led the Pledge of Allegiance.
6. **Discussion and terms of all Commission Members per Resolution 2022-1099. Divide into three (3) classes, three (3) members to serve (1) year, two (2) members to serve two (2) years and two (2) members to serve three (3) years.**
Staff Resource: Cindy Pemberton
Ms. Pemberton opened discussion amongst the Commission to decide which

members would serve the designated number of years.

Commissioner Hughes, Commissioner Wade, and Commissioner Faulkner will serve one year.

Commissioner Duncan and Commissioner Noonan will serve two years.

Commissioner Grondin and Commissioner Morris will serve three years.

7. **Election of Chairperson to a term of office through January 2024.** Staff

Resource: Cindy Pemberton

Commissioner Noonan made a **motion** for Commissioner Grondin to serve as the Chairperson for the Parks and Recreation Commission through January 2024.

Second by Commissioner Wade.

Roll Call Vote:

Commissioner Hughes: Aye

Commissioner Wade: Aye

Commissioner Morris: Aye

Commissioner Grondin: Abstain

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Motion Passed 6-0.

8. **Election of Vice Chairperson to a term of office through January 2024.** Staff

Resource: Cindy Pemberton

Commissioner Duncan made a **motion** for Commissioner Faulkner to serve as the Vice Chairperson for the Parks and Recreation Commission through January 2024.

Second by Commissioner Noonan.

Roll Call Vote:

Commissioner Hughes: Aye

Commissioner Wade: Aye

Commissioner Morris: Aye

Chairman Grondin: Aye

Commissioner Faulkner: Aye

Commissioner Noonan: Aye

Commissioner Duncan: Aye

Motion Passed 7-0.

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

a) Approval of the Minutes:

1) No Minutes for Approval

b) Set Next Meeting, Date and Time:

1) Monday, April 3, 2023 at 6:30 p.m.

Commissioner Noonan made a **motion** to approve the Consent Agenda.
Second by Commissioner Duncan.

Roll Call Vote:

Commissioner Hughes: Aye
Commissioner Wade: Aye
Commissioner Morris: Aye
Chairman Grondin: Aye
Vice Chairwoman Faulkner: Aye
Commissioner Noonan: Aye
Commissioner Duncan: Aye
Motion Passed 7-0.

10. **Special Announcements and presentations:**
- **There are no Special Announcements or Presentations**
11. **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 Board 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))
- No cards.**
12. **Discussion and Review of Best Practices, Town Code, Social Media Policy, and Resolution establishing the Parks and Recreation Commission.** Staff Resource; Cindy Pemberton

Town Clerk, Cindy Pemberton reminded the Commission about their training from the Clerk's Office and the binders that were provided to them. These binders include the Best Practices, Town Code, Social Media Policy, Parks and Recreation Resolution. She asked the Commission if there were any follow up questions.

Chairman Grondin asked who the Commission is supposed to go through first if they have proposals and suggestions. The packet states that they go through the Town Manager, but he thought they were supposed to go through the Parks and Recreation staff.

Ms. Pemberton told him they would go through Mr. Marshall first, and then he would follow up with the Town Manager.

Chairman Grondin also asked about some of the redundancy he's finding. It says

that the Parks and Recreation Commission is going to be establishing policies and procedures, but he's wondering if those have already been established by the Parks and Recreation Division.

Parks and Recreation Manager Mike Marshall told him they won't be establishing policies and procedures, they'll be assisting and advising the Parks and Recreation Division on certain policies and procedures that the Division may want to change. The Commission will be another place that Parks and Rec will get advice and consent. He said they have plenty of policies and procedures already in place and based on the scope and impact of some of them, the Commission may be brought in for their input. Then, when the Division brings the changes to Council, they will be able to let Council know that the input of the Commission has also been sought.

Ms. Pemberton said that most of the actions that this Commission makes is recommendations to Council and the Parks and Recreation Division, but the actual deciding factor will come from Council.

Chairman Grondin, again, was concerned about some redundancy between the Commission and the Parks and Rec Division. Particularly, he mentioned care and maintenance. Is the Commission responsible for this, or is it the Parks and Recreation Division?

Mr. Marshall responded and said the conceptual idea with the resolution is the Parks and Rec Commission can be involved in anything to do with Parks and Recreation. Ideally, he will have things he'd like to talk to the Commission about, and the Commission will have things they'll want to talk about, and these topics will be agenda items for future meetings. Over the course of the next few meetings, he feels they'll all start to figure out how this relationship works between them.

Furthermore, he said that neither the Parks and Recreation Commission, nor Council really knows exactly what they want the Parks and Recreation Commission to do and how exactly it'll function day to day. The idea right now is they'll figure it out as they go and as topics arise.

Chairman Grondin wondered about the previous Parks and Recreation Commission and why they disbanded.

Neither Mr. Marshall, nor Ms. Pemberton were sure, but Ms. Pemberton said she'd be happy to investigate it and report back to them.

Mr. Marshall wanted to point out that when Council decided to reconstitute this Commission, they didn't use the original resolution because the original resolution was established at the very beginning of when the town was becoming incorporated. Back then the Commission was responsible for some of the rules and regulations of the Town because they hadn't already been developed. The Commission now is more of an advisory group.

Mr. Marshall wanted to introduce Shawna Figy, Parks and Recreation Supervisor,

who was now in attendance.

Ms. Figy apologized for being late and introduced herself to the Commission.

13. **Review and Discussion of Town Attorney's Do's and Dont's for Arizona Open Meeting Laws.** Staff Resource: Cindy Pemberton

Ms. Pemberton explained the packet that was provided for the Commission on the Arizona Open Meeting Laws which was created by the Town Attorney.

Commissioner Duncan had a question regarding the minutes for the meeting. She wondered if the Commission was responsible for them or was it someone on staff.

Ms. Pemberton explained the Town's contracting of transcriptionists, are responsible for the minutes. Staff reviews and edits the minutes, if necessary, and then the Commission is provided a copy for approval.

14. **Review and Discussion of Parks and Recreation Commission's Mission and Division Operations Detail Overview.** Staff Resource: Mike Marshall

Mr. Marshall explained that the Parks and Recreation Commission is responsible for all the Parks and Rec activities in the town, while the Parks and Recreation Division is responsible for the programming. There are several other divisions within the town that will be responsible for different aspects of what the Commission could be involved in. For example, if it's a maintenance issue, the maintenance division will be responsible for that. The Parks and Rec Division will always be the point of contact for the Commission, but they're not always the ones who will be taking care of the issues they may have.

Mr. Marshall went on to say that the Division Operations Detail Overview is an attempt to bring the Commission up to speed on the Parks and Recreation Division's Operational Details, not on everything having to do with Parks and Recreation. He would be more than happy to answer any questions they may have.

Chairman Grondin asked the difference between a Division and a Department. Mr. Marshall said it's about \$25,000. The Parks and Rec Division is a component of Public Works. They do the programming. Several divisions are all under the Public Works Department. This is also why the Parks and Recreation Division isn't always going to be who the Commission talks to if they have questions.

Chairman Grondin clarified that structurally it starts at the Town Council, then it goes to the Town Manager, then onto the Department head, then the Division, and on down to the Commission.

Commissioner Noonan asked a hypothetical question about how they would approach the desire to approve the trails over by the Camp Verde Sports Complex.

Mr. Marshall said there are several different ways to do that. The most obvious and direct way would be for the Commission to suggest something they want to hear more about, then they would direct staff to get back to them with a report on what their options are. He would like to have a way for the Parks and Rec Division and the Commission to discuss what they'd like to talk more about.

Ms. Pemberton said they will have an opportunity during their staff or Commission Reports to request future agenda items.

Commissioner Morris asked a question regarding how to communicate what the public wants them to accomplish as Commissioners.

Ms. Pemberton said anytime the Commission receives any inquiries or concerns from citizens, the first step is to notify Make Marshall to let him know you are interested in having that item on the agenda. Additionally, he can ask Mr. Marshall to provide him with information.

Mr. Marshall said one of the things they want to do as Parks and Recreation is to educate the Commission on what staff does in the Parks and Recreation Division. If the Commission is educated on Parks and Recreation topics within the town, they will be able to give the public proper information.

He also urges the Commission to tell citizens who have questions to call the Parks and Rec in order to have questions answered. He is hoping that through this Parks and Recreation Commission, they can get increased public discussion.

Interim Town Manager Gail Mabery introduced herself to the Commission and thanked them for serving their community.

To add to what Ms. Pemberton and Mr. Marshall said previously about what to do with information from the public, Ms. Mabery said the first few meetings will be information gathering and learning about Parks and Recreation and the facilities they have and the programs they're running. They want to teach the Commission to walk before they run. She encourages them to have some strategic planning to decide what they would like to see on future agendas. There's a lot of things they'll automatically get pulled into, but they'll have to be strategic and plan the things they want to bring to the table.

Chairman Grondin asked whether they need to put on the agenda everything they want to accomplish, or is it only the items that require an action?

Ms. Mabery said anything they want to discuss in a public meeting needs to be on the agenda. The agenda gives the public notice of topics they'll be covering. There will be opportunity at meetings to decide what items they'd like to see on a future agenda.

Chairman Grondin said he could like Commissioners to conduct a walk through of every facility the city currently has in place so they understand what's out there and

what needs to be done at each facility. He wondered if he needs to put that on an agenda, or can he just suggest that.

Ms. Mabery responded it's both. He can suggest it and then they would agendaize it to give notice to the public of what they're doing and when they're doing it.

Ms. Pemberton said they can request for a Commission tour at this current meeting, but the request would have to be for a later date.

Mr. Marshall said he provided the Commission with a lot of written information of how Parks and Rec works. He would be glad to talk one on one with a Commissioner if they'd like to know more about certain topics in Parks and Recreation. They can talk in person or on the phone. When the Commission asks for an item to be put on the agenda, it's Parks and Rec's job to make sure that happens. He said a tour is something they've discussed, and it's also listed in the Board's and Commission's Recommendations.

Chairman Grondin asked about whether each Commissioner could do their tour personally. Could they all go one on one in their own time, rather than waiting to put it on a future agenda?

Ms. Mabery said it's very flexible. They could certainly be provided with a list of the addresses and locations of different facilities so they can go on their own to get familiar with them. Having a staff member with them would be beneficial, but it wouldn't be a good use of staff's time to have each Commissioner go at a different time, if they're wanting staff with them.

Chairman Grondin clarified that if they want to go on the tour as a group, they will need to get it agendaized?

Ms. Pemberton said it's called a courtesy notice. This notice is intended to inform the public that the Commission is meeting for a tour. There will be no business or action taken during this time.

Chairman Grondin asked if they would be in violation of Open Meeting Law if the 7 of them were to meet at the Sport's Complex. Ms. Mabery told him that 4 or more of them gathered is a quorum and violates open meeting law.

Mr. Marshall said they are more than happy to speak to Commission members at the office about these details and provide them with maps and information to go look into these locations. They want to educate them as much as possible with what's going on.

Ms. Mabery mentioned regarding tours, if they do the tour with the Parks and Rec van, they could go to several locations at a time.

Mr. Marshall said they've done tours before with new hires or Council Members, and it's a great way to get people educated with what they do.

15. **Discussion and Direction to staff on topics to be listed on upcoming agendas.** Staff Resource: Mike Marshall

Ms. Pemberton told Chairman Grondin that this agenda item could possibly involve a motion at the end of the discussion. Most often agenda items that say “Direction to staff” or “Recommendation to Council” involve a motion.

Mr. Marshall mentioned that a future agenda item could be reviewing the Parks and Recreation budget, as the Town Ordinance for boards and commissions discusses overviewing the budget. He said this would give the Commission an idea how much Parks and Rec spends and brings in. Additionally, he mentioned that if the Commission didn’t want to do a tour of the facilities, a future agenda item could involve a presentation of the different facilities and how they use them and what they have planned for them. He would also like to work more with the Clerk’s office on best practices review, as this will help future meetings work more smoothly.

Mr. Marshall said they could also discuss the town’s general plan, which has components having to do with Parks and Recreation. As it stands now, Parks and Rec does not have a town wide Recreation Master Plan. They have plans and hopes for the future, but they are not in one concise master plan. This is something the Commission can help them with. When they bring something to Council, it works in their favor to say that Town Manager, Commission, Parks and Recreation Division, and the public who has attended the meetings are all in favor of it, it makes Council more comfortable when they go to approve it.

Ms. Pemberton said after staff makes their recommendations, the Chairman will open a discussion for the Commissioners to engage in conversation to determine what their next steps will look like on listing upcoming agenda items. They can then direct staff to go in the direction of the Commission.

Commissioner Morris would like to see a Parks and Rec wish list. He feels this would help them see what they’re thinking so they can be on the same page and give them a target to look for.

Mr. Marshall appreciates that because he and Ms. Figy do have an informal list of things they would like if they were attainable. They’d be more than willing to present some of those things to them and hear what the Commission has to say.

Commissioner Morris said a lot of this is for information instead of action, just so they can all get on the same page and know where to start.

Chairman Grondin asked Ms. Pemberton if they need a motion for each future agenda item.

Ms. Pemberton said they could group them all together in one motion or direct staff

to bring them back to a future agenda.

Chairman Grondin asked Commissioner Morris if he would direct staff to bring his inquiry back to a future agenda.

Commissioner Morris directed to staff to bring back to the Commission their “dream list”.

Commissioner Faulkner agrees with Mr. Marshall that a presentation on budget and facilities would be a good place to start to help them understand Parks and Recreation. After the presentation, they can decide if there are specific sights that they’d like to go to. She felt it would be helpful to have a specific facility presented and the budget they have for it.

Commissioner Hughes agreed that a facilities tour would only be necessary after a presentation on facilities, IF a commissioner felt they wanted to see a specific location in person.

Commissioner Duncan would like to hear, in the presentation, about their interaction with other departments, specifically Maintenance and Streets, to see how they work together.

Mr. Marshall said a lot of these things will interrelate in the presentation they are requesting. He feels their relationship with other departments, specifically maintenance and streets, is great.

Ms. Mabery said she echoes what Mr. Marshall said and feels the 4 things that have been requested for a future agenda will give them a robust next meeting. At each future meeting, they will get a good idea of what they’ll want to talk about each subsequent meeting.

Mr. Grondin asked if the four topics can be reviewed before he asks for a motion.

Ms. Pemberton said yes.

Ms. Pemberton and Ms. Mabery listed the four topics for the next Parks and Recreation Commission meeting- Budget Overview, Presentation of facilities, how Parks and Recreation interacts with other divisions (specifically Community Development and Maintenance), and a Parks and Recreation Wishlist, which may not even need to be a separate agenda item if they can tie it into the other ones.)

Ms. Mabery said with regard to the tour, the focus is to do a presentation on the facilities, and as part of that discussion, if they feel they need a tour, they will schedule that for a future agenda.

Ms. Pemberton told Chairman Grondin that when he opens the floor up for a possible motion, the person making the motion would need to specifically identify each of the topics just listed as future agenda items.

Mr. Marshall said he suggests they make a motion to start with a budget presentation that also included a facilities overview, explanation of facilities and programs, their interaction with other divisions, and then the tie in of a Wishlist. He feels he'll be able to make that all flow well together. He wondered if they would all be 4 separate items, or one combined together.

Ms. Pemberton told him they would be separate.

Ms. Mabery asked if the Commission needed to make a motion on this, or can they just direct staff.

Ms. Pemberton said she's comfortable with them just directing staff to move forward with these items. It doesn't have to be a motion.

Chairman Grondin asked Mr. Marshall if they'd throw in an overhead map that highlights where the parks are.

16. **Commission Informational Reports.** These reports are relative to the committee meetings that Commission members attend.

There are no reports.

Ms. Pemberton told Commission that in future meetings, they'll use this as an opportunity to talk about if they've attended other meetings or events and they'd like to share with their fellow Commissioners.

17. **Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Commissioners and public of such events and activities. The Commissioners will have no discussion, consideration, or take action on any such item, except that an individual Commissioner member may request that the item be placed on a future agenda.

Mr. Marshall told the Commission that he is passing out the Parks and Recreation Division Monthly Report. He said this report will give them information on what they've been doing for the last four months. Hopefully it will lead to good discussion and question from the Commission.

Ms. Pemberton informed Mr. Marshall he can discuss anything in his staff report on upcoming events. Commissioners cannot respond to his statements, but they can request that something from one of his statements be placed on a future agenda item.

Mr. Marshall gave information to the Commission on the Pecan and Wine Festival. They will be putting on a courtesy agenda to the public to let them know there may be several Commission members there at the same time, but they won't be taking any action or having any business discussion.

Commissioner Noonan asked if when he's volunteering at the Pecan and Wine Festival, can he speak to Chairman Grondin alone?

Ms. Pemberton said yes, if there aren't four together. She asked that they caution themselves when they're talking one on one about business because it could lead to sharing information to other Commissioners about the same topic.

Mr. Marshall said to help any issues ever arising over open meeting laws, they can talk to staff and ask them all the why questions they have. He encourages them to ask questions.

Mr. Marshall commended the Parks and Recreation Division and the fantastic job they are doing. They are working on and looking into accreditation amongst other things.

18. **Adjournment**

Chairman Grondin adjourned the meeting at 8:00 PM.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and accurate accounting of the actions of the Parks and Recreation Commission of the Town of Camp Verde, Arizona during the Regular Session held on the 6th day of March 2023. I further certify that the meeting was duly called and held and that a quorum was present. Dated this 6th day of March 2023.

Chairman Dave Grondin

Parks and Recreation Manager Mike Marshall

Mary Frewin
Mary Frewin, Recording Secretary

Posted by: _____

Date/Time: _____

Note: Pursuant to A.R.S. §38-431.03A.2 and A.3, the Parks and Recreation Commission may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item. The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

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*

*February 28, 2023 (date) at 3:00 (time) in accordance with the statement filed by the Camp Verde Parks and
Recreation Commission with the Town Clerk*

(signed) Shawna Figy, Shawna Figy, Recreation Supervisor (print name and title)

Camp Verde Parks & Rec

Organization, Facilities, Budget

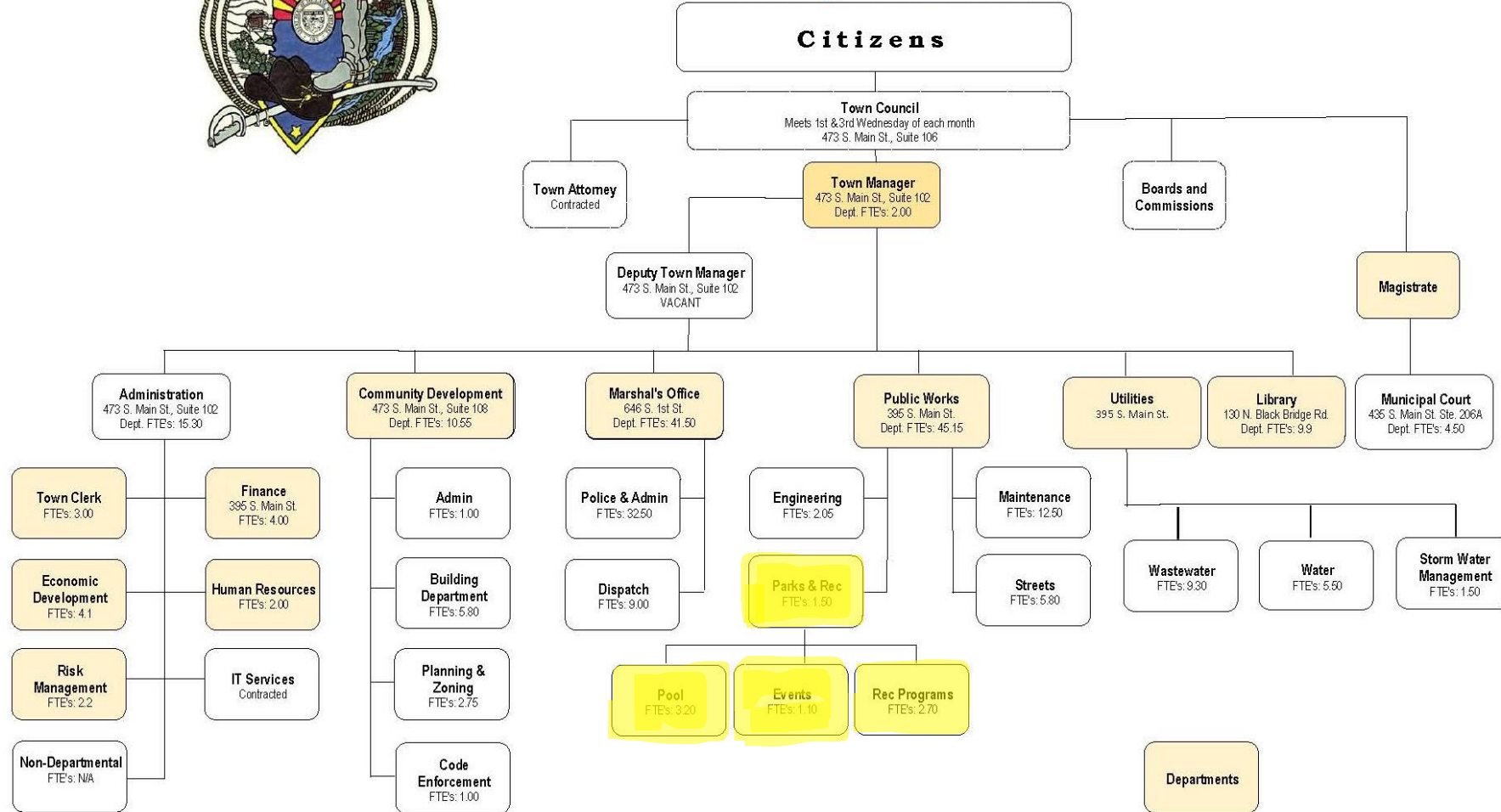
Michael Marshall
Division Manager



Organizational Charts - Town



Town of Camp Verde, Arizona Town Organization Chart

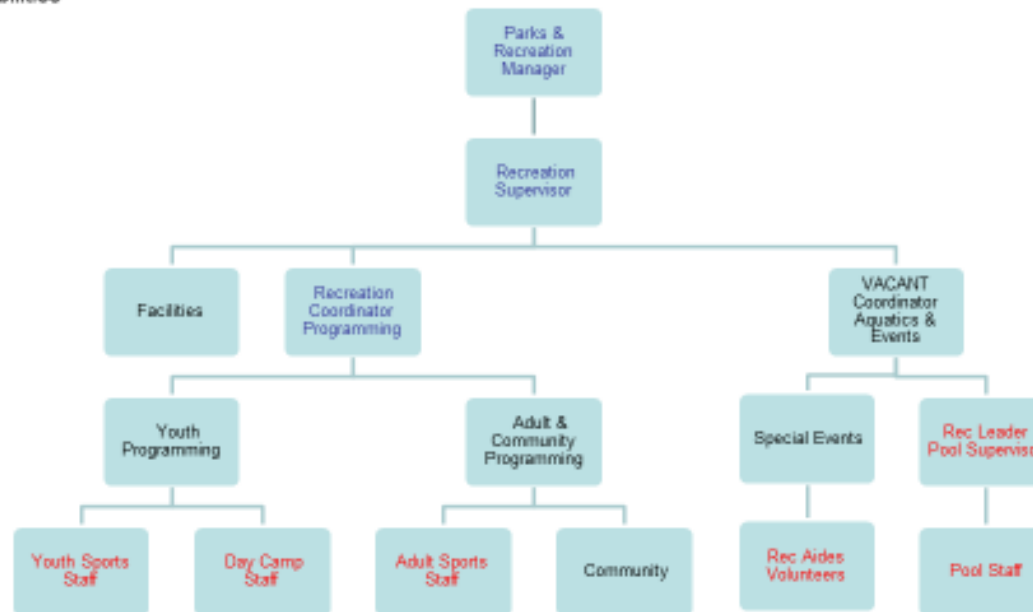


Organization Chart - Parks & Rec

Camp Verde Parks & Recreation Division

March 2023 – Program Based

5 Full Time staff
Joint Responsibilities
Seasonal staff



Town Complex

Room 302

Room 305

Room 204

Kitchen

Gymnasium

Community Center Field

Veteran's Gazebo

Redinger Ramada & Pocket Park

Cook Shack

CXT & Public Showers

Multiple Storage Spaces





Meeting Rooms - 204, 305 & 302



- **Rooms 204 and 305** are used weekly by groups like Boy Scouts and churches, by partner instructors for Qi-Gong, Yoga, Pilates, and Silver Sneakers, and the public for birthday parties, family gatherings, baby showers, and more. We also use these two rooms for our Summer Day Camp. These rooms are furnished with tables and chairs to cover room capacity(204 capacity 60, 305 capacity 49). For FY22, these three meeting rooms had 633 uses, which is easily over 10,000 people a year.

- Both 204 and 305 recently got new flooring and 204 was also equipped with air conditioning.

- **Room 302** is set up like an office space and used by partners or local groups like The Salvation Army and Verde Valley Sanctuary, with occasional use as a locker room or staging area for events.

WISH List for these spaces would include new paint and windows for all and new ceiling for 204, along with projector and roll-up screens for meetings/presentations. Long term plan is to add an additional larger room with a divider and bathrooms in the current Maintenance office/storage area and connect it and Room 305 to the Gym. We would love to have a space that could accommodate 75-125 people.





The Community Center Gym gets used for a variety of activities including our Grasshopper basketball program, adult volleyball, Pickleball at least 3 times per week, Cornhole league, and special events. We also allow rental of the gym for larger public and private events. When tables and chairs are set up, Maintenance puts down protective floor mats to protect the wood floor. There are 3 storage areas at the back of the Gym to store athletic equipment, summer camp supplies and equipment, and partner instructor gear as needed. A raised stage area is off to the side of the Gym. The gym floor was refinished in 2013 and requires periodic recoating last done in 2021.

The Kitchen is a commercially licensed commissary kitchen through Yavapai County and is used by businesses in the community for that purpose. It also gets used by Bread of Life and other community food share groups. Attached to the kitchen is an area that can be used for meetings or serving meals.

WISH list includes a new ceiling, adjustable shades over windows, a door into the larger storage area and adjustable basketball hoops.



Gymnasium and Kitchen

2 Storage areas and a ball closet

Community Center Field, Jim Redinger Ramada, Cook Shack, Veteran's Gazebo, CXT/Restrooms, Storage Spaces



- Community Center field is used for Town events, community events, sports practices, and an open grass space. Jim Redinger Ramada gets used at events, is used for birthday parties, funerals, and other public happenings. It is also used for food shares 5 times a month and a weekly Farmer's Market about 21 Saturdays per year. The Cook Shack gets used at Town and Ft. Verde State Historic Parks events, it is not generally for public use, only partner groups. Veteran's Gazebo is used for events and weddings. The CXT building has public restrooms for events and also for people renting meeting rooms. The CXT also has 4 private shower rooms accessed directly from the outside which are free and used about 400 times a year.

Wish List: replace Veteran's Gazebo support posts with a stable structure and add new benches and lighting, new lighting on Community Center Field, new playground equipment on the field and stairs on the west end of the Ramada down to the field for better circulation.

Parks

**Butler Park, Camp Verde Sports Complex,
Verde Lakes Parks, Arturo Park, Parsons
Preserve, Homestead Park, Hallett Plaza,
Rezzonico Family Park**

Butler Park, Sports Complex, Verde Vista Loop Trail, Perimeter Loop Trail

WISH LIST: Improve Butler Baseball and Soccer Field, additional trail connectivity to other areas in Town, Complete current phase of Sports Complex including concession/restroom facility



Verde Lakes Playground, Verde Lakes Community Park, Arturo Park, Hallett Plaza, Rezzonico Family Park, Parsons Preserve, Homestead Park



These parks serve a variety of purposes, mainly as public, community parks. We gather information from the community to see what they would like in their parks, perfect example of this is Verde Lakes Community Park. Rezzonico Family Park is a more natural park with star gazing platforms and a 4 table ramada that can be used as an outdoor classroom for activities at the Library. Parsons Preserve is early in development and Homestead is still conceptual. Hallett Plaza is the tiny pocket park on Main Street where the mosaic tile project is located. We do not want to offer all of the same amenities in each park, they each need to have an individual identity and we want to offer a variety of activities throughout the community.

WISH LIST: continue planned improvements at Verde Lakes Community Park, complete the Hallett Plaza mosaic project and the metal tree, power and real restroom at Rezzonico

Parks continued...



- We do have shade/picnic ramadas available at Rezzonico, Butler, and the 2 at the Town Complex which can be reserved by the public for gatherings. We only take reservations for the 4 table and larger, the smaller ramadas are first come, first served. We have playgrounds at Butler, Town Complex, Arturo, and a very small playground at Verde Lakes in the park behind the water company.

WISH LIST: Additional ramadas and playgrounds are planned for the Sports Complex and possibly Verde Lakes Community Park.

Heritage Pool

We offer a wide variety of programming at the pool which includes 1) swim lessons, both public and private, 2) Aqua Zumba, 3) Aqua Aerobics, 4) Swim Team, both kids and Masters, 5) lap swim, 6) open swim, and 7) pool party picnic area rental, and 8) private pool rental.



This season we are getting a new shaded picnic area(AARP non-match grant), new lane lines, lane line reel, reel cover, and pool covers.



WISH LIST: improved flooring in locker rooms, new, upgraded slide, new locker rooms/showers and larger guard room, resurfacing the plaster lining in the pool, build a stepped, sunbathing/seating area on the back side of the pool, and a new digital marquee pool sign.

P&R FY24 Summary Budget

	2019-20 AUDITED ACTUAL	2020-21 AUDITED ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 AUDITED ACTUAL	2022-23 COUNCIL ADOPTED	2022-23 ADJUSTED BUDGET	2022-23 THROUGH DEC 22	2023-24 DEPT REQUEST	2023-24 MANAGER RECMN'D	2023-24 COUNCIL PROPOSED
Expenditures										
Wages & Related	\$ 335,832	\$ 363,454	\$ 384,090	\$ 397,019	\$ 516,905	\$ 516,905	\$ 226,059	\$ 511,658	\$ -	\$ -
Operating Expenditures	\$ 118,861	\$ 118,753	\$ 183,800	\$ 165,878	\$ 195,240	\$ 195,240	\$ 98,671	\$ 232,885	\$ -	\$ -
Equipment/Capital Expenditures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 454,693	\$ 482,207	\$ 567,890	\$ 562,897	\$ 712,145	\$ 712,145	\$ 324,729	\$ 744,543	\$ -	\$ -
Revenues										
Total Revenues	\$ 54,591	\$ 62,709	\$ 111,460	\$ 101,226	\$ 118,460	\$ 118,460	\$ 56,354	\$ 131,710	\$ -	\$ -
Net Cost to General Fund	\$ 400,102	\$ 419,498	\$ 456,430	\$ 461,671	\$ 593,685	\$ 593,685	\$ 268,375	\$ 612,833	\$ -	\$ -

FY 24 800 - Admin Budget

Parks & Rec Admin

ACCOUNT TITLE	2019-20 AUDITED ACTUAL	2020-21 AUDITED ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 AUDITED of ACTUAL ud	2022-23 COUNCIL ADOPTED	2022-23 ADJUSTED BUDGET	2022-23 THROUGH of DEC 22 ud	2023-24 DEPT REQUEST	2023-24 MANAGER RECMN'D	2023-24 COUNCIL PROPOSED
Expenditures										
Wages & Related										
Salaries	65,892	67,918	63,985	68,757	81,130	81,130	36,921	66,471		
FICA	3,825	4,127	4,645	4,198	5,030	5,030	2,320	4,121		
Medicare	895	965	885	982	1,180	1,180	543	964		
Retirement	7,638	7,894	7,540	8,235	9,875	9,875	4,431	8,169		
Unemployment	39	61	140	53	190	190	5	160		
Workman's Compensation	619	735	650	823	890	890	648	731		
Health, Dental & Life Ins	10,675	12,383	11,645	11,555	16,735	16,735	6,475	14,784		
Total Wages & Related	\$ 89,583	\$ 94,083	\$ 89,490	\$ 94,603	\$ 115,030	\$ 115,030	\$ 51,343	\$ 95,400	\$ -	\$ -
Operating Expenditures										
Training	1,900	2,194	2,000	775	2,000	2,000	1,095	3,500		
Travel	584	191	1,300	1,599	1,300	1,300	1,203	3,000		
Office Supplies	882	341	600	552	600	600	539	600		
Subscriptions/Memberships	355	360	500	612	850	850	365	850		
Advertising	449	450	450	0	450	450	0	450		
Software Recurring Fees	4,000	4,000	4,000	4,129	4,775	4,775	4,702	8,000		
Auto Repair/Maintenance	5,215	294	3,000	4,301	3,000	3,000	1,259	3,000		
Fuel	223	5	300	274	300	300	338	900		
Electric	27,161	28,264	52,910	33,946	53,010	53,010	13,325	48,850		
Gas/Propane	2,807	3,284	2,800	4,050	4,200	4,200	1,806	3,600		
Water	1,464	1,404	1,440	1,325	1,440	1,440	702	1,400		
Waste Removal	2,274	2,474	2,400	3,599	3,600	3,600	1,925	3,600		
Cell Phone	478	623	750	617	660	660	308	660		
Legal Services	780	0	500	0	500	500	0	500		
Office Equipment	265	1,357	600	2,067	600	600	106	600		
Credit Card Processing Fees	335	203	450	701	450	450	480	1,300		
OSHA Medical Supplies	147	315	300	110	400	400	0	400		
Permits	790	315	315	790	360	360	475	850		
Total Operating Expenditures	\$ 50,109	\$ 46,074	\$ 74,615	\$ 59,447	\$ 78,495	\$ 78,495	\$ 28,627	\$ 82,060	\$ -	\$ -
Total Departmental Expenditures	\$ 139,692	\$ 140,157	\$ 164,105	\$ 154,050	\$ 193,525	\$ 193,525	\$ 79,970	\$ 177,460	\$ -	\$ -
Revenues										
Facility Rental Fees	3,105	2,990	3,000	9,515	6,000	6,000	2,706	6,000		
Total Departmental Revenues	\$ 3,105	\$ 2,990	\$ 3,000	\$ 9,515	\$ 6,000	\$ 6,000	\$ 2,706	\$ 6,000	\$ -	\$ -
Net Cost to General Fund	\$ 136,587	\$ 137,167	\$ 161,105	\$ 144,535	\$ 187,525	\$ 187,525	\$ 77,264	\$ 171,460	\$ -	\$ -

April 3, 2023

FY 24 810 - Events Budget

Parks & Rec Events

ACCOUNT TITLE	2019-20 AUDITED ACTUAL	2020-21 AUDITED ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 AUDITED ACTUAL	of ud	2022-23 COUNCIL ADOPTED	2022-23 ADJUSTED BUDGET	2022-23 THROUGH DEC 22	of ud	2023-24 DEPT REQUEST	2023-24 MANAGER RECM'ND	2023-24 COUNCIL PROPOSED
Expenditures												
Wages & Related												
Salaries	27,933	29,410	42,875	33,540		67,050	67,050	21,989		66,235		
Overtime	7,890	5,485	0	9,855		0	0	7,203		0		
FICA	2,147	2,116	2,735	2,643		4,160	4,160	1,792		4,107		
Medicare	502	495	610	618		975	975	419		960		
Retirement	4,141	4,084	5,320	5,286		8,160	8,160	3,473		8,140		
Unemployment	32	31	0	42		180	180	24		162		
Workman's Compensation	1,030	423	435	627		715	715	453		729		
Health, Dental & Life Ins	6,367	7,399	6,890	9,495		12,775	12,775	6,494		14,932		
Total Wages & Related	\$ 50,042	\$ 49,443	\$ 58,865	\$ 62,106		\$ 94,015	\$ 94,015	\$ 41,848		\$ 95,265	\$ -	\$ -
Operating Expenditures												
Training	70	0	0	0		0	0	0		0		
Advertising	4,244	2,553	6,500	4,102		4,500	4,500	3,001		7,000		
Waste Removal	588	76	800	1,195		800	800	662		1,800		
Contract Labor/Services	2,080	3,765	3,800	13,224		11,000	11,000	12,336		22,000		
Equipment Rental	2,387	10,336	19,500	20,846		19,500	19,500	11,117		31,500		
Liability Insurance	400	0	0	0		0	0	0		0		
Supplies & Equipment	6,306	4,772	5,000	8,666		5,000	5,000	10,010		9,100		
Product Sales Cost	4,998	3,499	12,000	9,495		12,000	12,000	4,095		12,000		
Total Operating Expenditures	\$ 21,073	\$ 25,001	\$ 47,600	\$ 57,528		\$ 52,800	\$ 52,800	\$ 41,220		\$ 83,400	\$ -	\$ -
Total Departmental Expenditures	\$ 71,115	\$ 74,444	\$ 106,465	\$ 119,634		\$ 146,815	\$ 146,815	\$ 83,068		\$ 178,665	\$ -	\$ -
Revenues												
Vendor Registration Fees	6,121	9,925	14,750	19,244		14,750	14,750	12,863		16,000		
Product Sales	2,895	0	18,460	4,774		18,460	18,460	5,054		18,460		
Ticket Sales	3,710	5,450	5,000	5,937		5,000	5,000	4,057		5,000		
Sponsorships	5,233	2,955	9,000	13,399		11,000	11,000	9,156		14,000		
Total Departmental Revenues	\$ 17,959	\$ 18,330	\$ 47,210	\$ 43,354		\$ 49,210	\$ 49,210	\$ 31,130		\$ 53,460	\$ -	\$ -
Net Cost to General Fund	\$ 53,156	\$ 56,114	\$ 59,255	\$ 76,280		\$ 97,605	\$ 97,605	\$ 51,938		\$ 125,205	\$ -	\$ -

FY 24 820- Pool Budget

Parks & Rec Heritage Pool

ACCOUNT TITLE	2019-20 AUDITED ACTUAL	2020-21 AUDITED ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 AUDITED ACTUAL	of ud	2022-23 COUNCIL ADOPTED	2022-23 ADJUSTED BUDGET	2022-23 THROUGH DEC 22	of ud	2023-24 DEPT REQUEST	2023-24 MANAGER RECMN'D	2023-24 COUNCIL PROPOSED
Expenditures												
Wages & Related												
Salaries	80,802	104,580	88,720	95,651		110,635	110,635	44,119		101,199		
FICA	4,945	6,470	5,535	5,890		6,860	6,860	2,730		6,274		
Medicare	1,156	1,513	1,280	1,377		1,605	1,605	639		1,467		
Retirement	2,952	2,671	3,790	3,635		4,110	4,110	1,782		2,733		
Unemployment	207	379	1,285	385		1,650	1,650	169		1,643		
Workman's Compensation	970	1,256	1,160	1,192		1,275	1,275	525		1,113		
Health, Dental & Life Ins	5,727	5,083	8,320	7,550		9,735	9,735	3,301		5,914		
Total Wages & Related	\$ 96,759	\$ 121,952	\$ 110,070	\$ 115,680		\$ 135,870	\$ 135,870	\$ 53,265		\$ 120,343	\$ -	\$ -
Operating Expenditures												
Training	3,116	1,983	2,500	2,703		2,500	2,500	422		3,500		
Electric	5,465	8,210	6,500	6,383		6,000	6,000	4,708		7,000		
Gas/Propane	3,054	13,803	4,800	14,226		6,800	6,800	2,321		6,800		
Waste Removal	500	446	480	260		780	780	0		780		
Telephone	878	935	880	909		900	900	442		880		
OSHA Med Supplies	0	368	225	159		225	225	0		225		
Pool Chemicals	16,950	9,901	10,000	6,738		10,000	10,000	7,104		10,000		
Pool Supplies	3,828	2,556	3,000	1,573		3,000	3,000	1,112		3,000		
Equipment Maintenance	681	764	2,000	723		2,000	2,000	146		2,000		
Concession Supplies	397	551	900	852		900	900	468		900		
Permits	605	605	600	1,105		1,140	1,140	0		1,140		
Total Operating Expenditures	\$ 35,474	\$ 40,122	\$ 31,885	\$ 35,631		\$ 34,245	\$ 34,245	\$ 16,721		\$ 36,225	\$ -	\$ -
Total Departmental Expenditures	\$ 132,233	\$ 162,074	\$ 141,955	\$ 151,311		\$ 170,115	\$ 170,115	\$ 69,985		\$ 156,568	\$ -	\$ -
Revenues												
User Fees	10,652	19,997	20,000	20,512		20,000	20,000	5,191		20,000		
Concession Sales	1,070	212	1,000	871		1,000	1,000	370		1,000		
Total Departmental Revenues	\$ 11,722	\$ 20,209	\$ 21,000	\$ 21,383		\$ 21,000	\$ 21,000	\$ 5,561		\$ 21,000	\$ -	\$ -
Net Cost to General Fund	\$ 120,511	\$ 141,865	\$ 120,955	\$ 129,928		\$ 149,115	\$ 149,115	\$ 64,424		\$ 135,568	\$ -	\$ -

FY 24 830 - Programming Budget

Parks & Rec Programming

ACCOUNT TITLE	2019-20 AUDITED ACTUAL	2020-21 AUDITED ACTUAL	2021-22 ADJUSTED BUDGET	2021-22 AUDITED ACTUAL	of ud	2022-23 COUNCIL ADOPTED	2022-23 ADJUSTED BUDGET	2022-23 THROUGH DEC 22	of ud	2023-24 DEPT REQUEST	2023-24 MANAGER RECMN'D	2023-24 COUNCIL PROPOSED
Expenditures												
Wages & Related												
Salaries	74,164	69,865	94,115	93,229		123,140	123,140	58,305		137,007		
FICA	4,533	4,311	5,950	5,761		7,635	7,635	3,613		8,494		
Medicare	1,060	1,008	1,350	1,347		1,790	1,790	845		1,987		
Retirement	6,517	7,120	7,915	8,167		10,480	10,480	5,580		12,194		
Unemployment	138	137	885	232		1,140	1,140	131		1,170		
Workman's Compensation	2,122	653	955	1,428		1,305	1,305	760		1,507		
Health, Dental & Life Ins	10,914	14,882	14,495	14,466		26,500	26,500	10,369		38,291		
Total Wages & Related	\$ 99,448	\$ 97,976	\$ 125,665	\$ 124,630		\$ 171,990	\$ 171,990	\$ 79,603		\$ 200,650	\$ -	\$ -
Operating Expenditures												
Contract Labor/Services	1,603	942	2,700	833		2,700	2,700	170		2,700		
Rec. Equipment	1,132	2,459	3,000	2,145		3,000	3,000	1,661		3,000		
Special Events	0	0	0	0		0	0	0		0		
Children's Programs	2,992	1,976	5,000	2,877		5,000	5,000	2,817		5,000		
Adult Programs	91	0	1,000	1,236		1,000	1,000	92		1,000		
Community Programs	4,627	38	14,000	2,822		14,000	14,000	5,622		14,000		
Summer Program	1,760	2,141	4,000	3,359		4,000	4,000	1,740		5,500		
Total Operating Expenditures	\$ 12,205	\$ 7,556	\$ 29,700	\$ 13,272		\$ 29,700	\$ 29,700	\$ 12,103		\$ 31,200	\$ -	\$ -
Total Departmental Expenditures	\$ 111,653	\$ 105,532	\$ 155,365	\$ 137,902		\$ 201,690	\$ 201,690	\$ 91,707		\$ 231,850	\$ -	\$ -
Revenues												
Children's Rec Program	7,993	1,814	6,000	5,200		6,000	6,000	3,520		6,000		
Adult Rec Program	827	2,660	6,000	5,198		6,000	6,000	707		6,000		
Community Programs	7,764	200	15,750	4,074		15,750	15,750	1,103		15,750		
Summer Program	4,821	15,258	9,000	12,501		11,000	11,000	11,277		20,000		
Child Rec Program Support	0	0	1,500	0		1,500	1,500	0		1,500		
Child Rec Tuition Support	400	750	1,000	0		1,000	1,000	350		1,000		
Community Program Support	0	498	1,000	1		1,000	1,000	0		1,000		
Total Departmental Revenues	\$ 21,805	\$ 21,180	\$ 40,250	\$ 26,974		\$ 42,250	\$ 42,250	\$ 16,957		\$ 51,250	\$ -	\$ -
Net Cost to General Fund	\$ 89,848	\$ 84,352	\$ 115,115	\$ 110,928		\$ 159,440	\$ 159,440	\$ 74,750		\$ 180,600	\$ -	\$ -



Agenda Item Submission Form – Section I

Meeting Date:

- Consent Agenda Decision Agenda Executive Session Requested
- Presentation Only Action/Presentation Work Session

Requesting Department: Public Works - Parks & Recreation

Staff Resource/Contact Person: Michael Marshall, P&R Manager

Agenda Title (be exact): Discussion and possible direction to Town staff prioritizing proposed Capital Improvement Projects.

List Attached Documents: CIP Project – VLCP FY24, CIP Project Request – Match for IMBA Grant, CIP Trails & Outdoors 3-24-2023

Estimated Presentation Time: 10 minutes

Estimated Discussion Time: 20 minutes

Reviews and comments Completed by:

- Town Manager: _____ Department Head: _____
- Town Attorney Comments: _____
- Risk Management: _____
- Finance Department**
Fiscal Impact:
Budget Code: _____ **Amount Remaining:** _____
Comments:

Background Information: Several recreation-related CIP projects have been proposed to the Town Council for FY24. The Council directed staff to take this list to the P&R Commission for review and input on prioritization pending available funding.

Recommended Action (Motion): Move that the P&R Commission recommend the priority listing of recreation CIP proposals to Council as determined by meeting discussion.

Instructions to the Clerk: Produce final list for transmission by staff to Council.

Town of Camp Verde Capital Improvement Plan Project Request

Project Title: *Verde Lakes Community Park improvements – FY 24 update*

Date: 1/31/2023

Dept: *Public Works – Parks & Recreation*

Contact: *M. Marshall*

Req'd by: *M. Marshall*

Prepared by: *M. Marshall*

Project Summary:

Continue to add improvements to Verde Lakes Community Park (VLCP). This may include additional picnic tables, charcoal grills and other amenities. It may include matching available grant funding for improvements such as play structures or shade ramadas. Final decisions will be based on funding options available, Council and P&R Commission input as well as public ideas while considering lease status. This is similar to the process for improvements at Rezzonico Family Park, and continues from last years \$50,000 in CIP funding.

Location:

3012 S. Aspen Way

Need / Justification:

As a new park this facility had minimal amenities and in serious need of maintenance. In FY 23 P&R was approved for \$50,000 in CIP funding for basic amenities such as picnic tables, park benches, signage and fencing etc. Town Council was concerned about the short term lease situation and P&R was directed to use caution about larger, more permanent improvements. Grant opportunities are limited due to land control requirements, but the Town is continuing to pursue lease options and funding options. P&R is working to have a funding source available for this developing situation.

Full-Cost: \$125,000

Segmented Timeline:

Activity / Segment	Timeline	Cost
Continued amenity funding and grant options	2023-2024	\$35,000
Continued amenity funding and grant options	2024-2025	\$40,000
Continued amenity funding and grant options	2025-2026	\$40,000
Continued amenity funding and grant options	2026-2027	\$10,000

Operational Impact:

All items and projects can be added and constructed with minimal impact to existing users.

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

We will look at grant funding but that will be difficult with leased land.

Town of Camp Verde Capital Improvement Plan Project Request

Project Title: *Grant Match for Design of the Sports Complex Bike Park*

Date: 3-24-23 **Dept:** *Public Works- Parks & Recreation*
Contact: *Michael Marshall* **Req'd by:** *Michael Marshall* **Prepared by:** *Michael Marshall*

Project Summary:

The purpose of this CIP funding request is to provide match funds for a grant from the International Mountain Bike Association (IMBA) that was recently awarded to the town in February of 2023. The grant requires 100% matching funds. With a total project cost upwards of \$80K, the required match is upwards of \$40K.

The grant funds and CIP funds will be used to complete a design of the Sports Complex Bike Park including design for the following: a pump track with jumps, dirt jumps, skills features, flow trails and a “tot track” for the younger children that appeals to those with varying skill levels. The IMBA team will conduct the bike park design work.

Location:

Camp Verde Sports Complex

Need / Justification:

Initial planning for the bike park and associated park trails was provided by International Mountain Bike Association (IMBA) Trail Solutions in 2018, with a grant funding from the Catena Foundation. The result of IMBA's work was the Camp Verde Trails Concept Plan, published in October 2019. Following IMBA's work, the Town funded a master trail planning process called the Urban-Upland Trail Plan (UUTP) which was adopted by the council in 2020.

A bike park would be an amenity to the community and the workforce. These recreational investments improve transportation alternatives, livability, and access to the public lands. This design project is the next step in understanding how to implement the bike park. Without the ~\$40K matching funds, we are not able to utilize the IMBA grant of ~\$40K.

Full-Cost:

Segmented Timeline:

Activity / Segment	Timeline	Cost
Design completed by IMBA (may start as early as July 1)	2-3 months	\$ 40,000 (Town's cost)

Operational Impact:

This is for the design, not construction, of the bike park. A majority of the work will be completed by International Mountain Bike Association (IMBA). Town staff time involvement will be limited.

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

Funding for design of the Sports Complex bike park is as follows:

- Total project cost: ~\$80K
- Grant Funding: ~\$40K from IMBA
- Proposed Match Funding: ~\$40K Town of Camp Verde

Town of Camp Verde Capital Improvement Plan Project Request

Project Title: *Trails and Outdoor Recreation*

Date: 3-24-23 **Dept:** Public Works – Parks & Recreation

Contact: Michael Marshall **Req'd by:** Michael Marshall **Prepared by:** Michael Marshall

Project Summary:

The purpose of this funding request is to have funding available to complete existing trail and outdoor recreation projects.

- Oasis Trailhead - The Town of Camp Verde's Urban Upland Trail Plan (UUTP) and the Prescott National Forest's Verde Trail and Access Plan both call for the establishment of a trailhead on property owned by the Town of Camp Verde at SR260 and Oasis Road. The project would include the installation of fencing, gates and an informational kiosk on the parcel, along with the development of a scenic viewpoint on the high ground above the property.
- Montezuma Castle Delineators - There is currently a non-motorized lane, approximately eight-feet wide, that runs between Main Street and the Camp Verde Unified School District complex along the west side of Montezuma Castle Highway. The lane provides pedestrian and bicycle access from downtown to the Camp Verde Community Library and the school complex. It has also been integrated into the UUTP as access to the Jackson Flat area and Montezuma Castle. In the interest of safety, it has been recommended that delineators be placed along the roadway separating vehicles from non-motorized traffic. The distance is 9,000 feet.
- GIS Planning Map of the UUTP - The entire Urban Upland Trail System will be on GIS. This will allow for better future planning, access, and visitor information.
- UUTP Trail Construction - The construction and designation of trails within the Town of Camp Verde's corporate boundaries on existing rights of way will be completed.
- Disc Golf Course at Sports Complex - Construct Disc Golf course in the drainage basin area at the Sports Complex.

Location:

Numerous locations:

- Oasis Trailhead – Oasis Road and SR 260
- Montezuma Castle Delineators - Montezuma Castle Highway between Main Street and the Camp Verde Unified School District campus
- GIS Planning Map of the UUTP - N/A
- UUTP Trail Construction – Various locations from the UUTP
- Disc Golf Course – In the drainage basin at the South side of the Sports Complex

Need / Justification:

These completed projects will be amenities to the community, the workforce, and visitors. The Town funded a master trail planning process called the Urban-Upland Trail Plan (UUTP) which was adopted by the council in 2020. The Town adopted the Five-Year Community and Economic Development Strategic Plan in April of 2022. These projects align with both plans and help to improve community livability, health, access to scenic and outdoor recreation, and our local placemaking efforts.

- Oasis Trailhead – The trailhead’s scenic viewpoint will serve as an entrance point for visitor 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.
- Montezuma Castle Delineators - This is a safety enhancement. In the interest of safety, it has been recommended that delineators be placed along the roadway separating vehicles from non-motorized traffic.
- GIS Planning Map of the UUTP - Accurate mapping will all for more efficient plans, investments, and shared information.
- UUTP Trail Construction – Completion of the Urban trails is identified in the UUTP.
- Disc Golf Course – A popular amenity for all ages and there is only one in the Verde Valley

Full-Cost:

Segmented Timeline:

Activity / Segment	Timeline	Cost
<u>Oasis Trailhead</u> <ul style="list-style-type: none"> • Fencing and Gates • Informational Kiosk • Scenic Viewpoint (benches, interpretive signage, surface treatment such as pavers) • ADA compliant trail from trailhead to Scenic Viewpoint 	The area is shovel ready and will be completed by end of FY24.	Total: \$42,000 <ul style="list-style-type: none"> • \$15K • \$5K • \$15K • \$7K
<u>Montezuma Castle Delineators</u> <ul style="list-style-type: none"> • Delineators • Installation 	Completed by end of FY24.	Total: \$12,500 <ul style="list-style-type: none"> • \$3,500 • \$9,000
<u>GIS Planning Map of the UUTP</u> - <ul style="list-style-type: none"> • GIS mapping contract 	Completed by end of FY24.	Total: \$3,500 <ul style="list-style-type: none"> • \$3500
<u>UUTP Trail Construction</u> – <ul style="list-style-type: none"> • Trail building, installation of directional and information signage. • *Costs may be reduced through utilizing volunteers 	Completed by end of FY24.	Total: \$5,000 <ul style="list-style-type: none"> • \$5K
<u>Disc Golf Course</u> <ul style="list-style-type: none"> • <u>Construction of 18-hole Disc Golf Course</u> 	Completed by end of FY24	Total\$ 22,000

Operational Impact:

- Oasis Trailhead – Staff time will be required to complete construction/implementation of this project.
- Montezuma Castle Delineators - No impacts are identified other than the occasional replacement.
- GIS Planning Map of the UUTP - No impacts are identified.
- UUTP Trail Construction – Trail and signage maintenance.
- Disc Golf Course – No impacts are identified

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

- Oasis Trailhead - There may be grant options for the interpretive signage, although those have not been identified.
- Montezuma Castle Delineators - None identified
- GIS Planning Map of the UUTP - None identified
- UUTP Trail Construction - None identified
- Disc Golf Course – Potential grant assistance from Disc Golf manufacturers and associations